REPORT TO CABINET

27 June 2018

Subject: Award of Contract for Cleaning Materials, Janitorial Hardware and Paper

Presenting Cabinet Member: Councillor Steve Trow – Cabinet Member for Culture and Core Council Services

Director: Executive Director – Resources – Darren Carter

Contribution towards Vision 2030: 

Key Decision: Yes

Forward Plan (28 day notice) Reference: SMBC02/06/2018

Cabinet Member Approval and Date: Councillor Steve Trow

Director Approval: Darren Carter

Reason for Urgency: Urgency provisions do not apply

Exempt Information Ref: Exemption provisions do not apply

Ward Councillor (s) Consulted (if applicable): Ward councillors have not been consulted

Scrutiny Consultation Considered? Scrutiny have not been consulted

Contact Officer(s): Wendy Jones – Category Manager wendy_jones@sandwell.gov.uk

DECISION RECOMMENDATIONS

That Cabinet:

1. Authorise the Executive Director – Resources to award the use of the Eastern Shires Purchasing Organisation Framework to appoint Banner Group Ltd to provide the Council’s Cleaning Materials, Janitorial Hardware and Paper until 31st July 2022.

2. In connection with recommendation 1 above, authorise the Executive Director – Resources to enter into a call off agreement with Banner Group Ltd through the Eastern Shires Purchasing Organisation framework.
3. Authorise the Director – Monitoring Officer to execute any documents necessary to give effect to the recommendation set out in 1 above.

1 PURPOSE OF THE REPORT

1.1 This report seeks approval to enter into a call off agreement through the Eastern Shires Purchasing Organisation framework for the supply of Cleaning Materials, Janitorial Hardware and Paper.

2 IMPLICATION FOR THE COUNCIL’S AMBITION

2.1 The renewal of this contract will enable our customers feel safe within their homes as it enables cleaning materials, janitorial hardware and paper to be purchased for use in public buildings, communal areas of housing and by repairs teams.

3 BACKGROUND AND MAIN CONSIDERATIONS

3.1 The Council is seeking to appoint one supplier for the provision of Cleaning Materials, Janitorial Hardware and Paper for a contract period 1st August 2018 to 31st July 2022.

3.2 The current contract expires on the 31st July 2018.

3.3 The Council has a requirement to purchase cleaning materials, paper products (eg toilet paper) and janitorial hardware products (eg mops, buckets etc).

3.4 Items are delivered in bulk to both the Roway Lane stores and also the Council House and in smaller quantities to all other sites as needed.

3.5 The current supplier is Bunzl Cleaning and Hygiene Ltd via a call off contract through the Braintree District Council Framework.

3.6 The actual spend for 2017 was £206,787.20.

3.7 A mini competition was carried out with the 4 companies on the Eastern Shires Purchasing Organisation’s framework. These were: AUK Supplies Ltd, Banner Group Ltd, Bunzl UK Ltd t/a Bunzl Cleaning & Hygiene Supplies and Nobisco Ltd.
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4 **THE CURRENT POSITION**

4.1 The current contract started 1\textsuperscript{st} August 2017. It was only awarded for 12 months to enable one comprehensive list of products used by the whole council to be collated.

5 **CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)**

5.1 Officers from Facilities Management, Roway Lane stores and Estate services have all been consulted on both their requirements and scoring the quality submissions of the four companies who tendered.

6 **ALTERNATIVE OPTIONS**

6.1 Consideration was given with regard to the Council undertaking it’s own Official Journal for European Union (OJEU) compliant tendering process. However following research it became apparent that there were only a small number of organisations who were capable of servicing a contract of this value.

Therefore, the use of the Easter Shires Purchasing Organisation (ESPO) Framework was considered beneficial, as a mini competition exercise could be undertaken with these key organisations.

7 **STRATEGIC RESOURCE IMPLICATIONS**

7.1 The spend on cleaning materials, janitorial hardware and paper for the four years of the contract is expected to reduce from the £206,787.20 that was spent in 2017. As the current supplier’s bid (Bunzl) was £177,959.41, but the new supplier’s (Banner) bid is £165,910.71. Which is £12,000 lower.

7.2 The expenditure for the provision of cleaning materials, janitorial hardware and paper is included within approved budgets.
LEGAL AND GOVERNANCE CONSIDERATIONS

8.1 All contracts will be awarded in accordance with the council’s Procurement and Contract Procedure Rules and the Public Contracts Regulations 2015. The framework documents and mini competition documents were approved by Legal Services.

EQUALITY IMPACT ASSESSMENT

9.1 An Equality Impact Assessment was not undertaken as this is a renewal of an existing contractual arrangement. The contract will be monitored to ensure compliance.

DATA PROTECTION IMPACT ASSESSMENT

10.1 There are no data protection issues needed to be considered as part of this report. General Data Protection Regulation details were included within the mini competition documentation upon advice from our Legal Department.

CRIME AND DISORDER AND RISK ASSESSMENT

11.1 There are no crime and disorder issues needed to be considered as part of this report.

SUSTAINABILITY OF PROPOSALS

12.1 Not applicable.

HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

13.1 There are no health and wellbeing issues needed to be considered as part of this report.

IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

14.1 There are no property or land issues needed to be considered as part of this report.

CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

15.1 The contract is still required in order for Sandwell MBC to enable the purchase of cleaning materials, janitorial hardware and paper.
15.2 Therefore it is recommended that Cabinet approve the award of the call off agreement for cleaning materials, janitorial hardware & paper to Banner Group Ltd

16 BACKGROUND PAPERS:

17 APPENDICES
None

Darren Carter
Executive Director – Resources