

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**



Date: 02.02.21	Ref No: 406
Responsible Officer: Lucinda Kay – Assistant Procurement Officer	
Title/Subject matter: Provision of Washroom Services	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council’s policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision a non-key decision (below £100,000, outside the MO definitions)	Yes
Is publication still required? (see guidance)	Yes
<p>Summary:</p> <p>Strategic Procurement has previously undertaken procurement exercises on behalf of both Council establishments and Schools for the provision of Washroom Services. The current contract will expire on 31st March 2021 with no further options to extend.</p> <p>The services included in this procurement are the collection and disposal of sanitary waste, the collection and disposal of nappy and incontinence waste, collection and disposal of sharps waste, and the supply and servicing of associated washroom equipment.</p> <p>Based on the quotation evaluation and scoring it is recommended that the contract is awarded to Personnel Hygiene Services Limited (PHS). PHS ranked 1st place in terms of their combined price/quality score.</p> <p>The contract is for the period 1st April 2021 to 31st March 2024 with an option to extend for a further twelve months. The services available are also available to be accessed by Six Town Housing and Persona.</p>	

The contract value will be £25,670.99.

Options considered:

Quotations were invited under Eastern Shires Purchasing Organisation (ESPO) framework 239 for the Provision of Washroom Services in Educational and Council Establishments.

All 4 suppliers on the framework were invited. 2 complete quotations were submitted by the closing time and date.

Decision: *[with reasons]*

Following evaluation and scoring of the submitted quotations in line with the award criteria detailed within the further competition documentation it is recommended that:

Personnel Hygiene Services Limited (PHS)
Block B, Western Industrial Estate,
Caerphilly,
CF83 1XH

is accepted as the supplier providing best overall value.

The attached background information provides further detail in relation to the procurement process.



406 OD Form -
Washroom Services

The quoted price is based on the current frequency for all Council establishments and commitment from Schools. The overall value of the contract is subject to change, depending on service requirements.



Contract Benefits

- Competitive pricing fixed for full duration of the contract
- Reassurance that the framework provider ESPO has assessed supplier's health & safety compliance, financial standing, experience, and technical & professional ability.

Decision made by:

Signature:

Date:

Executive Director of Operations		05/02/2021
Assistant Director		05/02/2021
Members Consulted (if applicable) [see note 1 below]		
Cabinet Member		
Lead Member		
Opposition Spokesperson		

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.