

DECISION MAKING REPORT

Report for: Director of Environment & Neighbourhoods

Item number: N/A

Title: Award of a Contract for the supply and maintenance of mandatory health and safety technology for Civil Enforcement Officers

Report authorised by : Stephen McDonnell, Director of Environment & Neighbourhoods

Lead Officer: Tim Walker, Parking Project Manager

Ward(s) affected: N/A

**Report for Key/
Non Key Decision:** Non key decision

1. Describe the issue under consideration

1.1 This report seeks approval for the waiver of the requirement to tender for the procurement of maintenance of mandatory health and safety equipment for Civil Enforcement Officers (CEOs) and for a direct award to the existing equipment supplier, O.S. Comms Ltd., of a contract for those supplies.

2. Recommendations

That approval be granted:

2.1 Under Contract Standing Order (CSO) 10.01.2(d)(ii), for the waiver of the requirement (under CSO 9.01.1) to tender for the procurement of the maintenance of mandatory health and safety equipment for Civil Enforcement Officers (CEOs); and,

2.2 Under CSO 9.07.1(c), for a direct award to the existing supplier, O.S. Comms Ltd, for a 2 year contract to maintain equipment up to a total value of £150,000 from 17 August 2020 to 16 August 2022.

3. Reasons for decision

3.1 In 2017 the council awarded a contract (4400003386) to O.S. Comms Ltd. at a value of £41,155. The contract was to supply Body Worn Cameras for CEOs but not the maintenance of them. Therefore this report is not a re-procurement of the same.

- 3.2 The contract ended in May 2019 however the equipment is still in daily use by our CEOs.
- 3.3 A number of the Body Worn Cameras require urgent maintenance and/or replacement. For the cameras to be fully operational, we also require the procurement of the facility to live stream camera footage, data storage and radio communication licences. The total cost for the goods and maintenance services is up to £150,000, but may be less depending on the level of maintenance required during the period of the contract.
- 3.4 Placing the maintenance contract with O.S. Comms Ltd, who were the original equipment supplier and have previously maintained the equipment, minimises risk of dispute over the current condition of the devices. O.S. Comms Ltd. are also the only supplier who can provide continuity of the live streaming, data storage and radio licence for the radios and cameras.

4. Alternative options considered

- 4.1 **Do not procure the maintenance contact** – the CEO's existing equipment is regularly failing. **The cameras form part of a CEOs' Personal Protective Equipment** and a Health and Safety tool. Radios are a mandatory health and safety requirement for CEOs and is the official communication medium between base and front-line CEOs.
- 4.2 The video/photographic evidence captured by the camera provides several benefits which includes a deterrent to acts of aggression or verbal and physical abuse toward CEOs, in addition to providing evidence to support internal or police investigations.
- 4.3 If we did not procure the maintenance contract, when the equipment faults arose, those benefits would not be realised and serious health and safety risks would arise. This is not considered an acceptable option.
- 4.4 **Obtain additional quotations from other suppliers in the market** – the market for this kind of equipment is specialist and limited. In addition to the difficulty in securing other suitable quotes, placing the maintenance order with previous supplier of the hardware O.S. Comms Ltd. avoids any risk of dispute between different suppliers and ensures continuity of data storage and radio licences.

5. Background information

- 5.1 The service users have been consulted about the proposal and have provided input to the specification.

- 5.2 In terms of previous decisions, the council awarded a contract in 2017 to O.S. Comms Ltd. at a value of £41,155 for the supply of Body Worn Cameras for CEOs.
- 5.3 **As part of Parking Services' investigations into the available maintenance, O.S. Comms Ltd. were asked to provide a quote for unit costs for the following items which, based upon the previous contact, are the expected items requiring procurement, maintenance and/or replacement.**

| Item | Unit cost |
|---|-----------|
| DB BW500 Body Cam(S) Digital Barrier Body Worn Camera | £595 |
| Handheld radio annual maintenance | £73 |
| Ofcom Radio Licence | £740 |
| Repeater Annual Maintenance | £550 |
| Annual Tracking Software update | £850 |
| Pinnacle Annual Cloud Storage Renewal | £120 |
| Broadband Renewal for Pinnacle Cloud | £1440 |
| Engineer Call Out | £795 |

- 5.4 In all the circumstances explained above, including the tight timelines to repair existing equipment that is out of service, and the suitability of the existing supplier, O.S. Comms Ltd, a waiver of tendering is considered to be in the **Council's best interest to facilitate the direct award of this contract and minimise risks to the service.**

6. Contribution to strategic outcomes

This service is linked to Priority 3.

7. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

7.1 Finance

- 7.1.1 This report seeks the approval to award a contract to O.S Comms Ltd for the provision of maintenance to mandatory health and safety equipment for Civil Enforcement Officers (CEOs).
- 7.1.2 The contract is awarded in-line with CSO 10.01.2(d)(ii); with a value up to £150,000 over a 2 year period, from the 17th August 2020 to 16th August 2022. This arrangement is to be contained within existing revenue resources.
- 7.1.3 Procurement have provided comments below agreeing with this approach; therefore confirming there is no breach in procedures.

7.2 Procurement

- 7.2.1 The SSC notes the comments of the report and believes that it meets the necessary criteria for a direct award under waiver against 10.01. Therefore on this occasion the SSC has no objection to the recommendations as outlined at section 2 of the report.
- 7.2.2 However, we recommend that the Commissioner re-assess the supplier market before further contracts / extensions are offered under a “single sourced” arrangement to ensure that the Council is obtaining “value for money”.

8. Use of Appendices

None

9. Local Government (Access to Information) Act 1985

None