

DECISION NO: PCCG-2013-102

OFFICE OF POLICE & CRIME COMMISSIONER

TITLE:	Provision of Building Cleaning Services
DATE:	30 July 2013
TIMING:	A response is required as soon as possible for the utilisation of an additional one month extension period.
PURPOSE:	For Approval.

1. RECOMMENDATION

1.1 To extend the current contract with Solo Cleaning Group Ltd for a one month period from 1 September 2013 to 30 September 2013, in accordance with paragraph 125 of the Manual of Governance.

2. INTRODUCTION & BACKGROUND

2.1 In September 2007, Gwent Police awarded a contract for the Provision of Building Cleaning Services, for a period of three years with an option to extend for an additional two years, awarded annually. Currently, the contract is in the second year extension.

2.2 The contract was awarded for the Provision of Building Cleaning Services to a supplier who could provide the force with a cleaning service to ensure that the force estate was kept clean for officers and staff to carry out their duties.

2.3 The contract was awarded in accordance with the EU Directives and Gwent Police Authority's Standing Orders, with the successful supplier selected based on the Most Economically Advantageous Tender. The award criteria of the tender process included Rates and Charges, Specification Response and Qualitative.

3. ISSUES FOR CONSIDERATION

3.1 The contract is still required to be utilised by the force for an additional one month period to allow for the approval and award of the new contract to the successful supplier. Currently, the new contract responses from suppliers is due to be returned on Friday 2 August 2013 with evaluations by the panel commencing the following week, with an anticipated approval report being submitted to COT for the meeting on the 27th August 2013. The one month's extension will allow for a handover period from the old contract to the new contract which will assist in a smooth transition between the incumbent and new supplier, should this be the scenario.

3.2 Due to unforeseen delays in the new process, an extension of one month had to be made. The new procurement process for this contract has been running since October 2012 and due to the complexity of requirements and the over populated market of cleaning suppliers, a full EU restricted process had to be completed. As part of the Pre-Qualification Questionnaire (PQQ) stage, financial evaluations were required to be carried out on all twenty four suppliers who submitted a PQQ response. This was due to the high value spend with this contract for the force. This financial evaluation was carried out by the Finance Department but unfortunately this took longer than anticipated

	<p>due to them having to complete end of financial year for the organisation, when the information was submitted to them.</p> <p>The knock on affect from this, put back the specification review and the finalisation of the document carried out by the evaluation panel. Once this was completed and the Invitation To Tender (ITT) issued to the nine successful suppliers from the PQQ stage, it placed the evaluation of the ITT responses into prime holiday period which some members of the evaluation panel had annual leave already pre-booked.</p> <p>The extension requirement is to safeguard the force against any cleaning requirements and emergencies which may occur and also ensure that the procurement process is complete correctly in line with the EU Procurement Directives which we are legally obliged to follow. In addition this additional time would allow for a more robust handover period between the incumbent supplier and the potential new supplier of the service, should this happen.</p>
4.	<u>NEXT STEPS</u>
4.1	On approval of the report, contract extension documents will be issued to the supplier, where they will be signed and returned to the OPCC.
5.	<u>FINANCIAL CONSIDERATIONS</u>
5.1	The value of the extension for this contract is approximately £56,000, which covers the cleaning of the estate utilising the current schedule.
5.2	The supplier has confirmed that they are happy to extend for the additional one month and have confirmed that all prices will remain the same for the period.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	As part of the extension there would be no staffing/personnel implications.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the EU Directives and the Scheme of Consent.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme 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	There is a potential risk for Gwent Police should the contract not be extended, there would be no contractual arrangements in place until the new contract commenced.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the OPCC, this document will be made available to the Public.

11.	<u>CONTACT OFFICER</u>
11.1	David Hatchley, Contracts Officer.
12.	<u>ANNEXES</u>
12.1	N/A

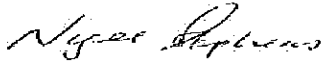
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Office of the Chief Constable

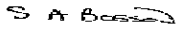
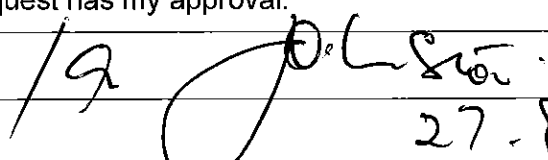
I confirm that **PROVISION OF BUILDING CLEANING SERVICES** report has been discussed and approved at a Chief Officers' meeting.

It is now forwarded to the OPCC for **approval**.

Signature:



Date: 20 August 2013

	Tick to confirm (if applicable)
Financial The Chief Financial 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.	✓
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: 27/08/13	
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: 27-8-13.	

