



## Response to Request for Information

Reference      FOI 071587  
Date            20 July 2015

### ***Facilities Management***

**Request:**

Please can you provide me with the organisation's existing contracts relating to facilities management for each of the categories below:

- A.    Property and Building Services Maintenance
- B.    Cleaning and Janitorial Services
- C.    Security Services- From building and car park security to prisoner escorting services
- D.    Catering Services

For each of the contract above can you please provide me with the organisation's primary/main contracts that are above £1,000.00. If there isn't

1.    What is the type of contract please pick from one of the categories above? If the organisation has a fully managed contract please state "Managed".
2.    Who is the supplier for this contract? Please can you provide me with the contract information for each individual supplier?
3.    What is the annual average spend? Please can you provide me with the contract information for each individual supplier?
4.    What is the contract duration? Please also provide me with any extensions that maybe offered to the supplier.
5.    What is the contract expiry date? Please at least provide me with the month and year.
6.    When will this contract be reviewed? Please at least provide me with the month and year.
7.    Can you please provide me with the total number of sites the

contract covers? An estimate will also be acceptable.

8. What services are provided under this contract? A brief description will be acceptable

9. Who is the main contact from within the organisation responsible for reviewing this contract? Can you please provide me with their full name, actual job title, contact number and direct email address?

10. Notes: If the contract information provided is going to be expiring within the next 3 months it would be helpful to know if you're going to renew or are planning to go to tender for a new contract for this particular service.

Following careful consideration, the Council regrets to inform you that it has decided not to disclose this information.

Information you have requested has been withheld from disclosure. The exemption engaged is Section 12 of the Freedom of Information Act 2000 (FOI).

Section 12 of the FOI exempts Public Authorities from providing information where the estimated cost of compliance exceeds the appropriate limit. Any estimate must be undertaken in accordance with the limits set in fees regulations made under Section 12 (5) of the FOI.

These Fees Regulations (SI 2004/3244 Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations) allow for a refusal where the cost of compliance, for local authorities such as the Council, would exceed £450. As a guide, staff time to identify and extract this information is charged at a rate of £25 per hour.

In summary we estimate it would take 1 hour per contract to review the detail of which contracts this would apply to and retrieve the information which would take approximately 30 to 40 hours in total. This would involve determining whether it holds the information, locating the information, or a document which may contain the information, retrieving the information, or a document which may contain the information and extracting the information from a document containing it.

However, if you can narrow down your request (ie., let us know the exact contracts you require) the Council will look into the matter again. Please also find below a link which will take you to our Contracts Register which may be of use to you.

<http://www.wolverhampton.gov.uk/article/6780/Contracts-Register>

[NOT PROTECTIVELY MARKED]