



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

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|-----------------------------|---|
| Name and Date of Committee  | EXECUTIVE – 22 JULY 2024  |
| Subject                     | PUBLIC CONVENIENCE CONTRACT   |
| Wards Affected              | All   |
| Accountable Member          | Councillor Lidia Arciszewska – Executive Member for Environment.<br>Email: <a href="mailto:lidia.arciszewska@westoxon.gov.uk">lidia.arciszewska@westoxon.gov.uk</a>                     |
| Accountable Officer         | Jon Dearing – Interim Executive Director.<br>Email: <a href="mailto:jon.dearing@publicagroup.uk">jon.dearing@publicagroup.uk</a>  |
| Report Author               | Maria Wheatley – Parking Manager.<br>Email: <a href="mailto:maria.wheatley@publicagroup.uk">maria.wheatley@publicagroup.uk</a>  |
| Purpose                     | To consider agree a contract award for the cleaning and maintenance of public conveniences.   |
| Annexes                     | Annex A – Equality Impact Assessment<br>Exempt Annex B – Contract Award   |
| Recommendation              | That the Executive resolves to:<br><br>I. Award the contract for cleaning and maintenance of public conveniences to the preferred contractor.   |
| Corporate Priorities        | <ul style="list-style-type: none"><li>• A Good Quality of Life for All</li><li>• A Better Environment for People and Wildlife</li><li>• Working Together for West Oxfordshire</li></ul> |
| Key Decision                | NO  |
| Exempt                      | Exempt Annex B – Contract Award   |
| Consultees/<br>Consultation | Nil   |

## **1. EXECUTIVE SUMMARY**

- 1.1 The council owned public conveniences are currently cleaned and maintained by Danfo (UK) Ltd under contract. The contract expires on the 30<sup>th</sup> September 2024, and a procurement exercise has been completed to secure a new contract from 1<sup>st</sup> October 2024 for a period of 4 years.

## **2. MAIN POINTS**

- 2.1 The procurement process was carried out with an open tender method. The new contract will benefit from economies of scale being a shared contract across Cotswold District Council and West Oxfordshire District Council. The submissions have been evaluated 60% for quality and 40% for price. Quality criteria included an assessment of the bidders' ability to meet the required standards, their arrangements for management and supervision, their approach to manage customer complaints, their fleet management arrangements, their resilience and their approach to health and safety and sustainability.
- 2.2 Officers evaluated the bids, the outcome being that the preferred contractor for recommendation is Danfo (UK) Ltd, our current supplier. (Annex B)
- 2.3 The Council reserves the right to vary the number of sites within the contract giving the contractor 2 months written notice.
- 2.4 Any permanent closures of a site will be reflected in the contract price after the 2-month notice period.

## **3. ALTERNATIVE OPTIONS**

- 3.1 There was an option to award the contract for a different length of time, however a 4-year contract gives stability to both the contractor and the council. The contract will allow the Council the flexibility for fluctuations in the future needs of the service.

## **4. FINANCIAL IMPLICATIONS**

- 4.1 Contract costs are £1,624,000. The council has modified the specification to keep costs as low as possible without affecting the quality of the service, for example each site has a specified cleaning regime and number of visits depending on usage. The provision for this contract in the 2024/25 budget is £155,685, costs in excess of this will need to be offset from savings identified elsewhere as part of the 2025/26 budget setting process.

## **5. LEGAL IMPLICATIONS**

- 5.1 The requirements have been processed through the procurement process in accordance with the Council's Procurement and Contract Management Strategy and The Public Contracts Regulations 2015.

## **6. RISK ASSESSMENT**

- 6.1 Failure to award the contract will mean the Council has no arrangements in place for cleaning and maintenance when the existing contract ends.

**7. EQUALITIES IMPACT**

- 7.1 The recommendation will not have an effect on different service users; the access to facilities remains free of charge with a RADAR key. (Annex A)

**8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 8.1 The approach of each bidder to Environmental and Sustainability issues will be assessed as part of the evaluation process.

**9. BACKGROUND PAPERS**

- 9.1 None.

(END)