

Freedom of Information request 1-20

Request

For each of the different contracts below, can you please provide me with all the information using the questions below

1. Office and building cleaning – Service contract that is focus around office, commercial and building cleaning services.
2. Lift service and maintenance – Service contract for lift service and maintenance.
3. Food – Service contract that is focused around catering services.
4. General waste services contracts – The organisation's primary general waste service contract.
5. Laundry services where clothes and linen can be washed and ironed.

Contract profile questionnaire for each type of contract:

1. Supplier/Provider of the services
2. Total Annual Spend – The spend should only relate to each of the service contract listed above.
3. A description of the services provided under this contract please includes information if other services are included under the same contract.
4. The number of sites the contract covers
5. The start date of the contract
6. The end date of the contract
7. The duration of the contract, please include information on any extensions period.
8. Who within the organisation is responsible for each of these contracts? name, Job Title, contact number and email address.

Response

1. There is no contract for office and building cleaning. This function is carried out by NHS Borders General Services staff.
2.
 1. Schindler is the supplier of lift services for NHS Borders.
 2. Total annual spend is £10,000.
 3. Lift maintenance.
 4. All sites across NHS Borders would be covered. There are 8 sites that have a lift.
 5. The contract started on 1 March 2019.
 6. The contract ends on 31 March 2022.
 7. The duration of the contract is 3 years.
 8. Brian Douglas, Head of Estates & Facilities, brian.douglas2@borders.scot.nhs.uk
3. There is no contract for catering. This function is carried out by NHS Borders Catering staff.

4.
 1. Scottish Borders Council is the supplier of general waste uplift for NHS Borders.
 2. Total annual spend is £46,016.
 3. General Waste Uplift.
 4. 21 sites are covered by this contract.
 5. The contract started on 26 August 2019.
 6. The contract ends on 31 March 2020.
 7. The duration of the contract is 7 months.
 8. Shona Milne, Head of Procurement, shona.milne@borders.scot.nhs.uk

5. There is no contract for laundry. This function is carried out by NHS Borders Laundry staff.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **1-20** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.