

# Police & Crime Commissioner for Wiltshire & Swindon



## Force Disclosure Unit

Wiltshire Police HQ  
London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext. 62005

[www.wiltshire.police.uk](http://www.wiltshire.police.uk)

[disclosure@wiltshire.police.uk](mailto:disclosure@wiltshire.police.uk)

XXXXXX – by E mail

Date: 22<sup>nd</sup> August 2022

Your ref:

Our ref: FOI 2022 / 642

Reply contact name is Nick Penny

Dear XXXXXX,

I write in connection with your request for information, dated 8<sup>th</sup> August 2022, concerning Contract Cleaning Services.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, searches were conducted with the Regional Contracts Team of Wiltshire Police.

Your request for information has now been considered and it is not possible to meet your requirements in full.

You wrote (and Our Response) :

I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect your Contract Cleaning Services including Police Stations and offices

## Freedom of Information Request –

The details we require are:

- Suppliers who applied for inclusion and were successful & not successful at the PQQ & ITT stages\*

**10 Tenders were received and 5 were evaluated.**

**The details of the suppliers who applied for inclusion and were either successful or not successful at each stage is exempt by virtue of Section 43(2) of the Freedom of Information Act – please see explanation below.**

- Copy of the successful suppliers ITT submission

**This element of your request is exempt by virtue of section 43(2) of the Freedom of Information Act – please see explanation below.**



- Contract values of each contract year to date

**1 February 2020 to 31 January 2021 = £264,253.70**

**1 February 2021 to 31 January 2022 = £256,843.67**

- Start date & duration of contract

**1 February 2020 for a period of 5 years with an extension period of 2 years  
(potential 7-year contract term in total)**

- Scope of services provided under current contract

**Provision of cleaning services at all Sites (including Custody Centres)  
window cleaning (optional), cleaning call-outs and provision of cleaning  
consumables**

- Is there an extension clause in the contract(s) and, if so, the duration of the extension?

**There is a 2-year extension period**

- Has a decision been made yet on whether the contract(s) are being either extended or renewed?

**The contract is not due to be extended until 2025, so it is too early to make a  
decision at this stage**

- Who is the senior officer (outside of procurement) responsible for this contract and what are their contact details?

**Samantha Perryman (Facilities Co-ordinator)**

**[sam.perryman@wiltshire.police.uk](mailto:sam.perryman@wiltshire.police.uk)**

\*For clarity, the details of the successful and unsuccessful suppliers are kept in the strictest confidence. These details are used only to contact and support suppliers regarding their bidding activity for the relevant contracts.

In relation to the details of the suppliers who applied for inclusion and were either successful or not successful at each stage and also the copy of the successful supplier's ITT submission, these parts of your request are exempt by virtue of section 43(2) – Commercial interests. Section 43 is a class-based qualified exemption and is therefore subject to a Public Interest Test.

## **Public Interest Considerations**

### **Factors Favouring Disclosure**

Disclosing all of the information requested in relation to this request, and therefore in relation to the contracts between Wiltshire Police and external service provider(s), would ensure Wiltshire Police are being open and transparent with the public. The disclosure of such information would encourage public debate and awareness. Furthermore, the public have a right to know how funds are spent.

### **Factors Against Disclosure**

Disclosing details of the suppliers that bid and were/were not successful at each stage of the process – and details of what was eventually the successful ITT submission - is likely to damage the relationship between Wiltshire Police and the various service provider(s). It is also possible that disclosure could prejudice the commercial interests of the service provider(s), especially in cases where there may be a limited number of suppliers in the market. Making this disclosure could identify information which has been specifically obtained through negotiation between Wiltshire Police and the service provider(s), thus in turn prejudicing Wiltshire Police's position in future negotiations.

### **Balance Test**

Despite there being an identifiable public interest in Wiltshire Police being open and transparent, the interests of the Force may be jeopardised if information relating to sensitive commercial information about business, financial or contractual issues is disclosed. The community would also be impacted as costs to the Force could be driven up by the lack of competition due to companies refusing to do business with Forces that disclose commercially sensitive information. If this information were to be disclosed, this may cause harm between Wiltshire Police and its service providers. Having weighed up the factors outlined above, on balance the argument for disclosing this information is not made out and therefore it is in the public interest to withhold the information requested.

Section 17 of the Freedom of Information Act 2000 requires Wiltshire Police, when refusing to provide information (because the information is exempt) to provide you the applicant with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies. In accordance with the Freedom of Information Act 2000 this letter acts as a Refusal Notice for those aspects of your request.

Exemption applied:

- Section 43(2) Commercial Interests

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely

Nick Penny  
Force Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



**Force Disclosure Unit**

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN  
Telephone 101 ext 62005

## **Freedom of Information Request Appeals Procedure**

### **1. Who Can Ask for a Review**

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

### **2. How to Request a Review**

Requests for review of a Freedom of Information request must be made in writing to the:  
Force Disclosure Unit  
Wiltshire Police Headquarters,  
London Road, Devizes,  
Wiltshire,  
SN10 2DN

Email at [disclosure@wiltshire.police.uk](mailto:disclosure@wiltshire.police.uk).

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FoI request.

### **3. Review Procedure**

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

### **4. Conclusion of the Appeal**

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 700  
Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

