

## Annual Procurement Activity Plan 2017-18

Lorne Community Hospital is looking to develop long term partnerships with suppliers that are adaptable and innovative, who take accountability, and who can help deliver real and lasting value.

To effectively and efficiently procure goods and services across the organisation to obtain the best value for money and economies of scale Lorne Community Hospital's procurement activity plan is aligned to its priorities and strategies.

When sourcing goods and services from the market, Lorne Community Hospital is committed to open, fair, and transparent sourcing processes.

This annual Procurement Activity Plan provides a summary of the major procurement activities in the non-salary area of organisational expenditure and provides potential suppliers advance knowledge of the likely procurements in this financial year.

The annual Procurement Activity Plan will be reviewed and updated as required, based on the best information available at the time of publication.

CATEGORY	DESCRIPTION	CONTACT PERSON	ESTIMATED QUARTER
<b>FACILITIES MANAGEMENT SERVICES</b>	Automatic Sliding Doors maintenance	Janet Smartt	Q1 17/18
	Essential Fire Equipment testing	Janet Smartt	Q1 17/18
	Passenger Lift maintenance	Janet Smartt	Q1 17/18
	Fire Alarm monitoring	Janet Smartt	Q1 17/18
	Window cleaning	Janet Smartt	Q1 17/18
	HVAC preventative maintenance	Janet Smartt	Q2 17/18
<b>MEDICAL EQUIPMENT SERVICING &amp; MAINTENANCE</b>			
	X-Ray machine compliance testing	Janet Smartt	
	Patient Beds & Mattresses	Janet Smartt	Q3 17/18
<b>NON-MEDICAL EQUIPMENT SERVICING &amp; MAINTENANCE</b>			
	Electrical testing and tagging of non-medical equipment	Janet Smartt	Q2 17/18
	Maytag washing machine and dryer	Janet Smartt	Q3 17/18
<b>ADMINISTRATIVE SERVICES</b>			
	Salary Packaging	Michael Markham	Q3 17/18
	Document Storage	Michael Markham	Q4 17/18
<b>CAPITAL PROGRAM</b>			
	Automatic Door to Nursing Home courtyard	Andrea Russell	Q2 17/18
	3 Commercial Steam Cleaners	Janet Smartt	Q2 17/18
	6 hot/cold water sink systems	Janet Smartt	Q1 17/18
	Installation & commissioning of five off smoke dampers	Janet Smartt	Q2 17/18
	Nursing Home Courtyard redevelopment	Andrea Russell	Q4 17/18
	3 wall murals for Nursing Home	Andrea Russell	Q4 17/18
	Adjust existing joinery in kitchenette	Janet Smartt	Q2 17/18

### DISCLAIMER:

All planned procurement activities are subject to revision or cancellation. The information in this annual Procurement Activity Plan is provided for planning purposes only and it does not present a solicitation or constitute a request for proposal, nor is it a commitment by Lorne Community Hospital to purchase the described goods or services. There is no obligation to respond to or return any unsolicited bids received.