

28 September 2021



Title	Enter a contract for cleaning of White House and Harper House
Purpose of the report	To make a Decision
Report Author	Marta Imig, Strategic Lead, Housing
Ward(s) Affected	All Wards
Exempt	Report No – Appendix B yes
Exemption Reason	Information relating to the financial or business affairs of any particular person (including the authority holding that information). Releasing the information within the appendix could affect the tenderers is bidding for other contracts when their tender information is placed in the public domain.
Corporate Priority	Housing
Recommendations	Committee is asked to: To approve the recommended contract for cleaning of 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 Council carried out a tender process in accordance with the requirements of Contract Standing Orders based on an estimated contract value of £145,000.
- 1.4 Local suppliers were approached via the Spelthorne Business Forum to express an interest and 5 suppliers were invited to tender from this exercise.
- 1.8 Following the tender the costs have come in higher but have been verified – details are covered in the tender report enclosed in Appendix B. The tenders were received were over the threshold for the full Public Contracts Regulations 2015 requirements, but as the Council has undertaken a competitive process assuming, in good faith, that the value would be significantly less this does not invalidate the tenders received and the Council can proceed to contract award.

2. Options analysis and proposal

Option 1: Approve the cleaning contract award to the recommended contractor in the Tender Report

The cleaning contract would be awarded, and services commence on the day of White House opening (delayed start for Harper House).

Option 2: Not to approve the cleaning contact award to the recommended contractor in the Tender Report and to readvertise the tender for the cleaning contract

The cleaning contract will not be awarded, and the tender process would need to be re-advertised. An alternative cleaning arrangement would need to be sourced for cleaning of White House until new tender process is completed. This is not recommended the Council are unlikely to received lower bids.

3. Financial implications

- 3.1 The cost of the cleaning contract following the tender process is higher than originally estimated. The cost of the cleaning will be covered through service charge collections.

4. Other considerations

- 4.1 White House is due to open on 6 October 2021, with first residents moving in days after the opening. There is some urgency in ensuring that sufficient cleaning arrangements are in place.
- 4.2 The tenders received have been thoroughly evaluated and the cost stated by the recommended contractor is considered to be within the market value for the type of service.

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 contract does not have any impact on the Council's sustainability / climate change position.

7. Timetable for implementation

- 7.1 Once approved, the contract will entered into as soon as possible, with commencement date on 6 October 2021.

Background papers: There are none.

Appendices:

Appendix A - Equality and Diversity Assessment

Appendix B - Cleaning services at White House and Harper House Tender Report