

Approval to Procure



Note: This form is to be completed by the Service Lead for the proposed project, in consultation with Procurement.

Department/Directorate:	BSD - ITD	EGC - Property
Service:	Corporate Services	
Authority	SCC	
Project Sponsor:	Liz Hart, Principle Facilities Manager Land & Property	
Project/Contract Name:	Cleaning Consumables Contract (T1427)	
Procurement contact:	Kelly Duffus, Strategic Procurement Manager IT & Corporate	
Project Complexity	E	

Aggregate Contract Value (including extensions)	<p>Estimated cumulative spend of £2.3M over the next 4 years (inc. contingency).</p> <p>Recent spend has increased dramatically due to increase in demand and pricing of cleaning products and associated PPE due to the COVID-19 pandemic. We believe these prices are more stable now and will look to control pricing where possible in the new contract.</p> <table border="1"> <thead> <tr> <th></th> <th>Catering £000</th> <th>Non-catering £000</th> <th>TOTAL £000</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>156</td> <td>254</td> <td>410</td> </tr> <tr> <td>2020</td> <td>95</td> <td>440</td> <td>535</td> </tr> </tbody> </table>		Catering £000	Non-catering £000	TOTAL £000	2019	156	254	410	2020	95	440	535
	Catering £000	Non-catering £000	TOTAL £000										
2019	156	254	410										
2020	95	440	535										
Confirm this above value has been agreed in the budget?	PO numbers raised against budget codes for the individual facilities. Orders placed through SAP SRM system.												
Is the funding capital, revenue or grant?	Revenue												
Current contract end date (if applicable)	Extension until 31 st December 2021 is underway												
Any option to extend an existing contract?	We hope to procure a new contract whilst the extension of the current contract is in place.												
Procurement activity required (extension, renewal, replacement, other – must specify)	New tender												
Expected Start Date for Procurement	04/01/2021												
Required Transition/mobilisation months required	TBC												
Expected Start Date for new	01/01/2022												

contract/extension/arrangement					
Income generating?		No			
Key Project: If yes please tick the relevant fields	Yes	Strategic importance	<input type="checkbox"/>	Savings above £500k	<input type="checkbox"/>
		High reputational risk	<input checked="" type="checkbox"/>	Delivered this financial year	<input checked="" type="checkbox"/>
		Attracts significant resource	<input type="checkbox"/>		

County wide project

Contract Description and Rationale for new procurement activity
Cleaning Materials and Janitorial Supplies
 SCC care homes, schools, offices and libraries have the ability to purchase a broad range of cleaning products covering everything from bleach, washing up liquid, toilet rolls and hand sanitiser to non-clinic PPE (gloves & masks). Generally the orders are small but the number of purchasers and current demand due to the COVID-19 pandemic means we are now spending around £550K per year through this catalogue.

Explain why this was not on the Procurement Forward Plan

The Procurement team were led to believe that the West Sussex framework that facilitated the current supplier arrangement was due to be extended for a further year. Unfortunately, West Sussex Procurement Department informed us that they were not able to offer a further year so a short-term contract, direct with the incumbent supplier (Wightman & Parrish) has been established whilst a procurement for a new contract is underway.

The Wightman and Parrish catalogue of goods and services supports over 300 sites across multiple directorates so co-ordinating their requirements, budgets and the tender evaluation will be challenging and take time. Efforts to co-ordinate the relevant stakeholders and assess routes to market is already underway. On-going contract management from Nicholas Marco-Wadey and Ross Griffiths has been established.


Describe the expected benefits of the project (cash savings/cost avoidance/social value)

- Quick and easy way to purchase small volumes of stock
- Unified pricing
- Another mechanism from which staff could access stock during times of peak demand e.g. sanitiser, bleach, gloves, masks. The Local Government Resilience group remains the primary source for PPE for Surrey staff.

Form Completed by:	Kelly Duffus, Strategic Procurement Manager IT & Corporate	01/04/2021
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Approval required for all projects:


Approved by Head of Procurement:	Anna Kwiatkowska	18/5/21
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		 RE_ A2P - Cleaning Consumables - longer
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Approval required for ESCC projects:

ESCC Chief Officer Approval:	{name}	{date}
Lead Member input is required at Route to Market stage and approval at Contract Award stage: Yes/No		

Approval required for SCC projects:

SCC only: Approved by Executive Director (in consultation with Portfolio Holder):	Leigh Whitehouse	18/5/21  RE_ A2P - Cleaning Consumables - longer
SCC only: Approved by S151 Officer:		
SCC only: Approved by Cabinet (if over £1m):	Pending	Pending

Both approvals required if project is across the two authorities.

Note: Once complete, this form should be returned to the Procurement Contact, who will forward it to the Procurement PMO for resource allocation

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