




DECISION NO: PCCG-2013-108	
<u>OFFICE OF THE POLICE & CRIME COMMISSIONER</u>	
TITLE:	Provision of Cleaning Services
DATE:	19 August 2013
TIMING:	An urgent response is required.
PURPOSE:	For approval
1.	<u>RECOMMENDATION</u>
1.1	It is recommended that the contract for the Provision of Cleaning Services be awarded to Tenderer D. Tenderer D scored the highest following the completion of a Most Economically Advantageous Tender (MEAT) process.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	The current contract for Building Cleaning Services was awarded in September 2007. This contract provides cleaning services to the force, covering all building locations in the Force's Estate. The current contract is due to expire on 30 th September 2013 and to ensure continuity of service the contract was re-tendered.
2.2	A new procurement process was carried out in accordance with the EU Directives and Manual of Governance to award a new contract to a supplier for the Provision of Cleaning Services. The process followed a restricted procedure which requires suppliers to complete a Pre-Qualification Questionnaire (PQQ), prior to being selected to complete the Invitation To Tender (ITT) documents which contain the requirements of the force.
2.3	The submissions from suppliers for both the PQQ stage and ITT stage were evaluated by the Evaluation Panel, which was made up of the Head of Estates, Contract Monitoring Officer, Business Support Officer (Torfaen) and Business Support Officer at Headquarters.
2.4	The new contract will be for a period of three years with the option to extend for a further two years, awarded annually.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	At PQQ stage, twenty four potential suppliers submitted a response which was evaluated by the panel. In the submission, suppliers were required to provide information relating to their organisation's financial standing, capacity, capability, equal opportunities, sustainability and Health & Safety.
3.2	Nine suppliers were shortlisted based on their PQQ response to move forward to the ITT stage. The suppliers were required to complete documents and submit their responses no later than 17:00 on 2 nd August 2013.
3.3	Five suppliers responded, which were evaluated by the panel based on the MEAT evaluation criteria of 60% Price and 40% Quality; which was broken down into 15% Specification Response, 15% Test Clean and 10% Presentation.

3.4	<p>Below is a full break down of scores achieved by the five suppliers:</p> <table border="1" data-bbox="284 208 1410 568"> <thead> <tr> <th data-bbox="284 208 459 297">Supplier</th> <th data-bbox="459 208 611 297">Price</th> <th data-bbox="611 208 818 297">Spec Response</th> <th data-bbox="818 208 1010 297">Test Clean</th> <th data-bbox="1010 208 1257 297">Presentation</th> <th data-bbox="1257 208 1410 297">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 297 459 353">A</td> <td data-bbox="459 297 611 353">60.00</td> <td data-bbox="611 297 818 353">11.36</td> <td data-bbox="818 297 1010 353">6.00</td> <td data-bbox="1010 297 1257 353">10.00</td> <td data-bbox="1257 297 1410 353">87.36</td> </tr> <tr> <td data-bbox="284 353 459 409">B</td> <td data-bbox="459 353 611 409">59.07</td> <td data-bbox="611 353 818 409">7.93</td> <td data-bbox="818 353 1010 409">6.00</td> <td data-bbox="1010 353 1257 409">4.00</td> <td data-bbox="1257 353 1410 409">77.00</td> </tr> <tr> <td data-bbox="284 409 459 465">C</td> <td data-bbox="459 409 611 465">47.88</td> <td data-bbox="611 409 818 465">7.29</td> <td data-bbox="818 409 1010 465">3.00</td> <td data-bbox="1010 409 1257 465">4.00</td> <td data-bbox="1257 409 1410 465">62.17</td> </tr> <tr> <td data-bbox="284 465 459 521">D</td> <td data-bbox="459 465 611 521">57.45</td> <td data-bbox="611 465 818 521">11.36</td> <td data-bbox="818 465 1010 521">12.00</td> <td data-bbox="1010 465 1257 521">8.00</td> <td data-bbox="1257 465 1410 521">88.81</td> </tr> <tr> <td data-bbox="284 521 459 568">E</td> <td data-bbox="459 521 611 568">48.03</td> <td data-bbox="611 521 818 568">6.64</td> <td data-bbox="818 521 1010 568">6.00</td> <td data-bbox="1010 521 1257 568">6.00</td> <td data-bbox="1257 521 1410 568">66.67</td> </tr> </tbody> </table> <p data-bbox="284 607 1410 689">The Evaluation Panel agreed the scores detailed in the table and have agreed with the successful supplier identified following completion of the process.</p>	Supplier	Price	Spec Response	Test Clean	Presentation	Total	A	60.00	11.36	6.00	10.00	87.36	B	59.07	7.93	6.00	4.00	77.00	C	47.88	7.29	3.00	4.00	62.17	D	57.45	11.36	12.00	8.00	88.81	E	48.03	6.64	6.00	6.00	66.67
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4.	<u>NEXT STEPS</u>																																				
4.1	On approval of the report, all suppliers will be issued with ten day standstill letters in line with EU Directives, notifying of our intention to award the contract. Subject to any challenges, which may happen during the standstill period, Tenderer D will be officially awarded the contract and initiate their mobilisation plan for the service to commence the contract on 1 st October 2013.																																				
5.	<u>FINANCIAL CONSIDERATIONS</u>																																				
5.1	The annual value of the contract based on Tenderer D's submission is £492,571.50, which covers the requirements detailed within the specification. This equates to £1,477,714.50 over the three year period of the contract.																																				
5.2	The contribution to the savings achieved relate to changes to the specification of the new contract and reductions in the force's estate. The changes in the specification have been made following a trial period (at twelve sites) under the existing contract. These changes were then adopted for the new contract and rolled out against all sites within the estate. The changes related to the schedule of cleaning being carried out whilst ensuring the quality of the cleaning was kept to the required standard.																																				
5.3	The annual cost of the current contract is £565,000.00 which provides an annual cost reduction of over £72,428.50. During 2012/13 the Force piloted the new service specification, under the current contract, and when this proved successful entered negotiations to reduce the contract value. On this basis a reduction in budget of £50,000 was actioned and transferred to the Staying Ahead savings target, however, unfortunately it was not possible to reduce the value and those savings have now been released with the outcome of this tender.																																				
5.4	Therefore, the new procurement process has achieved a saving of £217,285.50 over the three year period of the contract, which equates to an annual saving of £72,428.50.																																				
6.	<u>PERSONNEL CONSIDERATIONS</u>																																				
6.1	As part of this contract, TUPE does apply to the cleaning staff already working under this contract for the incumbent supplier. With Tenderer D successfully being awarded the contract, TUPE becomes non-applicable, as they are the																																				

	incumbent supplier for the service.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the EU Directives and the Manual of Governance.
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	The risk for Gwent Police if this contract is not granted approval and awarded to Tenderer D would result in no cleaning services for the force across the whole of the estate, including Custody Cells. This would have an adverse effect on Officers and Staff throughout the force as they would be unable to carry out their daily work, with a high risk of Health and Safety issues.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the PCC, this document will be made available to the Public after the ten day EU standstill period.
11.	<u>CONTACT OFFICER</u>
11.1	David Hatchley, Contracts Officer.
12.	<u>ANNEXES</u>
12.1	N/A

For OPCC use only

Office of the Chief Constable	
I confirm that Provision of Cleaning Services report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval .	
Signature: 	
Date: 27 August 2013	
	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: 04/09/13	
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: 05/09/13	