

Report Title:	Tender for Cleaning Services		
Report to:	Cabinet	Date:	23 rd September 2026
Report of:	Facilities and Safety Manager	Cabinet Portfolio:	Environment and Corporate Services
Cabinet Lead Member	Cllr Adrian Lythgoe	Wards Affected:	All
Key Decision:	☒ Forward Plan	☐ General Exception	☐ Special Urgency
Integrated Impact Assessment:			
	Required:	No	Attached: N/A
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Valley Plan Priorities	Thriving Local Economy: This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations.	☐
	High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures.	☐
	Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community.	☐
	Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance.	☒

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 This report seeks approval from Cabinet to proceed with a procurement for the provision of cleaning services and cleaning supplies within council-owned premises.
- 1.2 The contract would provide additional cleaning services in addition to those already provided by Rossendale Borough Council's (RBC) employees.
- 1.3 Three options have been explored in order to determine the most cost-effective delivery

2. RECOMMENDATION

- 2.1 That Cabinet approves procurement by competitive tender for securing the provision of cleaning services and cleaning supplies within council-owned premises for a period of two years, with an option to extend the contract for a further one-year period, at the sole discretion of Rossendale Borough Council or its successor Authority.

3. BACKGROUND & REASON FOR THE DECISION

- 3.1 Cleaning services across the Council are delivered by both an in-house team, with employed cleaning staff in the Facilities and Safety Team providing cleaning services at Futures Park and Henrietta Street Depot, and via a contractor that provides additional cleaning services in

council-owned buildings across the Borough. The contractor also provides reactive cleaning services as required, for example pre and post tenancy cleans within the Council's housing stock, emergency call outs and any cleaning of hazardous substances.

- 3.2 The reactive element of the work currently falls under the Reactive Repairs Framework, which was tendered in 2022. The contractor was the only cleaning company on the framework.
- 3.3 The original procurement of cleaning services for Council buildings in 2019 was by Request for Quotes, with the current provider selected as the cheaper of the two companies that supplied quotes.
- 3.4 The Council spend on cleaning services and cleaning supplies for Rawtenstall Bus Station and Marl Pits Pavilion has gradually increased over the last three years, with increases seen in hourly rates for staff and an increase in the percentage markup on cleaning supplies to 50%. The total spend on contracted cleaning over the last three years was £123.6k.
- 3.5 In order to secure the most effective approach to cleaning across the Council and demonstrate best value, several options have been considered:

Option A - Delivering all cleaning services through staff employed by RBC.

This option would involve increasing the number of employees, increasing management time and implementing arrangements to respond to reactive and out-of-hours cleaning requirements. Specialist cleaning, for example cleaning of hazardous substances would still require a specialist Contractor.

Option B - Contracting with an external provider to deliver all elements of cleaning services.

This option would require a tender process and TUPE arrangements for existing employed staff.

Option C - Retaining the current delivery, with an external contractor procured to provide cleaning services to Rawtenstall Bus Station, Marl Pits Pavilion and all reactive cleaning services.

This option would require a tender to select an external provider.

3.6 Estimated Costs

Based on historical spend, current costs and inflationary increases of 3% per year, estimated costs for the three options above are:

	Predicted Cost over 3 years
Option A – Internal service delivery	£320,280
Option B – External service delivery	£317,958
Option C – Retain internal service plus Contracted services	£278,786

- 3.7 Option C provides the most cost-effective delivery method of the required cleaning services. This also maintains continuity for existing staff, avoids the need to recruit additional supervisory staff and provides a solution which provides all aspects of cleaning via a single provider. Procurement of a new contract would also provide an opportunity to reduce the mark up on cleaning supplies.
- 3.8 Due to the estimated contract value, the procurement route would be via competitive tender.

4. RISK

- 4.1 Failure to ensure a best value contract for cleaning services could result in a lack of control of cleaning costs and a risk of increased costs over budget.

5. SECTION 151 OFFICER COMMENTS (FINANCE)

- 5.1 There is a risk that opening the contract to tender will result in significant cost increases, however, this process will provide cost certainty going forwards and will be compliant with Procurement Act 2023 requirements.

6. MONITORING OFFICER COMMENTS (LEGAL)

- 6.1 The Constitution requires the approval of Corporate Management Team and Cabinet prior to the procurement of any contracts with an anticipated expenditure over £100k.
- 6.2 The procurement will be carried out in accordance with the Constitution and the Procurement Act 2023.

7. INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

- 7.1 An Integrated Impact Assessment is not required. This report seeks approval to procure a contractor in accordance with the Procurement Act 2023, replacing an existing arrangement that has expired. The proposal is operational in nature and does not introduce new services or change service delivery, access, or policy outcomes.

8. POLICY/STRATEGY FRAMEWORK IMPLICATIONS

- 8.1 The procurement exercise supports the Council's Constitution, Contract Procedure Rules and compliance with the Procurement Act 2023. Cabinet approval is required for all contracts with a value of over £100K.

9. LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

- 9.1 This does not give rise to any immediate local government reorganisation implications but the contract will run beyond April 2028 and will novate to the new authority to enable continuity of services to maintain the cleanliness of certain assets in Rossendale.

10. BACKGROUND PAPERS

- 10.1 None