



ADUR DISTRICT  
COUNCIL

Cabinet Member for Adur Homes and  
Customer Services  
05.03.2024

Decision to be taken on or after  
13 March 2024

Key Decision [Yes/No]

Ward(s) Affected:

**Communal Ways and Sheltered Housing Cleaning Contract**

**Report by the Director for Housing & Communities**

**Executive Summary**

**1. Purpose**

- 1.1. Adur District Council manages a portfolio of housing and undertakes regular cleaning of common areas of flats and sheltered schemes.
- 1.2. The current contract is due to expire and a new contract is required to provide this service and fulfil our obligations as landlord.
- 1.3. Following the decision, it will allow the contract to be awarded to the successful tenderer.

**2. Recommendations**

- 2.1. To approve the award of contract to the successful tenderer, Blue Frog to undertake the cleaning of the common way and sheltered schemes of Adur District Council stock for the sum of £222,787.11 (excluding vat) per annum under a 3 + 1 +1 contract.

### 3. Context

- 3.1. The current contract awarded to Blue Frog in 2018, following a successful tender process, is due to expire and following a review of the cleaning contract for Adur homes common ways and sheltered schemes a new specification was created and issued out to tender.
- 3.2. The new specification, following feedback from residents, aims to keep the positive feedback from Councillors and tenants, as well as addressing areas of a concern raised by our tenants by including areas previously outside the contract. This includes, maintaining the requirement for hot water, adding the requirement to clean internal bin stores, providing a clear specification to ensure quality & consistency and increasing the frequency on the common way schemes.
- 3.3. Due to the potential value of the contract it was issued out to tender, we received 9 expressions of interest and 6 formal tender submissions. Bids were received from a wide range of cleaning services suppliers, from small local companies to large national organisations as well as companies that specialised in particular types of cleaning such as housing estate management and cleaning services.
- 3.4. The tenders were evaluated by 2 council officers on a quality and cost basis comprising of the following:

General Quality assessment evaluating the companies' quality assurance procedures, overall management support and administrative structures, arrangements for employee training and transfer of the existing staff into their organisations. The assessment also considered the proposals for mobilising the new contract in a very short time and how they may assist the Councils meet the Social Value and Sustainability aspirations. This element accounted for 60% of the overall score

Pricing information – a review and consideration of the pricing information submitted by each bidder in respect of each Lot. This element accounted for 40% of the score

- 3.5. Blue Frog, after scoring, was found to be the preferred bidder

#### **4. Issues for consideration**

- 4.1. The council has a duty under the Housing Act, for its housing stock, to ensure common areas are kept in reasonable order and we fulfil part of this obligation by undertaking regular scheduled cleaning.
- 4.2. Clean environments have a positive impact on mental health and wellbeing of our tenants.
- 4.3. The cost of the contract is recovered from tenants and leaseholders via a service charge, which is covered under housing benefit for those in receipt of this benefit.
- 4.4. As the successful bidder in the tender process it is recommended to approve the award of contract to Blue Frog to undertake the cleaning of the common way and sheltered schemes of Adur District council stock.

#### **5. Engagement and Communication**

- 5.1. Section 20 consultations were undertaken with leaseholders, where they were invited to nominate any suppliers and as per Section 20 regulations these contractors were contacted and invited to submit a tender return.
- 5.2. We undertook a consultation exercise with our tenants and received a limited return. However, feedback we have received indicated a wish for greater frequency, at 54%, but not for an enhanced service at 79% of the return. This feedback did form part of the final specification.

#### **6. Financial Implications**

- 6.1. The cost of the contract is recovered from tenants and leaseholders via a service charge, this will include an additional 10% management fee to leaseholders and the service charge is covered under housing benefit for those in receipt of this benefit.

Finance Officer: Emma Thomas

Date: 20/02/24

#### **7. Legal Implications**

- 7.1. Under Section 111 of the Local Government Act 1972, the Council has the power to do anything that is calculated to facilitate, or which is conducive or incidental to, the discharge of any of their functions.
- 7.2. S1 of the Localism Act 2011 empowers the Council to do anything an individual can do apart from that which is specifically prohibited by pre-existing legislation.
- 7.3. Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a s1 Local Government (Contracts) Act 1997 confers power on the Council to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the Council.
- 7.4. The award of the contract is to be compliant with the Councils' contract standing orders.

Legal Officer: Joanne Lee

Date: 26/02/2024

### **Background Papers**

- None

### **Officer Contact Details:-**

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## **Sustainability & Risk Assessment**

### **1. Economic**

- The cost of the contract
- The impact of the contract on the local economy
- The potential for job creation
- Our Financial Economies – supporting local business growth;
- Our Social Economies – working with our new contractor to deliver additional Social Value benefits to our communities;
- Stewarding our Natural Resources – eliminating harmful chemical, reducing waste, increasing recycling

### **2. Social**

#### **2.1 Social Value**

- Providing cleaner common areas with in our housing stock
- The Council will work in partnership with the successful contractor to reduce waste, increase recycling and limit the impact of these activities on the environment.
- The successful contractor has proposed a number of potential Social Value opportunities, and these will be explored with them throughout the course of the contract.

#### **2.2 Equality Issues**

- BlueFrog has an Equality Policy (BFF208) as part of their ISO 9001:2015 accreditation.

#### **2.3 Community Safety Issues (Section 17)**

- More frequent/regular presence at our properties, will provide more frequent feedback on the condition and any identified hazards, such as fire risks.

#### **2.4 Human Rights Issues**

- BlueFrog has a policy covering Slavery & Human Trafficking (BFF227) to manage the risks of modern slavery and it is reviewed in conjunction with their primary supplier to reduce the risk through their supply chain.

### **3. Environmental**

- The successful contractor will work cooperatively with the Council to;
- Minimise pollution (air, water, land and noise)
- Reduce water and energy consumption
- Reduce waste, increase reuse and recycling
- Avoid pollution and wastage through correct storage and use of chemicals
- Minimise vehicle travel through efficient route planning to reduce CO2 emissions

### **4. Governance**

- To ensure the contract is managed in a transparent and accountable manner, as per contract standing orders
- To have a system in place to monitor and review the contractors performance