

DECISION NO: 02

OFFICE OF POLICE AND CRIME COMMISSIONER

TITLE: Provision of a Laundry Service

DATE: 20th November 2012

TIMING: A response by the 26 November 2012 is required, as an implementation period is required for the new provider to be able to provide the service in January 2013.

PURPOSE: The purpose of this report is to seek approval from the Office of the Police and Crime Commissioner (OPCC) to award a Framework Agreement for the Provision of a Laundry Service.

1. RECOMMENDATION

The framework is awarded to all three suppliers in a ranked system for a period of 3 years with an option to extend for a further 1 year. The Tenderer who scored the highest score would be ranked first and would be the primary contractor. In the event they were unable to provide the service we would be able to go the second operator on the Framework. The Framework is awarded under the Police and Crime Commissioner for Gwent Governance Part 5 Standing Orders Relating to Contracts, paragraph 88, most economically advantageous tender (MEAT).

2. INTRODUCTION & BACKGROUND

Currently both Gwent and South Wales Police use the same provider for the Provision of a Laundry Service under separate arrangements. In addition, Dyfed Powys Police use an alternative provider for this Provision. All three forces had agreements that were due to expire. Therefore it was decided that Gwent would lead on a new Procurement process to include Gwent Police, South Wales Police and Dyfed Powys Police to potentially reduce the cost of the provision throughout the three Forces.

3. ISSUES FOR CONSIDERATION

A full OJEU tendering process has been undertaken in accordance with E.U. Procurement Directive 2004/18/EC, three suppliers who qualified at Pre Qualification stage were invited to tender and provided tender submissions.

The following evaluation criteria was agreed by the panel; Rates and Charges 50% and Specification of Requirements 40% and site visits 10%. The panel consisted of representatives from Custody Unit and Contracts Office at South Wales Police, Business Support Gwent Police and Business Support Manager Dyfed Powys Police. Responses to the specification were scored by the evaluation panel.

Below is a full breakdown of scores achieved by each supplier under each evaluation criteria;

Ranked	Tenderer	Rates & Charges Score 50%	Specification of Requirements Score 40%	Site Visits Score 10%	Total Score
1	A	45.00	24.19	6.28	75.47
2	B	25.90	23.44	6.85	56.19
3	C	4.20	32.93	8.00	45.13

4. NEXT STEPS

Gwent Police will be the first force to utilise this contract, followed by South Wales in 6 months time and then finally Dyfed Powys Police. As this will be a new provider we will monitor the award carefully and work with the contractor to ensure a smooth transition from the incumbent supplier to the new provider. There will be a 10 day Alcatel standstill period to observe before this contract can be awarded.

5. FINANCIAL CONSIDERATIONS

Expenditure for the Supply of a Laundry Service is included within the existing revenue budgetary provision for 2012/13. The current service is costing approximately £32,000 per annum. With the award of this contract the cost should reduce to approximately £6,500 per annum a saving of around 79%.

6. PERSONNEL CONSIDERATIONS

There will be a requirement throughout the force to monitor this arrangement, throughout the Contract period. In addition support will be required from an administration and finance element with regards to invoice reconciliation. The Transfer of Undertakings (protection of employment) Regulations 1981 (TUPE) does not apply to this contract.

7. LEGAL IMPLICATIONS

This report has been submitted in line with the EU Directives and the Scheme of Consent. Due diligence has been carried out with Joint Legal Services.

8. EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS

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.

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. RISK

The risks to Gwent Police if the Framework is not awarded are, that forces have a duty of care under PACE (Police and Criminal Evidence act 1984) Code C to supply bedding, mattresses, pillows etc. in a clean and sanitary condition for persons detained in Custody. Failure to provide this may result in problems with persons being detained in our Custody Units. The current contract will expire on December 1st 2012; there will be no provision for this service, if the Contract is not awarded.

10. PUBLIC INTEREST

Following approval of this report by the OPCC and completion of the 10 day standstill period this document will be made available to the Public.

11. CONTACT OFFICER

Arlene Jackson Contracts Officer.

12. ANNEXES

N/A

For OPCC use only

Consultation:	Tick to confirm (if applicable)
Financial The Treasurer has been consulted on this proposal.	✓
OPCC 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.	✓

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: S. A. BOSSON
Date: 27 / 11 / 12

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: [Signature]
Date: 27.11.12.