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| **OFFICE OF THE POLICE AND CRIME COMMISSIONER** | **DECISION NO:****PCCG-2023-029** |
| **LEAD CHIEF OFFICER:** | Nigel Stephens, Assistant Chief Officer – Resources  |
| **TITLE:** | JCPS0387- Provision of Cleaning and Associated Services |
| **DATE:** | 8th January 2024 |
| **TIMING:** | Urgent |
| **PURPOSE:** | For approval of award of a new Cleaning and Associated Services contract  |
| **1.** | **RECOMMENDATION** |
| 1.1 | It is recommended the Police and Crime Commissioner for Gwent award the Cleaning and Associated Services contract to Glen Group Ltd.  |
| **2.** | **INTRODUCTION & BACKGROUND** |
| 2.1 | The current cleaning and facilities contract is due to expire on 31st March 2024.The service has been retendered via an open Procurement process via eTenderWales, reference itt\_106147, in compliance with Force Standing orders paragraphs 80-89 and the Public Contract Regulations 2015. The service provision covers:* General cleaning of force premises including Custody Suites
* Crime Scene Decontamination and Sudden Death Call-Out Cleaning
* Vehicle Cleaning
* Window Cleaning

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| 2.2 | The tender closed on 13th November 2023 and four bids were received. Tenders were evaluated using the following tender evaluation criteria:* Commercial – 45%
* Technical including Social Value – 45%
* Mock Forensic Test Clean – 10%

Tenders were evaluated by:Client & Contract Monitoring OfficerFacilities ManagerSenior Procurement Officer (non-scoring) |
| 2.3 | Upon evaluation, Glen Group Ltd were identified as providing the most economically advantageous tender receiving the highest overall marks against the tender evaluation criteria. |
| **3.** | **ISSUES FOR CONSIDERATION** |
| 3.1 | The contract duration is for an initial term of five (5) years; 1st April 2024 - 31st March 2029, with the option to extend on annual basis to 31st March 2033.  |
| **4.** | **NEXT STEPS** |
| 4.1 | Upon authorisation of this report, the contract document can be sent for signing and contract implementation shall commence.  |
| **5.** | **FINANCIAL CONSIDERATIONS** |
| 5.1 | The anticipated total contract value for the initial five (5) years is £4,700,000.00  |
| 5.2 | The new tender has identified some initial savings circa **£89,158.54** withinthe first two years of the contract. Prices are fixed for 24 months.The contract allows a 2% discount on any invoices paid within 10 days. This offers an additional potential saving of circa **£18,000.00** over the first 2 years of the contract. |
| **6.** | **PERSONNEL CONSIDERATIONS** |
| 6.1 | It has been identified that TUPE legislation will apply to this contract and the incumbent providers staff will transfer to the new provider. |
| **7.** | **LEGAL IMPLICATIONS** |
| 7.1 | The procurement process has been completed in accordance with Public Contract Regulations 2015 |
| **8.** | **EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS** |
| 8.1 | This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.  Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report |
| **9.** | **RISK** |
| 9.1 | If this contract is not signed off, the organisation cannot guarantee a service provision beyond 31st March 2024. No service provision will have an adverse impact on the ability to run some of its key operations e.g. Custody cells will not be cleaned so will not be able to be used or contaminated police vehicles will not be able to be utilised if they have not been cleaned.  |
| **10.** | **PUBLIC INTEREST** |
| 10.1 | Official contract award notice has been published via Sell to Wales – reference FEB467995. |
| **11.** | **CONTRACT OFFICER** |
| 11.1 | Joint Commercial and Procurement Services - Contract Management Officer. |
| **12.** | **ANNEXES** |
| 12.1 | None  |

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| **Office of the Chief Constable**I confirm that the Provision of Cleaning and Associated Services report has been discussed and approved at a formal Chief Officers’ meeting.It is now forwarded to the OPCC for approval purposes. |
| **Signature:** NS - signature |
| **Date:** 11.01.2024 |

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| **Acting Police and Crime Commissioner for Gwent**I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.The above request has my approval. |
| **Signature:**  |
| **Date: 23.02.24** |