

DECISION NO: PCCG-2014-071

OFFICE OF POLICE & CRIME COMMISSIONER

LEAD CHIEF OFFICER:

Nigel Stephens – Assistant Chief Officer Resources

TITLE:

PROVISION OF LAUNDRY SERVICES

DATE:

28 August 2014

TIMING:

Urgent Response Required

PURPOSE:

For Approval

1.

RECOMMENDATION

1.1

It is recommended that the framework for the Provision of Laundry Services be awarded to Tenderer A for both Lot 1 and Lot 2, in accordance with paragraph 81 of the Manual of Governance. Tenderer A scored the highest following the completion of a Most Economically Advantageous Tender (MEAT) process.

2.

INTRODUCTION & BACKGROUND

2.1

The current contract for Laundry Services commenced on the 1st February 2013. This contract provides a service for custody suites, laundering detainees' anti-rip clothing and blankets once they have finished with them. The current contract covers Gwent Police, South Wales Police and Dyfed Powys Police. Unfortunately, in October 2013 the supplier who was awarded the contract went into administration and the three Forces had to revert to using their original suppliers as an interim arrangement.

2.2

To establish the procurement strategy for the provision of laundry services available frameworks were reviewed to assess their suitability for use. Our findings are provided below:

National Procurement Services – no framework available.

Crown Commercial Service – Laundry and Linen framework was not fit for purpose (specifically for the National Health Service).

Eastern Shires Purchasing Organisation – no framework available.

2.3

To formalise future arrangements, a new procurement process was carried out in accordance with the European Directives and Manual of Governance to award a new framework to a supplier for the Provision of Laundry Services. The specification for this framework incorporates the laundering provisions for the three forces mentioned in 2.1. Gwent Police and South Wales Police were placed in one combined lot and Dyfed Powys Police were placed in a lot on their own. This was agreed by the evaluation panel to deliver further efficiencies given the geographical size of Dyfed Powys Police.

2.4

The process followed the Open procurement procedure as the market for this provision doesn't contain a large number of suppliers. Suppliers were required to complete the Invitation To Tender (ITT) document which contained the requirements for the service. The new framework will be awarded for a period of two years with an option to extend for two additional one year periods.

2.5 The submissions from suppliers for the ITT stage were evaluated by the evaluation panel, which was made up by Health Care Professional Liaison Officer and Senior Procurement Officer for South Wales Police, Business Support Manager and Contracts and Procurement Manager for Dyfed Powys Police; the process was overseen by Gwent Police, Senior Procurement Officer.

3. ISSUES FOR CONSIDERATION

3.1 Eight suppliers accessed the documents on e-tenderwales, four Suppliers submitted tender responses before the deadline of 17:00 on 8th August 2014.

3.2 Tender responses were evaluated by the panel based on the MEAT evaluation criteria of 60% Price and 40% Quality, which included mandatory questions which were scored with a pass or fail.

3.3 Below is a full break down of scores achieved by the four tenderers;

Lot 1: Gwent Police and South Wales Police

Tenderer	Price	Mandatory Questions	Tender Response Questions	Total
A	60.00	Pass	22.18	82.18
B	24.00	Pass	23.64	47.64
C	21.23	Pass	15.64	36.87
D	20.40	Pass	23.27	43.68

Lot 2: Dyfed Powys Police

Tenderer	Price	Mandatory Questions	Tender Response Questions	Total
A	60.00	Pass	22.18	62.18
B	No Bid Submitted for Lot 2			
C	22.96	Pass	15.64	38.60
D	No Bid Submitted for Lot 2			

The evaluation panel agreed the scores detailed in the table and have agreed with the successful supplier identified following completion of the process.

4. NEXT STEPS

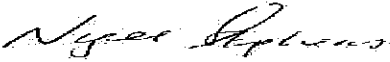
4.1 On approval of the report, all suppliers will be issued with ten day standstill letters in line with European Directives, notifying of our intention to award the framework. Subject to any challenges, which may happen during the standstill period, Tenderer A will be officially awarded the framework and initiate their mobilisation plan for the service to commence on 1st October 2014.

5. FINANCIAL CONSIDERATIONS

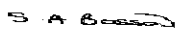
5.1 The estimated annual value of the framework is £95,477 which has been calculated against Tenderer A's price and is based on the historical data provided in the tender documents. Gwent Police's annual value equates to £11,591.

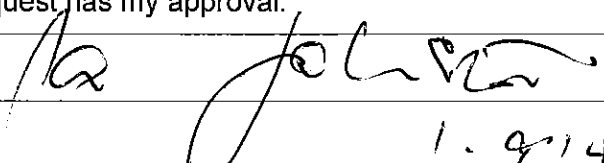
5.2	Based on the current budget of £33,833 for this provision, Gwent Police will achieve a cashable saving of £11,121.16 in 2014/15 and recurring cost avoidance saving of £22,242.32 thereafter.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel considerations related to this framework.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the European Directives and the Manual of Governance.
7.2	Joint Legal Services reviewed and agreed the ITT including terms and conditions prior to issue.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This proposal has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	The risks for Gwent Police if this framework is not approved and awarded to Tenderer A is that detainees at Custody Suites will not be given clean items which will lead to Health and Safety issues.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the public after the ten day standstill period.
11.	<u>CONTACT OFFICER</u>
11.1	David Hatchley, Senior Procurement Officer.
12.	<u>ANNEXES</u>
12.1	N/A

For OPCC use only

Office of the Chief Constable
I confirm that PROVISION OF LAUNDRY SERVICES report has been approved by the Assistant Chief Officer - Resources. It is now forwarded to the OPCC for approval .
Signature: 
Date: 28 August 2014

	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A

Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.
Signature: 
Date: 01/09/14

Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.
Signature: 
Date: 1.9.14