

# Communities Cabinet Advisory Board

**03 October 2018**

Is the final decision on the recommendations in this report to be made at this meeting?

**No**

## CCTV Tender

<b>Final Decision-Maker</b>	Cabinet
<b>Portfolio Holder(s)</b>	Councillor Lynne Weatherly – Portfolio Holder for Communities and Wellbeing
<b>Lead Director</b>	Paul Taylor - Director of Change & Communities
<b>Head of Service</b>	Denise Haylett – Head of Facilities & Community Hubs
<b>Lead Officer/Author</b>	Denise Haylett – Head of Facilities & Community Hubs
<b>Classification</b>	<b>Part Exempt</b> Exempt Appendix A - Exempt by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended): Information relating to the financial or business affairs of any particular person (including the authority holding that information).
<b>Wards affected</b>	All

### This report makes the following recommendations to the final decision-maker:

1. That the new CCTV monitoring contract be awarded to the preferred provider identified in Exempt Appendix A for a one year term from 1 February 2019 with the option of two annual extensions.

### This report relates to the following Five Year Plan Key Objectives:

- A Prosperous Borough – by ensuring that we achieve best value on our contracts.

### Timetable

<b>Meeting</b>	<b>Date</b>
Management Board	12 September 2018
Discussion with Portfolio Holder	17 September 2018
Communities Cabinet Advisory Board	3 October 2018
Cabinet	25 October 2018

# CCTV Tender

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of the report is to seek approval to award a new CCTV monitoring contract for the supply and management of suitably qualified and trained personnel to monitor, manage and operate CCTV cameras in the CCTV Control Room in the Town Hall.
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## 2. INTRODUCTION AND BACKGROUND

### Background

- 2.1 Tunbridge Wells Borough Council and Tonbridge & Malling Borough Council have a partnership arrangement to carry out Closed Circuit Television Monitoring. As part of the partnership arrangement the Council, through a private contract, manages the monitoring contract whilst TMBC manage the hardware and maintenance contract.
- 2.2 This contract expires on 31st January 2019, so TWBC is therefore looking to award a contract to a suitably experienced and qualified contractor to undertake the CCTV monitoring and operation. The current budget for the service is approximately £200K per annum.
- 2.3 It is important that the new contract prioritised quality. Therefore, the tender document allocated 55% of the marks to quality and 45% to price.
- 2.4 The term of the contract is 1 Year with option of two possible annual extensions.

### New contract

- 2.5 A fully complaint OJEU (Official Journal of the European Union) process was undertaken to competitively tender this contract. Due to time constraints the procedure used was a single stage open tendering process.
- 2.6 There were 26 Expressions of Interest in the contract from which we received 5 on time submissions. 1 opted out of the process, and there were 20 no responses.
- 2.7 2 submissions qualified for interview following evaluation of a cost and quality assessment. These were Supplier B and Supplier D.
- 2.8 Supplier B scored highest on both cost and quality. However, their cost proposal carries an element of risk in that legislative uplifts are not factored into their cost. This means that any cost increase associated with (but not limited to) the living wage, pensions or national insurance will be passed onto TWBC.
- 2.9 This report asks that the preferred provider be awarded the new contract commencing 1 February 2019.

2.10 The term of the contract is 1 Year with option of two possible annual extensions.

### **Background for the preferred provider**

2.11 The group was founded in 2002 as a manned security company. In 2013 the company acquired the asset of Remploy CCTV and successfully assigned 95% of Remploy client base to this provider.

2.12 The provider is the only security company in the country that has a dedicated subsidiary who sole service is the management and provision of control room CCTV monitoring staff.

2.13 The provider currently supplies monitoring staff to 27 local authorities across the UK.

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## **3 AVAILABLE OPTIONS**

3.1 Option 1 - Do nothing: this would lead to the Council having no monitoring officers in place to monitor and capture CCTV for the Borough and Tonbridge & Malling Borough Council;

3.2 Option 2 - Award a new contract to the Supplier B as they are the highest scoring tenderer; or

3.3 Option 3 - Award to Supplier D which offers cost stability and an equal level of quality.

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## **4 PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

4.1 Option 3.2 above is the preferred option selected. This procurement process has enabled us to assess the current market place and obtain proposals from a wide range of interested parties.

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## **5 CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

5.1 Consultation with the Portfolio-holder for Communities and Wellbeing, Cllr Lynne Weatherly has taken place on 17 September 2018.

## **RECOMMENDATION FROM CABINET ADVISORY BOARD**

5.2 The Communities Cabinet Advisory Board will be consulted on this decision on 03 October 2018.

## 6 NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 If approved by Cabinet on 25 October the Contract Award Notices will be issued after expiry of the call-in period.

## 7 CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	New terms and conditions will be required for contract	Lucinda MacKenzie-Ingle Contracts Team Leader
<b>Finance</b> and other resources	Saving against budget at present.  Procurement procedures have been followed.	Lee Colyer Director of Finance, Policy and Development
<b>Staffing establishment</b>	There are no direct staffing issues.	Denise Haylett Head of Facilities & Community Hubs
<b>Risk management</b>	The cost proposal carries an element of risk in that legislative uplifts are not factored into their cost. This means that any cost increase associated with (but not limited to) the living wage, pensions or national insurance will be passed onto TWBC.	Denise Haylett Head of Facilities & Community Hubs
<b>Environment</b> and sustainability	No impact has been identified.	Denise Haylett Head of Facilities & Community Hubs
<b>Community safety</b>	Public CCTV systems can assist in the prevention and detection of crime and help residents and visitors stay safe while clubbing, shopping, and using public spaces.	Denise Haylett Head of Business Support
<b>Health and Safety</b>	This area is covered within the Contract.	Health and Safety
<b>Health and wellbeing</b>	No impact has been identified.	Health and Safety
<b>Equalities</b>	No impact has been identified.	Health and Safety

## **8 REPORT APPENDICES**

The following documents are to be published with and form part of the report:

- Exempt Appendix A: Tender Evaluation Matrix
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## **9 BACKGROUND PAPERS**

- None