
Report of **Technical Services Manager**

Report to Chief Officer of Property and Contracts

Date: 14th May 2015

Subject: Contract award for communal window cleaning high rise

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- Housing Leeds has carried out an open procedure procurement, which was advertised in the EU, to formalise a contract for Window Cleaning Services to Multi-Storey Flats within the Housing Leeds area of responsibility.
- This report requests that an administrative decision is made to approve the proposed award to Cinderella Cleaning Contractors Ltd for the estimated value of £42,902.50 per annum. The tender price originally included the PFI stock which have now been removed from the proposed work-stream meaning the cost of the provision has been reduced from of £46,702.50

Recommendations

- The Chief Officer of Property and Contracts is requested to approve the proposed award to Cinderella Cleaning Contractors Ltd for the estimated value of £42,902.50 per annum for three years (June 2015-May 2018), with a possible two year extension.

1. Purpose of this report

- 1.1. To seek the Chief Officer of Property and Contracts approves the proposed award to Cinderella Cleaning Contractors Ltd for the estimated value of £42,902.50 per annum

2. Background information

- 2.2. In previous years the window cleaning of communal areas, managed by the former Arm's Length Management Organisation's (ALMOs) was undertaken by a mix of local companies and internal providers.
- 2.3. In late 2011 the ALMO and the other Leeds City Council departments were looking into an effective way to buy window cleaning in order to achieve savings and value for money. Part way through the process the council's Internal Service Provider, Property Maintenance Cleaning (now Civic Enterprise Leeds) submitted a proposal to become an internal window cleaning provider for all low rise buildings. However, once the business case was developed and a full risk assessment undertaken, the ISP then chose to focus on cleaning of low rise buildings, and office space, rather than High Rise blocks of flats.
- 2.4. Since 2011, window cleaning in high-rise has been ad hoc with various arrangements such as one off contracts, continuing with previous arrangements or no cleaning at all.
- 2.5. Market sounding was undertaken in January 2013, nine submissions were received. The delay has been attributable to Housing Leeds focusing on other priorities such as the merger and subsequent restructure; and a focus on other larger projects and their procurement/ contract management. That said, it should be noted that some High rise blocks in the city have had their windows annually cleaned, just not all; and no significant number of complaints have been received regarding this service.
- 2.6. Four submissions were received in March 2014 following an EU advertised open procedure opportunity. Three organisations were then shortlisted following a PQQ selection evaluation.
- 2.7. The three shortlisted providers were assessed using published award criteria on 30% quality and 70% price split to identify the most economically advantageous tender.

3. Main issues

- 3.2. This contract will involve the cleaning of the communal windows in all the 116 High Rise Blocks in the city (excluding the blocks in the Private Finance Initiative areas).
- 3.3. This contract will be to wash both the internal and external communal windows for each block once per annum between April and October. The contractor will develop a timetable of when each high rise block will be cleaned. Posters detailing the dates will be placed in each block, so tenants/ leaseholders will know when to expect the windows cleaned. Moreover, the contractor will write to each tenant in each block giving them notice that the windows will be cleaned a week before.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1. PPP & PU have been involved and co-ordinated procurement process and subsequent evaluation process. Housing Contracts Boards have been kept up to date of the procurement as part of the regular contract report.
- 4.1.2. Health and Safety colleagues in Property and Contracts section were a key element in the award criteria development and assessment.
- 4.1.3. Tenants' representatives were involved in the award criteria and assessment.
- 4.1.4. Due to the contract value of this procurement, there does not have to be specific consultation with Leaseholders to comply with s20 of the: Leaseholders Act 2002.

4.2. Equality and Diversity / Cohesion and Integration

- 4.2.1. The Equality, Diversity, Cohesion and Integration Screening document has been considered and completed. No adverse or otherwise impacts have been identified.

4.3. Council policies and City Priorities

4.3.1 Leeds will ensure that it is the 'best city to live in through the work contributing to the key City Priorities of:

"Improving Housing Conditions" and help maintain properties in good repair condition.

4.4. Resources and value for money

- 4.4.1. The evaluation has been carried out taking into consideration both Quality and Price, with sufficient minimum thresholds applied to ensure unsatisfactory submissions could be excluded from the process.
- 4.4.2. The estimated value of the contract was £45,000. The preferred supplier has bid under the initial estimate by £2,079.50 per annum

4.5. Legal Implications, Access to Information and Call In

- 4.5.1. This is an administration decision as defined under Article 13 of the Council's constitution. It does not require publication and is not subject to call-in under the Scrutiny Board Procedure Rules.

4.6. Risk Management

4.6.1 The main risk for this contract relates to the Health and Safety of the contractors employees undertaking the exterior window cleaning. The Contract specification clearly states the requirements for the contractor to provide the service in a safe manner.

4.6.2 In addition the procurement project has developed a risk management register and this will be updated on a regular basis.

4.7. Conclusions

- 4.7.1. Housing Leeds are now moving toward a harmonised approach to window cleaning and are seeking to formalise a contract to deliver Window Cleaning Services to High Rise Flats communal areas.

4.7.2. The key areas for focus are robust contractual arrangements and health and safety management. This will ensure that the contract is managed safely and effectively so housing Leeds deliver an excellent service to our tenants and Leaseholders.

4.8. Recommendations

The Chief Officer of Property and Contracts is requested to approve the proposed award to Cinderella Cleaning Contractors Ltd for the estimated value of £42,902.50 per annum .