



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 25 JULY 2024
Subject	APPROVAL TO AWARD CONTRACT FOR CLEANING AND MAINTENANCE OF PUBLIC TOILETS
Wards affected	All
Accountable member	Councillor Mike Evely, Deputy Leader of the Council and Cabinet Member for Finance Email: mike.evely@cotswold.gov.uk
Accountable officer	Jon Dearing, Interim Executive Director Email: Democratic@Cotswold.gov.uk
Report author	Maria Wheatley, Parking Manager Email: Democratic@Cotswold.gov.uk
Summary/Purpose	To agree the contract award for cleaning and maintenance of public conveniences.
Annexes	Annex A – Equality Impact Assessment Annex B – Contract award
Recommendation(s)	That Cabinet resolves to: I. Approve the recommendation by officers to award the contract for the cleaning and maintenance of public conveniences to the preferred contractor as outlined in the Exempt Annex B.
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services• Supporting Communities
Key Decision	YES
Exempt	YES – Annex B only.
Consultees/ Consultation	N/A



1. EXECUTIVE SUMMARY

- 1.1 The council owned public conveniences are currently cleaned and maintained by Danfo (UK) Ltd under contract. The contract expires on 30th September 2024, and a procurement exercise has been completed to secure a new contract from 1st October 2024 for a period of 4 years.

2. MAIN POINTS

- 2.1 Cotswold District Council operates fifteen public toilet sites across the district, in 10 towns and villages.
- 2.2 At the meeting of Cabinet on 17 July 2023, the decision was made to extend the current contract to 31 September 2024. A further decision to retender the contract was agreed by Cabinet on 1 February 2024 following recommendations made by the Overview and Scrutiny Committees' Public Conveniences Review Working Group.
- 2.3 The procurement process was carried out with an open tender method. The new contract will benefit from economies of scale being a shared contract across Cotswold District Council and West Oxfordshire District Council. The submissions have been evaluated 60% for quality and 40% for price. Quality criteria included an assessment of the bidders' ability to meet the required standards, their arrangements for management and supervision, their approach to manage customer complaints, their fleet management arrangements, their resilience and their approach to health and safety and sustainability.
- 2.4 Officers evaluated the bids, the outcome being that the preferred contractor for recommendation is Danfo (UK) Ltd, our current supplier. (Appendix B)
- 2.5 The Council reserves the right to vary the number of sites within the contract giving the contractor 2 months written notice.
- 2.6 Any permanent closures of a site will be reflected in the contract price after the 2-month notice period.

3. ALTERNATIVE OPTIONS

- 3.1 There was an option to award the contract for a different length of time, however a 4-year contract gives stability to both the contractor and the council. The contract will be written with the flexibility to allow for fluctuations in the future needs of the service.
- 3.2 Other bids were reviewed using the tendering process, and scoring of this has identified a preferred supplier.



4. FINANCIAL IMPLICATIONS

- 4.1 The financial implications for this report have not been finalised due to the contract tender being evaluated. For the purposes of this draft, it is assumed there is an increase in the contract value.
- 4.2 Members will need to consider the proposed contract value against the annual revenue budget (£211k). Should the contract value be higher than the available budget the Council will need to consider the following:
- An increase in the revenue budget for 2024/25 to ensure there is adequate budgetary provision for the new contract (01/11/2024 to 31/03/2025) and an ongoing increase for the remainder of the contract term.
 - Consider whether fees and charges should be increased to mitigate in part or in full the increased contract value
 - Subject to the contract specification, consideration of service standards, service coverage
 - Reject the contract offer with the implication that this would require the closure of the facilities.

5. LEGAL IMPLICATIONS

- 5.1 The requirements have been processed through the procurement process in accordance with the Council's Procurement and Contract Management Strategy and The Public Contracts Regulations 2015.
- 5.2 A contract will be put in place between the council and the supplier.

6. RISK ASSESSMENT

- 6.1 Failure to award the contract will mean the Council has no arrangements in place for cleaning and maintenance when the existing contract ends.

7. EQUALITIES IMPACT

- 7.1 The recommendation will not have an effect on different service users; the access to facilities remains free of charge with a RADAR key. Officers have undertaken an Equality Impact Assessment which can be found at Annex A.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 8.1 The approach of each bidder to environmental and sustainability issues will be assessed as part of the evaluation process.

9. BACKGROUND PAPERS

- 9.1 None.



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(END)