

# Finance and Resources Committee

10.00am, Thursday, 12 August 2021

## Contract for Provision of Enhanced Cleaning Services

Executive/Routine Wards Council Commitments	Executive All All
---	-------------------------

### 1. Recommendations

---

- 1.1 It is recommended that Finance and Resources Committee:
- 1.1.1 Delegates authority to the Executive Director of Place, in consultation with the Convenor and Vice-Convenor of the Committee, to award a contract to enable the continued provision of enhanced cleaning services as part of the Council's property estate protection against COVID-19 with the award anticipated in early October 2021; and
  - 1.1.2 Approves an extension of the existing waiver under the Contract Standing Orders for the provision of enhanced cleaning services by RON Services Limited until 31 December 2021, at an estimated cost of £750,000, to ensure there is sufficient flexibility and contingency to allow the above-mentioned award and implementation of a new contract to complete.

**Paul Lawrence**

Executive Director of Place

Contact: Mark Stenhouse, Senior Manager - Facilities Management

E-mail: [mark.stenhouse@edinburgh.gov.uk](mailto:mark.stenhouse@edinburgh.gov.uk) | Tel: 07590 805337

## Contract for Provision of Enhanced Cleaning Services

### 2. Executive Summary

---

- 2.1 To mitigate further delays in the contract provision of enhanced cleaning services in response to COVID-19, this report seeks Committee approval to delegate authority to the Executive Director of Place, in consultation with the Convenor and Vice-Convenor of the Committee, to award a contract for the provision of such services once the ongoing tender process has been completed, the process having been delayed due to the impact of the COVID-19 pandemic.
- 2.2 To allow completion of the tender exercise, award of contract and subsequent transition to a new contract, considering the complex nature of the service and resource availability during the pandemic, approval of a further Contract Standing Orders waiver is required from 12 August 2021 until 31 December 2021, at an estimated cost of £750,000, to secure the continued services of the existing supplier. This will ensure there is sufficient flexibility and contingency to allow the procurement process for the new contract for these services to conclude.

### 3. Background

---

- 3.1 As part of the Scottish Government COVID-19 guidance, there is a Council requirement to provide an enhanced cleaning and infection control solution for the property estate. Since July 2020, originally within the educational estate, a medical grade electrostatic spraying technology and a patented chemical has been used on a monthly rolling program by external supplier, RON Services Limited.
- 3.2 The selected option delivered by RON Services Limited was assessed as delivering the optimal solution and securing Best Value for the Council, and was subject to providing scientific evidence, health and safety evidence and safety documentation, which was reviewed by Facilities Management, Health and Safety, Environmental Health, Edinburgh Scientific Services and Corporate Incident Management Team.

## 4. Main report

---

- 4.1 Within the current COVID-19 environment, continuation of an enhanced cleaning solution service is critical across the Council property estate to ensure that buildings and their users are adequately protected from COVID-19 and, where possible, reduce the risk of the virus spreading.
- 4.2 Since July 2020, all Council educational buildings are part of a 30-day rolling treatment program. From the original Contract Standing Orders waiver and subsequent waiver, RON Services have provided this service and the number of buildings in scope increased as buildings are re-opened e.g. libraries, community centres (out of school clubs). In addition, essential buildings that have been open since the lockdown period are now part of the fogging program e.g. Council Resilience Centre's (CRC's), depots, etc.
- 4.3 The service provides additional protection in conjunction with regular cleaning as it kills viruses (including COVID-19) and eliminates human error with missed areas through manual cleaning. Regular cleaning continues to be maintained to help prevent the spread of the viruses and is enhanced by regular additional touch point cleaning.
- 4.4 Currently, it is considered that there will be a recurring requirement for enhanced cleaning services that will be dependent upon future guidance issued by the Scottish Government and Health Protection Scotland. There will be an ongoing review of the requirement, however, realistically this service can only be considered to end when COVID-19 is under control and government guidance enables the return to the Council only carrying out what was previously considered business as usual cleaning services. Consideration is also being given to the protection that the current enhanced cleaning solution gives to more common winter illnesses such as colds, flu's and norovirus.
- 4.5 The tender for this service is underway and has been advertised on Public Contracts Scotland using the Open Process. This will put in place a single supplier framework over four years which will allow the Council to alter the volumes of the service at any point. This flexible approach will support the Council as the wider context of COVID-19 evolves and the response may change. The quality element of the tender will assess the following areas:
- Delivery of the contract;
  - Service Standards;
  - Meeting Key Performance Indicators & Targets;
  - Business Continuity;
  - Community Benefits; and
  - Fair Working Practices.
- 4.6 To allow completion of the tender exercise, award of contract and subsequent transition to a new contract, a further extension of the current contract is required until December 2021. While this may not be required in full, it provides flexibility

and contingency in the event that the new contract requires a longer transition with an alternative solution that still meets the Council's needs.

- 4.7 Based on current timescales, it is likely that the new contract can be awarded before the next cycle of the Finance and Resources Committee. As such, delegated authority is sought to allow the Executive Director of Place, in consultation with the Convenor and Vice-Convenor, to award the contract. This will minimise the risk of any future waivers being required and enable a new contract to be placed as soon as possible.

## **5. Next Steps**

---

- 5.1 Completion of the tender exercise by the end of September 2021 with contract award expected by October 2021. Subsequently, the Council will implement the new contract which may involve changes to working processes and communications with stakeholders around any changes should there be an alternative solution being adopted.

## **6. Financial impact**

---

- 6.1 The estimated value of the Contract Standing Orders waiver extension from 12 August 2021 until 31 December 2021, is £750,000.
- 6.2 The budget for the cost of these services are principally contained within Scottish Government COVID-19 funding for education facilities. Other service areas are charged per building for the fogging solution.
- 6.2 Based on current requirements the nominal value of the framework will be £1.5m annually. However, given the uncertainty around the long-term status of the pandemic and necessary counter measures this figure may change. The framework will not commit the Council to any level of purchase.

## **7. Stakeholder/Community Impact**

---

- 7.1 Significant stakeholder engagement has taken place in relation to the current enhanced cleaning services, and the electrostatic fogging process and chemicals used, in relation to the scientific evidence and health of building occupants. A change to the current solution would require the same level of re-engagement.
- 7.2 The use of such a service will be subject to regular review, directly related to Scottish Government and Health Protection Scotland guidance, along with benchmarking other local councils through ASSIST FM (Facilities Management) representative group of all Scotland's councils.

## **8. Background reading/external references**

---

- 8.1 [Finance and Resources Committee January 2021](#) - Waiver Extension - Electrostatic Fogging

## **9. Appendices**

---

- 9.1 None.