



**Gofynner am/** Information Governance  
**Please ask for:** and Compliance

**Tel:** 01443232000

**E-bost/E-mail:** DataProtection@southwales-fire.gov.uk

**Our ref:** IG001216

**Dyddiad/Date:** 16 December 2021

## RE: Request for Information held by SWFRS

Your request ref: IG001216 has been dealt with under the Freedom of Information Act 2000.

You asked us:

I would like the organisation to review my freedom of information request below, that's focused around contract data for services around facilities management.

1. Office and building cleaning – Service contract that is focused around office, commercial and building cleaning services.
2. Lift service and maintenance – Service contract for lift service and maintenance.

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 contracts 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.

You may have received the same request in the past. The information sent has now expired and I required an update as soon as possible. If all the information besides the contract dates are the same, I am happy to just receive an update on the contract dates.

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180  
[www.decymru-tan.gov.uk](http://www.decymru-tan.gov.uk)

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

**CODI YMWHYBYDDIAETH - LLEIHAU PERYGL**

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180  
[www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

**RAISING AWARENESS - REDUCING RISK**



Our response:

### Office and Building Cleaning

Supplier	Bespoke Cleaning Services Ltd
Total Annual Spend (£) – ex. VAT	c. £360k per annum (average of 2019 and 2020 spend)
Description of the Contract	Office and Building Cleaning Services
Number of sites that contract covers	49 sites
Start Date of the Contract	01/03/2019
End Date of the Contract	28/02/2024
Duration of the Contract	3 years with the option to extend for up to a further 24 months (extension taken)
Responsibility for the contract	Building Facilities Manager

### Lift Service and Maintenance

Supplier	R J Lift Services Ltd
Total Annual Spend (£) – ex. VAT	c.£4k per annum
Description of the Contract	Service and Maintenance of Passenger Lifts
Number of sites that contract covers	7 sites – although provision has been made within the contract for any new/re-developed SWFRS sites where passenger lifts are installed to also be covered by this contract
Start Date of the Contract	01/12/2021
End Date of the Contract	30/11/2024 (initial period)
Duration of the Contract	3 Years with an option to extend for up to a further 24 months
Responsibility for the contract	Building Facilities Manager

If you have any queries regarding your Freedom of Information request, please contact us at [Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk) quoting the reference number above in any future communication.



If you are dissatisfied with the way that your information request has been handled, you can request an internal review by emailing [Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk)

We would like to thank you for your patience at this time.

If you remain dissatisfied with the handling of your request, you have the right to appeal to the Information Commissioner at:

Information Commissioner's Office-Wales,  
2nd Floor,  
Churchill House,  
Churchill Way,  
Cardiff,  
CF10 2HH.

There is no charge for making an appeal.

Yours Faithfully

**Information Governance and Compliance**  
[Dataprotection@southwales-fire.gov.uk](mailto:Dataprotection@southwales-fire.gov.uk)

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

**Ffôn** 01443 232000 • **Ffacs** 01443 232180  
[www.decymru-tan.gov.uk](http://www.decymru-tan.gov.uk)

*Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.*

**CODI YMWHYBYDDIAETH - LLEIHAU PERYGL**

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

**Telephone** 01443 232000 • **Fax** 01443 232180  
[www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)

*We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.*

**RAISING AWARENESS - REDUCING RISK**

