

# WEST DUNBARTONSHIRE COUNCIL

## Report by the Executive Director of Housing, Environmental and Economic Development

Tendering Committee – 11 November 2009

---

### Subject: Tender for the Cleaning of Homeless Temporary Accommodation Units

#### 1. Purpose

- 1.1 To advise the Committee of tenders received for the Tender for the Cleaning of the Homeless Temporary Accommodation Units and seek approval to accept the most economically advantageous tenders.

#### 2. Background

- 2.1 In terms of the Housing (Scotland) Act 2001, local authorities have a statutory duty to provide temporary accommodation for all 'roofless' applicants. It is, therefore, essential that the Council has a supply of temporary accommodation readily available.
- 2.2 The homeless temporary accommodation units provide short term temporary accommodation for homeless clients pending them moving on to permanent accommodation.
- 2.3 The provision of temporary accommodation by its nature is demand driven and there are constant pressures on staff to have the units clean and ready for use.
- 2.4 To meet Health & Safety requirements, the units have to be cleaned each time they are vacated.
- 2.5 The tendering process commenced with the submission of contract notices to the Official Journal of the European Union (OJEU) on 17 April, 2008, with a view to the commencement of the contract in September 2008. Due to unforeseen circumstances the evaluation process was extended on three occasions. All interested parties agreed to extend the validity period of their offers.

#### 3. Main Issues

- 3.1 On the closing date, valid tender returns were received from the following 9 companies:
1. Campbell Cleaning Services. 11 Kittyshaw Place, Dalry. North Ayrshire KA24 4JS
  2. Newton Security Doors. 9 York Street, Ayr. KA8 8AN

3. Absolute Furnishings Ltd. 11 – 12a Darrows Estate, Bellshill. ML4 3HD
4. CF Services. 33 Glenburn Rd, College Milton Ind. Est, East Kilbride  
G74 5BA
5. Caledonian. 32 Granville Street, Glasgow. G3 7DR
6. SPS Doorguard. 296 St Vincent Street, Glasgow. G2 5RU
7. Crime Scene Cleaning. 105 Llwydarth Road, Maesteg, Mid Glamorgan,  
South Wales. CF34 9EU.
8. Active Hygiene Services. Block A, Units 2 & 3. Drakemire Business Park,  
Glasgow. G45 9SS
9. Mitie. 35 Duchess Road, Rutherglen. G73 1AU

**3.2** The above tenders were subject to a robust tender scoring exercise which was completed by officers from the Department of Housing, Environmental & Economic Development, the corporate Procurement Unit and the Department of Legal and Administrative Services. The criteria were as follows:

1. Financial - 50%
2. Service - 22%
3. Quality - 22%
4. Administration - 6%

See Appendix 1.

**3.3** Crime Scene Cleaning were disregarded at this stage as they were unable to provide appropriate references and detailed information on service provision.

**3.4** The Council reserves the right to award contracts to more than one supplier on a shared basis. Awarding this contract on a shared basis to the three highest rated companies will decrease turnaround times and increase occupancy rates in the homeless temporary accommodation units.

#### **4. Personnel Issues**

**4.1** There are no personnel implications

#### **5. Financial Implications**

**5.1** The cost of this contract is £120,000 per annum and will be funded from existing budgets.

#### **6. Risk Analysis**

**6.1** Failure to have an appropriate cleaning contract in place may impact on our ability in meeting our statutory duty to provide temporary accommodation in accordance with homelessness legislation.

**6.2** Failure to carry out cleaning to the temporary accommodation units between occupants could present a health and safety risk.

**7. Conclusions & Officers' Recommendations**

**7.1** The tendering process has successfully identified three suppliers who can provide an economically advantageous service

**7.2** The Committee is invited to approve the awarding of this contract on a shared basis to Absolute Furnishings, Campbell Cleaning and CF Services.

**Elaine Melrose**

**Executive Director of Housing, Environmental and Economic Development**

---

**Persons to Contact:** Margaret Caldwell – Manager of Housing Operations,  
Garshake Road, Dumbarton, G82 3PU.  
Telephone 01389 737874, e-mail  
[Margaret.Caldwell@west-dunbarton.gov.uk](mailto:Margaret.Caldwell@west-dunbarton.gov.uk)

**Appendices:** Appendix 1

**Background Papers:** None

**Wards Affected:** All