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**TO: EXECUTIVE MEMBER FOR TRANSFORMATION & FINANCE
JUNE 2017**

CORPORATE CLEANING PROCUREMENT PLAN Director of Corporate Services

1 PURPOSE OF DECISION

- 1.1 To establish a corporate contract that can be operational by 1 April 2018 for all Civic buildings, Libraries, Youth centres and some schools.

2 RECOMMENDATION

- 2.1 **That the Executive Member approves the Procurement Plan for the procurement of a new Corporate Cleaning Framework to supply cleaning services for all Civic Buildings, Libraries, Youth Centres, and some Schools (as required).**

3 REASONS FOR RECOMMENDATION

- 3.1 It is a requirement of the Contract Standing orders that the Executive member approves Procurement Plans with a value in excess of £400,000. This decision seeks approval of the procurement process.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 A single-stage 'open' procedure has been considered but is felt to be inappropriate for this project because there is likely to be too much interest in the market to make it manageable.
- 4.2 Whilst the use of existing Frameworks has been considered, there have been no suitable arrangements found.

5 SUPPORTING INFORMATION

- 5.1 The project will cover all cleaning requirements (including the provision of cleaning consumables where required) to all civic buildings and any school opting to join the contract.
- 5.2 The requirement will be advertised in a way that will initially cover all Council sites under one single order but will allow any school site within the Borough to place a separate order under the intended framework, throughout its 4 year duration.
- 5.4 The anticipated timescales for this re-tender are as follows:

Advertise Requirement	6 July 2017
SQ return date	18 August 2017
Issue Invitation to Tender	11 September 2017

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Contract Award	13 January 2018
Contract Start Date	01 April 2018

- 5.5 The current contract has proved to be successful and, as a result, a total of 27 schools in the Borough make use of it. Going forward, it has yet to be determined whether some of these schools will prefer to make their own arrangements given the move towards academisation. All schools are currently being consulted on this to obtain clear commitments one way or the other, as we need to accurately represent the potential value of the business in our OJEU Contract Notice.
- 5.6 The project team will be reviewing the existing specification in order to identify whether further savings that can be achieved. Such an exercise was carried out during the current contract leading to a reduction in the frequency of periodic cleaning (eg window cleaning) to reduce costs.
- 5.7 The notice placed on the Official Journal of the European Union will indicate that the Council will use of the Restricted Procedure, consisting of a two-stage approach, allowing the Project team to pre-qualify the companies invited to tender to ensure that only organisations with appropriate resources and levels of experience are involved.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Legal issues are discussed elsewhere in the Procurement Plan

Borough Treasurer

- 6.2 The 2017/18 budget assumes that there will be no savings or cost pressures, arising from this procurement. Dependant upon the outcome of the tendering process, any savings or pressures that emerge will be dealt with through the Council's usual budget process.

Equalities Impact Assessment

- 6.3 An Equalities Impact Assessment has been completed and forms part of the Procurement Plan.

Strategic Risk Management Issues

- 6.4 Risk Management issues are set out in Section 7 of the Procurement Plan

Other Officers

- 6.5 A Project team representing Council Directorates participating in the Corporate Cleaning Framework will be responsible for evaluating tender responses.

7 CONSULTATION

Principal Groups Consulted

- 7.1 Representatives from each Directorate participating in the contract (including schools) form the Project team and will be ultimately responsible for ensuring any specifications or tender documents reflect their particular requirements.
- 7.2 The Procurement Plan will be circulated for comment to all members of the Service Efficiency Group.

Method of Consultation

- 7.2 Representatives from each Directorate participating in the contract (including schools) form part of the Project team and will be ultimately responsible for ensuring their particular areas are adequately consulted and that any specifications or tender documents reflect those particular requirements.
- 7.3 All schools in the Borough have been contacted by CYPL to establish their level of interest in participating in the new framework.

Background Papers

Appendix A – Procurement Plan

Appendix B – Equalities Impact Assessment

Contact for further information

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