



Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5-day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

Corporate cleaning contract award

On the 1st December 2021 Cabinet resolved (DN.89 CORPORATE CLEANING CONTRACT 2022):

1. That the principle to commence a procurement exercise for a new cleaning services contract with a reduced cleaning regime, where appropriate and in line with health and safety and Covid requirements, be approved.
2. That authority be delegated to the Executive Director of Environment, Economy and Resources, in consultation with the Deputy Leader and Portfolio Holder for Finance, Resources and Assets, to commence a procurement exercise and thereafter award the successful tender to a preferred provider and settle all terms and ensure that all necessary actions are carried out to mobilise and implement the contract.
3. That the Assistant Director of Law, Governance and Assets (Monitoring Officer) be authorised to complete and execute all requisite legal documentation in relation to the matters outlined above.

2. Subject and details of the matter (to include reasons for the decision)

Approval to award the contract for Corporate Cleaning (2022).

The contract for Corporate Cleaning has been subject to a tender exercise, published on Yortender to the open market on 28 February 2022.

All tenders received were scored due to the limited number of returns and as such the minimum quality score requirement was revoked in this case.

An arithmetical and technical appraisal of the Cleaning Contract have been undertaken and clarifications have been issued and responded too and are reflected within the presented scores and costings.

The contract duration is 36 months or a three-year fixed term, with the option of two x 12-month extension periods.

The estimated whole life value of the contract over the period is £1,453,179.84 or £484,393.28 per year.

The Tender was weighted as 60% price and 40% Quality and Kingdom Cleaning Ltd came out as the successful tender. The tender from Kingdom Cleaning Ltd should be accepted and the budget allocated as set out above, the price is fixed for twelve months and then subject to annual increases based on the National Working and Living rate which will need to be budgeted for each year.

3. Decision being taken

That the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets awards the contract for Corporate Cleaning (2022) to Kingdom Cleaning Ltd for 36 months.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)/benefits

The Corporate Cleaning contract (2022) is awarded following completion of a tender exercise published on Yortender, to Kingdom Cleaning Ltd for 36 months.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

Not awarding the contract for the Corporate Cleaning contract is not a viable option as this would result in increased costs under the current expired contract. Failure to deliver these revised Services would not achieve the financial aims and meet our determination of being an effective and efficient Council.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

1st December 2021 Cabinet Report; DN.89 CORPORATE CLEANING CONTRACT 2022 - <https://democracy.nelincs.gov.uk/wp-content/uploads/2021/05/6.-Corporate-Cleaning-Contract-2022.pdf>

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest have been identified.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision to award is consistent with the Cabinet decision and delegations. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers. Legal Services will support the completion of the contractual documentation on award.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The procurement exercise helps ensure the Council achieves best value for money in letting contracts. The cost of the contract will be required to be met from the respective service budget envelopes.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications

13. Risk Assessment (in accordance with the Report Writing Guide)

If a decision on the award of a new contract is not expedited, there is a risk that the current cleaning regime exceeds the requirements due to the use of assets and the costs being incurred currently are higher than the new contract which does not provide value for money to the Council.

There is an opportunity to build on the new ways of working and use of assets since Covid and reduce the cleaning regime in line with health and safety and Covid requirements, with other areas being supplemented by staff, namely in self-management of work areas and kitchens for example.

The service provider will be required to use environmentally friendly materials and cleaning products throughout the contract period.

The risk to the mobilisation of the contract can be mitigated if the decision to award is approved on the basis of this report, as the recommended preferred supplier is the incumbent supplier.

14. Has the Cabinet Tracker been updated with details of this decision?

Yes

15. Decision Maker:

Name: Sharon Wroot

Title: Executive Director for
Environment, Economy and
Resources

Signed: REDACTED

Dated: 9th June 2022

**16. Consultation carried out with
Portfolio Holder:**

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,
Resources and Assets

Signed: REDACTED

Dated: 9th June 2022

