

**Information Released under Freedom of Information Act**

**Subject:** Information on Estates and Facilities Management

**Date Released:** 19 February 2008

**Summary of request:** The enquirer requested information on Estates and Facilities Management.

**Information released:**

I refer to your Freedom of Information request in your email of 24 January 2008 where you asked for various pieces of information concerning Estates and Facilities Management. I shall answer your questions in the same order as your email.

Companies House does not have the documents you specify in questions 1-4, however a lot of the information you require from such documents could possibly be contained within other documents that Companies House produces. I have listed below 3 documents that may be of interest to you which can be accessed using the following link to our website <http://www.companieshouse.gov.uk/>- from the homepage go to About Us>Library>Corporate Documents.

Companies House Annual Report and Accounts  
Companies House Business Plan  
Strategic Direction

I should explain that under section 21 of the Freedom of Information Act, we are not required to provide information in response to a request if it is already reasonably accessible to you. The above information is already available from our website and I therefore cannot supply this information free of charge under the Freedom of Information Act. There may of course be other documents on our website that would be of interest to you. If, after you have searched our website, there are pieces of information that you still require, I will of course be happy to make further enquiries for you to see if that information is held by Companies House.

With regard to questions 5 & 6 we do not have these specific documents but the attached document shows the structure of our Procurement Department. You will note some names have been redacted because only the names of Senior Officials should be disclosed. Contact details for the Head of Procurement can also be found on our website – from the homepage go to About Us>Supplying Companies House.

Question 7 – I am pleased to be able to attach our current contract list below.

Question 8 – Companies House does not have an Approved Supplier List.

Your request has been considered under the Freedom of Information legislation. I am required therefore to inform you that if you are unhappy with the result of your request for information you may request an internal review within two calendar months of the date of this letter. Any requests for such a review should be addressed, in the first instance to me at the above address, and I will ensure that it is forwarded to a senior member of Companies House who has had no previous involvement in this case and they will undertake the review. If you are then 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.

<b>Contract Title</b>	<b>Supplier</b>	<b>Contract Length</b>	<b>Contract Expiry</b>	<b>Annual Contract Value</b>
Banking Services	National Westminster Bank	5 year	30/04/2009	18,000.00
Cardboard recycling	Severside	1 year	08/09/2008	10,000.00
Cash In Transit	Securitas	1 year	04/10/2008	35,010.00
Catering services	Avenance	5 year	30/04/2010	200,000.00
Cleaning Services	Carrillion Group	5 year	31/10/2012	450,000.00
Collection of Late Filing Penalties	Lewis Group Plc	2 year	31/03/2008	250,000.00
Complaint Adjudication Services	Dame Elizabeth Neville DBE QPM	3 months	31/03/2008	15,000.00
Confidential waste removal and recycling	Iron Mountain Secure Shredding Ltd	1 year	08/09/2008	10,000.00
DPS Scanners	Kodak Limited	5 year	31/03/2010	50,859.00
EDRM System and Support	Valid Information Systems	3 year	29/06/2008	243,000.00
Electrical & Mechanical Building Services Contract	Haden Building Management Ltd	5 year	03/07/2010	300,000.00
Finance Systems Managed Service	Hedra	7 year	07/12/2014	1,000,000.00
General waste removal and disposal	Onyx UK Ltd	1 year	08/09/2008	10,000.00
Grounds Maintenance Service	AJS Landscapes (Cwmbran) Ltd	2 year	31/03/2008	24,000.00
Hardware & Software Tills Support	Bit Computers	1 year	08/10/2008	3,150.00
Helpdesk Data Base Software	Axios Systems Limited	1 year	01/12/2008	50,457.00

Image Systems Software Support	EDM Group	3 year	22/05/2009	120,000.00
Internet Services	NTL	3 year	31/07/2009	97,000.00
ISDN (Rental & Usage)	BT	1 year	01/01/2009	25,000.00
IT Multi Vendor Server Maintenance Contract	GCAT (Computacenter)	3 year	31/05/2010	340,000.00
Lift Maintenance Services	Thyssen-Krupp Elevators	2 year	24/09/2008	10,000.00
Mainframe Bureau, Output & Mail Handling	LogicaCMG	2 year	31/08/2009	5,900,000.00
Maintenance of Electrical Kitchen Equipment	Commercial Kitchen Maintenance Ltd (CKM)	3 year	31/05/2009	2,550.00
Maintenance of Micrographic Equipment	Kodak Ltd	1 year	31/12/2008	9,000.00
Marketing Service	Citygate/Agency Inc	5 year	30/09/2009	816,000.00
Minor Works Framework Agreement	FJ Elvins & Business Design Partnership	3year	30/09/2010	500,000.00
Network Infrastructure Support	BTiNet	3 year	18/05/2010	32,000.00
Occupational Nurse	National Britannia	3 year	30/04/2009	73,000.00
Paper removal and recycling	Severside	1 year	08/09/2008	10,000.00
Plastic and cans recycling	Onyx UK Ltd	1 year	08/09/2008	10,000.00
Provision of Call Centre Services	Vertex Data Science Ltd.	5 year	31/08/2011	2,300,000.00
Provision of Print Services	Zenith Media Ltd.	5 year	28/02/2009	350,000.00
Remittance Processing – Supply & Support	Rochford Thompson Limited	2 year	02/10/2008	26,000.00
Sage Financial Application Support	FD Systems Ltd	3 year	31/08/2008	64,000.00
Security Services	Corps of Commissionaires	3 year	31/07/2008	710,000.00
Staff Training Framework	Framework-Variou	3 year	30/06/2009	
Storage and Retrieval Services	Dragon Security	2 year	22/04/2008	

				99,916.00
Supply of Desktop Stationery & Computer Consumables	Office Depot	2 year	31/05/2008	300,000.00
Supply of Envelopes	Tower Supplies Ltd	5 year	28/02/2009	67,565.57
Telephone Charges	BT	1 year	01/04/2008	150,000.00
Telephone switch Support/Line Rental/Usage	Siemens	1 year	01/04/2008	238,000.00
Telephony Moves and Changes	P J Telecom Services	1 year	31/03/2008	15,000.00
Virtual Server Infrastructure Support	IBM (UK) Ltd.	2 year	20/12/2008	74,575.00
Wood pallet removal and recycling	Cardiff Recycling Ltd	1 year	08/09/2008	10,000.00

*Please Note: i) Excluded from this list are annual renewal of maintenance and support contracts such as software license agreements.*

*ii) Where there is no annual value, this is because there is a framework/call-off contract in place involving several suppliers.*

*(Last update 04.02.08 - List updated quarterly)*