

Report to Cabinet

25th March 2021

By the Cabinet Member for Finance and Assets



DECISION REQUIRED

Not Exempt

Exempt Appendix 1 under Paragraph 3 Part 1 of Schedule 12A of the Local Government Act 1972.

Contract Award for the provision of Manned Security Services

Executive Summary

The Council has contracted for Manned Security Services on Council owned buildings since June 2014. This contract is due to expire on 31 May 2021.

The scope for the Manned Security Services has been extended from locking services and guarding patrols to include the provision of an after-hours duty manager phone service for the Council. The contract period is 5 years from 1 June 2021 with 2 x one year extensions.

An open tender exercise was carried out in conjunction with Mid Sussex District Council in February 2021 with Horsham District Council acting as the lead council due to having the larger volume and value of work.

The tender process resulted in 21 returns being received and following a review of price and quality elements a proposed provider has been identified.

The purpose of this report is to ask Cabinet to approve the preferred bidder for the provision of Manned Security Services as the contract award is over the value of £250,000.

Recommendations

Cabinet is recommended:

- i) To accept the bid and award the contract to Company A (exempt Appendix 1), as the preferred supplier of Manned Security Services for the Council.

Reasons for Recommendations

1. An open tender process was carried out with 21 replies received. The assessment of the tender was based on a 60% price and 40% quality evaluation. Company A provided the best overall score for the tender.

Background Papers : None

Wards affected: All

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Background Information

1 Introduction and Background

- 1.1 The Council is currently contracted with APS security to provide Manned Security Services to eight Council owned buildings including the multi storey car parks, Park House, Park Barn, The Capitol and Southwater Country Park.
- 1.2 With the contract due to expire in May 2021 a review of services was carried out. The existing locking of buildings and patrols is still required. However as there is a reduced number of officers available to carry out the after-hours duty manager phone service, adding this service to the scope fitted well. Guards already active would be readily contactable by their Control room staff to attend to reported activity. The Control room personnel are experienced in receiving and dealing with the public phoning in.

2 Relevant Council policy

- 2.1 The appointment is consistent with 5.3 of the Corporate Plan to provide quality, value for money services.
- 2.2 The tender included an assessment of environmental values and actions, which supports 4.1 of the Corporate Plan to prioritise protection of the environment and increased biodiversity.

3 Details

- 3.1 An open tender route was required due to the total value over the five year term exceeding the upper procurement limit. The tender was advertised via the National procurement portal. (formerly OJEU).
- 3.2 21 replies were received with 18 being compliant for review.
- 3.3 Questions to determine the quality and experience of the companies made up 40% of the assessment and were based on Service Delivery, Staff Experience and Training, Contract Management and Communication, a typical scenario, the implementation process and Social Value and Environmental policies and actions.
- 3.4 Company A is an experienced provider of Manned Security Services with a control room based in Mid Sussex. Their tender response outlined a well organised service where the contract will have dedicated staff supported by a patrol team giving a 30 minute response time to alarm activations. The company uses a variety of technology to record patrols, interactions with people and the issuing of keys.

4 Next Steps

- 4.1 Following approval by Cabinet to award the contract, there will be a mandatory legal ten-day "standstill" period as required by the Public Contract Regulations, to allow unsuccessful tenderers time to request feedback and scrutinise the award process.

Once this has passed without incident, the appointment can be ratified and legal formalities concluded.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Cabinet Member's Policy and Development Advisory Group (PDAG) has considered the proposal on 18th January 2021 and are supportive of the process.
- 5.2 The Councils Monitoring Officer and Director of Corporate Resources have been consulted and their comments have been incorporated in to this report

6 Other Courses of Action Considered but Rejected

- 6.1 None. The Council is required to put the contract out to tender for competition at the expiry of the previous contract.

7 Resource Consequences

- 7.1 Subject to the resolution of some small items of detail, the preferred bidder's tender will be approximately £5,000 more expensive during the nine months of 2021/22 than the budget for the current contract and the budget for the after-hours duty management phone service provided by officers who were paid for providing this role. However, the scope has also increased with the inclusion of a site that currently is not covered in the existing contract. Property and Facilities are looking at ways in which to reduce their expenditure in other areas within their budgets by £5k to offset this increase during 2021/22.
- 7.2 The budget line for the security contract will be increased in 2022/23 for the annualised £6,667 plus any inflation, when this is being set next year.

8 Risk Assessment

- 8.1 The risk to the security of Council buildings is reduced by having a reliant locking service in place as well as an immediate responder to anti-social incidents.

9 Other Considerations

- 9.1 Company A are specifically aligned to the Council's carbon reduction action plan by using an electric vehicle, having a waste management plan to maximise recycling and minimising journey times with 3 mobile teams being based in the local area.
- 9.2 Company A have scheduled to deliver Social Value equivalent to £79k to the Council, over the term of the contract, via commitments to employing local staff including apprentices and by providing annual work experience placements.