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Direct Line: 01732 227350  
Ask for: Ross Keatley  
Your ref:  
My ref: 217/2010  
Email: FOI@sevenoaks.gov.uk  
Date: 3 August 2010

Dear Ms Weller

**Freedom of Information Request: 217/2010**

Thank you for your request received by the Council 29 July 2010.

In relation to your enquiry, please find the Council's response set out in italics below:

1. What is the (Annual) cost of window cleaning (exc VAT) for your contract, or contracts?

*£3730.12*

2. When were the corporate window cleaning contracts awarded and to whom?

*A and J Cleaning Services. Unfortunately the Council does not hold a record of when they was initially awarded as it has been running several years.*

3. When are the next review date(s)?

*The Council is currently reviewing its window cleaning contract, however it does have any fixed dates to undertake this.*

4. Where and what date/month/year will you be advertising your future contracts for window cleaning?

*Although the Council is currently reviewing our window cleaning service it is not advertising as the contract falls outside of the EU guidelines for advertising for*

contracts. The Council is only required to obtain 3 quotes, which is it currently undertaking.

5. What will be the type of buildings and how many of them (approx) are in the window cleaning contract(s)?

*Argyle Road Offices, 1 building.*

6. If your main window cleaning contract is within your accommodation and building services contract, please state and then confirm if you would allow an SME supplier to tender separately for your window cleaning lot?

*N/A*

7. Is there a telephone contact number and email of the procurement office/officer that would deal with this in the future?

*Will Bowen – Facilities Manager - 01732 227419*

I trust the above information has been of assistance to you. Should you have any further questions please do not hesitate to contact me.

Should you be dissatisfied with the way we have processed your request the Council has an internal review process which you can begin by contacting Ally Round, Democratic Services Manager ([ally.round@sevenoaks.gov.uk](mailto:ally.round@sevenoaks.gov.uk)). If you remain dissatisfied you have the right to appeal to the Information Commissioners' Office (ICO) [http://www.ico.gov.uk/complaints/freedom\\_of\\_information.aspx](http://www.ico.gov.uk/complaints/freedom_of_information.aspx)

Yours sincerely,

Ross Keatley  
Democratic Services Officer