Dear

Freedom of Information request reference K/20/006

Thank you for your clarified Freedom of Information (FOI) request dated 5 February 2020, reference K/20/006.

Your request read:

"I would like the organisation to review my freedom of information request below, that’s focused around contract data for services around facilities management. [please can you provide contracts and in house, active contracts only.]

For each of the different contracts below, can you please provide me with all the information using the questions below
1. Office and building cleaning – Service contract that is focus around office, commercial and building cleaning services.
2. Lift service and maintenance – Service contract for lift service and maintenance.
3. Food – Service contract that is focused around catering services.
4. General waste services contracts – The organisation’s primary general waste service contract.
5. Laundry services where clothes and linen can be washed and ironed.

Contract profile questionnaire for each type of contract:
1. Supplier/Provider of the services
2. Total Annual Spend – The spend should only relate to each of the service contract listed above.
3. A description of the services provided under this contract please includes information if other services are included under the same contract.
4. The number of sites the contract covers
5. The start date of the contract
6. The end date of the contract
7. The duration of the contract, please include information on any extensions period.
8. Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.

The University of Leeds holds this information, which is disclosed in the table below.

<table>
<thead>
<tr>
<th>Office / Building Cleaning</th>
<th>Lift Maintenance</th>
<th>Food</th>
<th>General Waste</th>
<th>Laundry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>Kone Plc</td>
<td></td>
<td>AWM</td>
<td>Peg &amp; Basket</td>
</tr>
<tr>
<td>• Churchill Contract Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Regent Office Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Crystal Facility Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Service</td>
<td>Annual Spend (2018-19)</td>
<td>Lift Service and Maintenance</td>
<td>General waste and recycling removal</td>
<td>Agreements in place for specialist and general laundry</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>This details the contract for the cleaning of the residential portfolio and sports centre. The Campus is cleaned through an in-house provision.</td>
<td>£1,322,912</td>
<td>The University catering provision is primarily through an in-house operation. Food products are sourced through numerous contracts and agreements. These are a mixture of framework call-offs or University of Leeds contracts.</td>
<td>£2,700,000 (circa)</td>
<td>£353,414</td>
</tr>
</tbody>
</table>
y adopts frameworks established through The University Caterers Organisation (TUCO)

<table>
<thead>
<tr>
<th>Number of Sites Covered</th>
<th>51 Locations</th>
<th>All Campus and off-site locations</th>
<th>All Campus excluding Leeds University Union</th>
<th>Campus buildings and student accommodation</th>
<th>All Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Start</td>
<td>01/04/2017</td>
<td>01/05/2019</td>
<td>Multiple</td>
<td>01/06/2017</td>
<td>Multiple</td>
</tr>
<tr>
<td>Contract End</td>
<td>01/04/2021</td>
<td>30/04/2021</td>
<td>Multiple</td>
<td>01/06/2021</td>
<td>Multiple</td>
</tr>
<tr>
<td>Duration (including Possible Extension)</td>
<td>4 years</td>
<td>30/04/2023</td>
<td>Multiple</td>
<td>4 years</td>
<td>Multiple</td>
</tr>
<tr>
<td>Contact</td>
<td>Mark Agar</td>
<td>Procurement Manager (Facilities Directorate)</td>
<td>T: 0113 343 3657</td>
<td>E: <a href="mailto:m.agar@adm.leeds.ac.uk">m.agar@adm.leeds.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk
Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds