



**Enquiries to: Information Team**

Our Ref: 8524999

Name: A.G Emmanuel

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Date: 1 November 2021

Dear Sir/Madam

**Freedom of Information Request**

Thank you for your recent request received 2021. Your request was actioned under the Freedom of Information Act 2000.

**You asked: -**

*I'd like to request some information in regards to the following services.*

*Listed Services:*

- a) Laundry equipment supply, maintenance and install.*
- b) Fire equipment supply, maintenance and install and provision of Fire Risk Assessments / consultancy.*
- c) HVAC equipment supply, maintenance and install.*
- d) Catering equipment, maintenance and install.*

*1) Please confirm your annual spend for the listed services showing a breakdown of contract value and any additional ad-hoc spend for the previous 3 years.*

*2) Please confirm where services have been won through a tender or bid process or awarded via framework.*

- i) Please confirm the incumbent supplier and expected retender date.*
- ii) Please confirm the portal or tender forum you advertise/promote such works through.*

*3) Please confirm the name and contact details of the person responsible for procurement of the above services*

**Our response: -**

*I'd like to request some information in regards to the following services.*

*Listed Services:*

- a) Laundry equipment supply, maintenance and install.*

- b) Fire equipment supply, maintenance and install and provision of Fire Risk Assessments / consultancy.
- c) HVAC equipment supply, maintenance and install.
- d) Catering equipment, maintenance and install.

In order to answer this request we have assessed invoiced purchase orders from the last three financial years, we found the following relevant categories, Air Conditioning, Catering Equipment, Fire Extinguishers and Laundry Services. The annual purchase order spend over the last three financial years is below:

Purchase order category	FY 2018-19	FY 2019-20	FY 2020-21	Total
Air Conditioning	£148,230	£31,303	£81,046	£260,579
Catering Equipment	£9,281	£39,545	£6,928	£55,753
Fire Extinguishers	£14,379	£6,010	£9,550	£29,938
Laundry Services	£4,493	£0	£0	£4,493
	£176,384	£76,857	£97,523	£350,764

1) Please confirm your annual spend for the listed services showing a breakdown of contract value and any additional ad-hoc spend for the previous 3 years.

We do not record contract level spend in our finance system, however using a combination of supplier name, purchase order description and purchase order date we have been able to determine that spend in the above table falls into two main categories.

In the first case the purchase orders are below our procurement threshold, meaning that the service areas are able to complete their own quotation process when selecting a supplier. In the second case due to the specialist nature or urgency of the requirement the services / goods were subject to Regulation 32 of the Public Contract Regulations (2015) allowing the most suitable supplier to be selected directly subject to relevant internal approvals.

Please see below for a summary of the purchase type / values as it relates to the above categories.

**Purchase order category: Air Conditioning**

The bulk of spend (~£240k) was authorised under Regulation 32 of the Public Contract Regulations (2015) in lieu of a new Hard FM framework, this is currently being tendered. Remaining purchase orders fall below our procurement threshold of £5k (service areas may complete their own two quote process without advertising a tender through our Procurement portal)

**Purchase order category: Catering Equipment**

The bulk of spend (~£37k) was authorised under Regulation 32 of the Public Contract Regulations (2015)

Remaining purchase orders fall below our procurement threshold of £5k (service areas may complete their own two quote process without advertising a tender through our Procurement portal)

**Purchase order category: Fire Extinguishers**

Purchase orders in this category fell below our procurement threshold of £5k (service areas may complete their own two quote process without advertising a tender through our Procurement portal)

Going forward, spend in this category would be covered by a new Hard FM framework which is currently being tendered.

**Purchase order category: Laundry Services**

Purchase orders in this category fell below our procurement threshold of £5k (service areas may complete their own two quote process without advertising a tender through our Procurement portal)

*2) Please confirm where services have been won through a tender or bid process or awarded via framework.*

*i) Please confirm the incumbent supplier and expected retender date.*

The purchase orders, contracts and exempt processes under regulation 32 we have identified as being relevant to this query have expired, the relevant activities have been completed or are expected to be within the scope of an ongoing procurement process, as such there are no incumbent suppliers.

We have also identified the following Fire safety consultancy / maintenance / installation contracts (including alarm installation, equipment supply, and strategy / design consultancy), please see the table below for details.

Title	Incumbent	Financial year	Procurement type	Reference	Estimated value
Cunard Fire Safety Building Redesign consultancy	n/a -ended	2019-20	Direct Award (external f/w)	DN461801	£20,000
Cunard Fire Safety strategy - consultancy	n/a -ended	2019-20	Direct Award (external f/w)	DN461191	£25,000
Fire Alarm package - School Capital Programme 2019	n/a -ended	2019-20	Open	DN399998	£108,982
EMS Fire Alarm Replacement for Cunard Building	n/a -ended	2018-19	Open	DN313730	£138,000
Platform Lift as part of the Fire Evacuation Plan for Cunard Building	n/a -ended	2019-20	Restricted	DN396915	£14,200

*ii) Please confirm the portal or tender forum you advertise/promote such works through.*

<https://www.the-chest.org.uk/>

3) Please confirm the name and contact details of the person responsible for procurement of the above services.

Please direct any procurement related queries to:

[CommercialProcurement@liverpool.gov.uk](mailto:CommercialProcurement@liverpool.gov.uk) the individuals best suited to respond will vary depending on the type and scope of enquiry.

This concludes our response.

The City Council will consider appeals, referrals or complaints in respect of your Freedom of Information Act 2000 and you must submit these in writing to [Informationrequests@liverpool.gov.uk](mailto:Informationrequests@liverpool.gov.uk) within 28 days of receiving your response.

The matter will be dealt with by an officer who was not previously involved with the response and we will look to provide a response within 40 days.

If you remain dissatisfied you may also apply to the Information Commissioner for a decision about whether the request for information has been dealt with in accordance with the Freedom of Information Act 2000.

The Information Commissioner's website is [www.ico.gov.uk](http://www.ico.gov.uk) and the postal address and telephone numbers are:-

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK95AF. Telephone 0303 123 1113, email [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk) (they advise that their email is not secure)

I trust this information satisfies your enquiry.

Yours sincerely

**Information Team**

**Liverpool City Council**