

Report for: Cabinet

Date of Meeting:	4 June 2024
Subject:	Award of the Office, Market and Leisure Cleaning Contract
Cabinet Member:	Cllr Simon Clist, Deputy Leader and Cabinet Member for Housing and Property
Responsible Officer:	Paul Deal Head of Finance, Property & Climate Resilience
Exempt:	Annex A – Part II which are Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)
Wards Affected:	All
Enclosures:	Annex A – Part II (Contractor details and pricing submission)

Section 1 – Summary and Recommendation(s)

To advise Members on the results for the tendering of the Office, Market and Leisure Cleaning Contract and confirm the award of the contract for an initial period of 12 months plus the option to extend for a further **12** months.

Recommendation(s):

- 1. It is recommended that the new one year Cleaning Contract for Office Market and Leisure Cleaning Contract be awarded to Contractor 1.**

2. **Delegated authority be granted to the S151 Officer (in consultation with the Cabinet Member for Property Services) to complete the Cleaning Contract for Office Market and Leisure Cleaning Contract.**

Section 2 – Report

1.0 Introduction

- 1.1 Mid Devon District Council has a requirement to maintain Health and Safety and seeks to maintain a high standard and quality of cleaning services across its buildings.
- 1.2 The contractor will provide cleaning services on behalf of Mid Devon District Council Monday – Friday between the hours of 17:00pm – 19:30pm. The contractor will clean and manage the cleaning at four of our corporate sites. This includes Phoenix House Tiverton, Pannier Market Tiverton, Carlu Close Willand and Amory Park Pavilion Tiverton. There is also a monthly deep clean required at Exe Valley Leisure Centre Tiverton, Lords Meadow Leisure Centre Crediton and Culm Valley Sports Centre Cullompton.
- 1.3 Successful completion of the tender has provided MDDC with options to improve service delivery, consistency and economies of scale for both cleaning services and cleaning consumables.

2.0 Procurement Process

- 2.1 Expressions of interest were invited via a Tender Notice in the Advantage South West Electronic Procurement Portal published on the 27/03/2024. The Invitation to Tender was issued via ProContract. The tender return deadline was 25/04/2024 at 12.00pm with responses required by midday 25/04/2024.
- 2.2 Evaluation criteria set out in the ITT:

Quality	60%
Approach	15%
Responsiveness and capacity	15%
Integration and communication	10%
Technical Quality and Safety	10%
Innovation and best practice	10%
Price	40%

- 2.3 There were 10 expressions of interest of which four submitted their tenders on time and six did not respond. Their reasons were:

- Cannot supply in this location x 3
- Unable to supply
- After much thought we have made the decision that it would not be the right opportunity for us as a business to continue with resulting in our decision to not go any further. Thank you for the opportunity to bid.
- Missed out on seeing the location and one document need sorting out and we have no time as its almost due.

2.4 Evaluations were carried out during May 2024 by representatives from Mid Devon's Property Services team, with the support of the Procurement Team and Devon County's Procurement advisors.

2.5 The lowest priced tender was awarded 40% and the higher priced tenders were awarded the percentage difference. Contractor 3 scored highest on price and quality, as set out below.

2.6 The outcome of the evaluation is shown below:

CONTRACTOR	SCORE		TOTAL
	PRICE	QUALITY	
Contractor 1	36%	36%	72%
Contractor 2	28%	43%	71%
Contractor 3	40%	10%	50%
Contractor 4	12%	41%	53%

2.7 The contractors that scored highest within their quality and pricing submission were able to demonstrate that their responses were closely aligned with our expectations and objectives.

3.0 Conclusion

3.1 The outcome of the tender process shows Contractor 1 as the winning bidder.

3.2 Approval is required from Cabinet for this contract to be formally awarded.

3.3 Following the decision, there will be a compulsory 10-day standstill period after which the contract will be awarded.

3.4 The contract will not commence until after 24 June 2024

Financial Implications

The financial results of the tender exercise can be met from the budget available in the 2024/25 financial year. The initial contract term will be for 12 months with an option to extend for a further 2 x 12 months.

Legal Implications

This provides a robust framework for managing and controlling the performance of our cleaning contractors carrying out our cleaning requirements.

Risk Assessment

As part of the contract the contractor will need to provide a Risk Assessment taking into consideration each site and lone working. All cleaning products to have COSHH documentation and works to be carried out in accordance with the Councils Code of Conduct. The performance of the contract shall be monitored on a monthly basis with corrective action taken where performance falls below Key Performance Indicator Targets.

Impact on Climate Change

Quality questions form 60% of the tender return, bidders are required to provide a quality statement on how their service delivery model makes provision for its environmental impact. Scope 3 emissions will be reduced as the service delivery model will be more efficient.

Equalities Impact Assessment

There is no negative impact to equality as existing staff would be protected under TUPE regulations.

Relationship to Corporate Plan

Property assets are linked to the delivery, vision and priorities of the Council. The way that the Council manages its land and property assets has a direct impact on the quality of services delivered, as well as maximising the value derived from our property holdings for the on-going contribution in balancing the Councils budget. To maximise the value derived from all council property and its stakeholders, by delivering an efficient and fit for purpose corporate property solutions service.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett

Agreed by or on behalf of the Section 151

Date: 21/05/2024 via Leadership Team meeting

Statutory Officer: Maria De Leburne

Agreed on behalf of the Monitoring Officer

Date: 21/05/2024 via Leadership Team meeting

Chief Officer: Stephen Walford

Agreed by or on behalf of the Chief Executive/Corporate Director

Date: 21/05/2024 via Leadership Team meeting

Performance and risk: Dr Stephen Carr

Agreed on behalf of the Corporate Performance & Improvement Manager

Date: 21/05/2024

Cabinet member notified: yes

Section 4 - Contact Details and Background Papers

Contact: Paul Deal, Head of Finance, Property and Climate Resilience

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Background papers: None