

**NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER**

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, Cllr Marcus Hart, as Strong Leader, delegate the decision to progress the approval of the tender evaluation model proposed for the procurement of a Corporate Building Cleaning Contract, for a 5 year contract period, September 2019 to August 2024, as detailed in the Strong Leader Cabinet Report to the Cabinet Member detailed below:

Cabinet Member: Councillor N J Desmond

4<sup>th</sup> April, 2019.

Dated:

Signed:

.....  
Leader of the Council

**FORM 2****NOTICE OF DECISION OF CABINET MEMBER**

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to *me / by the Leader* (delete as appropriate), I have made the following decision:

<b>Subject</b>	<b>Decision</b>	<b>Reason for decision</b>	<b>Date for Decision to be taken</b>
Contract for the provision of building cleaning	To approve the tender evaluation model for the procurement of a corporate building cleaning contract for a 5 year period - September 2019 to August 2024.	To ensure the Council's operational buildings are consistently cleaned to a high standard and are fit for purpose.	23/4/19.

**I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.**

Dated:

23/04/19

Signed:

.....

Councillor Nathan Desmond, Cabinet Member for Resources

**WYRE FOREST DISTRICT COUNCIL**  
**STRONG LEADER CABINET REPORT**

**02 April 2019**

**Contract for the provision of building cleaning**

<b>Exempt</b>	
<b>CABINET MEMBER:</b>	Councillor N J Desmond – Cabinet Member - Resources
<b>DIRECTOR:</b>	Mike Parker, Director – Economic Prosperity & Place
<b>CONTACT OFFICER:</b>	Elaine Brookes, Facilities & Asset Manager Ext. 2797 elaine.brookes@wyreforestdc.gov.uk

**1. PURPOSE OF REPORT**

To seek approval for the tender evaluation model proposed for the procurement of a Corporate Building Cleaning Contract, as per Paragraph 9 of the Contract Procedure Rules.

As the combined contract value is approximately £550,000, this procurement is being carried out in accordance with the Public Contracts Regulations 2015, therefore subject to a strict procurement timetable. The Tender will be advertised on the Official Journal of the European Union (OJEU). The Open Procedure route will be taken; therefore no pre-qualification of suppliers will be carried out.

**2. RECOMMENDATION**

**The Cabinet is asked to DECIDE:**

To approve the procurement and tender evaluation model detailed in point 4 below, and to delegate to the Director of Economic Prosperity & Place the award of the contract in line with the approved evaluation model.

**3. BACKGROUND**

The Council's existing corporate building cleaning contract expires on 31 August 2019.

The contract currently provides a building cleaning service for Wyre Forest House, Bewdley Museum, Guildhall, Tourist Information Office, Green Street Offices & Depot, 2-3 New Street (Emergency Temporary Accommodation), Space Building and Kidderminster Town Hall building.

**3 KEY ISSUES**

The proposed contract would continue to provide a building cleaning service to the Council's existing operational properties with the inclusion of Forest House (the building due to replace Space building) and Kidderminster Town Hall, under an agreed Service Level Agreement with Kidderminster Town Council

The new contract would be for a period of 5 years, with an option to extend for a further 5 one year periods. The contract period has been approved by the Solicitor to the Council.

### **Proposed Evaluation Criteria**

It is proposed that the Tender be evaluated on a 'Price and 'Quality' basis – 40% Price and 60% Quality.

The quality elements of the Tender would be evaluated in accordance with the criteria below –

<b>Question Title</b>	<b>Percentage Weighting</b>
<b>Managing the Contract</b>	<b>20</b>
<b>Performance Monitoring</b>	<b>20</b>
<b>Resourcing</b>	<b>20</b>
<b>Mobilisation</b>	<b>10</b>
<b>References</b>	<b>20</b>
<b>Environmental Management</b>	<b>10</b>

### **Questions**

#### **Managing the Contract**

Provide details of key personnel who will be responsible for managing the contract, including their experience and relevant qualifications

#### **Performance Monitoring**

Provide details of how your organisation would monitor performance across the contract, and include details of your complaint handling procedure

#### **Resourcing**

Provide explanation of how your organisation would arrange relief cover across the contract due to illness and holidays to ensure the required service level is maintained at all times

#### **Mobilisation**

Please provide details of your organisations proposed mobilisation plan should you be successful in being awarded the contract

#### **References**

Please provide details of three similar contracts or services (period of contract and value of contract) that you have delivered during the past three years, together with a

named customer/contact's details who would be willing to provide written evidence to confirm the accuracy of the information provided

### **Environmental Management**

Please provide examples of how you can demonstrate quick and simple initiatives to reduce the environmental impact of cleaning operations.

Provide details as to what environmental management system your organisation operates; e.g. ISO 14001

### **Assessment Matrix**

The following matrix illustrates how responses to the evaluation criteria will be assessed. The scores for each question will be used to calculate a percentage weighting based on the weightings attributed to each question in the qualitative assessment.

<b>Performance</b>	<b>Judgement</b>	<b>Score</b>
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above Expectations	Good	7
Slightly exceeds expectations	Fair	6
Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

## **4 FINANCIAL IMPLICATIONS**

Revenue budgets are available for each of the Council's operational buildings to meet the service requirements included within the scope of this tender. Kidderminster Town Council are responsible for their own revenue budget management. They are in agreement with the service requirements, the scope of the tender and the proposed tender evaluation.

## **5 LEGAL AND POLICY IMPLICATIONS**

The combined contract value is approximately £550,000. The Contract Procedure Rules require Cabinet approval to enter into contracts where the estimated value of the contract exceeds £160,000.

The successful tenderer will be required to enter into a formal contract prepared by the Council's Contract Solicitor.

## **6 RISK MANAGEMENT**

Failure to procure a new corporate contract would mean that the Council are left without a building cleaning provider.

## **7 EQUALITY IMPACT ASSESSMENT**

This is a financial report and there is no requirement to consider an Equality Impact Assessment.

## **8 CONCLUSION**

Approval is sought to procure a new corporate building cleaning contract to ensure the Council's operational buildings are consistently cleaned to a high standard and are fit for purpose.

## **9 CONSULTEES**

Cabinet Member for Resources  
Director – Economic Prosperity & Place  
Procurement Officer  
Assistant Accountant  
Contracts Solicitor  
Facilities & Asset Manager