

PROCUREMENT OF CLEANING CONTRACT

REPORT OF: DIRECTOR OF PEOPLE AND COMMERCIAL SERVICES
Contact Officer: Tony Johnson, Facilities Team Leader
tony.johnson@midsussex.gov.uk
Wards Affected: All
Key Decision: No
Report to: Cabinet
13 November 2023

Purpose of Report

1. To obtain authority to procure a new cleaning contract for the Council when the existing contract ends in June 2024. The contract will cover Council buildings including the Oaklands Offices, Pavilions and Public Toilets.

Recommendations

2. Cabinet is recommended to:
 - (i) Delegate authority to the Director of People and Commercial Services to procure the new cleaning contract to ensure continuity of service from 1 June 2024.
 - (ii) Delegate authority to the Director of People and Commercial Services to award the new cleaning contract to the preferred bidder following the evaluation of tenders.
-

Background

3. The current contract dated June 2018 will come to an end on 1 June 2024. This contract was procured jointly with Horsham District and Crawley Borough Councils with the aim of securing value for money through pricing economies of scale.
4. In order to ensure continuity of this service from next year onwards procurement now needs to start on a replacement contract.
5. The current plan is to procure jointly across Councils again and it is anticipated that the new contract will be for a similar term (up to 6 years) as the current contract, with a 'no fault' break clause after a minimum of 12 months; but discussions are at an early stage.

Policy Context

6. The Council's Constitution contains a set of Contract Procedure Rules. These establish the legal framework applicable to the purchase of all goods and services or the procurement of construction works by the Council. For contracts of above £200,000 in value (but within the budget and policy framework), they stipulate that:

"Cabinet has authority to conduct the relevant competitive process or give authority to officers to conduct that exercise."
7. Separately, the Council's Procurement Code delegates authority to the Service Director, in consultation with the Cabinet Member to award any contracts for goods/services above the threshold of £177,989.00.

Other Options Considered

8. None.

Financial Implications

9. Detailed in the Exempt Annex

Risk Management Implications

10. The main risks associated with this decision are related to cost and time/resources. Against a background of high inflation, there is a risk that the tender prices for this new contract may be higher than existing. This will be mitigated through economies of scale gained via joint procurement across Councils and ensuring an appropriate procurement model is utilised. Time and resource risks can be mitigated by ensuring sufficient time is allowed for re-procurement and a timetable is agreed by all stakeholders.

Equality and Customer Service Implications

11. No impact assessment has been undertaken.

Other Material Implications

13. None

Sustainability Implications

14. None

Background Papers

15. None