



St Edmundsbury
BOROUGH COUNCIL

A653

Cabinet 28 April 2010

West Suffolk House Joint Committee: 8 April 2010 (May10/14)

(The following is a summary of the recommendations to and decisions taken by the Joint Committee. This is for information only and no decisions are required by the Cabinet.)

*Cabinet Members: Cllr Nigel Aitkens
and David Ray*

1. Tender for Facilities Management Services at West Suffolk House (Exempt Report A622)

RESOLVED:-

That the tender submitted by Ocean Contract Cleaning Limited for the Facilities Management Services at West Suffolk House: Lot 1, be accepted.

Seven companies were invited to tender for Facilities Management at West Suffolk House and five tenders were received.

As in any tender situation the award criteria had to be confirmed before tenders were received and in the case of this tender, the award criteria were clearly noted in the tender documents.

The criteria had been agreed with a 75% weighting on cost and 25% on technical evaluation. This is further broken down into:-

- (a) relevant experience and understanding of requirements;
- (b) quality assurance/customer service;
- (c) staffing structure and line management responsibility;
- (d) technical capacity; and
- (e) contract management based on presentation evaluation.

Using the award criteria and seeking additional clarifications on points within the tender and references the officers recommended that Ocean Contract Cleaning Ltd be awarded the contract.

The Joint Committee having sought assurances on certain issues endorsed the recommendation.