

Contract Extension for Supply of Washroom Services

Date: 20th October, 2021

Report of: Head of Cleaning Services

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- The current contract for supply of washroom services was awarded in 2018 for 3 years commencing 1st December 2018 with an option to extend by 1 year. The annual estimated value of the contract was £127,000. The current contract is due to expire at the end of November 2021 unless we exercise the one year extension option.
- The original contract was awarded to Personnel Hygiene Services Limited using the ESPO Framework 239_16 Contract for the provision of washroom services. This report seeks approval to use the extension option and extend by 1 year.

Recommendations

The Chief Officer Civic is asked to approve a 1 year extension of the washroom services contract to Personnel Hygiene Services Limited through the ESPO Framework 239_16 Framework effective from 1st December 2021 with an annual estimated value of £127,000.

Why is the proposal being put forward?

- 1 The Workplace (Health, Safety and Welfare) Regulations Act 1992 requires that employers have a duty to ensure that toilet areas are kept clean and that waste does not accumulate. The Act also specifies that all companies are required to provide a suitable means for the disposal of sanitary dressings in ladies washrooms. Leeds City Council therefore needs to provide sanitary services as part of its welfare provision within its civic buildings, offices, schools, one stop shops and sports facilities.
- 2 The current contract with Personnel Hygiene Services Ltd (PHS Group Ltd) is to due expire at the end of November 2021 and the proposal is that the one year extension option is taken so that we remain both compliant with our corporate procedural rules and also the statutory requirements to continue to provide services under this contract.

- 3 The current contract continues to provide value for money, PHS Group Ltd were 19% cheaper than the second best tender.

What impact will this proposal have?

Wards affected:

Have ward members been consulted? Yes No

What consultation and engagement has taken place?

- 4 Consultation has been taken place with colleagues in Procurement and Commercial Services and those attending the CEL Weekly Assurance Meetings.

What are the resource implications?

- 5 The annual estimated spend arising from the extension is £127,000 and as stated earlier PHS Group Ltd's initial tender was 19% more competitive than the second best tender.

What are the legal implications?

- 6 There are no legal implications, exercising the extension option complies with the current contract and also the Authority's Contract Procedural Rules and will ensure that the Authority does not incur any non-compliant expenditure in providing these services

What are the key risks and how are they being managed?

- 7 The key risk is non-compliance with health and safety legislation and will be managed by extending this contract so that services continue to be provided.

Does this proposal support the council's three Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

- 8 By providing services for the collection and disposal of sanitary waste the contract delivers the Council's priorities on valuing colleagues and putting customers first

Options, timescales and measuring success

a) What other options were considered?

- 9 There were no other suitable options for the provision of this statutory service, this contract has been let following a competitive procurement exercise.

b) How will success be measured?

- 10 By the continued successful delivery of this statutory service.

c) What is the timetable for implementation?

- 11 That the on year extension option is exercised prior to the scheduled expiry of the contract on 30th November 2021.

Background papers

- 12 None