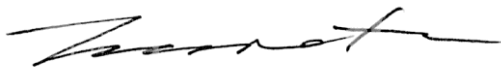




<b>Report for:</b>	Cabinet - 14 October 2014	<b>Item number</b>	
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<b>Title:</b>	The award of contract for the Operation and Management of the Community Safety CCTV Control Room
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<b>Report authorised by :</b>	Tracie Evans, Chief Operating Officer 
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<b>Lead Officer:</b>	Tony Casale , CCTV and Network manager Ann Cunningham, Head of Traffic Management
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<b>Ward(s) affected:</b> All	<b>Report for Key Decision</b>
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**1. Describe the issue under consideration**

1.1 The current contract for the operation and management of the council's CCTV control room and public safety surveillance operation expires on 17 December 2014. A retendering exercise has been undertaken and this report seeks Cabinet approval to award a new contract for the delivery of this service.

**2. Cabinet Member Introduction**

2.1. CCTV surveillance of our public spaces provides valuable public assurance, and reduces the fear of crime. It also plays a pivotal role in combating crime, by providing recorded evidence to support the investigation of criminal activity.

2.2 Through this procurement exercise we will still provide a first class service, while reducing public expenditure.



### **3. Recommendations**

#### **3.1 It is recommended that the Cabinet agrees:**

a) The award of the contract for the Operation and Management of the council's Community Safety CCTV Control Room to The Corps of Commissionaires' Management Ltd trading as 'Corps Security' at an annual cost of £200,429 with 3 year contract term cost of £601,287 (as outlined in appendix b)

b) that this contract be awarded for a period of 3 years, from 16<sup>th</sup> December 2014 to 15 December 2017 with the option of two additional one year extensions (3+1+1), depending on satisfactory performance of the contractor.

### **4. Alternative options considered**

4.1 An options appraisal was conducted at the commissioning stage. This also evaluated the option of bringing this service back in house and merging it with the existing in-house traffic enforcement service. Due to the 24 hour, 7 day a week nature of this service, the cost of in-house provision was prohibitive. The external market has demonstrated competence and value for money in the delivery of this service.

### **5 Background information**

5.1 The council's CCTV control room is located at the Ashley Road Depot and houses both public safety surveillance and parking and traffic enforcement operations.

5.2 The existing contract for the management of the control room and delivery of the public safety surveillance operation was awarded in December 2010, as a 2 year contract with an option to extend for a further 2 years. The contract was extended for a further two years in 2012. The contract now expires on 17 December 2014.

5.3 This service operates 24 hours daily, with two operators provided throughout that period. One of these operators is designated as a supervisor and takes overall responsibility for the shift. Current arrangements involve staff working 12 hour shifts. While this working pattern is used extensively in the CCTV industry, an alternative option was explored as part of this tendering exercise.

5.4 The tendering exercise required tenderers to base submissions on two shift patterns; one being the standard 12 hour shift, and the other being an 8



hour shift. This required bidders to consider two different deployment patterns offered the opportunity to drive some non-cashable savings and service improvements.

## 6 Tender process

6.1 A restricted tender procedure was conducted under the EU procurement rules. An advert was placed in the Official Journal of the European Union and on the council's e-tendering portals on the 17 January 2014.

6.2 Ten Pre-Qualification Questionnaire (PQQ) submissions were received by the return date, 17 February, and were evaluated by a panel of officers from the traffic management service, central procurement, health and safety, business continuity and finance.

6.3 Three were eliminated, as they failed either the financial evaluation or achieved insufficient scores on technical or standard PQQ questions. Of the remaining seven submissions, the four scoring the highest were invited to tender in accordance with PQQ requirements.

6.4 Tenders were evaluated in accordance with the council's instructions to tenderers by a panel comprising officers from traffic management. The most economically advantageous bid would be awarded the contract based on a combination of quality and price weighted 30:70 respectively. Officers assessed bidders' quality delivery proposals and method statements against the following criteria: resources to be employed; monitoring and administration; specification and health and safety. A total of 90 points were available, with the highest score attracting the full 30% available.

6.5 In order to evaluate price, tenderers were asked to submit 2 pricing documents based on; two 12 hour shifts or three 8 hour shifts. The cheapest price attracted the highest percentage in either submission.

6.6 The summary of the evaluations of each option, against the criteria is set out in the Tables 1 and 2 below:

Table 1 Option A (8 hour shifts)

Company	Price	Quality	Total	Rank
Tenderer A	58.84%	30.00%	88.84%	2
Tenderer B	70.00%	22.88%	92.88%	1
Tenderer C	63.86%	22.60%	86.46%	3
Tenderer D –	57.91%	23.16%	81.07%	4



**Haringey Council**

Corps Security				
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Table 2 Option B (12 hour shifts)

Company	Price	Quality	Total	Rank
Tenderer A	63.12%	30.00%	93.12%	2
Tenderer B	68.62%	22.88%	91.50%	3
Tenderer C	66.94%	22.60%	89.54%	4
Tenderer D – Corps Security	70.00%	23.16%	93.16%	1

6.7 The overall evaluation concluded that Option B offered better value for money for the council. The cost associated with Option A, differed significantly between tenderers and, with the exception of one, involved an increase in contract cost.

6.8 In comparison, the costs of Option B offered the opportunity to deliver reasonable cashable savings to the council, whilst maintaining existing performance standards.

6.9 It is therefore recommended that the contract is awarded to Tenderer D, Corps Security, who scored highest when evaluated against Option B.

## 7. Comments of the Chief Financial Officer and Financial Implications

7.1 The cost of the recommended tender is £200,429 pa which represents a £30k saving on the existing annual contract costs. This saving also contributes towards the 2014/15 pre-agreed saving of £100,000 from re-tendered single frontline contracts included in the 2014/15-2016/17 MTFP.

## 8. Comments of the Assistant Director of Corporate Governance and Legal Implications

8.1 The Assistant Director of Corporate Governance notes the contents of the report.

8.2 The security services are considered priority services under the Public Contracts Regulations 2006 (as amended) (the Regulations) and therefore they are subject to EU tendering requirements.

8.3 The contract was advertised in OJEU and a restricted tender process followed pursuant to Regulation 16 of the Regulations.



8.4 The Council now wishes to award the contract to the company recommended in Paragraph 3 of this report. The award may be approved by Cabinet in accordance with CSO 9.06.1 (d) (contracts valued at £500,000 or more).

8.5 The award of the contract is a Key Decision and as such needs to be included in the Forward Plan in accordance with CSO 3.01 (d). The service has confirmed that this has taken place.

8.6 The Assistant Director of Corporate Governance confirms that there are no legal reasons preventing Members from approving the recommendations in this report.

## **9. Equalities and Community Cohesion Comments**

9.1 All bidders were asked to submit their equalities policies, to ensure that they meet council requirements in demonstrating a commitment to equal opportunities and the provision of the Equality Act 2012 in terms of recruitment, treatment of their workforce and service delivery.

9.2 There are no other equalities and community cohesion issues arising in from this report. Public safety CCTV surveillance makes a significant contribution to reducing crime and fear of crime for all residents and visitors across the borough.

## **10. Head of Procurement Comments**

10.1 This Restricted Tender process had been carried out in line with the EU Regulations and the Procurement code of Practise.

10.2 The recommendation follows a competitive process and has tested the market to achieve a Value for Money outcome for the Council

10.3 Contract management arrangements including customer satisfaction and the use of key performance indicators have been put into place to ensure the speedy identification and resolution of any non compliance or service delivery issues.

## **11. Policy Implications**

11.1 There are no particular policy issues arising from this report. Community Safety CCTV Surveillance service supports Corporate Plan priorities, and



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in particular making Haringey one of the safest boroughs in London. The tendering exercise has ensured value for money.

## 12. Use of Appendices

12.1 Appendix 1 – Part B exempt information.

## 13. Local Government (Access to Information) Act 1985

13.1 List of background documents: N/A

13.2 This report contains exempt and non-exempt information. Exempt information is contained in Part B and is not for publication. The information is classified as exempt under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972: (3) information in relation to the financial or business affairs of any particular organization (including the authority holding that information).