

**TO: SCHOOLS FORUM
14 JULY 2011**

**SERVICES TO SCHOOLS;
SCHOOL CLEANING
Director of Children, Young People & Learning**

1 PURPOSE OF REPORT

- 1.1 To advise and consult Schools Forum on the arrangements for the re-tendering of the corporate cleaning contract in which schools participate.

2 RECOMMENDATIONS

That the Schools Forum:

- 2.1 **NOTES the reasons for the re-tendering of the corporate cleaning contract.**
- 2.3 **AGREES the proposal to participate in the re-tender of the corporate cleaning contract to allow continued school involvement.**

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 10 schools participate in this corporate contract for the cleaning of civic offices and other council sites. This comprises 3 secondary and 7 primary schools.
- 5.2 The remaining three secondary, twenty three Primary and one special schools make their own arrangements with other contractors or employ in-house cleaners.

Background

- 5.3 The current corporate cleaning contract with KGB Cleaning is due to end on 31st October 2011. A cleaning re-tender working group has been established to review the tendering procedure and to consider future options.

Current contract with KGB Cleaning

- 5.7 The contract with KGB Cleaning has been successful. Few issues of concern are raised by schools for inclusion in monitoring meetings and most day to

day issues are resolved at local management level. The one exception has been Ranelagh School with whom the contractor has been working with to resolve concerns about the quality of cleaning.

- 5.8 We survey schools to ascertain the level of satisfaction with this contract. In the latest survey a total of five schools responded and they rated the service as follows;

Rating	Number
Excellent	0
Good	3
Satisfactory	2
Poor	0

- 5.8 The success of the contract is evidenced in that on commencement only four schools participated, but this has since increased to ten. When the contract was let originally, there were four schools who decided to take part. This has since risen to ten, a 150% increase. The current participating schools are;

- Ascot Heath Juniors
- College Town Infants
- College Town Juniors
- Crownwood Primary
- Crowthorne Primary
- Edgbarrow School
- Garth Hill College
- Holly Springs Juniors
- Ranelagh School
- Warfield Primary

- 5.9 Following agreement from schools the contract which was due to end in November 2010 was extended to end in January 2012. This was to allow sufficient time for school consultation during September 2011.

Main features of the contract

- 5.10 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.
- 5.11 The contract will be output based describing the standard of cleaning that is expected. The contractor will need to decide what level of resources they require to meet these standards.
- 5.12 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.
- 5.13 Tenderers will be required to demonstrate how they propose to ensure that CRB checks have been carried out on any employee working on this contract including sub-contractors.

- 5.14 Children, Young People and Learning (CYPL) offer a SLA for Contracts Monitoring. Contract monitoring meetings are held on site. Attendees include school representatives, CYP&L and the contractor's management team. The contracts monitoring SLA is available to other schools.
- 5.15 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.
- 5.16 Key Performance Indicators will be put in place to ensure standards are maintained in line with the specification.

Tendering Programme

- 5.17 The tender timeline is;
- Pre qualification – 23rd May to 3rd June 2011.
 - Tender period – 8th June to 18th July 2011.
 - Evaluation – 19th July to 9th August
 - Award – 24th September.
 - Mobilisation – 25th September to 4th January 2012.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 Any legal issues are discussed elsewhere in this report.

Borough Treasurer

- 6.2 The Borough Treasurer is satisfied that no significant financial implications arise at this time.

Impact Assessment

- 6.3 Not required.

Strategic Risk Management Issues

- 6.4

Issue	Risk	Comment
The tender is more expensive.	Medium	Greater school participation and therefore value of tender should hopefully result in competitive prices.
No tenders received.	Low	The tender should attract considerable interest in the current economic climate.
Tenders received are not commercially viable	Medium	Advertising in relevant journals to attract companies.

7 CONSULTATION

Principal Groups Consulted

7.1 Schools were consulted about the tender during Autumn term 2010. As a result 20 schools have indicated that they would like to participate in the tendering process. These schools are;

- Ascot Heath Junior
- Brakenhale School
- College Town Infants
- College Town Juniors
- Crownwood Primary
- Crowthorne Primary
- Easthampstead Park School
- Edgbarrow School
- Garth Hill College
- Holly Spring Infants
- Holly Springs Juniors
- Jennetts 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 A briefing note was handed out and a presentation given at the Bursar support meeting on 10th November 2010. As a result a further 10 schools expressed interest in joining the tendering procedure.

Background Papers

None.

Contact for further information

Chris Taylor, Head of Property and Admissions (01344 354062)

David Eagle, Contracts Monitoring Officer (01344 354004)

G:newalluse/executive/schools forum/