
Award of Contract – Cleaning Contract for General Needs, Independent Living, Gypsy & Traveller Sites, Transitional Accommodation & Sheltered Schemes

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This report relates to a Key Decision

Purpose of this report

1. This report seeks approval to award the contract for Cleaning Services to Housing Properties 2018 – 2023.

RECOMMENDATIONS

The Executive is asked to:

1. **approve the award of the most economically advantageous tender to Contractor C for Cleaning Services for CBC Housing Properties.**

Overview and Scrutiny Comments/Recommendations

2. This report does not need to be presented at Social Care, Health and Housing Overview and Scrutiny Committee however the Chair is aware of the letting of the contract.

Issues

3. This report outlines the outcome of the tendering of the Cleaning Contract. This contract was procured using the Council's standard contract documentation.
4. The contract includes the communal cleaning at the sites of General Needs, Transitional Accommodation, Independent Living, Sheltered and cleaning of the site offices at Gypsy and Traveller accommodation throughout Central Bedfordshire.

5. This Contract includes lump sum tendered prices for regular planned cleaning which is supported by a priced schedule of rates for transitional accommodation and responsive works.
6. Any variations to the lump sum are to be agreed before the contractor is paid any additional or reduced sums.
7. The new contract is to be awarded for 5 years with an option to extend for up to a further 2 years on a year by year basis, subject to satisfactory performance and service requirement. The anticipated value of the contract is £330,000 - £340,000 per annum.
8. Following completion of the qualitative and quantitative evaluation, it is confirmed that Contractor C submitted the highest scoring submission.
9. Contractor C submitted the most favourable commercial response scoring 40 points for the Financial Evaluation (1st) and also the highest score of 43 points for Quality and Service Delivery (1st).
10. It is therefore the recommendation that **Contractor C** be appointed to carry out the communal cleaning.
11. The existing contract is due to expire on the 31 May 2018 and the new contract will commence on the 1 June 2018.

Reason/s for decision

12. To ensure that housing accommodation owned by Central Bedfordshire Council is maintained in acceptable condition.

Council Priorities

13. The actions support the Council priorities by:
 - Enhancing Central Bedfordshire – Improving the quality of council owned sites and accommodation within the Central Bedfordshire area.
 - Protecting the vulnerable and improving wellbeing – supporting the provision of accommodation for residents with diverse needs.

Corporate Implications

Legal Implications

14. Tender documentation was issued to comply with OJEU and the Council's Procurement Rules. No comments or challenges were received from the unsuccessful tenderers.

15. The first stage of statutory Section 20 consultation – Notice of Intent, with leaseholders was issued on 6 October 2017. No written observations to the notice of proposals were received within the consultation period which ended on 5 November 2017.
16. The second stage of statutory Section 20 consultation with leaseholders – Notice of Proposals to enter into a long-term agreement, was issued on 19 February 2018, with the consultation period ending 21 March 2018.

Financial and Risk Implications

17. The anticipated value of the contract is £330,000 - £340,000 per annum.
18. The budget for cleaning to housing properties is Housing Revenue Account (HRA) funded and is £375,000 in 2017/18. The funding has been included in the Landlord Business Plan and is reviewed annually. The contract evaluation was based upon a 40% price, 60% quality assessment to help ensure value for money from the contract is achieved.
19. If the contract is awarded to Contractor C as proposed, expenditure will be contained within the allocated revenue budgets.
20. The awarding of the contract will mitigate the risks of failing to discharge responsibilities to maintain housing properties to an appropriate standard, failing to support the Council's priorities and failing to deliver value for money.

Equalities Implications

21. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
22. Equality and diversity are key issues for all directorates within Central Bedfordshire Council. As part of ongoing contract monitoring arrangements, the Council will check that statutory service delivery and employment requirements relating to equality are met.

Procurement

23. The contract has been tendered in accordance with Council and OJEU Procurement Rules.
24. An OJEU contract notice was placed on 23 November 2017.

25. A contract advert was placed on the Council's tendering portal on 29 November 2017 with a tender return date of 5 January 2018.
26. During the tender process the Council received 20 Expressions of Interest, with 4 submissions being submitted before the deadline.
27. One of those contractors failed to pass an assessment of their Economic and Financial Standing which was carried out in accordance with the conditions of tender, and was therefore discounted from consideration.
28. The Standard Award Criteria Evaluation Mode used is a points system based upon 40% of the points being awarded for financial submissions, 60% of the points being awarded for quality method statement submissions.
29. The criteria for assessment of quality covered the following specific areas: Method statements, resources, implementation plan, monitoring, social value, health and safety and customer care.
30. Appendix A contains the tender evaluation summary

Conclusion and next Steps

31. If members agree to award the contract, the next step is to enter into a contract with the Contractor C.
32. To mobilise the contract to start on 1 June 2018.

Appendices

Exempt

Appendix A – Summary of tender evaluation - Exempt

Background Papers - Key Performance Indicators