



Cabinet

Item
10(i)

13th March 2019

Report of	Assistant Director Corporate & Policy	Author	Clare Lawrance ☎ 282506
Title	Award of Contract for Corporate Buildings, Sheltered & Homeless Scheme Cleaning		
Wards affected	All wards		

1. Executive Summary

- 1.1 This report presents a recommendation for the award of a new 4 year (3 years & 11 months allowing for transition to a new provider) contract which may be extended by a further 2 years (1+1) subject to satisfactory performance.
- 1.2 The Council is now officially recognised as a Living Wage employer. This means that as well as paying the Living Wage to all directly employed staff, a phased plan for third party contracted staff is in place as relevant contracts come up for renewal, these contracts will stipulate the need for Living Wage.
- 1.3 This contract is being awarded on a fixed priced basis for the duration of the contract with the exception of a % uplift for Living Wage increases announced in November each year.

2. Recommended Decision

- 2.1 To award the contract for cleaning of corporate buildings, sheltered & homeless schemes to Kingdom Services.
- 2.2 In the event that the successful bidder is unable to proceed, to appoint the second placed contractor.

3. Reason for Recommended Decision

- 3.1 The existing contract ends with the successful completion of the current contract on 30th April 2019.

4. Alternative Options

- 4.1 Not to accept the tender of the proposed contractor. This would impede the delivery of a service to tenants and customers.

5. Background Information

- 5.1 Further background information is contained in paragraph 5 of the not for publication report in Part B of the agenda.

6. Equality, Diversity and Human Rights implications

- 6.1 The Equality Impact Assessment for Building Services, Facilities Management and Events is [here](#).

7. Strategic Plan References

- 7.1 This decision is part of delivering against responsibility and wellbeing priorities in the Council's Strategic Plan 2018-21:
- Grow - Help make sure Colchester is a welcoming place for all residents and visitors.

8. Consultation

- 8.1 Tenants acting as Quality Audit Assessors were consulted on the specification prior to publication. Feedback is sought on current performance on a rolling basis.

9. Publicity Considerations

- 9.1 Colchester Borough Homes (CBH) will ensure residents are informed about the new contract arrangements and put in place systems to capture and act on customer feedback. CBH will also ensure users of Corporate Buildings are aware of the appropriate service standards and how to provide feedback on the service.

10. Financial implications

- 10.1 The financial implications are contained within the Background Paper on Part 2 of the agenda because this contains commercially sensitive information it has been presented so as not to identify the individual contractors involved.
- 10.2 The costs associated with this contract are contained within previously approved budgets.

11. Health, Wellbeing and Community Safety Implications

- 11.1 Maintaining safe, clean and presentable buildings is important to maintaining confidence in the Council's services. Through this contract the Council sustains the fabric of Council owned assets.
- 11.2 In providing a cleaning service the Council seeks to minimise risks arising from unclean and unsafe communal and public areas.

12. Health and Safety Implications

- 12.1 Through the role of Contract Administrator compliance with Health & Safety regulations by the contractor will be monitored by CBH.

12.2 The production of and compliance with Risk Assessments & Method Statements relating to cleaning services e.g. COSHH, Working at Height, Manual Handling etc will be monitored by CBH.

13. Risk Management Implications

13.1 By following an EU compliant tender process and by implementing the controls and recommendations as set out in this report, the Council is seeking to mitigate against any potential risks or challenges.

13.2 To reduce risk and ensuring the Council are able to comply with their landlord obligation, it is proposed that should the preferred supplier withdraw (whether by choice or due to unforeseen circumstances) Cabinet endorse the appointment of the contractor in second place.