REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

I am writing in response to the request you made to BBSRC under the Freedom of Information Act, which was received on Friday 4 December 2015.

Statement of information requested

Please can you provide me with the organisation’s existing contracts relating to facilities management for each of the categories below:
A. Property and Building Services Maintenance
B. Cleaning and Janitorial Services
C. Security Services- From building and car park security to prisoner escorting services
D. Catering Services

For each of the contract above can you please provide me with the organisation’s primary/main contracts that are above £1,000.00. If there is no contracts above this value this request can be discarded but please respond and state this.

1. What is the type of contract please pick from one of the categories above? If the organisation has a fully managed contract please state “Managed”.
2. Who is the supplier for this contract? Please can you provide me with the contract information for each individual supplier?
3. What is the annual average spend? Please can you provide me with the contract information for each individual supplier?
4. What is the contract duration? Please also provide me with any extensions that maybe offered to the supplier.
5. What is the contract expiry date? Please at least provide me with the month and year.
6. When will this contract be reviewed? Please at least provide me with the month and year.
7. Can you please provide me with the total number of sites the contract covers? An estimate will also be acceptable.
8. What services are provided under this contract? A brief description will be acceptable
9. Who is the main contact from within the organisation responsible for reviewing this contract? Can you please provide me with their full name, actual job title, contact number and direct email address?
10. Notes: If the contract information provided is going to be expiring within the next 3 months it would be helpful to know if you’re going to renew or are planning to go to tender for a new contract for this particular service.

Background

The Biotechnology and Biological Sciences Research Council (BBSRC) is one of seven Research Councils that work together as Research Councils UK (RCUK). It is funded from the Government’s Department for Business, Innovation and Skills. BBSRC’s budget for 2014/15 was £509M and it supports around 1,600 scientists and 2,000 research students in universities and institutes in the UK. Information about BBSRC’s mission can be found on our website at http://www.bbsrc.ac.uk/organisation/mission.aspx.

UK Shared Business Services (UK SBS) provides a range of services, including IT, to BBSRC and other public sector organisations. UK SBS enters contracts on its clients behalf and provides services to them.

Duty to confirm or deny

BBSRC does hold information relating to this request.
Requested Information

Please see the annex that accompanies this letter for the information requested.

If you have any further questions, please contact me quoting the reference number above.

Yours sincerely

BBSRC Freedom of Information Officer

Publication: please note that this response to your request may be published on a public website.

Complaints Process

If you are dissatisfied with how we have handled your request, you may register a formal complaint with the BBSRC Complaints Officer at complaints.officer@bbsrc.ac.uk, who will conduct an internal review.

If you are not happy with the outcome of the internal review, you have the right to apply directly to the Information Commissioner, Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 01625 545 745, https://ico.org.uk/.
ANNEX 1 – questions

Please can you provide me with the organisation’s existing contracts relating to facilities management for each of the categories below:

A. Property and Building Services Maintenance, Mitie Total Facilities Management (Mitie TFM)
B. Cleaning and Janitorial Services, Mitie Total Facilities Management (Mitie TFM)
C. Security Services- From building and car park security to prisoner escorting services, (Mitie TFM)
D. Catering Services, Baxter Storey.

For each of the contract above can you please provide me with the organisation’s primary/main contracts that are above £1,000.00. If there isn’t

1. What is the type of contract please pick from one of the categories above? If the organisation has a fully managed contract please state “Managed”.
   - Mitie TFM, self-managed.
   - Baxter Storey, managed.

2. Who is the supplier for this contract? Please can you provide me with the contract information for each individual supplier?
   - Mitie TFM,
   - Baxter Storey

   Please refer to section A to D above and question 8 below for the contract information.

3. What is the annual average spend? Please can you provide me with the contract information for each individual supplier?

   - Mitie TFM; £580K
   - Baxter Storey; 0 value, nil subsidy contract.

4. What is the contract duration? Please also provide me with any extensions that maybe offered to the supplier.

   - Mitie TFM, 6 years.
   - Baxter Storey 32 months.

   Any Extensions:

   The Mitie TFM contract March 2016 to 31 March 2017.

5. What is the contract expiry date? Please at least provide me with the month and year.

   - Baxter Storey Dec 2016.

6. When will this contract be reviewed? Please at least provide me with the month and year.

   - Mitie TFM, imminent, depending on Crown Commercial Services proposed framework agreement
Baxter Storey – Tender process underway via UKSBS procurement

7. Can you please provide me with the total number of sites the contract covers? An estimate will also be acceptable.

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8. What services are provided under this contract? A brief description will be acceptable

Mitie TFM: mechanical and electrical PPM to HVAC SFG 20 industry standards office / building cleaning, janitorial services, grounds maintenance, waste removal and security guarding.

Baxter Storey: catering and hospitality services.

9. Who is the main contact from within the organisation responsible for reviewing this contract? Can you please provide me with their full name, actual job title, contact number and direct email address?

UK SBS and the Head of JBOS are both responsible for reviewing the above contract. Please find the contact details as follows:

- UK SBS Ltd (procurement): FMProcurement@uksbs.co.uk.
- Head of JBOS:
The Head of the Joint Building and Office Supplies (JBOS) is the main person responsible for reviewing the contract. The telephone number is 01793 444000. Releasing the name of the individual concerned constitutes personal data under the Data Protection Act 1998. Section 40 (2) & (3) of the FOI Act provides an absolute exemption in disclosing personal data. Although, there is a requirement for AHRC to be open and transparent about how it conducts its business, the individual involved in this case would not have expected their details to be made publicly available.

10. Notes: If the contract information provided is going to be expiring within the next 3 months it would be helpful to know if you’re going to renew or are planning to go to tender for a new contract for this particular service.

No contracts expiring in the next 3 months.