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12 April 2019


E tū


Tēnā koe 

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 21 March 2019 for:

- *The number of service contracts that the Ministry of Women's Affairs holds for cleaning and security services?*
- *The names of the companies that currently provide these Ministry cleaning and security contracts?*
- *The scope of these contracts (which buildings do they cover in which cities and in which regions and the general nature of the services delivered?)*
- *The approximate annual cost of each of these contracts?*
- *The expiry date of each of these contracts?*

Number of service contracts

The Ministry for Women has two cleaning services contracts for its premises at Level 9, Qual IT House, 22 The Terrace, Wellington.

Security services, limited to a building concierge and electronic control of access to the Ministry's building, and floor within the multi-level building, are provided for as part of the Ministry's building rental agreement with its landlord. Electronic access tokens, required for use within the building, are however provided independent of the premises rental agreement, on an 'as required' basis, not under contract.

Companies providing cleaning and security services

Ministry cleaning services are provided by Delta Cleaning and Fumacare – Rentokil. The Ministry's premises rental agreement, which includes security services, is with Stride Property Ltd. Electronic access tokens are provided by ECL Group.

Scope of contracts

The cleaning services contracts include: vacuuming of office floors; dusting of surfaces; glass cleaning; cleaning kitchen areas; rubbish disposal; sanitary and hygiene services in office bathrooms. Security services provided within the rental agreement, include monitored access to the Qual IT House, controlled access to floors, and the presence of a concierge.

Cost of contracts

For the financial year 2017/18, the cost of each cleaning service contract was:

- Delta Cleaning: \$16,863 excl GST
- Fumacare – Rentokil: \$1,987 excl GST

For security, over the same period, the Ministry spent \$271.50, excl GST, on electronic access tokens. The Ministry's premises rental agreement does not identify separately, the portion of the rental agreement that relates to building security.

Expiry of contracts

Contracts with both cleaning service providers can be terminated with one month's written notice. The service for providing building access tokens is not under contract. The Ministry's premises rental agreement, which includes provision of the security services component of your request, has an initial expiry of 31 August 2023.

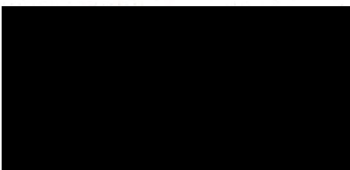
The Ministry follows Government procurement guidelines to select services and regularly reviews the services provided, and the costs associated with them.

The Ministry routinely publishes, to the Ministry's website, responses given to requests made under the Official Information Act 1982. Therefore, please note that this response will be included in a future publication of Ministry Official Information Act responses. Your personal details will be redacted. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Peter Noble, Director, Corporate Services.

Nāku noa, nā



Renee Graham
Chief Executive