

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B096/22

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Next Generation – Cleaning Services at various non-educational establishments

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman:

Bob Deering
Executive Member

Portfolio (Executive Functions only):

Resources & Performance

Officer Contact:

Sass Pledger
Director - Property

Tel:

01992 555970 (Internal: 25970)

April 2020

1. **Decision**

- 1.1 The Director of Property has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.
- 1.2 Subject to 1.1 above, awards the contracts for the provision of Cleaning at HCCs operational sites, which includes those currently within the Shared Managed Services (SMS) Contract, to Lot 1 (East) Birkin Cleaning Services Ltd and Lot 2 (West) Regent Office Care Ltd as set out in Annex A and approves the signing of the contracts.

2. **Reasons for the decision**

These new contracts are needed due to the expiry of the existing Serco Shared Managed Service Contract (which includes cleaning of some HCC sites) and the Herts FullStop (HFS) Cleaning Contracts.

HFS invited the suppliers on their cleaning framework, which was set up under HCC's procurement rules, to submit bids. The Tender was split into 2 geographical Lots (Lot 1 East and Lot 2 West) and whilst Tenderers were able to tender for both Lots, they would only be awarded one of the two Lots.

Tender submissions were evaluated, and Birkin Cleaning Services Ltd for Lot 1 (East) and Regent Office Care Ltd for Lot 2 (West) bids were calculated as the best based on a price and quality assessment against the tender parameters.

3. **Alternative options considered and rejected**

Outsourcing the cleaning service for just the SMS sites via a separate open procurement.

4. **Consultation** (see *Summary of Requirements below*)

Was any Councillor consulted? Yes

If yes:

Bob Dering

(a) Comments of Executive Member
agreed

c11r

12-Jan-2023

(b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **Following consultation with the Executive Member, I am proceeding with the proposed decision.**

Signed: 

Title: Chief Executive

Date: 13-Jan-2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor

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		Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups