



## EXECUTIVE MEMBER DECISION NOTICE

### LOCAL GOVERNMENT ACT 2000 SECTION 9E

**1**     EXECUTIVE MEMBER

Councillor Duncan Bell

**2**     TITLE OF REPORT

Extension of Office Cleaning Contract

**3**     DECISION TAKEN

To extend the office cleaning contract with Birkin Cleaning Services Limited by one year from 1/1/2022 to 31/12/2022:

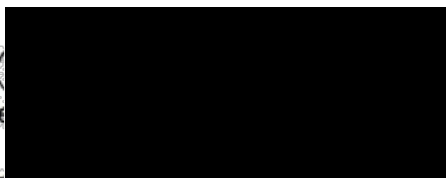
**4**     IF URGENT, REASONS FOR URGENCY

N/A

**5**     DETAILS OF EXECUTIVE MEMBER

Name            Cllr Duncan Bell

Signature



Date this decision was taken                    \_\_\_ 28 July 2021 \_\_\_

Date of circulation/publication of this decision   \_\_\_ 6 August 2021 \_\_\_

Supported by the Leader of the Council

Name            Cllr Tony Kingsbury

Signature       \_\_\_\_\_

## **6 EXPLANATION/BACKGROUND:**

6.1 The contract for office cleaning services currently expires on 31<sup>st</sup> December 2021. There is provision in the contract to extend it for one further year (until 31<sup>st</sup> December 2022) and as the contractors have performed well it is considered appropriate to extend the contract for one further year.

### **6.2 Legal Implications:**

The Procurement was undertaken in accordance with the councils Contract Procedure Rules and the Public Contracts Regulations 2015

### **6.3 Financial Implications:**

The value of the contracts is approximately £400,000 per annum and will be met from existing revenue budgets

### **6.4 Risk Implications:**

None directly associated with this report.

6.5 Other Implications (including communications, security and terrorism, human resources, procurement, climate change, human rights, health and wellbeing, equality and diversity)

No significant implications

### **6.6 Alternative options considered and reasons for their rejection (if any):**

The Council could retender the services, but as they are functioning well, it is considered that an extension is the best option

## **7 BACKGROUND PAPERS USED TO INFORM THE DECISION**

7.1 Not applicable

## **8 DETAILS OF ANY MEMBERS OR OFFICERS WHO HAVE DECLARED AN INTEREST IN THIS MATTER AND NATURE OF ANY SUCH INTEREST AND ANY DISPENSATIONS GRANTED**

8.1 None

## **9 ADDITIONAL CONFIDENTIAL OR EXEMPT INFORMATION CONSIDERED**

9.1 Not applicable

Contact Officer: Andrew Harper, Procurement Manager  
[a.harper@welhat.gov.uk](mailto:a.harper@welhat.gov.uk) / 01707 357371