



Our Reference:

BY EMAIL ONLY

14 June 2016

Dear

Request for Information

Thank you for your email dated 20 May 2016 requesting information on the Homes and Communities Agency's Facilities Management contracts. For ease of reference your request is below.

"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 is no contracts above this value this request can be discarded but please respond and state this.

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."*

We have now had an opportunity to investigate your request and are writing to communicate our response. Attached alongside this letter is a spreadsheet which details the HCA's answers to the above questions. Please note that the information in the spreadsheet relates to the two HCA offices we own and manage ourselves, Warrington and Gateshead, and this is the only information we are able to supply. The remaining offices HCA occupy are owned or leased by another Government body and HCA pay a share of the cost of these utilities in accordance with the Memorandum of Terms of Occupation.

If you have any questions regarding this response or any further queries you can contact us at the following addresses and quote your unique reference number found at the top of this letter:

Email: mail@homesandcommunities.co.uk

Mail: Information Access Officer
Homes and Communities Agency
Fry Building
2 Marsham Street
London
SW1P 4DF

If you are unhappy with the way Homes and Communities Agency has handled your request you may ask for an internal review. You should contact

Head of Legal Services
Homes and Communities Agency
Fry Building
2 Marsham Street
London
SW1P 4DF

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. The Information Commissioner can be contacted at

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Online: <https://ico.org.uk/concerns/getting/>

Homes and Communities Agency
Fry Building, 2 Marsham Street, London, SW1P 4DF

0300 1234 500
homesandcommunities.co.uk

Yours sincerely

Naomi McMaster
Information Access Officer
Homes and Communities Agency