

Decision Recording Form

Title	Window Cleaning Service – Grafton House	Decision Maker	Head of Property Services & Facilities Manager (With advice from procurement)
Date of decision	27.07.2023	Source of authority	Constitution, Part 3, section 5, 11.4 (i), 11.5 (i) 'Part 4, Section 7, 3.10'
Date of Publication			

Background and Reason for decision

Insert here the details of the decision including:

The Council is currently considering a supplier for window cleaning for its property at Grafton House. The previous contract ended in March 2023 and it is proposed to agree further provision of service with the current supplier for a 1 year period, as this is in the Council's best economical interests whilst options for a longer term provision are considered.

Without this additional provision by the previous contractor, the Council is not maintaining its facilities as a landowner [and in accordance with its obligations as landlord of the property]. The value of this contract is £13,340. The decision is therefore to proceed with the contract with Shirley Shelley for 1 year.

Procurement officers have been consulted on the decision process around the continuation of the window cleaning contract for this 1 year period and are in agreement.

Conflict of interest	N/A	Relevant Portfolio(s)	Leader (Place) / Property				
ALL WARDS	Use a Y in this box if all wards are affected	Use a Y in the table below to mark the wards affected if not all wards					
NW	NE	CENTRAL	SW	SE			
Castle Hill	Bixley	Alexandra	Bridge		Gainsborough		
Whitton	Rushmere	St Margaret's	Gipping	Y	Holywells		
Whitehouse	St John's	Westgate	Sprites		Priory Heath		
			Stoke Park				
Once complete the Decision Maker must send this form and any background documentation for publication to Monitoring.officer@ipswich.gov.uk			Admin use only				