

CONTRACT MONITORING REPORT

1 SUMMARY

- 1.1 The former Contract Standing Orders required that details of contracts valued at £5,000 or above awarded under delegated authority are reported to the appropriate Service Committee. This report contains details of two contracts awarded under these requirements.

2 CONTRACT DETAILS

- 2.1 The two contracts awarded are as follows:-

- (a) Provision of office cleaning and window cleaning (4 year contract)

Mayfield Cleaning Contractors

- | | |
|-------------------|----------------------|
| - Office Cleaning | £39,068.80 per annum |
| - Window Cleaning | £ 5068.50 per annum |

- (b) Provision of two printroom copiers

Transcribe Copier Systems Ltd £34,995.00

- | | |
|-------------------------------------|----------------|
| - Maintenance Cost | 0.49p per copy |
| - Service cost of satellite copiers | 0.49p per copy |

- 2.2 Both of the contracts were awarded to the lowest tenderer.

3 RESOURCE IMPLICATIONS

- 3.1 There is provision for office and window cleaning within the revenue budget, and for the printroom copiers in the capital programme.

4 RECOMMENDATION

- 4.1 It is proposed that the Committee **RESOLVES**

That the report be noted. (HAMS)

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Background Papers:

None

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