

Report of Head of Property Management

Report to Chief Officer of Housing

Date: 5th May 2020

Subject: Report to approve contracts for the appointment of contractors to carry out communal 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: 10.4(3) Appendix number: 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary

1. Main issues

- The purpose of this report is to seek approval to award contracts for the appointment of contractors to carry out window cleaning to multi storey blocks of flats across the city. The works cover window cleaning to the glass in communal areas on multi storey flats which are more than four storeys high.
- The new contract will commence 1st June 2020 for a period of three years, with the option to extend the contract for a further two x 12 months. The contract is to be awarded to:
Cinderella Cleaning Contractors Ltd
- The estimated annual value of the contract is £44.5K per annum.

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

- Awarding this contract 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 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.
- The contractor has 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.
- Ongoing resources will be required to manage the safety and quality of the works undertaken at each site. The personnel will be members of the Technical Services team within Property Management and will form part of the day to day duties funded through the HRA.

Recommendations

- a) The Chief Officer for Housing Leeds is recommended to approve the award of contract for communal window cleaning to multi storey flats across Leeds to Cinderella Cleaning Contractors Ltd.
- b) The contract will commence on 1 June 2020 for 3 years until 31 May 2023 with 2 x 12 month extensions available.
- c) The value of the contract, over the initial 3 years will be £133,028.59.

1. Purpose of this report

- 1.1 The purpose of this report is to seek approval to award the contract for communal window cleaning to multi storey flats across Leeds to Cinderella Cleaning Contractors Ltd.
- 1.2 The contract will commence on 1 June 2020 for 3 years until 31 May 2023 with 2 x 12 month extensions available.

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 for Housing Leeds 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 31st May 2020 with no further option to extend.
- 2.3 The Chief Officer of Housing approved the procurement exercise in January 2020.

3. Main issues

- 3.1 The current contract for Multi Storey Window Cleaning is due to expire on 31st May 2020 with no further option to extend.
- 3.2 The procurement exercise was conducted via YORtender in March/April 2020.

- 3.3 The procurement was advertised in OJEU in January 2020 - 2020/S 024-055299.
- 3.4 Five tenders were received: CEB Access Ltd., K2 Access Ltd., OCS Group Ltd., Ropeworx Ltd. and Cinderella Cleaning Contractors Ltd.
- 3.5 All submissions passed the selection criteria and progressed to quality evaluation.
- 3.6 All bidders, but Ropeworx Ltd., passed the quality evaluation questions.
- 3.7 The quality scores were then processed along with the pricing by Procurement and Commercial Services to produce a final evaluation spread sheet (Appendix 1).
- 3.8 Details of the prices submitted are shown in Appendix 1.
- 3.9 The winning bidder, Cinderella Cleaning Contractors Ltd., provided the best overall submission based on price and quality criteria.
- 3.10 The value of the contract, over the initial 3 years will be £133,028.59.
- 3.11 The preferred bidder has passed the vetting criteria.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 It is not considered that the content of this report or its recommendation made will have a significant impact on any particular ward or community.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An Equality, Diversity and Cohesion and Integration report has been undertaken for this category.

4.3 Council policies and the Best Council Plan

- 4.3.1 It is important that procurement within Leeds City council is undertaken with a view to ensure openness, transparency and fairness. As such, the contract for communal window cleaning to multi storey flats across Leeds has been procured in line with the Contract Procedure Rules.
- 4.3.2 This contract will support the Best Council Plan by providing homes that are in clean and well cared for places.

Climate Emergency

- 4.3.3 During the procurement, contractors were 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. This will be monitored through on site visits and cleaning route plans submitted.

4.4 Resources, procurement and value for money

- 4.4.1 The 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 ensures value for money from competent contractors in this area of work. The value of the contract, over the initial 3 years will be £133,028.59.
- 4.4.3 Ongoing resources will be required to manage the safety and quality of the works undertaken at each site. The personnel will be members of the Technical Services team within Property Management and will form part of the day to day duties funded through the HRA.
- 4.4.4 Any contract extension will only be awarded if contractor demonstrate continuing value for money.

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

- 4.5.1 The Chief Officer for Housing Leeds is authorised to make the decision to award a contract for the communal window cleaning to multi storey flats across Leeds to Cinderella Cleaning Contractors Ltd.
- 4.5.2 Advice regarding the procurement exercise, including terms and conditions of contract, have been obtained from Procurement and Commercial Services to ensure council governance is met, and fair competition has been observed.
- 4.5.3 The maximum value of spend for the contracts (excluding potential extension) is £44.5K per annum.
- 4.5.4 The original decision was not a key decisions and therefore not subject to call in. The award of this contract, as a consequence of the original decision, is a significant operational decision, so is not subject to call in.

4.6 Risk management

- 4.6.1 There is no particular risk in approving the award of these contracts. The winning contractor has had the necessary checks carried out during the procurement process.
- 4.6.2 There is an up to date Risk Register for this contract.

5. Conclusions

- 5.1 The procurement exercise has determined the preferred bidder to be :

Cinderella Cleaning Contractors Ltd.

- 5.2 The contract will commence on 1 June 2020 for 3 years until 31 May 2023 with 2x12 month extensions available.
- 5.3 The Chief Officer for Housing Leeds is recommended to approve the award of the contract for external window cleaning to multi storey blocks across Leeds to Cinderella Cleaning Contractors Ltd.
- 5.4 The contract will commence on 1 June 2020 for 3 years until 31 May 2023 with 2x12 month extensions available.
- 5.5 Should the contract not be awarded, this may lead to tenant dissatisfaction and an increase in complaints received and have to be dealt with by LCC officers.
- 5.6 Should the contract not be awarded then there may be an increase in significant revenue spend which would be incurred off –contract too carryout one off cleans.

6. Recommendations

- 6.1 The Chief Officer for Housing Leeds is recommended to approve the award of contract for communal window cleaning to multi storey flats across Leeds to Cinderella Cleaning Contractors Ltd.
- 6.2 The contract will commence on 1 June 2020 for 3 years until 31 May 2023 with 2 x 12 month extensions available.
- 6.3 The value of the contract, over the initial 3 years will be £133,028.59.

7. Background documents¹

- 7.1 None.

¹ 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.