

## **Non-Competitive Contract for Handicare Lifts and Maintenance Services for Pioneer Manor**

Presented To:	City Council
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Recommended by:	General Manager of Community Development

### **Report Summary**

This report provides a recommendation to approve a five (5) year non-competitive (single source) agreement with an option to extend for another five (5) years for the purchase, preventative maintenance, and repair for Handicare ceiling and floor lifts. A non-competitive (single source) agreement allows for the standardization of equipment purchasing, maintenance and staff education to maximize operational efficiencies and reduce risk of harm to residents and employees.

### **Resolution**

WHEREAS the use of Handicare ceiling and floor lifts ensures the standardization to lifting equipment throughout the Pioneer Manor; and

WHEREAS there are operational efficiencies to be gained through the utilization of standardized equipment and maintenance; and

WHEREAS the use of Handicare ceiling and floor lifts with the same manufacturer ensures the compatibility with a single maintenance service provider; and

THAT the City of Greater Sudbury approves the non-competitive (single source) agreement with Handicare for a five-year term with an option to extend for another five (5) years, as outlined in the report entitled, "Non-Competitive Contract for Handicare Lifts and Maintenance Services for Pioneer Manor", from the General Manager of Community Development, as presented at the City Council meeting on April 25, 2023.

### **Relationship to the Strategic Plan, Health Impact Assessment and Community Energy & Emissions Plan (CEEP)**

This report supports Council's Strategic Plan by enhancing the Quality of Life and Place for the residents of Pioneer Manor and by building a sustainable infrastructure that will improve the quality of municipal services, in a more energy efficient and sustainable building, thereby ensuring to meet future needs of our community. This report refers to operational matters and does not impact the Community Energy and Emissions Plan.

## Financial Implications

This report does not anticipate new financial implications outside of the already approved budget process. The current cost for the annual service agreement which includes regular maintenance, repairs, annual preventative maintenance inspection and annual load testing on the Handicare lifts and tracks is approximately \$18,000 and is budgeted under equipment in the Pioneer Manor operating budget. The anticipated five-year maintenance cost will be approximately \$90,000.

The annual capital expenditure for ceiling and floor lifts will range from \$30,000 to \$50,000 with an anticipated five-year cost of \$150,000 to \$250,000 and is budgeted through a combination of operating and capital budgets. For the Bed Redevelopment project, Pioneer Manor has allocated \$ 300,000 for capital purchases for lifting equipment. The long-term capital purchases of ceiling lifts are anticipated to reduce after bed redevelopment is completed. This report does not anticipate any new allocation of funds outside the normal budget process in the near term.

Under applicable Trade Agreements, the following exemptions would be applicable to the procurement of this contract:

*CFTA Article 513/ CETA – Article 19.12 Exemption: 1. (c) for additional deliveries by the original supplier of goods or services that were not included in the initial procurement, if a change of supplier for such goods or services: (i) cannot be made for economical or technical reasons such as requirements of interchangeability or inoperability with existing equipment, software, services, or installations procured under the initial procurement; and (ii) would cause significant inconvenience or substantial duplication of costs for the procurement entity.*

## Background

Ceiling and floor lifts are used to transfer residents from bed to wheelchair, wheelchair to bed and wheelchair. They are an essential piece of equipment that ensures resident safety and helps to reduce musculoskeletal injuries among health care staff. Single sourcing ensures the Home can standardize medical equipment, staff education, promote a safer resident and staff environment while having a single maintenance agreement.

Currently, there are 102 ceiling lifts and 39 floor lifts utilized throughout Pioneer Manor that are manufactured by Waverly Glen Systems, owned by Handicare. All rooms on the first and second floor of the Terrace section in Pioneer Manor have ceiling tracks installed where the majority of the heavier care residents reside. Ceiling lift motor units may be transferred from one room to another as the need arises ensuring maximum ease and safety in transferring and lifting residents. As the needs of our residents continue to increase over time, more lifts are required to meet their transfer needs.

Handicare is the exclusive supplier of these lifts in the Province of Ontario for Homes with over 10 beds. They are also the sole service provider regular maintenance, repairs, annual preventative maintenance inspection and annual load testing. They have been instrumental in ensuring a smooth transition of service to the manufacturer.

## **Analysis**

Standardization of equipment in the medical environment is an important process to improve care, education, while also reducing the potential for near misses and injuries. Standardization also allows Pioneer Manor to manage the capital assets of all lifts, and maintenance contracts. Standardization reduces risk to falls or injury to residents and staff through operator error, while also improve operating efficiencies.

Benefits of standardization:

- Greater control of asset management which sets for consistent product standards;
- Standardization and compatibility of all lifting equipment within Pioneer Manor;
- Single maintenance agreement allows for greater ability for cost control;
- Simplification for education development and rollout which is beneficial to staff;
- Standardization reduces duplicate training leading to a healthy work environment; and
- Reduces opportunity for regulatory non-compliance.

Should Council not approve the non-competitive (single source), Pioneer Manor will be required to introduce different models of equipment, requiring additional maintenance agreements and additional education programs for staff. It is anticipated there is an unquantifiable risk to Pioneer Minor, residents, and staff. Further, there is an unbudgeted amount that if there is additional effort required for educating staff requiring future consideration for an unbudgeted education.

## **Redevelopment**

Staff are currently working through the Ministry of Long-Term Care capital approval process for Pioneer Manor bed redevelopment. Having a standard lift agreement in place, will further enhance the Pioneer Manor's standardization of ceiling and floor lifting equipment. The Bed Development project has allocated capital within the project budget to install ceiling tracking and lifts in the new resident rooms as part of the Pioneer Manor's modernization and transition away from using floor lifts.

## **Next Steps**

Pioneer Manor staff will continue to negotiate the best price when purchasing lifting equipment and maintenance agreements.