

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	2814
Author:	Lesley Saxton
Department:	Children and Families
Contact:	Paul Haigh (Job Title: Head of Service, Email: paul.haigh@nottinghamcity.gov.uk, Phone: 07985885540)
Subject:	Laundry services for Adult Social Care - Replace, service, maintenance & repair
Total Value:	£55,611.08 (Type: Capital and Revenue)
Decision Being Taken:	<ol style="list-style-type: none"><li>1) To note the undertaking of a joint procurement process with Nottingham City Homes (NCH) to identify a supplier for the provision of Laundry Equipment;</li><li>2) To award a contract to the successful supplier for a period of 3 years plus 1;</li><li>3) To delegate authority to Helen Jones, Director of Adult Social Care and Councillor Norris, Portfolio Holder to sign the City Council's contract with the successful supplier.</li></ol>
Reasons for the Decision(s)	<p>The decision has become necessary since the former contractor has been bought out by another company. The Service required a tender process to identify a new supplier with the skills and expertise required to repair and service the machines currently in place at Adult Social Care sites. It is vital - particularly in residential care sites that a full and efficient laundry facility is maintained at all times.</p> <p>This is a three year contract with an option for a further year. The contract for the Laundry Equipment has gone through a tender process, four companies having been asked to tender with only two companies returning the completed tender documents. Procurement colleagues have scrutinised and scored the returned tender documentation - the suggested preferred contractor is Goodman Sparks, the proposed start date of contract being April 2017.</p> <p>Procurement colleagues worked closely with Adult Social Care Facilities &amp; Supplies in understanding our requirements and obtaining a list of machines currently installed in Adult Social Care Sites, spend over the previous 12 months and our requirements for replacement machines going forward. Procurement colleagues also know that we have a different type of service coming on line in mid 2018, in the life of this contract, the details of which they also captured.</p>

<b>Other Options Considered:</b>	<b>Doing nothing was not an option as we need a formal contract in place. Adult Social Care sites have been experiencing considerable delays in contractors visiting site after call outs to machines have been requested. The service requires skills and expertise to effect repairs in a timely manner.</b>
<b>Background Papers:</b>	<b>Tender Summary letter for Nottingham City Homes</b>
<b>Unpublished background papers:</b>	<b>Final signed doc.pdf</b>
<b>Published Works:</b>	<b>The final tender document is uploaded to the Delegated Decisions system.</b>
<b>Affected Wards:</b>	<b>Citywide</b>
<b>Colleague / Councillor Interests:</b>	<b>None</b>
<b>Consultations:</b>	<b>Those not consulted are not directly affected by the decision.</b>
<b>Crime and Disorder Implications:</b>	<b>None</b>
<b>Equality:</b>	<b>EIA not required. Reasons: This decision does not relate to new or changing policies, services or functions.</b>
<b>Social Value Considerations:</b>	<b>Not applicable</b>
<b>Regard for NHS Constitution:</b>	<b>Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.</b>
<b>Decision Type:</b>	<b>Portfolio Holder</b>
<b>Subject to Call In:</b>	<b>Yes</b>
<b>Call In Expiry date:</b>	<b>21/04/2017</b>

**Advice Sought:**

**Legal, Finance, Procurement**

**Legal Advice:**

**The proposals in this report raise no significant legal issues and are supported.**

**The services were previously delivered under a contract that had expired and a joint procurement process has been undertaken with NCH using an EU Compliant ESPO framework to identify a successful supplier for combined services. The cost of Nottingham City Council's requirements will be met by 2 budgets.**

**The City Council will have a separate call off contract with the successful supplier for its services which will require separate management and monitoring.**

**Legal services will assist the report author and procurement colleagues as necessary to ensure the contract is properly awarded.**

**Advice provided by Dionne Claire Screamon (Solicitor) on 13/03/2017.**

**Finance Advice:**

**The cost referred to in this decision over the 4 year contract term (3 years plus the option to extend for a further year) will be met from the Adult Provision repairs, maintenance and replacement budgets contained within the Council's 2017/18+ Medium Term Financial Plan (MTFP).**

**A compliant procurement process has ensured that value for money has been achieved and services are procured through the most economic and efficient means. Advice provided by Darren Revill (Finance Analyst) on 10/03/2017.**

**Procurement Advice:**

**A fully compliant tendering exercise was carried out via ESPO framework number 24 by Nottingham City Homes and included Nottingham City Council's requirements as part of the tender.**

**The procurement team supports the recommendations of this report.**

**Advice provided by Paul Ritchie (Lead Procurement Officer) on 10/03/2017.**

**Signatures**

**Alex Norris (Portfolio Holder for Adults and Health)**

**SIGNED and Dated: 11/04/2017**

**Helen Jones (Director for Adult Social Services (DASS))**

**SIGNED and Dated: 11/04/2017**