

ORIGINATOR: Esther Beaumont	DECISION NO. 55/2021
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REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER

SUBJECT: Award of the 7F Cleaning Contract – Lot 3 Norfolk and Suffolk

SUMMARY:

1. This paper seeks approval from the Police and Crime Commissioner to enter into a contract with SBFM following the procurement by the Seven Forces Collaboration of a Cleaning contract.
2. The contract is for three years and seven months in duration (in order to be coterminous with B,C,H,E & K), commencing 1st February 2022 (with the option to extend for one period of 24 months, plus a further 12 month period).

RECOMMENDATION:

It is recommended that the Police and Crime Commissioner grants approval to enter into the contract with SBFM Limited for Cleaning services, as described in this paper.

OUTCOME/APPROVAL BY: PCC

The recommendations as outlined above are approved.

Signature  Date: 07/02/2022

DETAIL OF THE SUBMISSION

1. OBJECTIVE:

The delivery of a Cleaning Services contract for Norfolk Police and Suffolk Police. The service includes core cleaning plus peripheral services.

2. BACKGROUND:

Seven forces currently procure Cleaning Services in 3 individual clusters:

- 1) Beds, Herts and Cambs
- 2) Essex and Kent
- 3) Norfolk and Suffolk

Norfolk and Suffolk had a Facilities Management contract in place with CBRE under which the cleaning services fall. This expired in June 2019 and a VEAT notice was issued in May 2019 to allow for a Direct Award to CBRE for an additional 12-month period. The contract was further extended by VEAT notice (approved by SPGB in February 2020) for a further 2 periods until 31st July 2021, and a final period until 31st January 2022 to provide continuity of cover for the procurement process timeline.

A standard Specification for Cleaning had already been agreed across the 7 Forces; this was based on the National Cleaning Specification recommended by CLEP. However, there are some slight differences in specifications from force to force, and this is reflected in the lotting of the tender.

3. AREAS FOR CONSIDERATION:

The new cleaning contract will comply with statutory and legislative requirements.

The contract with SBFM Ltd for three years and seven months in duration (in order to be coterminous with the other Forces) with options to extend for a 24-month period and a further 12-month period.

Approval is sought from the Police and Crime Commissioner to enter into the contract as described above. This will enable the Chief Executive to execute the contract on behalf of the Police and Crime Commissioner under the provisions of the Scheme of Governance and consent (including the Contract Standing Orders).

4. OTHER OPTIONS CONSIDERED:

4.1 Do Nothing

This is not a viable option as employers are legally obliged to provide welfare facilities and a working environment that is healthy and safe for everyone in the workplace, including visitors to the site.

4.2 Collaborative Procurement across the 7 Forces, delivered via Lots

The recommended & delivered option, providing a number of key benefits:

- a) The total value of this contract provides an attractive opportunity to the market.
- b) 7 Forces may benefit from pooled volume and lower prices.
- c) One procurement with different lots for each of the clusters, saves time and resource for both 7 Forces staff and interested tenderers.
- d) Multiple lots enable smaller niche providers to bid, whilst also allowing larger organisations the opportunity to bid for multiple lots. This maximises competition and options for 7F.

4.3 Mini-Competition via a pre-existing Framework

Pros – offers a convenient and compliant route to market.

Cons – has the effect of restricting the market to larger suppliers. Plus, national frameworks tend to rule out local & incumbent providers, which restricts the delivery of social value benefits for the local region.

5. STRATEGIC AIMS/OBJECTIVE SUPPORTED:

To procure a compliant, collaborative contract that delivers value for money.

6. FINANCIAL AND OTHER RESOURCE IMPLICATIONS:

- 6.1 The contract pricing is fixed for the initial 2-year period, at £1,183,886 total 2-year cost for the Force and an additional cost of £1,183,886 for Years 3 & 4 (estimated as subject to annual price increase mechanism).
- 6.2 The Total 4-year contract period is valued at £2,367,772.
- 6.3 Should the two-year extension be taken, there is an additional regional cost of £1,183,886.
- 6.4 Should the further one-year extension also be taken, a final annual cost for the region of £591,943 will be applicable.
- 6.5 The total cost of this service to the Force, over the full 7-year term is £4,143,601.
- 6.6 Forecasted contract expenditure has been calculated to include the bidder's new pricing with the addition of estimated costs for peripheral services outside of the core service (includes window cleaning laundry, pest control, washroom consumables etc). This was to avoid over inflating any savings figures which would not be achieved due to the additional spend on these non-core services.

Forecast Savings Plan Against 20/21 Budget (Lifecycle)

Capital or Revenue	Year 1	Year 2	Year 3	Year 4
Revenue	£35,785	£35,785	£35,785	£35,785

Forecast Savings Plan Against 20/21 Actual (Lifecycle)				
Capital or Revenue	Year 1	Year 2	Year 3	Year 4
Revenue	£60,859	£60,859	£60,859	£60,859

6.9 Significant Social Value benefits will also be delivered via this contract, managed, and monitored by the 7F SRM team.

7. OTHER IMPLICATIONS AND RISKS:

There are no risks on the Police and Crime Commissioner’s Risk Registers that are engaged by the matters described in this paper and no changes to these registers are proposed as a result of this paper.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	Yes – signing of the SPGB and Contract Award report
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Yes – Market engagement was undertaken to understand the commercial model options. Heads of Estates and Facilities have been engaged throughout the whole process
Has communications advice been sought on areas of likely media interest and how they might be managed?	No
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	N/A
<p data-bbox="204 1585 788 1621">Is this report a Confidential Decision?</p> <div style="display: flex; justify-content: flex-end; gap: 20px;"> <input data-bbox="1066 1603 1187 1675" type="checkbox"/> <input data-bbox="1257 1603 1378 1675" type="checkbox" value="NO"/> </div> <p data-bbox="204 1697 1430 1733">If Yes, please state reasons below having referred to the PCC Decision Making Policy</p>	

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to the PCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.

Signature:



Date: 07/02/2022

Chief Finance Officer (Section 151 Officer)

I certify that:

- a) there are no financial consequences as a result of this decision,
OR
- b) the costs identified in this report can be met from existing revenue or capital budgets,
OR
- c) the costs identified in this report can be financed from reserves
AND
- d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

Signature:



Date: 07/02/2022

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*