

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**



<b>Author:</b>	Leanne Bryant
<b>Telephone number:</b>	0115 9670999 Ext: 800 2308
<b>E-mail address:</b>	Leanne.bryant@emscu.pnn.police.uk
<b>For Decision or Information</b>	Decision
<b>Date received*:</b>	20.12.16
<b>Ref*:</b>	2016.057

\*to be inserted by Office of PCC

**TITLE: AWARD OF CONTRACT FOR CLEANING**

**EXECUTIVE SUMMARY**

The purpose of this report is to recommend approval for entering into a contract for General Cleaning to Solo Service Group.

Nottinghamshire Police serves a region of over 800 square miles and serves a diverse population of more than one million people living in Nottinghamshire's towns and villages and the cosmopolitan city and conurbation of Nottingham. Its business is to help make Nottinghamshire a safer, better place to live, work and visit and this is done in partnership with other organisations and local communities across the Force area.

The contract for cleaning has recently been tendered for by using ESPO framework 263\_16 Total Cleaning Services Solution. The lot that was used was Lot 1A General Cleaning. All 19 suppliers on Lot 1A were invited to take part in the mini competition.

The contract shall be for a period of 2 years with the option to extend for a further 2 x 12 month periods. The start date of the contract will be 1<sup>st</sup> April 2017.

The Contract will cover, but is not limited to:

- General office/building cleaning
- Entrance and smoking areas cleaning including the emptying of ash/litter bins
- Litter picking and sweeping of exercise yards
- The provision of all equipment and cleaning materials
- Extra and Ad Hoc Cleaning

7 suppliers returned a bid these were:

- Churchill
- Enterprise
- Hi-Spec
- Ideal
- Mitie
- Solo Service Group

## Nottinghamshire Police and Crime Commissioner Notice of Decision

- Superclean

The evaluation criteria were:

	EVALUATION CRITERIA	Weighting %
1.	Quality	40
2.	Price	60

EMSCU carried out the initial review of tender submissions to ensure all the pass/fail questions had been answered. All seven suppliers passed this stage and went through to the full evaluation stage.

The table below shows the final outcome of the tender evaluation process. It details what each supplier scored for each criterion. As demonstrated below Solo Service Group was the highest scoring supplier.

	Price score	Quality	Total	
Churchill	29.59%	20.40%	49.99%	
Enterprise	22.62%	34.00%	56.62%	
Highspec	34.94%	20.40%	55.34%	
Ideal	32.04%	21.60%	53.64%	
Mitie	30.00%	24.00%	54.00%	
solo	41.39%	25.60%	66.99%	Winning bidder
Superclean	25.50%	17.20%	42.70%	

### INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

Tender Award Report

**FINANCIAL INFORMATION** (please include if is it capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

The suppliers were asked to submit a total cost for the first year of the contract. The lowest price came from Solo Service Group at £520,442.02.

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**

The price for the second year will be reduced as three sites are to be closed as per below


Sites to be closed		
Arnold cost per month (until May 2017)	<b>£ Until 31/05/17 =</b>	<b>£1,065.58</b>
Carlton cost per month (approx end of April 2017)	<b>£ Until 30/04/17 =</b>	<b>£1,480.05</b>
Sneinton Library cost per month (approx June 2017)	<b>£ Until 30/06/17 =</b>	<b>£637.74</b>

Therefore the price for the second year of the contract will be £517,258.65. This means the total value of the initial two years will be £1,037,700.67

The 2 x 12 month extensions are estimated to be around £517,258.65, but this value may be reduced further due to the reduction of cleaning needs at various different sites.

The revenue budget for the first two years is £583,000 per year. The first years costs will be £520,442.02 therefore a saving of £62,557.98. The second years savings will be additional savings of £3,183.37 due to known site closures as stated above meaning a total saving in year two of £65,741.35, this gives a total two year saving of £128,299.33.

There may be more options to make further savings for the 2 x 12 month extensions but at this stage it can't be quantified.

Signature:   
Chief Finance Officer

Date: 21<sup>st</sup> December 2016

<b>Is any of the supporting information classified as non public or confidential information**?</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If yes, please state under which category number from the guidance**	3			

**DECISION:**

The decision after the evaluation of is to award Solo Service Group the contract for General Cleaning as they demonstrated the Most Economical advantageous tender.

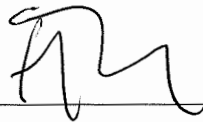
**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**

**OFFICER APPROVAL**

I have been consulted about the proposals above and confirm that the appropriate advice has been taken into account 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:   
Chief Executive

Date: 21<sup>st</sup> December 2016



**DECLARATION:**

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:   
Nottinghamshire Police and Crime Commissioner

Date: 22/12/16