

To approve the Authority to Procure a contract for the Supply of overhead tracking hoists and the repair, servicing, and maintenance of distinct items of equipment for daily living

Date: 1 November 2023

Report of: Deputy Director Social Work & Social Care Service

Report to: Interim Director of Adults and Health

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief Summary

The Leeds Community Equipment Service (LCES) provides a range of equipment to disabled adults, older people, and children within Leeds. There are currently 84,000 people in Leeds with equipment.

Assessors across health and social care make recommendations for the provision of equipment designed to meet the needs of the individual person. It can make a significant reduction in the risks for people at home and contributes to reducing and delaying the need for home care and residential services.

The current contract is for the supply of overhead tracking hoists, the refurbishment of recycled tracking hoists, the out of hours repairs of tracking hoists, the annual service and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) inspection for tracking hoists, gantry hoists, mobile hoists, stand aids and poolside hoists, the out of hours urgent repairs for specialist beds and airflow mattresses and the maintenance, repair & storage of specialist baths.

The contract is due to expire on the 1st December 2023.

Recommendations

- a) The Interim Director of Adults and Health is requested to approve the authority to procure a new contract for the supply of overhead tracking hoists and the repair, service, and maintenance distinct items of equipment for daily living. The contract will commence on 1st December 2023 for a duration of five years.
- b) Implementation discussions will take place with the suppliers once the contract is awarded.
- c) The proposed timescale for implementation is December 2023.
- d) The Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation in conjunction with officers from the Procurement and Commercial Services.

What is this report about?

The report is requesting approval to procure a new contract for the supply of overhead tracking hoists and the repair, service, and maintenance distinct items of equipment for daily living. The contract consists of the following lots:

Lot 1 & 2 -

Is for the supply, maintenance & repair of overhead tracking hoists that are installed in service user's homes, following a community care assessment and a moving and handling risk assessment. The risk assessments are performed to establish a moving and handling plan and reduce moving and handling risks, as far as reasonably possible, for disabled people and both paid and unpaid carers. Under the terms of the existing contract joint visits by the assessor and the supplier are undertaken. The supplier will assess the environment to ensure that the equipment can be safely installed and that any associated works e.g., joinery, electrical or structural, are identified for the installation to take place.

New tracking hoists are funded from the capital budget for Adaptations to Private Properties following assessment and recommendation by the Council's occupational therapy service. The servicing, repair, removal, and re-siting of this equipment is funded from revenue budgets. The hoists are installed, serviced, repaired, removed, stored and re-sited under the terms of the contract.

The contract is also used by Adult and Health, Care Delivery Service for their maintenance and LOLER requirements in respect of their mobile hoists. Other directorates of the council will also utilise the contract for their requirements.

Lot 3 – Is used by Adults and Health - Care Delivery services and Active Lives services – for the repair and maintenance of mobile hoist & stand-aids, poolside hoists, changing tables, and wheelchairs and shower chairs.

Lot 4 - maintenance, repair & storage of specialist baths – is used by Care Delivery services.

Lot 5 - repair (out of hours only) of profiling beds, cots, and airflow mattresses – is used by Leeds Community Equipment service.

The current contract includes the annual servicing of electric specialist seating which will not be included in this tender and the servicing will be included within the Leeds Community Equipment plan maintenance team programme of work.

What impact will this proposal have?

- 1 Different suppliers with the expertise required will be able to submit against the appropriate Lots in the contract.

Other departments in the Local Authority will be able to use the contract.

The regular maintenance of equipment will extend the lifespan of the item and any repairs will be identified and rectified, therefore reducing the risk to customers and the need to replace with new equipment.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 2 The service directly contributes to the Council's Health and Wellbeing Plan and its priority to make Leeds the best City for Health and Wellbeing by 2030. This is achieved by supporting people to live safely. The service will contribute to the best city ambition by:

Supporting self-care, with more people managing their own health in the community.

- This contract evidence Adults & Health working with other Council departments providing best value for money and partnership working.
- The service also contributes to the Best Council Plan 2020-2025 by:
- By enabling people to live independently in a place of their choice and by providing help and support for people who want to use community equipment to make their lives better.

Working with People

- Providing community equipment gives people independence, choice, and control within their daily life. It allows people to get the assistance they require when they need it.
- The service provides community equipment to all age groups.
- This contract ensures the safety of both people who use the equipment and carers.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 3 An Equality Impact Assessment screening tool has been undertaken for the purposes of this recommendation and has indicated that an EIA does not need to be carried out. There will be no adverse effect on any groups of people within the city by the proposal.

Officers from Adults and Health, City Development and Childrens and Families are invited to be involved in the procurement process.

All relevant stakeholders were informed / consulted to appropriate levels at the appropriate times in the procurement process.

Executive member briefed on 18/10 via email as agreed with Cllr Arif.

What are the resource implications?

- 4 A procurement process will be undertaken to ensure that the Council obtains best value for money, in terms of fit for purpose products at the best price.

The procurement process will follow the open procedure but will include a Standard Selection Questionnaire, within which there will be a number of technical questions against

which a potential provider will be assessed to ensure that they have the required experience and knowledge to undertake the requirements of the contract.

Tenders will be evaluated and awarded using the price/quality separation approach.

Using a contract will ensure that the council achieves the lowest possible prices for the products and services it is buying under this contract. Officer time will be saved by using the contract, rather than obtaining competitive quotes for individual items and orders.

This includes expenditure from all departments in the Council who use this contract.

It is expected that the new contract value will be based on the current expenditure.

Below is a breakdown of the annual budget available (where known). The capital budget is a combined budget split between external works (tracking Hoist) and Minor Works completed by LBS. The split is £260K for minor works and £210k for tracking hoist. The Minor Works budget is not available for this contract.

There is an annual capital budget of £210K available to Adults and Health – Community Equipment Service and a £225K revenue budget for Adults and Children services, making a combined annual available of £435K. This gives an estimated budget of £2.175m over 5 years. This does not include expenditure from other departments in the Council who use this framework.

	Department	Budget type	Annual budget available
Lot 1 Supply, Of Overhead Tracking Hoists & Replacement Parts	Adults & Health- Leeds Community Equipment Service	Capital	£210K
	Children's Services including Education	Revenue	£30k
	Adults & Health Care Delivery	Revenue	0
	Other Council Departments	Revenue	
Lot 2 Maintenance, Repair, & Storage of Overhead Tracking Hoists	Adults & Health- Leeds Community Equipment Service	Revenue	£100K
	Children's Services	Revenue	£20K
	Care Delivery	Revenue	£3K
	Other Council Departments	Revenue	
Lot 3 Maintenance & Repair of Mobile Hoist & Stand-Aids, Poolside Hoists, Changing Tables, Wheelchairs and Shower Chairs.	Adults & Health - Care Delivery	Revenue	£4K
	Active Leeds	Revenue	
Lot 4 Maintenance, Repair & Storage of Specialise Baths	Adults & Health- Care Delivery	Revenue	£18K
LOT 5 Repair Out of Hours Only of Profiling Beds, Cots and Airflow Mattresses and delivery of urgent bed packages and hoists out of hours.	Adults & Health- Leeds Community Equipment Service	Revenue	£50K

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What are the key risks and how are they being managed?

- 5 The Service would have to purchase equipment and repairs on a “non-contract” basis. There would be no agreed contract prices which would highly likely result in higher costs for equipment.

The effect of higher unit costs on the budget would have a direct impact on the available budget for new purchases.

This approach means that the Council has the efficiency of one contract for all parts of the contract and the alternative would be multiple tendering exercises.

The aim of the Leeds Community Equipment Service to provide the right equipment quickly to enable people to live independent and inclusive lives would be compromised.

The services would not be complying with the following regulations: the Provision and Use of Work Equipment Regulations 1998 (PUWER (Provision and Use of Work Equipment Regulations)), the Portable Appliance Testing (PAT) and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

What are the legal implications?

- 6 Procurement and Commercial Services (PACS) will advertise the tender in the Find a Tender Service in compliance with the Public Contracts Regulations 2015 and subsequent regulations enacted into UK law following the United Kingdom’s departure from the European Union. The contract will also be advertised on the Council’s tendering website YORtender and Contracts Finder.

Tenders will be evaluated and awarded using the price/quality separation approach.

This is a key decision and is subject to call-in. Notification of the decision was placed on the List of Forthcoming Key Decisions on 2nd October 2023. The report does not contain any exempt or confidential information under the Access to Information Rules.

The decision to award the contract to the successful providers will be treated as a consequential decision to this Key Decision and will therefore be treated as a Significant Operational Decision and not be subject to call-in.

Options, timescales and measuring success.

What other options were considered?

- 7 Not to provide the equipment. However, there is a high number already issued which requires servicing.

To purchase new instead of servicing. This is not a financially viable option.

How will success be measured?

- 8 There is a contract in place which meets all the regulations required.

What is the timetable and who will be responsible for implementation?

- 9 The Interim Director of Adults and Health is requested to approve the authority to go out to tender to procure a new contract for the supply of overhead tracking hoists and the repair, service, and maintenance distinct items of equipment for daily living.

Implementation discussions will take place with the suppliers once the contract is awarded.

The proposed timescale for implementation is December 2023.

The Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation in conjunction with officers from the Procurement and Commercial Service

Appendices

- Equality Assessment

Background papers

- None