

Reference: IR924

Date issued: 16th July 2024

Management of Corporate Estates and Maintenance

I am writing in response to your request for information regarding management of corporate estates and maintenance, dated 25 June 2024. For ease of reference, I have reproduced your questions in bold below and set out our corresponding responses.

- How are facilities management services (hard FM, soft FM or TFM) handled across your estates? Audit Wales manages some of its facilities management in house. We have several suppliers under contract for these services, and other quotes obtained.

- If any services are outsourced, which services and to which suppliers? Please refer to the table provided below:

Procurement Category	Contract Name	Client Name	Start Date	Initial / Extended Expiry Date	Months to Expiry	Initial Contract Term	Extension Options Available	Annual Contract Value inc. Extensions (ex VAT)
Facilities	Main of Air Con CQ Comms Rm 1 st Floor	FSG	01/07/2024	30/06/2025	11	1 year	n/a	
Facilities	Maintenance of Air Con Sys - Penllergaer	FSG	01/04/2023	31/03/2025	8	2 years	n/a	
Facilities	5 Year TM44 Air Conditioning Inspection (Pen)	ACI	11/12/2023	10/12/2028	52	5 years	n/a	
Facilities	Cleaning Services – CQ & Penllergaer	Supaclean Limited	01/05/2023	30/04/2025	9	2 years	2 x 12 months	30,000

Facilities	Water Services (Legionella) Monthly Monitoring – Capital Quarter	J & D Water Consultants	01/05/2023	30/04/2025	9	2 years	n/a	1,500
Facilities	ZIP Boiler Maintenance – Cardiff & Pen	Solvit	15/05/2023	14/05/2025	9	2 years	n/a	600
Facilities	Confidential waste collection - Pen	Restore Datashred	01/02/2024	18/04/2025	9	1 year, 2 months		200
Facilities	Confidential waste collection - CQ	Restore Datashred	01/02/2024	31/01/2027	30	3 years	2 x 12 months	400
Facilities	Hygiene units / Washroom Services – Cathedral Road	PHS Group	18/04/2023	17/04/2026	21	3 years		700
Facilities	Maintenance and monitoring of Access Control, CCTV, Intruder Alarm, Emergency Lighting Testing	Ceaton Security Services	22/05/2023	21/05/2025	10	2 years	n/a	

	and Automatic Door at CQ.							
Facilities	Monthly emergency lighting testing	Ceaton Security Services	01/06/2024	31/05/2026	22	1 year	n/a	
Facilities	Security services at Capital Quarter – Open and Lock Up	Securitas Security Services (MS) Ltd	01/06/2023	31/05/2026	22	3 years	n/a	7,200
Facilities	Security services at Penllergaer – Open and Lock Up	Securitas Security Services (MS) Ltd	01/06/2023	31/05/2025	10	2 years	n/a	5,900

- **What are the start dates and durations of these contracts, including the end date, and which services are included in each?** See table above.
- **What are the values of the contracts?** See table above.
- **Is there an extension clause in the contract(s) and if so, what is the duration of the extension?** See table above.
- **Has a decision been made yet on whether the contract(s) are being either extended or renewed?** No
- **What is the job title of the senior officer (outside of procurement) responsible for the contract(s)?** Head of Business Services
- **Do you utilise any outsourced helpdesk or FM integrator services? If so, with which supplier(s)?** No
- **Which software solution(s) are used to manage your corporate property/assets including facilities management (CAFM)?** We do not have a CAFM solution. We use readily available Microsoft products as we have few premises.

If you have any queries regarding the handling of your request, please do not hesitate to contact me.

Yours sincerely,

Information Officer