

**TO: THE MONITORING OFFICER
(TOM CLARK, SOLICITOR TO THE COUNCIL)**

**RECORD OF ACTION TAKEN BY A CABINET MEMBER
UNDER DELEGATED POWERS**

Subject: AWARD OF BUILDING CLEANING CONTRACT	
Cabinet Member: Councillor Jonathan Ash Edwards	
Has the Cabinet Member received a report prior to making the decision?	Yes
In the case of a key decision where the Cabinet Member has received a report, please state the date a copy of the report was made available to the Chair of the relevant Scrutiny Committee and placed in the public domain:	N/A
Record of decision taken: It is recommended to: - Approve the award of the cleaning contract tender for MSDC buildings to Monitor Services.	
Date of decision: 6 th June 2018	
Statement of reasons for making the decision: The tenders were evaluated 60% on price and 40% on quality and Monitor Services submitted the most economically advantageous tender. It is paramount that cleaning services continue to MSDC buildings to ensure they are kept to the highest levels of cleanliness.	
Alternative options considered and rejected: The Council could have procured this work separately, but in order to continue gaining economies of scale, a new OJEU compliant cleaning contract was re-procured jointly with Horsham and Crawley Councils and MSDC.	
Code of Conduct Interest of Cabinet Members? If yes, please advise on the nature and whether dispensation in place. No.	
Is the decision to be protected from call-in? (<i>i.e</i> if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)	No
If so, please state:	

Signed:
Cabinet Member



This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

For Monitoring Officer

Date of publication of Member Information Service Bulletin	tbc
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Date of decision can be implemented (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	Tbc
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Subject:

AWARD OF BUILDING CLEANING CONTRACT

REPORT OF: Head of Corporate Resources
Contact Officer: Thuso Selelo, Business Unit Leader – Corporate Estates and
Facilities Email: thuso.selelo@midsussex.gov.uk Tel: 01444 477425
Wards Affected: All
Key Decision: No
Report to: Deputy Leader and Cabinet Member for Resources and Economic
Growth.

Purpose of Report

1. To provide sufficient information to enable the Deputy Leader and Cabinet Member for Resources and Economic Growth to use his delegated powers to decide which contractor is awarded the building cleaning contract for MSDC.

Recommendations

2. To award the contract for the provision of building cleaning services to Monitor Cleaning Services, who submitted the most economically advantageous tender.
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Background

3. The Council currently has a contract in place with Monitor Cleaning Services which was to expire on 31 March 2018. A two month extension to 31 May 2018 was agreed however, in order to allow sufficient time for an effective TUPE transfer should this be required.
4. This contract has been in place since 2013 following a competitive OJEU compliant tender process in collaboration with both Horsham District Council and Crawley Council. The contract covers a range of cleaning requirements across a range of properties owned by the Council including the Oaklands offices, pavilions, public toilets etc. The value of the existing contract to MSDC is in the region of £110,000 per annum.
5. In order to continue gaining economies of scale, a new OJEU compliant cleaning contract was re-procured jointly with Horsham and Crawley Councils and MSDC. The MSDC cleaning work formed part of Lot1. The returned tenders were evaluated 60% on price and 40% on quality.
6. Although not the lowest price, when the quality of each bid was taken into consideration, the contractor providing the most economically advantageous tender for Lot 1 was the existing contractor.
7. Due to the requirement to gain Cabinet approval from each of the authorities participating in the tender process, this report recommends that the best approach is to seek approval to delegate the contract award decision.
8. The value of cleaning work to MSDC buildings under the new contract is within the budget.

Policy Context

9. The recommendations in this report support the Council's vision for a better and safer Mid Sussex.

Risk Management and Other Implications

10. It is paramount that services continue to ensure areas which are accessible to staff and the public are kept to the highest levels of cleanliness, so that the three Councils are not in breach of the Health and Safety At Work Act 1974 and Environment Act 1995 or procurement regulations.
11. The risks and implications for not granting delegated authority to approve the award of the contract following a procurement exercise are misalignment between the Councils, where one is in a position to award but is delayed by another Council still requiring approval.
12. In order to mitigate this delegated authority is sought to approve the Contract across the authorities involved.

Equality and Customer Service Implications

13. No equality impact assessment has been undertaken.