Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet

Office of the First Minister and Cabinet Office

Llywodraeth Cymru
Welsh Government

Our ref: ATISN 10779
Date: 2 November 2016

Dear ,

Request for Information ATISN 10779

Thank you for your request which was received by the Welsh Government on 21 September 2016. You confirmed the information sought was in respect of the Welsh Government (not Council, as originally referred to). I have set out at Annex 1 the questions you submitted and my response to each.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or

Email: FreedomOfInformationOfficer@wales.gsi.gov.uk

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,

Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely

Annex 1

A.	Lift Service and Maintenance
B.	Air Conditioning and Ventilation Servicing and Maintenance
C.	Cleaning and Janitorial
D.	Mechanical And Electrical Maintenance
E.	Property Maintenance And Day To Day Repairs

Primary contracts sought of those above £1000.

1. Contract Type – Please use the list I have provided above
2. Existing Supplier – Please state the supplier for each contract
3. Annual Spend- Please can you provide me with the spend for each individual supplier
4 Contract Duration- please note if there are any extensions period available and if so what?
5 Contract Start
6. Contract Expiry
7. Contract Review
8. Contract Description- a small description of the type of services included within each contract.
9. Number of sites covered for each contract e.g. the Council may have a maintenance agreement with a supplier that covers several sites/buildings.
10. Can you also send me the contact details of the person within the Council that is responsible for each one of these contract your have submitted.

<u>Welsh Government administrative estate</u>

The administrative estate comprises 30 buildings. There are estate-wide contracts in place covering:

1. <u>Hard FM</u> – this includes items A, B, D and E in your request.

   This is a comprehensive estate-wide contract providing a wide range of professional services including:

   Delivery of the estate-wide maintenance requirement, all mechanical and electrical systems and building fabric maintenance;

   Specialist advice on a wide range of building-related services – e.g. building fabric maintenance; planned preventative maintenance regimes, energy management etc.;

   Design and Project Management of Capital Works projects – e.g. major office refurbishments / fit-outs etc.;

   Estates activities such as property acquisitions; disposals; rent reviews etc.;

Planned Preventative Maintenance (PPM) activities – i.e. operation and regular servicing of plant, equipment and supporting services such as boiler maintenance; emergency lighting maintenance etc.;

Reactive maintenance services – i.e. responding to call-outs for repairs / maintenance such as water leaks; broken locks etc.;

Specialist maintenance services – e.g. servicing of passenger lifts etc.;

The contract is held by MITIE Technical Facilities Management, 1st floor, Unit 3, Oaktree Court, Mulberry Drive, Cardiff Gate Business Park, Cardiff CF23 8RS

The contract commenced 1 April 2011 and runs to 31 March 2016 (with 2 annual options to extend on reviewing performance annually, which have been invoked).

Expenditure on building maintenance in 2015-16 was £3,906,340.

The contract manager is Paul Sullivan, Head of FM.

2. Soft FM and Security – this includes item C in your request.

This is a comprehensive estate-wide contract providing a wide range of professional services including:

Office & window cleaning;

Hygiene and washroom upkeep;

Grounds maintenance;

Pest control;

Management of all waste streams, including confidential waste;

Receptionist and porterage services;

Security guarding and keyholding.

The contract is held by Vinci Facilities – Wales & West Commercial Hub, Care of Swindon Police, Gablecross, Swindon, Wiltshire SN3 4RB

The contract commenced 1 July 2016 and runs to 31 March 2020 (with 4 annual options to extend, on reviewing performance annually).

Anticipated expenditure on this contract in 2016-17 is £2,811,305.

The joint contract managers are Jayne Chinnock, Facilities Manager – Cathays Park; and Julian Tyler, Facilities Manager – Regional Estate.

Property Infrastructure and the Transport Network Division

Questions 1-6, 8 and 10 are exempt from disclosure under section 21 of the FoI Act – information already in the public domain. Details can be accessed via http://www.sell2wales.gov.uk/Authority/Notice_PubView.aspx?ID=S2W035660

For question 7, the wider services covered by the current contract will be tendered using the National Procurement Service framework prior to the termination of the current contract as identified in the published award notice.

For Question 9, the number of sites governed by the contract are 585.

Cadw currently has a Total Facilities Management contract which covers the following aspects of the FOI request.

A. Lift Service and Maintenance
B. Air Conditioning and Ventilation Servicing and Maintenance
C. Cleaning and Janitorial
D. Mechanical and Electrical Maintenance
E. Property Maintenance and Day To Day Repairs

The details of the contract are set out below:

1. Contract Type – Total Facilities Management contract
2. Existing Supplier – Bilfinger Europa
3. Annual Spend – c£750k
4. Contract Duration – The contract has run for two years, with the option to renew for a further year subject to performance and cost negotiation
5. Contract Start – 1/11/2014
6. Contract Expiry – 31/10/2016
7. Contract Review – N/A
8. Contract Description – The Contract is to encompass the provision of FM Services within the occupied and unoccupied buildings, vacant and occupied historic and non historic sites across Wales in order to ensure the Employer meets its statutory, regulatory and contractual and to ensure the portfolio is managed and maintained in accordance with Best Practice and Good Industry Practice.
9. Number of sites covered – 129 sites in the care of the Welsh Government.
10. Contract Manager – Conservation and Estates Branch, Cadw, Plas Carew, Unit 5/7 Parc Cefn Coed, Nantgarw, CF15 7QQ

    A new Facilities Management contract is currently out to tender that will follow on from this one.