

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Strategic Lead – Housing and Employability**

**Housing & Communities Committee: 14 August 2019**

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**Subject:** **Procurement of the Provision of Cleaning Services and the Provision of Furniture for Supported and Temporary Accommodation**

#### **1. Purpose**

- 1.1** This report seeks Committee approval to initiate a procurement process for the provision of cleaning services and the provision of furniture for the Council's supported and temporary accommodation.

#### **2. Recommendations**

- 2.1** The Committee is asked to approve the initiation of a procurement process for the provision of cleaning services and the provision of furniture for supported and temporary accommodation and note that, on conclusion of the procurement process, a further report will be submitted to the Tendering Committee with recommendations on the award of the contracts.

#### **3. Background**

- 3.1** The Homeless and Homelessness Prevention Service requires a cleaning service for in excess of 220 homes used for the provision of supported and temporary accommodation and for the 22 bed spaces provided within the Ashton View supported accommodation project. The service also requires the provision of furniture, flooring and household items when new homes are brought into use and where there is wear and tear in existing accommodation.
- 3.2** After the previous provider of cleaning and furniture went into administration in November 2018 and therefore are no longer a part of the Scotland Excel Framework Agreement (FA), the service has not received an acceptable level of service from the other providers on the same FA to provide both the cleaning and furniture provision.
- 3.3** As a result, a pilot project which separated the provision of cleaning and the provision of furniture between two suppliers was implemented. A non-compliant supplier was used to deliver cleaning services and a FA provider to supply furnishings for the supported and temporary homes. The pilot was first rolled out in Dumbarton and Alexandria and proved to be successful in the aspects of service delivery, quality and cost.
- 3.4** The providers have delivered an excellent standard of service but, in view of the spend and in compliance with Standing Orders and Financial Regulations, it is necessary and proper to initiate a formal procurement process.

#### **4. Main Issues**

- 4.1** The Homeless and Homelessness Prevention Service requires competent and suitably qualified provider(s) to ensure the cleaning and furnishing of supported and temporary accommodation is carried out to meet the Council's requirements.
- 4.2** The efficient and effective turnaround of homeless accommodation is business critical. Delays can impact on income and the provision of emergency and temporary accommodation to allow the Council to meet its full statutory homeless duties which provides the strong justification for the Homelessness and Homelessness Prevention Service to manage any future contract.
- 4.3** The successful provider(s) will receive a schedule of services outlining the type of clean and/or provisioning/re-provisioning required for each property. The cleaning provider will be responsible for the co-ordination of the furniture deliveries from the furniture provider.
- 4.4** In order to ensure compliance with Standing Orders and Financial Regulations and demonstrate best value, the cleaning and furniture provisions requires being subject to a competitive tendering exercise and formal contracts awarded to the most economically advantageous tenderer(s).

#### **5. People Implications**

- 5.1** There are no people implications associated with this report.

#### **6. Financial and Procurement Implications**

- 6.1** All procurement activity carried out in excess of £50,000 is subject to a contract strategy. The contract strategy for the procurement of a cleaning service for homeless accommodation will be produced by the Corporate Procurement Unit, in close consultation with the Capital Investment Scoping Officer and Homeless and Homelessness Prevention Services. The contract strategy shall include, but may not be limited to; contract scope, service forward plan, the market, procurement model and routes to market.
- 6.2** This contract will contribute to the delivery of the Council's strategic priorities by supporting the efficient and effective frontline services that improve the everyday lives of residents. Further opportunities to maximise the positive social, economic and environmental impact for the Council through the contract will also be explored e.g. through the use of Social Benefit Clauses.

#### **7. Risk Analysis**

- 7.1** Under the current arrangements, there is a risk in terms of rising costs and reduction in service as a consequence of the rising costs, but these will be mitigated by the tendering process and management of the new contract.

#### **8. Equalities Impact Assessment (EIA)**

- 8.1** After screening, no Equalities Impact Assessment (EIA) is required for this supply contract.

## **9. Consultation**

- 9.1** Homeless and Homelessness Prevention Services, Finance, Legal and Procurement have been consulted in relation to the content of this report.

## **10. Strategic Assessment**

- 10.1** This contract will contribute towards the Council's strategic priority of supporting the efficient and effective frontline services that improve the everyday lives of residents

**Peter Barry**  
**Strategic Lead – Housing and Employability**  
**Date: 31 July 2019**

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**Appendix 1:** one

**Background Papers:** EIA Screening, June 2019

**Wards Affected:** All

