

Date of meeting 29 June 2021

Title	Procurement of a cleaning contract for White House and Harper House
Purpose of the report	To make a decision
Report Author	Marta Imig, Strategic Lead, Housing
Ward(s) Affected	Ashford Common Ashford East Ashford North and Stanwell South Ashford Town
Exempt	No
Exemption Reason	n/a
Corporate Priority	Housing Clean and Safe Environment
Recommendations	Committee is asked to: To approve the proposed procurement of a cleaning contract for White House and Harper House for the duration of 3 years with an option to extend for a further two 12-month periods.
Reason for Recommendation	To provide cleaning services for White House and Harper House

1. Key issues

- 1.2 White House and Harper House will provide specialist accommodations for single homeless people and homeless families. We are required to make cleaning arrangements for communal parts of both buildings.
- 1.3 The day-to-day management of the cleaning contract will be delivered by the Scheme Manager, employed by MTVH and overseen by Data and Contract Officer at SBC, who will take the overall responsibility for the performance of the contract. The Contractor will be required to report monthly on agreed KPIs as a single report, to be submitted to the Authority no later than 5 Working Days after the last calendar day of each month of the Contract Term. The Data and Contract Officer will complete a checklist every month to measure KPI performance.
- 1.4 Where contract performance falls short of the required KPI standards, the Contractor will be expected to attend (in person or virtually) a Contract

Review meeting with SBC to discuss the measures to be implemented to address the issues.

- 1.5 Contract review meetings are to take place every three months.
- 1.6 Cleaning frequency will be designed to ensure that the building is clean and Covid safe.
- 1.7 We are looking to commence procurement of a contract to provide cleaning services in the following areas at each location:

White House:

All parts common parts of the building, and in addition ad hoc requirement for end of occupancy cleans.

Communal parts: Entrances, exits, stairs, communal kitchens and bathrooms, communal storage areas, communal living areas, interview rooms, training rooms, doors, windows, hallways, landings, reception, and office areas.

Harper House:

All parts common parts of the building, and in addition ad hoc requirement for end of occupancy cleans.

Communal parts: Entrances, exits, stairs, communal toilet, communal storage areas, laundry room, communal living areas, doors, windows, hallways, landings, reception, and office areas.

2. Options analysis and proposal

- 2.1 The options are to approve the procurement to proceed, to reject it or to change it

Option 1 - Approve – recommended

The contract will be procured to commence when the building is ready for occupation. It will ensure that we have appropriate services in place to provide clean and safe environment for residents and staff.

Option 2 – reject

The contract will not be procured and alternative method of delivering cleaning services must be agreed.

Option 3 – change

The committee can make changes to the proposed service and approve it for procurement in the amended form.

3. Financial implications

- 3.1 In 2021/22 budget, we allowed £14,000 pa for cleaning services at Harper House and £15,000 pa for cleaning services at White House. The proposed procurement of the cleaning contract is for the duration of 3 years with an

option to extend for a further two 12-month periods. The value of the contract over 5-year period is £145,000

4. Other considerations

4.1 As part of the procurement process contractors will be required to include all consumable costs within their proposal and their costs will also reflect this. It will be the responsibility of the approved Contractor to supply all necessary equipment and materials to carry out the services. Detergents and materials must be either:

- Kept in a lockable location as agreed with the Scheme Manager. All materials retained on site must be accompanied by COSHH data sheets; or
- Taken off site at the end of each day

The contractor will also be required to remove all hazardous waste from site daily.

5. Equality and Diversity

5.1 Equality and Diversity assessment has been completed and is enclosed in Appendix A.

6. Sustainability/Climate Change Implications

6.1 The contractor will be required to only use environmentally friendly cleaning materials. The proposed procurement does not have any impact on the Council's sustainability / climate change position.

7. Timetable for implementation

7.1 Once approved, the tender will be advertised on the e-tendering portal with target service commencement date of 1 September 2021.

Background papers: there are none

Appendices:

Appendix A - Equality and Diversity Assessment