

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	3531
Author:	Isobel Walton
Department:	Strategy and Resources
Contact:	Isobel Walton (Job Title: Contracts Officer, Email: isobel.walton@nottinghamcity.gov.uk, Phone: 0115 876 1269)
Subject:	Washroom Services Contract
Total Value:	£195,300 (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none"><li>1) To approve spend up to £195,300 over a 4 year period for washroom services</li><li>2) To award a 4 year contract, with a maximum value of £195,300, to Personal Hygiene Services (PHS) Group to provide washroom services.</li><li>3) To delegate authority to the Head of Contracting and Procurement to sign the contract documents.</li></ol>
Reasons for the Decision(s)	<p>There is currently no contract in place and a contract is needed to ensure that the Council is able to provide washroom services at City Council premises used by both staff and citizens. The anticipated spend by NCC is approximately £195,300.00 over a 4 year period. The term of the contract will be 4 years with no option to extend.</p> <p>The Procurement Team have evaluated services available through the ESPO procurement framework (239-Washroom Services) and identified the PHS Group as the most appropriate provider. This is an EU compliant framework that the Council can benefit from. Procuring PHS's services through this framework will deliver value for money by realising savings of 3% in the first year of the contract. As PHS is the current provider this option will also provide assurance of service continuity.</p>
Other Options Considered:	<ol style="list-style-type: none"><li>1) To Do Nothing: This was rejected because the Council requires washroom services to ensure toilet facilities at City Council premises meet the needs of both staff and citizens.</li><li>2) To Bring In House: This option was rejected because the Council does not have the internal resource to deliver this service adequately in house.</li></ol>
Background Papers:	None

<b>Published Works:</b>	None
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	N/A
<b>Equality:</b>	EIA not required. Reasons: There is no significant change.
<b>Relates to Building Services:</b>	Yes
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	30/05/2019
<b>Advice Sought:</b>	Legal, Finance, Procurement, Equality and Diversity, Building Services
<b>Legal Advice:</b>	<p>There are no significant legal issues arising from this proposal. The award of the proposed contract will be from a third party framework and subject to the Council's satisfaction as to (1) the ability for the Council to use this framework, and (2) appropriateness of the contract terms under the framework, the decision is supported.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 07/09/2018.</p> <p>There is no change to the advice provided above 10 May 2019</p>

**Finance Advice:**

This decision seeks approval to spend £195,300 on washroom services and award a contract to Personal Hygiene Services (PHS) Group using the ESPO procurement framework.

The value of this decision has been determined using historic spend with the supplier over the past 4 years, which equates to c.£200k. There is expected to be a 3% saving in the first year of the contract against current spending levels.

Existing budget for washroom services is in place but is spread across all departments within the Council. It is therefore the individual budget managers responsibility to ensure adequate budget provision is available for any spend they incur in using this contract. This decision achieves best value for money for NCC and departments as it seeks to create a central, corporate contract therefore benefitting from economies of scale and the best rates available. Advice provided by Philip Gretton (Finance Analyst) on 18/04/2019.

**Building Services Advice:**

On the previously agreed understanding that we will be staying with the incumbent supplier (PHS) and that overall cost is reducing, Building Services supports the decision being sought. Advice provided by David Nigel King (Head of FM and Building Services) on 17/10/2018.

This advice is still appropriate - requested to update by Isobel Walton on 10th May 2019. David King.

**Procurement Advice:**

Use of compliant third-party frameworks, such as those offered by ESPO, is allowed under clause 3.8 of Contract Procedure Rules; no dispensation is therefore necessary. Procurement supports the use of third-party frameworks in appropriate situations and where it can be demonstrated that they provide value for money. Any contracts based on this framework will be awarded in accordance with the terms of the framework agreement and the procedures set out in Regulation 33 of The Public Contracts Regulations 2015. Advice provided by Lauren Wheatcroft (Procurement Officer) on 05/09/2018.

There is no change to this advice as of 10th May 2019. Lauren Wheatcroft.

**Equality and Diversity Advice:**

It is expected that processes that facilitate an open process that enables a diverse pool of applicants is used to ensure equality of opportunity. Advice provided by Adisa Djan (Equalities and Diversity Consultant) on 18/03/2019.

**Signatures**

Sam Webster (PH Finance, Growth and City Centre)

SIGNED and Dated: 22/05/2019

Candida Brudenell (Corporate Director for Strategy and Resources)

SIGNED and Dated: 21/05/2019