

**Report of Head of Property Management**

**Report to Chief Officer of Housing**

**Date: 10 December 2019**

**Subject: Authority to undertake a procurement exercise in line with CPR 3.1.6 for the appointment of contractors to carry out external window cleaning to multi storey blocks of flats across the city**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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**

**1. Main issues**

- The existing Housing Leeds contract for Multi Storey Window Cleaning is due to expire 31<sup>st</sup> May 2020. The contract included two 12 month options to extend, which have both been utilised .There is no further option to extend. The provision is an ongoing requirement and therefore necessitates a new procurement exercise to be carried out in competition, and contract awarded in advance of contract expiration.
- The Internal Service Provider was consulted on whether they would be in a position to deliver the service, but they declined the opportunity on the grounds of not having the appropriate resources available i.e. skills and equipment
- Following a procurement options review it is felt that the most appropriate methodology is for an open procurement advertising the opportunity via Leeds City Council's electronic tendering portal YORtender and in the Official Journal of the European Union (OJEU).This will allow tenders to be received from contractors in this area of specialism. The whole process will be overseen by the Procurement and Commercial Services (PACS) to ensure all processes and procedures comply with legislation.
- The report requests that Strategic Operational Decision (SOD) is made to approve the identified procurement route in compliance with Contract Procedure Rule 3.1.6.

(CPR 3.1.6). The value of the provision means that this is not a Key Decision and therefore does not need adding to the list of forthcoming Key Decisions.

- Procuring a new contract will secure the Multi Storey Window Cleaning required at the best possible price.
- If a new procurement exercise is not undertaken, then either the service required by end users cannot be provided, or significant revenue spend will be incurred off - contract.

## 2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- The procurement will impact on the Best Council Plan by; ensuring quality and accessible homes, improving housing stock and lead to an overall improvement to Civic stock in the area around Leeds.
- This contract will support the Best Council Plan by providing homes that are in clean and well cared for places.

## 3. Resource Implications

- The monetary benefits of this procurement exercise ensure that with competition and the ability to test price and quality, it will maximise efficiency and gain value for money. The fixed costs for three years will provide stability in terms of budget setting.
- The contractor will have specialist skill, technical expertise and knowledge that will ensure all works are completed with regards to Health and Safety and environmental consideration. The service will operate on the agreed tender price with clear costs and ways of working laid out during the tender process.
- The ISP has been contacted and has advised that they have a lack of resources for work of this nature. ISP is only able to clean windows to buildings of four storeys or less.

## Recommendations

- a) The Chief Officer of Housing is requested to approve, in line with Contract Procedure Rules 3.1.6, a competitive tender process to procure and award a contract for the provision of Window Cleaning in Multi Storey flats across the city (non PFI blocks only). A contract length of three years with two twelve month extensions is recommended at an estimated sum of £47k per annum (with a full contract value estimated at £235k)

### 1. Purpose of this report

- 1.1 The purpose of this report is to seek approval in accordance with Contract Procedure Rule (CPR) 3.1.6 to carry out a procurement exercise for a contractor to cover window cleaning of communal areas in multi storey blocks that are over four storeys high.
- 1.2 This report outlines a preferred procurement option, the reasons behind the decision and the steps taken to ensure the tender submission demonstrate and

provide window cleaning contractors that demonstrate both expertise and value for money.

## **2. Background information**

- 2.1 In previous years the window cleaning of communal areas, managed by the former Arm's Length Management Organisations (ALMO's) was undertaken by a mix of local companies and external providers. In order to rationalise this process, approval to procure a citywide project was given and the process led to a contract being awarded to one window cleaning contractor. This contract had two twelve month options to extend, which have both been exercised.
- 2.2 The current contract for Multi Storey Window Cleaning is due to expire on 31<sup>st</sup> May 2020 with no further option to extend.

## **3. Main issues**

- 3.1 Housing Leeds currently delivers a window cleaning service for the multi storey flats (communal areas) costing approximately £47k per annum. It is proposed that contract be let for a 3 year period due to commence 1<sup>st</sup> June 2020 with the option to extend the contract for a further two x 12 months. The works cover window cleaning to the glass in communal areas on multi storey flats which are more than four storeys high.

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 Consultation took place for the existing contract. This does not need to be repeated for this contract as the specification is the same.

### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 An Equality and Diversity Impact Assessment was undertaken and no actions are required.

### **4.3 Council policies and the Best Council Plan**

- 4.3.1 Leeds City Council takes openness, transparency and fairness seriously. As such the contract for the window cleaning of communal areas in high rise will be procured in line with Leeds City Council Procurement Commercial Services policies and procedures.

#### Climate Emergency

- 4.3.2 Leeds City Council's Best Council Plan includes ambitions for '*promoting a more competitive, less wasteful, more efficient, low carbon economy*'. The procurement will encourage tenderers to provide details of how they can contribute to this.
- 4.3.3 For this procurement, contractors will be required to consider; usage of water and how this can be minimised; usage of cleaning chemicals and the impact on the environment; travel planning for movement between city wide sites.

#### **4.4 Resources, procurement and value for money**

- 4.4.1 Any contract entered into as a result of the procurement exercise will be used for the cleaning of communal windows to high rise blocks. This will allow for firm budget allocations for a minimum three year term and contribute to a clean and well cared for places for people to live.
- 4.4.2 The procurement exercise will ensure value for money from competent contractors in this area of work.
- 4.4.3 Ongoing resources will be required to manage the safety and quality of the works undertaken at each site.
- 4.4.4 Evaluation will be undertaken on a 70/30 split (70% cost and 30% quality).

#### **4.5 Legal implications, access to information, and call-in**

- 4.5.1 The Chief Officer of Housing is authorised to make the decision to commence procurement of the high rise communal window cleaning project.
- 4.5.2 Housing Leeds are working collaboratively with colleagues from Procurement and Commercial Services (PACS) to ensure council governance is met, and fair competition is observed.
- 4.5.3 The value of this contract is estimated at £47k per annum. This is a Significant Operational Decision and not subject to call in.
- 4.5.4 There is no requirement for any personal data to be passed to a contractor within this procurement exercise.

#### **4.6 Risk management**

- 4.6.1 No particular risk in approving the commencement of this procurement exercise.

### **5. Conclusions**

- 5.1 The current high rise communal window cleaning contract expires on 31<sup>st</sup> May 2020.
- 5.2 Not to approve the authority to procure will lead to Housing Leeds stock becoming undesirable places to live.

### **6. Recommendations**

- 6.1 a) The Chief Officer of Housing is requested to approve, in line with Contract Procedure Rules 3.1.6, a competitive tender process to procure and award a contract for the provision of Window Cleaning in Multi Storey flats across the city (non PFI blocks only). A contract length of three years with two twelve month extensions is recommended at an estimated sum of £47k per annum (with a full contract value estimated at £235k)

### **7. Background documents<sup>1</sup>**

- 7.1 EDCI screening

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<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.