

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE *DECISION RECORD*

To be completed in cases where a decision is required

DECISION OF POLICE AND CRIME COMMISSIONER

Date: 4th April 2022

Officers present:

Received in OPCC Date:

OPCC Ref: EXE0010-22

Title: Provision of Cleaning services across the Force/OPCC

Summary of Issue:

Background

The current provider on contract for cleaning services is Leicestershire County Council, who subcontract these services to Atalian Servest AMK. The current contract expires on 31st March 2022.

The current annual contract value for cleaning services is £622,873.65 is per annum.

A market engagement day with known cleaning providers took place on 18th October 2021; the attendees included- Incentive QAS Limited, Tenon FM UK, Atalian Servest AMK, and Pioneer FM. The following process was followed: -

- Current contractual position and Procurement timeline provided to suppliers
- Overview of the cleaning requirements including a tour of Euston Street station.
- Opportunity for each supplier to ask questions about the upcoming tender process and instructions were provided of how to submit these via the EU Supply e-tender portal

Tender process

OJEU notice 2021/S 000-535918 was published on 5th October 2021 for a new contract to commence on 1st April 2022 to 31st March 2026 with an option to extend for a total of 48 - months to 31st March 2030.

A locally reviewed and approved specification was submitted to all tenderers as part of the tender pack, along with the Invitation to tender, Method statements and evaluation criteria, which were written by a project team consisting of Ian Fraser (Head of Procurement and Support Services), Claire Godfrey (Custody Contracts Officer).

Recommendations presented:

It is recommended that the contract for the provision of Cleaning Services for Leicestershire Police is awarded to Leicestershire County Council – Corporate Resources who will subcontract the work. The total cost of this contract for the whole 8 years is estimated to be: -

£619,085.96 per annum (this cost is fixed for the initial contract term of 4 years), therefore the total cost for the initial contract term of 4 years will be £2,476,343.84

The estimated total cost of the full contract term, including any/all extension periods will be **£4,952,686.80**, subject to changes and/or increases due to the Real Living Wage.

£88,195.32 – Total Cost per annum for estimated ad hoc extra cleaning works

NB – ad hoc extra cleaning works may include contaminated cells, scene cleaning, vehicle cleaning, table set ups.

£707,281.28- Total Annual Cost

NB: Total additional cost of the new contract compared to the current contract is £84,407.63. An additional £18,846.00 within this total annual cost is attributed to Real Living Wage increases. A further cost increase to the total annual cost of £65,561.63 is attributed to oven cleaning, carpet cleaning, chair cleaning in meeting rooms, medical deep cleaning in custody suites and gymnasium cleaning (which will be claimed back from Force Sports and Leisure budget); and some minor increases to station cleaning frequencies where required, based on lessons learned from the previous contract.

A Total Contract cost of all contracted hours plus all estimated ad hoc extra cleaning works for the full contract term, including the extension period, of 8 years, will be **£5,658,250.24**

NB: However, it should be noted that these costs will increase annually in line with any Real Living Wage increases applicable.

Key discussion points at meeting

It was resolved that:

OFFICE OF PCC APPROVAL

Chief Finance Officer:

I have been consulted about the proposal and confirm that appropriate advice has been considered in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner

Signature



Name Kira Hughes

Date 2/6/22

Publication Scheme

Decision of Monitoring Officer:

Reasons for any non-Publication (referencing appropriate legislation):

Signature



Name

Elizabeth Starr

Date

21/6/22

Police and Crime Commissioner for Leicestershire

Supported

Signature



Date

22-6-22

