

Chief Executive Officer

Date: 5 November 2019

Wards: All

Subject: Award of Corporate Security Services Contract

Lead officer: Mark Humphries – Assistant Director Infrastructure & Technology

Lead member: Councillor Mark Allison- Cabinet Member for Finance

Contact officer: Edwin O'Donnell – Head of Facilities Management

Exempt or confidential appendix

The following paragraph of Part 4b Section 10 of the constitution applies in respect of information given in Appendix 1 to this report and it is therefore exempt from publication. Members and officers are advised not to disclose the contents of this report:

Information relating to the financial or business affairs of any particular person (including the Authority holding that information).

Recommendations:

That the Chief Executive and Director of Corporate Services approve the decision to award the corporate security contract to Tenderer A for a 3 year period from 1st April 2020 to 31st March 2023 with the option to extend for 1 additional year up to 31st March 2024, subject to satisfactory performance.

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. To seek approval to award a new corporate security services contract to the most economically advantageous tender, Tenderer A, following an OJEU restricted tender for a 3 year period from 1st April 2020 to 31st March 2023 with an option to extend for 1 additional year up to 31st March 2024, subject to performance and at the discretion of the Council.
- 1.2. In response to an OJEU notice 29 Selection Questionnaire (SQ) responses were received and following a shortlisting process 5 companies were invited to tender and 5 companies returned a tender. The pre-determined evaluation criteria of the bids were based upon a weighting of price 50%: quality 50%. Overall tenderer A scored highest and is recommended to be accepted.

1.3.

CONTRACTOR	QUALITY SCORE	PRICING SCORE	TOTAL SCORE
Tenderer A	40%	44.72%	85%
Tenderer B	33%	50.00%	83%
Tenderer C	31%	45.80%	77%
Tenderer D	33%	41.94%	75%
Tenderer E	31%	40.96%	72%

2 DETAILS

- 2.1. The current Corporate Security Contract which is currently let to Sight & Sound Security Solutions Ltd expires on the 31st March 2020.
- 2.2. Sight & Sound Security Solutions Ltd applied for the new contract by submitting a Selection Questionnaire (SQ). However they failed to pass the initial SQ phase of the procurement and were therefore not shortlisted to tender.
- 2.3. The contract is for the provision of security services to the Council's corporate and non-educational operational sites; including Merton Civic Centre, Morden Park House register office and other corporate sites, Libraries, Youth Centres, Children's and Community Centres (24 sites in total.)

3 ALTERNATIVE OPTIONS

- 3.1. Alternative options have been included within the proposed contract award for additional services including securing of vacant council premises with security doors and shutters as and when required.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. Consultation with the key stakeholders and service managers was undertaken in order to identify their current and potential future security requirements. The procurement exercise has been overseen by a member of the Council's Commercial services team and legal Services have provided advice.

5 TIMETABLE

- 5.1. This procurement was added to the council's Forward Plan and the decision will be taken in early November and will be subject to the Council's statutory call-in process
- 5.2. If approved, following the call in and standstill periods, the award letter will be sent to the successful bidder in November 2019.

Stage / Activity	Dates
Publication of ITT	16 August 2019
Last date for ITT clarification questions	3 September 2019
Closing date for receipt of ITT	10 September 2019
Evaluation of ITT	11 September 2019
Recommendation of Award Report	15 October 2019
Officer Recommendation Report Published	28 October 2019
Approvals for Tender Acceptance/Contract Award by	5 November 2019
Call-in	12 November 2019
Notification of the Council's intention to award	14 November 2019
Standstill Period	14 November 2019 to 24 November 2019
Letter of Acceptance/Contract Award by (Handover and Mobilisation begins)	25 November 2019
Contract Commencement Date	1 April 2020

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

6.1. The new contract will be funded by existing revenue budgets. The proposed contract profiles the likely future cost in Appendix 1- Tender Analysis Report.

6.2. Years 1 to 3 do not exceed the cost of the current contract's annual value.

The current contract operational cost in 2018-2019 was £387,000. This is slightly higher than the proposed contract costs over the first three years 2020-2023 (See Appendix 1). However the £387,000 included additional labour costs for two security officers at the Civic Centre for the period April 2018- August 2018 and subsequently removed on installation and commissioning of new controlled entry for staff (Speed gates) in August 2018.

- 6.3. The optional fourth year is £14k over the annual cost of the current contract but will be funded by inflation to revenue budgets which has been built in to the MTFS (medium term financial strategy).

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. This report describes a procurement that appears to be compliant with the requirements of the Public Contracts Regulations 2015 (PCR) and as such award of the contract would also appear lawful.
- 7.2. The Council must comply with its obligation to notify the successful and unsuccessful organisations involved in the process of the outcome in accordance with regulation 86 and preparation of a report under regulation 84 of the PCR.
- 7.3. Additionally all contracts must comply with relevant Contract Standing Orders including but not limited CSO 19 and 20 regarding publication of award notifications on Contracts Finder.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. This service is currently provided by an external supplier who have not been successful in their tender bid for renewal of the contract and therefore TUPE implications will apply to the new service provider.
- 8.2. Council staff are not impacted by TUPE transfer or redundancy liabilities from the award of this contract.

9 CRIME AND DISORDER IMPLICATIONS

9.1

An effective security provider will help to ensure risks associated with delivery of services from public buildings are managed and mitigated to ensure the safety of both staff and members of the public working and visiting the civic centre, libraries and other corporate buildings.

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

- 10.1. The successful company is registered as compliant with CHAS (Contractors Health & Safety Assessment Scheme) and have provided detailed method statements and risk assessments for the day to day operation of the contract.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- Appendix 1 – A copy of the Tender Analysis Report - Exempt

12 BACKGROUND PAPERS

- None for the purposes of this report.