



# COTSWOLD DISTRICT COUNCIL

Council name	<b>COTSWOLD DISTRICT COUNCIL</b>
Name and date of Committee	<b>CABINET - 6 JULY 2020</b>
Report Number	<b>AGENDA ITEM (7)</b>
Subject	<b>APPROVAL TO AWARD CONTRACT FOR CLEANING AND MAINTENANCE OF PUBLIC TOILETS</b>
Wards affected	All
Accountable member	Cllr. Andrew Doherty - Cabinet Member for Environment, Waste and Recycling Email: <a href="mailto:andrew.doherty@cotswold.gov.uk">andrew.doherty@cotswold.gov.uk</a>
Accountable officer	Maria Wheatley - Parking Manager Tel: 01285 623228 Email: <a href="mailto:maria.wheatley@publicagroup.uk">maria.wheatley@publicagroup.uk</a>
Summary/Purpose	Agree contract award for the cleaning and maintenance of public conveniences.
Annexes	Annex A - Overview of Public Conveniences across the District.
Recommendation/s	That Cabinet consider the recommendation by Officers to award the contract for the cleaning and maintenance of public conveniences to the preferred contractor.
Corporate priorities	<ul style="list-style-type: none"><li>• Ensure that all services delivered by the council are delivered to the highest standard</li><li>• Help residents, businesses and communities to access the support they need to ensure a high level of health and well-being</li></ul>
Key Decision	NO
Exempt	NO
Consultees/ Consultation	N/A

## **1. BACKGROUND**

- 1.1. The council has 14 public convenience sites within the district which are cleaned and maintained under contract by Healthmatic. The current contract ends on 30<sup>th</sup> September 2020 and a procurement exercise is being completed to secure a new contract from 1<sup>st</sup> October 2020 for a period of 3 years.

## **2. MAIN POINTS**

- 2.1. The procurement process is being carried out under OJEU, with an open tender method. The contract will benefit from economies of scale being a shared contract across Cotswold District Council and West Oxfordshire District Council. The submissions will be evaluated 60% for quality and 40% for price. Quality criteria include assessment of the bidders' ability to meet the required standards, their arrangements for management and supervision, their approach to managing customer complaints, their fleet arrangements, their resilience and their approach to health and safety and sustainability.
- 2.2. The tender deadline is 16<sup>th</sup> June; officers will evaluate the bids with a view to identifying a preferred contractor by 23<sup>rd</sup> June. The outcome of the evaluation process will be provided to Members as soon as possible after the 23rd June with a verbal update given on the day of the meeting with the Officers' recommendation to award.

## **3. FINANCIAL IMPLICATIONS**

- 3.1. Contract costs are not yet known as the deadline for bids is 16<sup>th</sup> June; however the Council has not increased the specification and was previously receiving services from one of the major providers in the industry so it is unlikely costs will increase significantly. The current contract is £190,000 per annum.

## **4. LEGAL IMPLICATIONS**

- 4.1. The procurement has been subject to an OJEU procurement process and a contract will be put in place with the supplier.

## **5. RISK ASSESSMENT**

Contract costs will not be known until evaluation of tenders is complete. Failure to award the contract will mean the Council has no arrangements in place for cleansing and maintenance when the existing contract ends.

## **6. EQUALITIES IMPACT**

- 6.1. The recommendation will not have an effect on different service users; the access to facilities for people with disabilities remains free of charge with a RADAR key.

## **7. CLIMATE CHANGE IMPLICATIONS**

- 7.1. The approach of each bidder to Environmental and Sustainability issues will be assessed as part of the tender evaluation process.

## **8. ALTERNATIVE OPTIONS**

- 8.1.** There is an option to award a contract for a shorter period; 1 year, with the option to extend for 1 year. This would enable a full review of the service to take place within the next year to identify any efficiency savings or changes to service standards. If significant changes are made to the service it may have an impact on the contract in place. Therefore a shorter contract period would allow for changes without frustrating the contractual arrangements. There is a risk that a shorter contract period will be less attractive to bidders and may be more expensive

## **9. BACKGROUND PAPERS**

None

(END)