

Appendix 1

PT8 - Tender Award Report

This document is used to summarise the procurement process



Report Title	Barbican Estate Window Cleaning Contract
Report Author	Tracey Orekoya
Report Date	03/05/2021
Procurement Reference	Itt_COL_16692

High Level Summary

Key Area	Outcome
Purpose of Report	Authorisation to Award tender
Tender Process	One Stage Open Procurement (PCR 2015)
Proposed Provider	All Clean Services
Cost (Inc. VAT)	£1,503,110 over 6 years
Potential Risks	<p>There are no potential risks in relation to awarding this contract, however they is a 35-day consultation period that needs to be completed before the stand-still letters can be issued out to the bidders. The incumbent supplier is currently W Parker & Sons and the supplier that we are proposing to award to is "All Clean Services". The current contract with W Parker & Sons has been extended until the 30th of June 2023. A mobilisation period will commence once the 10- day stand period is over and they are no challenges from any of the bidders.</p> <p>During the Mobilisation period, TUPE will be co-ordinated by the incumbent and the new incoming supplier. The contract manager for this will ensure that there is a smooth transition and mobilisation from the incumbent to the new supplier.</p>

Detailed Summary

1. Summary

Details of what needs to be approved and a list of key areas covered by the report

This report requests the approval to award the contract to All Clean Services

2. Recommendations

Details of who the contract is to be awarded to, proposed contract term, extensions and other relevant details
City Procurement undertook a One Stage Procurement (PCR 2015) tender process, the City received eleven (11) bids.

Upon concluding the tender evaluation and moderation of the Barbican Estate Window Cleaning Services and the Technical responses, the recommendation is to award the Contract to All Clean Services.

3. Current Service Provision

Details of current supplier, contract arrangements, expiry dates and potential exit issues.

Currently, the City has a contract with W Parker and Sons. A 35-day notice of proposal which is a 35- day consultation period with the city of London residents is being observed. Once this has been completed, the stand -still letters will be issued to the bidders.

4. Evaluation Summary

Overview of the tender process including SQ and ITT outcomes; evaluation criteria and weighting, evaluation outcomes including overview of the top 3 ranked suppliers.

Following the tender evaluation, 11 bids were received but 10 bidders passed the minimum requirements set out in the Qualification stage of the tender. They were evaluated against the pre-determined award criteria, then scored against the qualitative elements and then the Commercial aspects.

The total scores against the pre-determined award criteria are set out below against the Technical and Commercial elements: -

AWARD CRITERIA	BIDDERS									
	ABM UK	All Clean Services	BPM Cleaning and Maintenance Services Ltd	ECSS (Enterprise Cleaning & Support Services)	Majestic Cleaning Ltd	New Concept General Cleaning	NSS Group	Principle Cleaning Services	Ryemead Commercial Cleaning	W Parker & Sons
Commercial 50%	34.18	50.00	29.63	48.26	39.17	38.01	38.01	47.14	39.17	42.98
Technical 35%	35.00	35.00	30.40	31.80	23.00	32.40	25.40	30.00	21.80	32.40
RP/SV 15%	10.00	13.00	4.00	13.00	9.00	5.00	9.00	11.00	8.00	11.00
Total Weighted Score:	69.18	85.00	60.03	80.06	62.17	70.41	63.41	77.14	60.97	75.38
Order of Tenders:	6	1	10	2	8	5	7	3	9	4

In total, there were three evaluators involved in the Barbican Estate Window Cleaning Tender evaluation, Rosalind Ugwu, (Interim Head of Barbican Residential Estate), Barry Ashton (Estate Services Manager) who assessed the tenders, evaluating the Qualification Minimum Requirements & Technical responses. Kristina Jackson was the main evaluator for the Responsible procurement/ social value questions. However, the social value questions were also evaluated by Rosalind Ugwu and Barry Ashton.

The Moderation session for the Technical Responses was carried out on the 18th April 2023, the Moderation session was chaired by an independent moderator (a procurement and contracts manager based at City of London Procurement). She was present and ensured the moderation session went smoothly.

4.2 – Tender Results

Rank 1 – All Clean Services

Rank 2 –ECSS (Enterprise Cleaning & Support Services)

Rank 3 – Principle Cleaning Services

Rank 4 –W Parker & Sons

Rank 5 – New Concept General Cleaning Company

Rank 6 – ABM UK

Rank 7 – NSS Group

Rank 8 – Majestic Cleaning Ltd

Rank 9 – Ryemead Commercial Cleaning

Rank 10 -BPM Cleaning and Maintenance Services Ltd

5. Savings, efficiencies and benefits

Pricing overview, including cost type (fixed cost, schedule of rates etc) and cashable and non-cashable savings achieved.

The baseline figure for this tender was £1,421,289.00 as stated in the PT3 form. The average commercial bid across all the 10 suppliers for a 6-year contract is (£1,834,976). The winning bidder's final cost is £1,503,110.

Details of the 6-year costs from each supplier is detailed in the table below.

Commercial Summary										
Price Element / Item: Total Overall Price										
BIDDERS										
	All Clean Services	BPM Cleaning and Maintenance Services Ltd	W Parker & Sons	ABM UK	ECSS (Enterprise Cleaning & Support Services)	Majestic Cleaning Ltd	New Concept General Cleaning Company	Ryemead Commercial Cleaning Limited	Principle Cleaning Services	NSS Group
Price	£1,503,110.07	£2,536,764.20	£1,748,495.84	£2,198,814.53	£1,557,160.62	£1,782,009.80	£1,532,907.00	£1,918,637.83	£1,594,381.11	£1,977,488.77
Average	£1,834,976.98									
Lowest Price	£1,503,110.07									
Highest Price	£2,536,764.20									
Difference from Lowest Price	0.00%	68.77%	16.33%	46.28%	3.60%	18.55%	1.98%	27.64%	6.07%	31.56%
Weighted Score	50.00	29.63	42.98	34.18	48.26	42.17	49.03	39.17	47.14	38.01

6. Lessons Learnt

The tender process for this project was relatively straight forward and no particular issues was noted during the tender process.

No post tender clarifications were raised during the moderation sessions and the evaluators were satisfied with the results of the tender process.

7. Contract Management Plan

Details of the person's managing the contract covering roles and responsibilities of individual staff.

Jack Doherty and & Barry Ashton will be the contract managers for this contract.

8. Responsible Procurement

Details of responsible procurement to be delivered by the contractor, and explain which of the RP Commitments will be included in the contract

The winning bidder called "All Clean Services" have signed up to the 5 commitments which they have stated within their bid. They are listed below:

Commitment 1

- Targeted work placements - Create two four-week work placement opportunities for students over the first two years of this contract.
- Traineeships, Recruitment opportunities - Offer one 12-month traineeship opportunity for Year 1 and Year 2 of the contract respectively.

Commitment 2

- Deliver six one-hour skills workshops to NEETs.
- Commit sixteen people hours to mentor NEETs

In order to maximise the value of the community initiatives, All clean Services will meet monthly with CoL representatives to track their annual progress in achieving community commitments, e.g. via a record of employee volunteering hours.

Commitment 3

- Take part in or host an industry event to promote diversity and inclusion in the sector aimed at promoting under-represented groups.

- Host an industry event on International Women’s Day in 2024 and each consecutive Women’s Day thereafter.

All developments regarding the organisation will be communicated to CoL directly via monthly review meetings, accompanied by a comprehensive summative report post-event, which will include:

- Social media engagement in terms of impressions and shares
- Number of enquiries via information listed on the flyer.
- Number of attendees and registrations
- Attendee demographics
- A summary of the highlights
- Feedback received.

Commitment 4

- Trial a new social enterprise or diverse-owned enterprise that you have not used before for one of your business services e.g., event catering, print, design, digital marketing, IT reclamation.

All Clean services will support two social enterprises and diverse-owned enterprises by trialling a business for one of our services like print design and digital marketing, via:

- Forming an initial connection and working collaboratively with representatives from London CDA through initial and six-monthly meetings – to share forthcoming opportunities for work with local community businesses and VCSEs. Additionally, we will utilise noticeboards on the premises to advertise future requirements that can be offered to organisations supporting individuals into work, such as digital marketing, signage or print design.

Commitment 5:

- As part of a workshop, All clean services will present a report and Q&A session on an area of progress that that the City Corporation has a commitment to improve e.g., pay parity and representation, climate action, responsible investment etc.

In line with CoL’s commitment to achieving net zero across their supply chains by 2040 and supporting the achievement of net zero for the Square Mile by 2040, we are working towards carbon neutrality by 2030.

To support this initiative, Amy will organise an annual industry event within the first six months contract award at a nearby venue in central London (i.e. Bedford House Community Centre), inviting our corporate partners, such as M&M Window Cleaning and Eco Window Cleaning London, to participate in a discussion on how to offset carbon and combat climate change.

9. Approval Sign Off	
Department project lead	
Name	Barry Ashton
Position	Estate Services Manager
Date approved	12/05/2023
Comments	
Commercial Service	

Name	Kayleigh Salisbury
Position	Commercial Lead
Date approved	12/05/23

9. Appendices Final evaluation score summary, savings certificate, etc
No Appendices required.