

CITY BOARD
13 OCTOBER 2011

ITEM B2

TIMETABLE FOR PROCUREMENT OF GROUNDS MAINTENANCE AND CLEANING CONTRACT

Report of the Director of Investment & Regeneration

1. SUMMARY

An update on the timetable for the process to procure a new contract for grounds maintenance and cleaning.

2. RECOMMENDATION

That the City Board notes the report and the active involvement of several tenants and leaseholders in the assessment panel for the contract.

3. MATTER FOR CONSIDERATION

3.1 An assessment panel has been formed to shortlist contactors and evaluate tenders. This includes two tenants and two leaseholders to represent residents, together with a mix of staff from maintenance, Local Offices, Supported Living and Leaseholder Management. As this service is of particular interest to residents the number of residents on the panel is higher than usual, as is the range of staff from different areas of Derby Homes.

3.2 This is the planned timetable, although it has been designed to allow some flexibility to work around the availability of panel members:

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| • Panel agrees a shortlist of Contractors to be invited to tender, based on submitted questionnaires | 5 October 2011 |
| • Final tender documentation issued, following agreement of specification by panel | 28 October |
| • Tenders received | 9 December |
| • Panel assess tenders, focussing on quality submissions | w/c 12 December |
| • Panel makes site visits to Contractors being considered | w/c 9 January 2012 |
| • Report to Derby Homes Board for contract approval | January |
| • Report /presentation to City Board | February |
| • New contract starts | 2 April 2012 |

- 3.3 Please note that communicating the outcome of the procurement process to residents and staff isn't included in the timetable. This is only because the method and timing of information will depend on the outcome of the process, but full information will be provided as soon as the outcome is known.

The areas listed below have no implications directly arising from this report:

Consultation
Financial and Business Plan
Legal and Confidentiality
Council
Personnel
Environmental
Equalities Impact Assessment
Health & Safety
Risk
Policy Review

If Board members or others would like to discuss this report ahead of the meeting please contact the author, or Phil Davies, Chief Executive, phil.davies@derbyhomes.org – Phone: 01332 888528

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Background Information: None

Supporting Information: None