

**DECISION NUMBER: PCCG-2019-046**

**OFFICE OF THE POLICE AND CRIME COMMISSIONER**

**LEAD CHIEF OFFICER:** Nigel Stephens  
**Assistant Chief Officer- Resources**

**TITLE:** Provision of Cleaning & Associated Services

**DATE:** 15/08/2019

**TIMING:** Urgent

**PURPOSE:** For decision

**1. RECOMMENDATION**

**1.1** To award a contract to Solo Services Group (current cleaning incumbent) via Lot 1 - Soft Facilities Management Services of the National Procurement Service (NPS) Framework Agreement FACILITIES MANAGEMENT SERVICES (MANAGED SERVICE) Ref: NPS-PS-0042-2015

This is in accordance with paragraph 20-24 of the Manual Of Corporate Governance Part 3e Standing Orders relating to contracts.

**2. INTRODUCTION & BACKGROUND**

**2.1** Gwent Police (GWP) current cleaning contract is with the supplier Solo Service Group following a compliant open OJEU tendering procedure in 2013. The contract commenced on the 01/10/2013 for an initial three year period, with an option to extend for twenty four months. The permitted 24 month extension was utilised to extend the contract to 30/09/2018. The contract was further extended outside of the original period (OPCC Decision number PCCG-2019-003) until 30/09/2019 to allow time to create tendering documentation and conduct a compliant mini competition.

**2.2** For this tender requirement the Estates department required a service that addresses the following:

Requirement 1 - Building cleaning (including the Sexual Assault Referral Centres (SARC) buildings)

Requirement 2 - Ground Maintenance – Minor External Tasks

Requirement 3 – Non Specialist Pest Control

Requirement 4 - Window Cleaning

**2.3** In line with the collaborative procurement strategy a further competition using an NPS Framework was the preferred route to market. Due to the required contract covering additional Facilities Management (FM) elements we were advised by NPS that the framework suitable would be Lot 1 - Soft Facilities Management Services of the NPS Framework Agreement FACILITIES MANAGEMENT SERVICES (MANAGED SERVICE) Ref: NPS-PS-0042-2015. NPS awarded Lot 1 of the Framework to seven suppliers.

<b>3.</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>										
3.1	<p>The further competition was completed on the eTender Wales web portal with a closing date of 31/07/2019.</p> <p>All seven suppliers on Lot 1 of the framework were invited to tender.</p> <p>All seven suppliers accessed the tender, however only one bid was received.</p> <p>Each supplier that did not submit a bid provided a reason for their decision not to bid. The reasons ranged for the GWP requirement not being big enough to a lack of capacity to take on further work at this time.</p>										
3.2	<p>The evaluation criteria within the tender document was:</p> <table border="1" data-bbox="300 745 967 880"> <tr> <td></td> <td><b>% Weighting</b></td> </tr> <tr> <td><b>Quality</b></td> <td><b>60 (includes 10% Practical test)</b></td> </tr> <tr> <td><b>Price</b></td> <td><b>40</b></td> </tr> </table> <p>The practical test part of the evaluation was conducted on the 09/08/2019 by the Estates Contract Monitoring Officer and the Senior Procurement Officer</p>		<b>% Weighting</b>	<b>Quality</b>	<b>60 (includes 10% Practical test)</b>	<b>Price</b>	<b>40</b>				
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3.3	<p>An evaluation of the one bid received was undertaken to ensure that the bid was a compliant bid. The evaluation was completed by the Estates Contract Monitoring Officer, East Business Support Officer, Custody Detention Officer and the Senior Procurement Officer.</p>										
3.4	<p>Within the advertised tender document, the intent to award date is the 12/09/2019 which would start a Voluntary Standstill Period of eight days. The following is an extract from the published timetable:</p> <table border="1" data-bbox="300 1317 1273 1599"> <tr> <td><b>Voluntary Standstill Period</b></td> <td><b>13/09/2019 – 20/09/2019</b></td> </tr> <tr> <td><b>Annex 10 – Supplier questionnaire Vetting</b></td> <td><b>24/09/2019 – 23/10/2019</b></td> </tr> <tr> <td><b>Contract Award Date</b></td> <td><b>24/10/2019</b></td> </tr> <tr> <td><b>TUPE Consultation and hand over.</b></td> <td><b>25/10/2019 – 24/01/2020</b></td> </tr> <tr> <td><b>Anticipated Commencement of Contract</b></td> <td><b>25/01/2020</b></td> </tr> </table> <p>Due to the following reasons the actual award date will be sooner than planned/advertised due to:</p> <ol style="list-style-type: none"> <li>1. The supplier is the current cleaning incumbent</li> <li>2. TUPE does not apply</li> </ol>	<b>Voluntary Standstill Period</b>	<b>13/09/2019 – 20/09/2019</b>	<b>Annex 10 – Supplier questionnaire Vetting</b>	<b>24/09/2019 – 23/10/2019</b>	<b>Contract Award Date</b>	<b>24/10/2019</b>	<b>TUPE Consultation and hand over.</b>	<b>25/10/2019 – 24/01/2020</b>	<b>Anticipated Commencement of Contract</b>	<b>25/01/2020</b>
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3.5	<p>As part of their technical response the supplier submitted a twelve week implementation plan, however the supplier confirmed (via a clarification question on the eTender portal) they would not necessarily need the full twelve week period if they are awarded the contract.</p>										
3.6	<p>The advertised length of contract for this requirement was for three initial years, with an option to extend for one year.</p>										

<b>4.</b>	<b><u>NEXT STEPS</u></b>
4.1	Upon authorisation of this report, the intent to award letters can be issued triggering the eight day Voluntary Standstill Period. The Voluntary Standstill Period is not compulsory as a compliant framework was used, a compliant Standstill Period was applied on award of the framework. It is recognised as good practice to provide a Voluntary Standstill Period but it does not have to be for the standard ten days.
4.2	Should no issues be raised from those suppliers who decided not to bid, then: <ol style="list-style-type: none"> <li>1. The supplier security form will be issued to the supplier for completion.</li> <li>2. Checks will be made that all the supplier staff involved in the contract are vetted to the required level and arrange any additional vetting to be completed.</li> <li>3. GWP Estates team can hold an initial meeting and agree an implementation plan.</li> <li>4. Subject to bullets 1-3 the contract will be finalised and signed.</li> </ol>
<b>5.</b>	<b><u>FINANCIAL CONSIDERATIONS</u></b>
5.1	Estimated value of the initial three year contract = <b>£1,998,258</b> Estimated value of the 4 year contract (initial three year and one year extension) = <b>£2,664,344</b>
<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
6.1	There are no additional personnel considerations because of this report.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
7.1	This contract will be made under a NEC 3 Termed Service Contract and was originally drafted with Joint Legal Services assistance.
<b>8.</b>	<b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>
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.
<b>9.</b>	<b><u>RISK</u></b>
9.1	If this contract is not authorised, GWP could face a number of risk, the highest risk areas being Custody Units, Medical Rooms, SARC facilities and attending Major Incidents. In addition it would have a big impact on our domestic set up in the offices and administration buildings. Fulfilling these posts and securing vetted staff would take a considerable amount of time, all the while we could not function in the high risk areas without this service.

9.2	Even though the current contract has been extended outside of its original period it would need to be further extended to ensure required services at met.
10.	<b><u>PUBLIC INTEREST</u></b>
10.1	This report is in the public interest and will be published.
11.	<b><u>CONTACT OFFICER</u></b>
11.1	Huw Pearce, Senior Procurement Officer
12.	<b><u>ANNEXES</u></b>
12.1	None.

For OPCC use only

**Office of the Chief Constable**

I confirm that Provision of Cleaning & Associated Services report has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for approval purposes.

**Signature:**



**Date:** 16.08.2019

**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:**

21/8/19

