

TO: SCHOOLS FORUM
DATE: 8 DECEMBER 2011

SCHOOL BUILDING CLEANING
(Director of Children, Young People & Learning)

1 PURPOSE OF REPORT

- 1.1 To advise Schools Forum on the decision and outcome of awarding the corporate cleaning contract (which includes school sites) to KGB Cleaning.

2 RECOMMENDATIONS

That the Schools Forum:

- 2.1 **NOTES the outcome of the re-tendering of the corporate cleaning contract which has been awarded to KGB Cleaning.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 **It is appropriate for the Forum to be aware of, and where relevant, comment on these contractual matters.**

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 These are set out in the supporting information.

5 SUPPORTING INFORMATION

Current arrangements for cleaning in schools

- 5.1 School cleaning is provided under a range of arrangements in BFC. A total of 11 schools participate in this corporate contract for the cleaning of civic offices and other council sites. This comprises 3 secondary and 8 primary schools.
- 5.2 The remaining three secondary, twenty three Primary and one special school make their own arrangements with other contractors or employ in-house cleaners.

Background

- 5.3 The current corporate cleaning contract with KGB Cleaning will end on 3rd January 2012. A cleaning re-tender working group including a school representative was established to review the tendering procedure and to consider future options.

Supporting information

- 5.4 The project team decided to remain with an "output", performance based document taking the industry standard British Institute of Cleaning Science as a basis. This type of contract has proved to be successful and has led to increased school participation. The original 4 schools in 2007 has now

increased to 10 school sites with a further 10 schools joining the tender process.

- 5.5 A pre-qualification questionnaire (PQQ) was made available on the South East Business Portal, and a total of twenty nine were returned with seven organisations making the shortlist. Tender documentation was then despatched to the seven successful organisations on the 10 June 2011.
- 5.6 All seven tenders were returned, and evaluated against the pre-defined criteria, based on a 40/60 Price/Quality ratio. This included a number of qualitative criteria outlined within the confidential annexe. A Price/Quality ratio of 40/60 was agreed upon at the start of the project due to the complexity and high visibility of this service, which is highly dependant on the quality of skilled labour provided. It was felt that awarding price with a higher weighting could result in a short term advantage which could have easily been outweighed by the time spent by Council staff in order to keep the contract on track, with cleaning contracts being renowned for being difficult to manage if the wrong supplier is selected.
- 5.7 The 10 school sites will see some price increases amounting to 6.8% or £25.6k per annum overall, however the prices submitted by KGB Cleaning are competitive as compared with the others offered with only one tenderer offering an overall reduction.

Main features of the contract

- 5.8 One of the key advantages of this type of approach is providing value for money by ensuring we maintain economies of scale. For those schools where we do not have aligned with contractual objectives, we have the flexibility for schools to join at a later date.
- 5.9 There is an option for schools to have cleaning consumables provided as part of the cleaning price by the contractor. Examples of this are items such as soap, hand towels and toilet rolls.
- 5.10 KGB Cleaning does and will continue to ensure that CRB checks have been carried out on any employee working on this contract including sub-contractors.
- 5.11 Children, Young People and Learning (CYPL) offer a SLA for building cleaning including a contracts monitoring service. Contract monitoring meetings will be held with representatives from schools, CYP&L and the contractor's management team.
- 5.12 Quarterly review meetings are arranged by Corporate Procurement attended by the contractor's management team, CYP&L, a school representative and the corporate Facilities Manager. This meeting is to review the performance of the whole contract.
- 5.13 Key Performance Indicators will be agreed to ensure standards are maintained in line with the specification.

School participation

5.14 Sixteen schools will be participating in the new contract consisting of;

5.14.1 All of the 10 school sites who currently participate have agreed to continue in the contract with KGB Cleaning. These schools are:

- Ascot Heath Juniors
- College Town Infants
- College Town Juniors
- Crown Wood Primary
- Edgbarrow School
- Garth Hill College
- Holly Spring Juniors
- Jennett's Park Primary
- Ranelagh School
- Warfield Primary

5.14.2 An additional 10 school sites participated in the tender exercise. Of these schools a further five have so far indicated that they would like to join the contract. These schools are;

- Crowthorne Primary
- Easthampstead Park School
- Owlsmoor Primary
- Uplands Primary
- Wooden Hill Primary School

5.14.3 One other school that did not participate in the contract has now agreed to join. This school is;

- Binfield Primary

5.14.4 Therefore the number of participating schools now totals 16. Other schools can join the new contract at any time.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 I have nothing to add to this report.

Borough Treasurer

6.2 The financial implications arising from this report are set out in the supporting information.

Impact Assessment

6.3 Not required.

Strategic Risk Management Issues

6.4

Issue	Risk	Comment
Quality of service does not meet expectations.	Low	The size of the contract and robust contract monitoring should help ensure a consistently high quality of service.

7 CONSULTATION

Principal Groups Consulted

7.1 Schools were consulted about the outcome of the tender on 31st October 2011. These schools are;

- Ascot Heath Junior
- Brakenhale School
- College Town Infants
- College Town Juniors
- Crown Wood Primary
- Crowthorne Primary
- Easthampstead Park School
- Edgbarrow School
- Garth Hill College
- Holly Spring Infants
- Holly Spring Juniors
- Jennett's Park Primary
- Kennel Lane School
- Owlsmoor Primary
- Ranelagh School
- Uplands Primary
- Warfield Primary
- Wildmoor Heath
- Wildridings Primary
- Wooden Hill Primary

Method of Consultation

7.2 This was by email with an attached spreadsheet showing the cost to clean at each school site.

Background Papers

None.

Contact for further information

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