

Cleaning re-tender of contract for Cambridgeshire county offices & buildings

To: Strategy & Resource Committee

Meeting Date: 21 September 2021

From: Chief Finance Officer

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2021/019

Outcome: To consider the re-tender of the cleaning and grounds maintenance contract for the Council's non-school buildings.
To achieve a successful and timely procurement exercise.

Recommendation: Authorise the re-tender of the cleaning and grounds contract that is due to expire on 31st March 2022 and:

- a) Approve the commencement of the re-procurement of the Cleaning & Grounds Maintenance Facilities Management Framework Contract for a term of three years from 1 April 2022 to 31 March 2025 with the option to extend for a further year;
- b) Delegate authority to the Chief Finance Officer and Assistant Director Property to appoint a contractor following a competitive procurement process and complete all necessary contractual documents in accordance with Council procedures.
- c) Delegate authority to the Chief Finance Officer and Head of Procurement to approve a procurement waiver for a temporary extension to the existing contract pending completion of the re-procurement.

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1. Background

- 1.1 The Council's non-school properties require regular statutory cleaning and grounds maintenance to keep buildings healthy, safe and operational for the delivery of Council services and use by staff and public.
- 1.2 There is currently a combined cleaning and grounds maintenance contract in place across 82 buildings. This contract expires in March 2022.
- 1.3 The procurement strategy of the Cleaning and Grounds Facilities Management Framework Contract will be by way of Restricted Tender due to the potential for a high degree of market interest, and will be advertised at the Find a Tender (FATS) website, which has replaced the previous requirement to advertise at the OJEU (Official Journal of the European Union).

2. Main Issues

- 2.1 The value of the current contract is approximately £1.2m per annum, with a total of £3.6m over the initial 3 year term of the contract. Cleaning services are provided at 82 buildings and grounds maintenance at 42 locations. The combined service provision provides efficiency savings to Cambridgeshire County Council (CCC) in contract administration and management.
- 2.2 The contract value will fluctuate as buildings are added to or removed from the contract schedule as the Estate evolves. This fluctuation has been particularly relevant during the COVID-19 pandemic as some buildings closed and others had enhanced cleaning regimes. Changes resulting from the deployment of new Cambs 2020 sites and new ways of working will further influence the contract.
- 2.3 Primary cleaning functions include internal cleaning of all types of Council buildings (e.g. kitchens, carpets, communal areas, library furnishings etc), washroom services and window cleaning, supported by a reactive cleaning function (for spillages, additional deep cleaning etc) deployed via the CCC Property Helpdesk. During COVID-19 the contract cleaners have provided additional day time cleaning in key buildings and a reactive deep cleaning service.
- 2.4 Grounds maintenance includes grass management, hedge maintenance, weeding of borders, litter picking, gritting and other activities. This is also supported by a reactive callout function via the CCC Property Helpdesk.
- 2.5 The procurement process will be by way of a single two stage restricted process with the resulting contract accessed for the Cleaning element by Fenland District Council (FDC), as has been the case for the past 2 iterations of this contract. CCC has offered access to the framework to other local authorities and FDC will join the contract to access the cleaning services element. All Public Bodies within the county of Cambridgeshire shall have the option to access this contract for either or both elements throughout the life of the contract.
- 2.6 The contract specification will be based upon outputs designed to encourage cost saving and improved performance through innovation, adoption of environmentally friendly techniques and materials, use of new technology and socially responsible practices. Social

value will be incorporated into the procurement process.

- 2.7 A review of the contract has also taken place to evaluate whether it is suitable for insourcing of the service provision. The CCC Business Improvement & Development team have undertaken a detailed evaluation of the cleaning and grounds maintenance functions (Appendix 1) and concluded that to successfully insource these functions would be a very significant undertaking and therefore the procurement should proceed.
- 2.8 Due to the requirement for the insourcing review of the contract, the procurement timetable has had to be extended and the procurement process will now complete after the expiry of the current contract term. In order to maintain the cleaning and grounds maintenance service pending the award of the new contract (to meet statutory and safety requirements) approval is sought for delegated authority for the Chief Finance Officer and Head of Procurement to approve a temporary procurement waiver to extend the existing contract for only as long as is required for the re-procurement process to complete. An extension of 6 months (which can be shortened if the new contract is awarded sooner) is likely to be required to ensure service continuity. The monthly service cost under the current contract is approximately £100k.

3. Alignment with corporate priorities

3.1 Communities at the heart of everything we do

The provision of cleaning and grounds services are undertaken across a wide range of non-school Council properties including community centres, libraries, registry offices and other facilities serving communities across the County. The requirement to provide and clean, safe and healthy properties is fundamental to successful delivery of the Council's functions.

3.2 A good quality of life for everyone

See wording under 3.1 above.

3.3 Helping our children learn, develop and live life to the full

See wording under 3.1 above.

3.4 Cambridgeshire: a well-connected, safe, clean, green environment

See wording under 3.1 above.

3.5 Protecting and caring for those who need us

See wording under 3.1 above.

4. Significant Implications

4.1 Resource Implications

The Real Living Wage will be considered within the procurement process but not mandated pending further development within the Council. The financial impact of a requirement to increase contractor staff wages may increase the contract cost to the Council. Any National

Living Wage uplifts are immediately applied to staff employed on this contract.

- 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
This process shall be a threshold-level procurement, and the CCC Procurement Team have been working closely with the service area.
- 4.3 Statutory, Legal and Risk Implications
The provision of cleaning services and grounds maintenance on the CCC Estate is required to ensure that the Council meets numerous statutory obligations in relation to Health & Safety, Environmental Health, Fire Safety and other matters. Failure to provide such services could lead to enforcement or legal action being taken against the Council.
- 4.4 Equality and Diversity Implications
There are no significant implications within this category.
- 4.5 Engagement and Communications Implications
There are no significant implications within this category.
- 4.6 Localism and Local Member Involvement
There are no significant implications within this category.
- 4.7 Public Health Implications
The provision of cleaning services and grounds maintenance on the CCC Estate is required to ensure that the Council meets statutory obligations in relation to Public Health. Failure to provide such services could lead to enforcement or legal action being taken against the Council and Public Health issues such as disease outbreaks or illness.
- 4.8 Environment and Climate Change Implications on Priority Areas
- 4.8.1 Implication 1: Energy efficient, low carbon buildings.

Neutral:
- 4.8.2 Implication 2: Low carbon transport.

Neutral:
Explanation: The grounds maintenance element ensures that transport is reduced by ensuring routes are carefully mapped to service areas within the County, minimising travelling.
- 4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive:
Explanation: Grounds maintenance provides safe and actively maintained environments for staff and public. Bidders will be required to include options to reduce or eliminate the use of herbicides where this offers a viable alternative to current practices whilst continuing to deliver safe and cost effective outcomes and comply with Council policies.
- 4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Neutral:

Explanation: The grounds maintenance contractors are responsible for litter picking at Authority sites before grounds work commences. Fly tipping clearance within Authority boundaries is also covered.

4.8.5 Implication 5: Water use, availability and management:

Neutral

4.8.6 Implication 6: Air Pollution.

Neutral

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

Neutral

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Ellie Tod, Finance

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement? Yes

Name of Officer: Henry Swan, Head of Procurement

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes

Name of Legal Officer: Amy Brown

Have the equality and diversity implications been cleared by your Service Contact?

Response awaited

Name of Officer:

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Amanda Rose, Comms

Have any localism and Local Member involvement issues been cleared by your Service Contact? County wide contract

Name of Officer:

Have any Public Health implications been cleared by Public Health?

Response awaited

Name of Officer:

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer?

Yes

Name of Officer: Emily Bolton, EIU

5. Source documents

5.1 Source documents