



Decision Reference: 2022-0012

## THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

### DECISION RECORD FORM

**REQUEST:** For approval by the Police and Crime Commissioner

**Title:** Procurement Report for the Provision of Cleaning Services

**Executive Summary:**

Following a Public Procurement Regulations Tender in 2017, the PCC approved the award of a five-year contract for Cleaning Services from April 2017 (DRF 2016-27253).

During the term of the contract, the Estate has changed, and the contract has flexed with these changes.

In the five years of the contract, in line with the PCC's commitment to the Living Wage, the contract was varied to ensure that all employees who work on the Cleveland contract were paid the Real Living Wage. In addition, a Covid19 cleaning regime was added in 2020 as a result of the pandemic which added extra weekly hours on top of the normal cleaning hours to ensure safety withing the forces premises was maintained. This added an extra cost to the overall contract.

The current contract for Cleaning Services was due to expire on 31<sup>st</sup> March 2022, however this contract has been extended until the 30<sup>th</sup> September 2022 to enable the procurement process to be completed and the contract terms agreed.

A review of the specification has been carried out to ensure that it continues to meet the needs of the organisation and will offer value for money. This review has been carried out in conjunction with Estates.

In order to ensure that a new contract has the ability to flex with the changing estate, the specification review ensured that it included a clause to enable properties to be added or removed from the contract.

An open tender was carried out using EU Supply as the tender portal, advertising the contract in Contract Finder and Find my Tender as per the Public Procurement Regulations 2015. An open tender is a competitive exercise whereby a tender is advertised and all bidders who express an interest can access the tender documentation and submit a bid.

Details of the Procurement Process are included in the appended report

**Decision:**

Note the procurement method, analysis used, and the recommendation put forward by the Evaluation Team.

Approve Bidder 6 as the best value solution to deliver Cleaning Services throughout Cleveland Police's property portfolio.

<b>OPCC Lead Officer:</b> c/o Claire Wrightson (Procurement)			
<b>Contractor Details (if applicable):</b> Mitie			
<b>Implications:</b>			
Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>(If yes please provide further details below)</b>			

### Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC’s Chief Finance Officer where the decision has financial implications)

The current contract cost over the last five years has been £1,556,715.66 which includes additional costs since 2020 for enhanced cleaning as a result of the pandemic.

The estimated budget for the next five years is £2,000,000.00.

Bidder 6 has submitted a fixed price cost for the full 3-year contract term with the exception of indexation in relation to Living Wage Rises, NI Increases and Auto Enrolment Pension movements. In the optional years 4 & 5 mutually agreed price increases may be applied in line with the Consumer Price Index for the non-wage elements of the service delivery.

The annual contract price submitted by Bidder 6 is £365,829.00; therefore, the total contract price is £1,829,505 over the 5-year term. This cost does not include the enhanced covid cleaning as this is no longer required by the Force.

The £1,829,505 is subject to Living wage rises per annum and CPI increases in the extension years 4 and 5 if a decision is made to take up the extension.

Bidder 6 identified within their bid that on award of contract they will carry out a review to look at cost in relation to machinery and equipment and areas of buildings that are being unoccupied and decommissioned to identify if any savings can be made.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

The contract uses Cleveland Police Terms and Condition – Services v6.0 (Amended) following mutually agreed amendments to a number of clauses, therefore there are no implications associated with award of this contract.

### Equality and Diversity Implications

Bidder 6 demonstrates a good approach to staff management and communication plan. There are no diversity & equal opportunities implications associated with the award of this contract.

Human Rights Implications

There are no Human Rights implications associated with the award of this contract.

Sustainability Implications

Bidder 6 has in place a fully integrated sustainable approach in delivering contract requirements. This will be delivered by the use of innovative cleaning methodologies, people engagement, and sustainable KPI measurement.

Risk Management Implications

There is no risk involved in the award of this contract. The recommended bidder has in place a full mobilisation set up for the commencement of this contract.

**OFFICER APPROVAL**

**Monitoring Officer:**

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed



Date 30/09/2022

**Police and Crime Commissioner:**

The above request HAS my approval.

Signed



Date 30/09/2022