

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.

	<b>Office / Building Cleaning</b>	<b>Lift Maintenance</b>	<b>Food</b>	<b>General Waste</b>	<b>Laundry</b>
<b>Supplier</b>	<ul style="list-style-type: none"><li>• Churchill Contract Services</li><li>• Regent Office Care</li><li>• Crystal Facility Management</li></ul>	Kone Plc	Key Suppliers: <ul style="list-style-type: none"><li>• Bidfood</li><li>• Tiffin Sandwiches,</li></ul>	AWM	Peg & Basket

			<ul style="list-style-type: none"> <li>• MJ Bitwistle,</li> <li>• Freshfayre,</li> <li>• J&amp;S Foods,</li> <li>• H&amp;P Fine Foods,</li> <li>• Brakes</li> </ul>		
<b>Annual Spend (2018-19)</b>	£1,322,912	£375,044	£2,700,000 (circa)	£353,414	£27,315
<b>Description of Service</b>	This details the contract for the cleaning of the residential portfolio and sports centre. The Campus is cleaned through an in-house provision.	Lift Service and Maintenance	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. The University	General waste and recycling removal	Agreements in place for specialist and general laundry

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

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](mailto: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](mailto: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](http://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