



RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED OFFICER DECISION TAKEN BY: Director of Finance
PORTFOLIO AREA: Finance and Governance

SUBJECT: Award of Framework Contract for Corporate Supply of Out of Hours (First Response) and site locking/un-locking Security Services to the Authority.

1. DECISION

That the Director approves the decision to proceed with the award of this Corporate Contract for the Authority following the open tender undertaken (Find a Tender Service notice ref 2022/S 000-001080), Chest eTendering portal ref DN575359 – to the highest scoring bidder (A) – H & A Protection Services Ltd.

2. REASON FOR DECISION

Security has been identified as a supply area to the Authority where a Corporate Contract is required due to the aggregate spend across Council Sites to ensure compliance with Procurement Law and to support risk mitigation.

An open tender exercise was undertaken through the Chest portal with bids submitted by 11 suppliers, (3 of which were subsequently deemed to be non-compliant bids). The scores for the 8 compliant bids outlined in the table below;

Key-holding will now be brought in-house and managed via electronic key safe installed and held at a central BwDBC location rather than being provided by a third party supplier.

	Bidder A	Bidder B	Bidder C	Bidder D	Bidder E	Bidder F	Bidder G	Bidder H
Evaluation Criteria	%	%	%	%	%	%	%	%
Price (39%)	35.10	35.9	21.34	31.34	38.04	39	38.05	33.58
Quality (55%)	49	39	55	36	30	30	24	23
Social Value (5%)	5	4	2	5	2	1	5	0
Total (100%)	89.10	78.9	78.34	72.34	70.04	70	67.05	56.58

3. BACKGROUND

There are currently approximately 4 separate historic / legacy arrangements that have been in place for a number of years and as requirements have changed costs have increased and therefore the need to procure a Corporate Contract to mitigate risks for the Authority.

Levels of service provided and the associated costs do not align across the current suppliers and is not formally contract managed.

4. KEY ISSUES AND RISKS

Key holding is currently split across several different suppliers, for which we are paying an annual fee for this service, no agreed service levels in place for security service generally (including key holding) and the Council is trading on the supplier's terms and conditions.

No direct links or partnership back to / working with our CCTV Hub by incumbent providers at present – to share intelligence / experience and advancing technology within the CCTV Hub to reduce inefficiencies and the need to attend site following the sequential alarm activations.

Varying levels of industry accreditation in place with incumbent providers.

This framework is for award to a single contractor which will support improving efficiencies, reducing risk to the Council and its properties and establishing a clear and consistent process for all Officers and Sites of the Council to follow.

We have used the opportunity to review and align all site requirements, so that opening and closing requirements run concurrently in a timely and organised manner and that actual site security needs are re-assessed with our Insurance Team Colleagues.

5. FINANCIAL IMPLICATIONS

Assessment of the top scoring supplier has been undertaken via our Finance Dept in terms of due diligence of their financial standing.

Services will only be invoiced (and paid) after the supplier has provided the actual service in contrast to current practice with some incumbent suppliers.

The cost incurred per annum previously was £60k per annum, under the new contract this will increase to £70k. An increase in costs was expected due to legislative increases due to minimum and living wage increases, national insurance increase and costs increasing in the sector due to cost of living. The service provided will also be improved with a dedicated security guard being located at the CCTV hub out of hours who will be responsible for locking / unlocking services and also being instantly available to attend any alarm call outs.

There is a potential revenue generation opportunity for the Council by providing town centre patrols to our partnership agencies from the dedicated Contractor's Officer 12hours per evening, 7 days per week once the corporate framework is fully implemented.

All Council sites currently have budgets in place for security provision within the scope of this framework contract and these will be used for the purpose of raising annual call-off purchase orders via the CAPS Team and as agreed with Finance Dept Colleagues.

6. LEGAL IMPLICATIONS

The open tender process complies with the regulations of the Council's Contract and Procurement rules and the Public Contract Regulations 2015.

All contracts and contract variations will be in a form approved by legal officers in the Commissioning and Procurement team.

7. OPTIONS CONSIDERED AND REJECTED

A number of national frameworks were reviewed and considered, however would have prevented/precluded any of the incumbent providers from bidding for the business.

A previous paper has been approved for the separate, out of scope / static guarding requirements for the Markets and Bus Terminal sites which is via a national framework.

Further information is available via the following link [] or from the report author

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
CONTACT OFFICER:	Maxine Edwards
DATE:	15/04/22
BACKGROUND DOCUMENTS:	

Signed:



Director Dean Langton

Date: 28 April 2022