

## 16. EXTENSION TO CONTRACT FOR SUPPLY OF CLEANING SERVICES FOR COUNCIL LIBRARIES

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The purpose of this report is to seek approval to extend and add rights of renewal to the term of the above agreement and to extend the agreement to additional sites.

In July 2003 the Council entered into a 12 months agreement with Deemac Services Limited for the supply of cleaning services for all of the Council libraries. This contract was accepted by staff under delegated authority.

While the proposal from Deemac was not the lowest price received, it was clear to the evaluation team that they were the supplier best able to perform to the standards required.

The libraries are public buildings used by a high percentage of the community to meet their recreational and informational needs. As such, they need to project a modern, vibrant and inviting image. A high standard of cleaning is an essential part of this delivery.

Given the size of the project it was considered prudent to implement the contract on a one year basis to confirm Deemac's ability to perform to the required level, with the contract being extended for a further period in the event of the contractor meeting the required standards.

Positive feedback has been received from the Libraries Unit regarding the performance of Deemac Services Limited during the term of this contract. The Libraries Unit has confirmed that the high standards experienced at the inception of the contract have been maintained throughout the term. This has reduced the amount of time Council staff spent in managing the contract.

The Libraries Unit has advised that based on the service levels experienced over the term of the contract, they strongly support the recommendation to extend the agreement for a further period.

### **Staff**

- Recommendation:**
1. That the agreement be extended for a further two years with two additional annual rights of renewal at the discretion of the Support Services Manager.
  2. That the Support Services Manager be authorised to add additional Library sites to this agreement.

### **Chair's**

- Recommendation:** That the above recommendation be adopted.