

Record of Delegated Executive Decision(s)

1. Subject of decision

For the supply of Cleaning Materials

2. Name and Title of Decision Maker

Mark Longstaff - Head of Commissioning and Investment

3. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None

4. Executive summary (To be taken from written report)

On the 17 October 2016, Cabinet granted approval for the Head of Commissioning and Investment to carry out a procurement exercise for the provision of Cleaning Materials and, following that process, award a contract to the provider whose tender is the most economically advantageous to the Authority.

The relevant materials are predominantly used by the Authority's Facilities Services in the delivery of cleaning contracts and in the provision of school meals, community meals and catering, where the materials are used in the cleaning and sanitising of kitchens

The procurement exercise is now complete following which, the Authority is in a position to award the contract to the tenderer who has offered best value in accordance with the criteria for evaluation of the contract, set out in the procurement documentation

5. Alternative Options considered

Alternative considerations were not an option as a procurement exercise was required.

6. Decision(s)

The procurement exercise is now complete following which, the Authority is in a position to award the contract to the tenderer who has offered best value in accordance with the criteria for evaluation of the contract, set out in the procurement documentation

Bidder A, following a competitive procurement exercise demonstrated it can deliver the quality and range of products which meet the specified criteria at the best price, and therefore offers the most economically advantageous option.

7. Reasons for the Decision(s)

The Authority had a contract in place from 2012 to 2106 for the provision of cleaning materials. The contracts for these goods expired 31 December 2016.

After internal discussions the current supplier continued to deliver on the contract on a rolling basis. A procurement exercise commenced on 22nd February 2016, and was carried out to ensure the Authority is able to secure best value from any new contract. The procurement process was undertaken in accordance within the Authority's Contract Standing Orders, EU, and UK public procurement legislation.

The evaluation of the cleaning materials tender was complex due to the diverse range of products and variations in product size and dilution rates, complicating a like for like evaluation of costs. This delayed the completion of the evaluation and finalisation of the procurement process.

Following evaluation of the tenders received, it is proposed that the contract is awarded to the company ranked first, as having provided the most economically advantageous tender to the Authority.

8. Date Decision Made

23 March 2018

9. Is this decision subject to call-in and if so expiry date of call-in period

Yes, the call-in period will expire on Tuesday 3 April 2018 at 5.00pm

10. Date of Publication

Friday 23 March 2018

11. Implementation Date (if decision not called in)

Tuesday 3 April 2018 after 5.00pm