

Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet

Office of the First Minister and Cabinet Office



Llywodraeth Cymru
Welsh Government

Our ref: ATISN 11596

Date: 13 October 2017

Dear ,

Request for Information – ATISN reference 11596

Thank you for your request which was received by the Welsh Government on 28 September 2017. I have set out at Annex 1 to this letter the response to the questions you submitted.

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,



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Parc Cathays • Cathays Park
Caerdydd • Cardiff
CF10 3NQ

CentralDepartments-FOI/DP@wales.gsi.gov.uk
Gwefan • website: www.cymru.gov.uk

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.

Welsh Government administrative estate

The administrative estate comprises 27 buildings. There are estate-wide contracts in place covering:

1. Hard FM – 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 2018.

Expenditure on building maintenance in 2016-17 was £3,557,928.

The contract manager is Paul Sullivan, Head of Facilities Management.

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 portage 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).

Expenditure on this contract in 2016-17 was £4,410,394.

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

Property Infrastructure

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 is 234.

Transport Network Management Division

- a) The two traffic management centres are already included in the figures for the WG administrative estate, the only difference is that the cleaning is provided as part of the All Wales Maintenance Contract for Intelligent Transport Systems.

The contract is held by Costain Ltd, Tongwynlais, Cardiff CF15 7AB. The contract runs to 31 March 2018, after this date the cleaning of these two buildings will be absorbed into the administrative estate contract for Soft FM and security.

The contract manager is David Denner, Highways technology Manager.

- b) Network management division also have 24 buildings that house ICT infrastructure along the motorway and trunk road network in Wales. The works needed to maintain these are undertaken on an ad-hoc basis and the All Wales Maintenance Contract for Intelligent Transport Systems is the method used to procure these works when required.

The contract is held by Costain Ltd, Tongwynlais, Cardiff CF15 7AB

The contract runs to 31 March 2018, After this date the works will be undertaken via the new maintenance contracts currently being prepared by the Trunk Road Agents,

The contract manager is David Denner, Highways technology Manager.

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This includes all items (A to E).

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

- Delivery of the estate-wide maintenance requirements, 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.;
- 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.
- Monument & window cleaning;
- Hygiene and washroom upkeep;

- Grounds maintenance;
- Pest control;
- Management of all waste streams;
- Off-site security and CCTV monitoring.

The contract is held by Kier Facilities Services.

The contract commenced 1 February 2017 and runs to 31 January 2020 (with 2 annual options to extend, on reviewing performance annually).

Expenditure on this contract is approximately £1.4m per annum (there has not yet been one full year of expenditure on this contract).

The contract manager is Stephen Jones, Senior Conservation & Design Services Manager.