

CABINET

16th February 2021

CLEANING CONTRACT – EXTENSION REQUEST AND PROCUREMENT OF NEW CONTRACT

Report of the Strategic Director Places

Strategic Aim:	Customer Focussed Services	
Key Decision: Yes	Forward Plan Reference: FP/271120	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr Oliver Hemsley - Cabinet (Chair) Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Communications, Resources (other than Finance) and Property	
Contact Officer(s):	Mona Walsh Head of Property Services	Tel: 01572 7208391 MWalsh2@rutland.gov.uk
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Ward Councillors	Not applicable	

DECISION RECOMMENDATIONS

That Cabinet:

- Approves the extension of the existing cleaning contract of Council properties to 31 March 2022 at an estimated cost up to £157,180, including consumables and laundry but excluding exceptional events such as deep cleaning following a Covid_19 event.
- Authorises the Strategic Director Places in consultation with the Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Communications, Resources (other than Finance) and Property and the Director for Resources to determine a procurement route, award criteria and if a suitable supplier or suppliers are identified, move forward and award a contract.

1 PURPOSE OF THE REPORT

- 1.1 This report seeks approval to extend the existing cleaning contract with S4 Facilities Ltd (t/a Extra Fresh) for cleaning of RCC properties, pending procurement of a new cleaning contract, as set out in the recommendations above. The approvals requested will ensure the contract can be placed with the minimum delay and service disruption.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Cleaning of all Council properties is provided by S4 Facilities Ltd (t/a Extra Fresh). The existing contract commenced on 1 Dec 2017 and expires on 31 March 2021. RCC wish to extend the existing contract from 1 April 2021 to 31 March 2022, whilst a new cleaning contract is procured, at an estimated cost up to £157,180, including consumables and laundry which are charged based on supply and usage. The estimated cost is exclusive of exceptional events such as deep cleaning following a Covid_19 outbreak.
- 2.2 Procurement of the new cleaning contract will be through an existing ESPO Framework (Total Cleaning Services Framework No 263), meeting Public Procurement Regulations 2015 and RCC Financial Regulations and providing a secure, robust and simplified process. The ESPO Framework has been updated reflecting statutory obligations and recommended Covid_19 cleaning protocols.
- 2.3 The new contract will be structured to be flexible and enable the Council to amend or flex cleaning requirements to reflect property use, occupation and environmental events as they occur. This flexibility will be particularly important as the Council makes decisions on future use, ownership and occupation of properties over the lifetime of the new contract.
- 2.4 Extension of the existing contract to 31 March 2022 is estimated to incur a total contract spend of up to £561,495, including consumables and laundry but excluding exceptional events related to Covid_19. In accordance with CPRs Regulation 17.3.9 contracts with a total value above £500,000 can only be extended with the authorisation of Cabinet.

3 CONSULTATION

- 3.1 Informal consultation has taken place with the Portfolio Holder for Property, Strategic Director Places and Deputy Director Corporate Governance (Monitoring Officer) and the Council's Commissioning Manager about the contract extension and planned procurement.
- 3.2 Consultation was also undertaken with S4 Facilities Ltd who have confirmed their agreement to the contract extension.

4 ALTERNATIVE OPTIONS

- 4.1 Not extending the contract would result in the Council's properties remaining uncleaned and therefore not safe for use. This would result in properties, currently occupied, being closed and the Council unable to provide required services and support to residents and service users.

5 FINANCIAL IMPLICATIONS

- 5.1 The contract sum of £157k can be met within existing budgets.
- 5.2 Exceptional costs in relation to Covid will continue to be met from the Councils Covid budget

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 As referred to in Section 2 above procurement of the new cleaning contract will be through an existing ESPO Framework (Total Cleaning Services Framework No 263), meeting Public Procurement Regulations 2015 and RCC Financial Regulations and providing a secure, robust and simplified process. In accordance with CPRs Regulation 17.3.9 contracts with a total value above £500,000 can only be extended with the authorisation of Cabinet.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessments (DPIA) has been completed. No adverse or other significant risks/issues were found. A copy of the DPIA can be obtained from Mona Walsh, Head of Property Services.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact questionnaire has been completed. No adverse or other significant risks / issues were found. As such, a full Equality Impact Assessment (EqIA) has not been completed.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 Extension of the contract, pending procurement of a new contract, will ensure that all Council properties are cleaned regularly, providing a safe environment to all users.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 Provision of clean properties will ensure workers and visitors to the properties are able to carry out their daily activities safely.

11 ORGANISATIONAL IMPLICATIONS

- 11.1 Environmental implications
- 11.2 Environmental implications will be responsibly managed in accordance with COSHH and waste management obligations associated with use of chemicals in the cleaning activities and proper disposal of waste materials generated as part of the process.
- 11.3 Human Resource implications
- 11.4 We are advised existing S4 Facilities Ltd's staff are self-employed and no TUPE implications are expected. The Council 3 members of cleaning staff, currently working 24hrs per week hours in total. They will continue to operate as direct employees during the interim solution but will be subject to consultation processes as part of any new transition contract arrangements in accordance with TUPE law.
- 11.5 Procurement Implications

11.6 The extension of the existing contract and procurement of the new contract will be in accordance with the Councils RCC Financial Regulations. The Council's Commissioning Manager will continue to be closely involved in all aspects of this matter.

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

12.1 It is vital that the Council continues to have clean and safe properties for its staff and other service users. The proposals set out in this report will ensure that the Council maintains the required level of cleaning at its properties whilst procuring a new and robust cleaning contract reflecting the current and future needs.

13 BACKGROUND PAPERS

13.1 There are no additional background papers to this report.

14 APPENDICES

14.1 There are no appendices.

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