

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Chief Officer – Supply, Distribution and Property**

**Tendering Committee: 4 August 2021**

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**Subject: Contract Authorisation Report – Provision of Window Cleaning Services for Council Buildings**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Provision of Window Cleaning Services for Council Buildings.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Conclude on behalf of West Dunbartonshire Council (the Council) the award of the contract for Provision of Window Cleaning Services for Council Buildings to Glasgow Window Cleaning Company Limited;
  - b) Note that the contract shall be for a period of two years with the option of two x 12 month extensions and at a value of £8,750 ex VAT over two years. Each one x 12 month extension has a value of £4,375 giving a total four year contract value of £17,500; and
  - c) Note the estimated commencement date of the contract is 16 August 2021.

**3. Background**

- 3.1** The Council has a requirement for window cleaning for the following buildings:

- 16 Church Street, Dumbarton
- Bridge Street, Dumbarton
- Municipal Buildings, Dumbarton
- Aurora House, Clydebank
- Clydebank Town Hall

- 3.2** These buildings are the front facing hubs for staff and public and are therefore maintained to a high standard of cleanliness. The requirement is currently procured locally on an ad hoc basis and historically, there has been no regular schedule or specific company used for all buildings. It was recognised that a scheduled cleaning regime with a specified contractor would provide a more reliable and cost effective service to keeping the building in a presentable condition.



<b>Tendered Price</b>		<b>£18,295</b>	<b>£9,820</b>	<b>£4,375</b>	<b>£4,885</b>	<b>£42,560</b>	<b>£4,880</b>
<b>Price Sub Total %</b>	<b>(70%)</b>	<b>16.7%</b>	<b>31.2%</b>	<b>70.0%</b>	<b>62.7%</b>	<b>7.2%</b>	<b>62.8%</b>
<b>Total Score</b>	<b>100%</b>	<b>44.5%</b>	<b>54.4%</b>	<b>88.8%</b>	<b>83.7%</b>	<b>36.1%</b>	<b>86.0%</b>

**4.4** It is recommended that the contract is awarded to Glasgow Window Cleaning Company Limited of Glasgow who has provided the most economically advantageous tender. The contract shall be for a period of two years with the option of two x 12 month extensions and at a value of £8,750 ex VAT over two years and a total contract value of £17,500 ex VAT should the contract be extended.

**4.5** Glasgow Window Cleaning Company Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of 1 member of staff from within the West Dunbartonshire geographical area (25 Social Benefit points);
- Donation of estimated £500 to a community group or charity that supports health and wellbeing within the community. Tennis Summer Camp at Whitecrook Park as per clarification. (5 Social Benefit points);
- Donation of estimated £500 to support a local community project. Tennis coaching school project, offering up to 6 hours coaching for each interested primary school as per clarification. (5 Social Benefit points)

The social benefits will be discussed at the implementation meeting with Glasgow Window Cleaning Company Limited and actions to take these forward will be agreed. 35 Social Benefit points have been offered in total for this Contract, which exceeds the minimum expected amount of 15.

## **5. People Implications**

**5.1** There are no people implications.

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

**6.1** Financial costs in respect of this contract will be met from the approved General Revenue budget of £40,604 per annum. The annual contract value is £4,375 which is £36,229 under this budget.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Citizen Culture Facilities officers and the provisions of Contract Standing Orders and the Financial Regulations.

## **7. Risk Analysis**

**7.1** Glasgow Window Cleaning Company Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

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

**8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. The results were that there is no equalities impact.

**9. Consultation**

**9.1** Finance Services and Legal Services have been consulted on the contents of this report.

**10. Strategic Assessment**

**10.1** The Glasgow Window Cleaning Company will contribute to the delivery of the Council's strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property Service

**Date:** 04 August 2021

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**Person to Contact:** Patrick Gahagan,  
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**Appendices:** None

**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** All Wards