



CABINET

19TH NOVEMBER 2015

AGENDA ITEM (10)

CONTRACT AWARD - CLEANSING AND MAINTENANCE OF PUBLIC CONVENIENCES

Accountable Members	Councillor Chris Hancock Cabinet Member for Enterprise and Partnerships
Accountable Officer	Claire Locke Head of Environmental and Commercial Services 01285 623427 claire.locke@cotswold.gov.uk
Purpose of Report	To seek agreement to award a contract for the cleansing and maintenance of public conveniences.
Recommendation(s)	That the contract for the cleansing and maintenance of public conveniences be awarded to the Preferred Contractor (Contractor A) identified within Exempt Appendix A to this report, for a period of four years from 1st January 2016.
Reason(s) for Recommendation(s)	To enable the provision of a good quality, cost-effective service.
Ward(s) Affected	All
Key Decision	No
Recommendation to Council	No (as Contract award is within existing service budget)
Financial Implications	<p>The Council has a contract in place for the cleansing and maintenance of public conveniences (until 31st December 2015), which costs £200,750/year. Following a new contract procurement process, the quotation which provides the best value for the Council, in cost and quality terms, was received from Contractor A (identified within Exempt Appendix A to this report).</p> <p>The price from the Preferred Contractor is a fixed price, with only CPI increases for component costs associated with maintenance. Components which must be purchased to repair toilets may rise in price and the Council will be recharged for these rises - this is difficult to estimate, but it is highly unlikely the service budget will be exceeded as a result.</p> <p>The price is within budget, and provides for annual savings against the current cost.</p>

Legal and Human Rights Implications	The provision of public conveniences is a discretionary service provided by the Council. The contract for cleansing and maintenance services has been procured following an open tender process following EU procurement requirements (OJEU).
Environmental and Sustainability Implications	The approach of each bidder to Environmental and Sustainability issues was assessed as part of the tender evaluation process.
Human Resource Implications	None
Key Risks	Failure to award a contract would mean the Council has no arrangements in place for cleansing and maintenance when the existing contract ends on 31 st December 2015.
Equalities Impact Assessment	Not required

Related Decisions	None
Background Documents	None
Appendices	Exempt Appendix A - Summary of bids received

Performance Management Follow Up	On-going service performance, including costs, income generated and service complaints, will be closely monitored as part of the performance monitoring already in place.
Options for Joint Working	This contract has been jointly procured with West Oxfordshire District Council, Cherwell District Council, South Northamptonshire District Council, South Oxfordshire District Council, Vale of White Horse District Council and their partner authorities, Stratford-on-Avon District Council and their partner authorities, and any relevant parish councils located in Oxfordshire. This approach provides greater buying power and efficiencies for the supplier, which results in a better value contract for each authority. The new Contract will be managed for CDC and WODC by the same officer, which generates efficiencies in officer time. The Council did approach Ubico Limited to see if they could undertake this service; however, Ubico were unable to deliver the service any cheaper than the Preferred Contractor.

Background Information
<p>1. The Council has 14 public convenience sites within the District, which are currently cleaned and maintained under contract. The current contract ends on 31st December 2015 and a procurement exercise has therefore been conducted to secure a new four-year contract, for the period 1st January 2016 to 31st December 2019.</p> <p>2. The procurement established a framework agreement enabling the listed authorities to call-off services for public convenience cleansing and maintenance.</p>

3. Bidders were informed that their tenders would be evaluated based on 60% Cost and 40% Quality. Quality criteria included an assessment of their 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. The Preferred Contractor achieved the highest scores for both cost and quality, having submitted the lowest price for the contract and a bid which demonstrated high quality.

4. The quotations received, and the cost and quality evaluations in respect of each contractor, are set out in **Exempt Appendix A**. These details cannot be released into the public domain until all listed authorities have considered the outcome of the procurement exercise.

5. The quotation provided by Contractor A represents the best value for the Council. The bid price is within budget and, therefore, no additional funding is required.

6. The existing contract was secured by CDC following an individual procurement process - by joining a Framework Agreement, annual savings will be achieved for cleansing and maintenance.

(END)