

# Cleaning and Hygiene Maintenance Contract

For Finance and Governance CAB on 16 February 2021

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## Summary

**Lead Member:** Councillor Tom Dawlings, Portfolio Holder for Finance & Governance

**Lead Director:** Paul Taylor, Director of Change and Communities

**Head of Service:** Denise Haylett, Head of Facilities and Community Hubs

**Report Author:** Denise Haylett, Head of Facilities and Community Hubs

**Classification:** Public document (non-exempt)

**Wards Affected:** All

Approval Timetable	Date
Portfolio Holder	Tuesday, 19 January 2021
Management Board	Wednesday, 20 January 2021
Finance & Governance CAB	Tuesday, 16 February
Cabinet	Thursday, 11 March 2021

## Recommendations

Officer recommendations as supported by the Portfolio Holder:

1. That Cabinet agrees to award the new Cleaning and Hygiene contract to the preferred provider to be identified for a three-year term from 1 May 2021 with the option of two annual extensions.

# 1. Introduction and Background

- 1.1 The current Cleaning and Hygiene Maintenance contract has been in place for three years and concludes on 1 May 2021. This contract is to undertake the cleaning and hygiene maintenance for several operational properties in line with a detailed specification for each site.
- 1.2 There is an option of 2 annual extensions to this contract; however, I have taken the decision to go out to tender in view of making possible savings and to optimise performance in this competitive market.
- 1.3 The tender document will allocate 50% of the marks to quality and 50% to price.
- 1.4 The term of the contract is 3 Years with the option of 2 annual extensions

# 2. Basis of Contract

- 2.1 Each compliant submission will be assessed and scored using the Invitation to Tender award criteria

## Provisional Key Dates for Tender:

Issue Invitation to Tender:	29 January 2021
Deadline Invitation to Tender Returns:	26 February 2021
Tender Evaluation:	1 and 2 March 2021
Tender Contractor Interviews:	3 March 2021
Award Contract:	12 March 2021
Commence Contract:	1 May 2021

- 2.2 A Teams Meeting along with a virtual tour of sites was held on 10 February 2021. Contractors were then asked to submit questions via the Portal so that all responses of these questions were then submitted to all contractors who attend the invite.

## Next Steps

- 2.3 To date there have been 75 expressions of interest, of which 45 of these viewed the documentation and 16 have shown an intent to respond.
- 2.4 A fully complaint OJEU (Official Journal of the European Union) process will be undertaken to competitively tender this contract. Due to time constraints the procedure will be a single stage open tendering process.
- 2.5 As this tender is over £250k the decision will need to be taken at Cabinet for approval and appointment.

### **3. Options Considered**

- 3.1 Option 1: Continue with the current contractor and not go out to tender.
- 3.2 Option 2: Evaluate the tenders received in view of making possible savings and to optimise performance in this competitive market
- 3.3 Option 3: Do nothing: This would lead to the Council having no cleaning or hygiene undertaken at all operational sites and public conveniences.

### **4. Preferred Option and Reason**

- 4.1 Option 2 above is the preferred option selected. This procurement process will enable TWBC to assess the current marketplace and obtain proposals from a wide range of interested parties.

### **5. Implementation**

- 6.1 To offer and award a contract subject to Cabinet agreement on 11 March 2021.

### **6. Appendices and Background Documents**

Appendices: None

## **7. Cross Cutting Issues**

### **A. Legal (including the Human Rights Act)**

TBC

### **B. Finance and Other Resources**

TBC

### **C. Staffing**

There are no direct staffing issues.

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### **D. Risk Management**

Risks associated with this contract will be covered in the contract offered.

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### **E. Environment and Sustainability**

No impact has been identified.

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### **F. Community Safety**

No impact has been identified.

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### **G. Equalities**

No impact has been identified.

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## **H. Data Protection**

No impact has been identified.

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## **I. Health and Safety**

Health and Safety is associated with this contract will be covered in the contract offered.

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## **J. Health and Wellbeing**

No impact has been identified.

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