


REPORT TO CABINET

20 March 2019

Subject:	Provision of Security Guarding and Key Holding Services
Presenting Cabinet Member:	Councillor Steve Trow – Leader of the Council
Director:	Executive Director – Resources – Darren Carter
Contribution towards Vision 2030:	
Key Decision:	Yes
Forward Plan (28-day notice) Reference:	SMBC/01/03/2019
Cabinet Member Approval and Date:	Councillor Steve Trow – Leader and former Cabinet Member for Culture and Core Council Services 28.2.19
Director Approval:	Executive Director – Resources – Darren Carter
Reason for Urgency:	Urgency provisions do not apply.
Exempt Information Ref:	No exemption applies
Ward Councillor (s) Consulted (if applicable):	Not applicable
Scrutiny Consultation Considered?	This report has not been presented to scrutiny
Contact Officer(s):	Neil Whitehouse Procurement Officer neil_whitehouse@sandwell.gov.uk

DECISION RECOMMENDATIONS

That Cabinet:

1. awards the contract for the Provision of Security Guarding and Key Holding to Profile Security Guarding Services Ltd for a two-year period commencing 1st April 2019.
2. Authorises the Director – Law and Governance and Monitoring Officer to execute any documents necessary to give effect to the course of action outlined in 1. above.

1 PURPOSE OF THE REPORT

- 1.1 To seek approval to award a two-year contract for the Provision of Security Guarding and Key Holding Services for the principal areas of Facilities Management, One Stop Shop, Markets and Libraries with effect from 1st April 2019.

2 IMPLICATIONS FOR SANDWELL VISION

- 2.1 People, Ambition 5 – Our communities are built on mutual respect and taking care of each other, supported by all the agencies that ensure we feel safe and protected in our homes and local neighbourhoods.
- 2.2 The provision of this service will help to ensure the Council's principal sites are managed securely whilst in use by customers and employees and during closing hours.

3 BACKGROUND AND MAIN CONSIDERATIONS

- 3.1 The Council's current contract arrangements for the Provision of Security Guarding and Key Holding Services are due to expire on 31st March 2019. They provide security guarding services to the principal areas of Facilities Management, One Stop Shop, Markets and Libraries.
- 3.2 In order to put in place a new contract arrangement in accordance with the Public Contracts Regulations 2015 a further competition exercise has been undertaken using Eastern Shires Purchasing Organisation (ESPO) Agreement 347 that came into effect on 1st September 2018.
- 3.3 In response to the issue of tender documents to those suppliers that are included within ESPO Agreement 347, six submissions were received and were evaluated on a 40% price and 60% quality basis.

- 3.4 Returned submissions were evaluated and scored by a team of officers representing Corporate Procurement Services, Facilities Services, One Stop Shop and Markets.
- 3.5 The price and quality scores for each tenderer were combined to provide a final total score and highest scoring tender was submitted by Profile Security Guarding Services Ltd that will result in a total annual expenditure for the provision of these services to be £274,000 based on current requirements.
- 3.6 Performance Management has been incorporated into the contract to ensure that the services provided meet the required standards set by the Council.

4 THE CURRENT POSITION

- 4.1 The Council's current contract arrangements for the Provision of Security Guarding and Key Holding Services are due to expire on 31st March 2019.

5 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

- 5.1 Consultation has taken place with all relevant stakeholders in respect of this procurement and all support the proposed course of action.

6 ALTERNATIVE OPTIONS

- 6.1 ESPO Framework 347 has been established via an EU/UK compliant tendering process and provides a list of pre-vetted suppliers who have been assessed for their financial stability, experience and professional and technical ability.
- 6.2 The Council could have chosen to undertake a procurement exercise via the generation of its own OJEU advertised notice but this would have proven to be a lengthier process and the same suppliers would have emerged.

7 STRATEGIC RESOURCE IMPLICATIONS

- 7.1 The Council's total expenditure over the two years of this contract is estimated to be £548,000 based on current requirements and will be funded from existing budgetary arrangements.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 The ESPO Framework and the subsequent further competition have been concluded in accordance with the Public Contracts Regulations 2015.

9 EQUALITY IMPACT ASSESSMENT

- 9.1 Clauses contained with the tender documentation requiring compliance with all Acts and Codes of Practice applicable to equality and diversity have been included.

10 DATA PROTECTION IMPACT ASSESSMENT

- 10.1 All tenderers were required to certify that they comply with all relevant data management regulations and requirements.

11 CRIME AND DISORDER AND RISK ASSESSMENT

- 11.1 There are no crime and disorder issues needed to be considered as part of this report.

12 SUSTAINABILITY OF PROPOSALS

- 12.1 There are no sustainability implications arising from this proposal.

13 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

- 13.1 All tenderers were required to provide details of how they would help the Council to achieve the best outcome in response to Social, Environmental and Local Economic prospects. The tender submission from Profile Security Guarding Services Ltd offers the opportunity for job creation and training for apprenticeships and this will be incorporated into the performance management of this contract.

14 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

- 14.1 There is no impact on any Council managed property or land arising from this report.

15 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 15.1 The Council's current contract arrangements for the Provision of Security Guarding and Key Holding Services are due to expire on 31st March 2019.
- 15.2 A procurement exercise has been undertaken to establish a new contract for a two-year period commencing 1st April 2019.

15.3 Approval is sought to award the contract to Profile Security Guarding Services Ltd.

16 BACKGROUND PAPERS

16.1 None

17 APPENDICES:

17.1 None

Darren Carter
Executive Director – Resources