

 <b>Brent</b>	<b>Key Decision</b>
	<b>Report to the Leader of the Council</b>
<b>AUTHORITY TO AWARD A CONTRACT FOR THE MAINTENANCE, SUPPLY AND INSTALLATION OF CCTV</b>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part exempt - <b>*Appendix 1 is not for publication</b> as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: <i>“Information relating to the financial or business affairs of a particular person (including the authority holding the information)”</i> .
<b>No. of Appendices:</b>	1
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Karina Wane Head of Community Protection <a href="mailto:Karina.wane@brent.gov.uk">Karina.wane@brent.gov.uk</a>

## 1. Purpose of the Report

- 1.1. This report requests authority to award a High Value Contract for the maintenance, supply and installation of CCTV across all areas of the borough. This report requests authority to award contracts as required by Contract Standing Order 88.
- 1.2. This report summarises the process undertaken in tendering this contract and the evaluation of the tenders and recommends to whom the contract should be awarded, together with reasons why approval of the award is sought from the Leader.

## 2. Recommendation

- (a) That the Leader of the Council approves the award of a contract for the maintenance, supply and installation of CCTV across all areas of the borough

to Tyco Fire & Integrated Solutions (UK) Limited for a period of 36 months with an option to extend for up to a further 12 months.

### 3. Detail

#### 3.1. Background

An approval to tender a contract for the maintenance of CCTV cameras across the entire borough was approved by the Strategic Director of Regeneration and Environment in January 2019.

#### 3.2. The Tender Process

3.2.1 The new contract was procured using the ESPO Framework Agreement No. 628\_19.

3.2.2 A further competition for maintenance, supply and installation of CCTV cameras across the entire borough was carried out using the ESPO Framework Agreement No. 628\_19 on 21 May 2019. The further competition was for a contract of with a term of 36 months with an option to extend for up to a further 12 months. It was determined that this was an appropriate duration as the Council still has the option to align to March 2023, by an extension up to 12 months. However, it is also possible for the contract to end earlier if the need was present, aligning to contractual annual KPI periods.

3.2.3 Clarification questions were received from potential bidders, which also included a request for an extension. Officers considered such request and agreed the extension. Tenders closed on 14 June 2019 at 12:00 noon. Despite initial interest from a number of bidders, only one bid was received.

3.2.4 The tendering instructions stated that the contract would be awarded on the basis of the most economically advantageous offer to the Council and that in evaluating tenders, the Council would have regard to the following criteria:

- Quality/Technical assessment – 40%
- Value for money and price - maintenance – 22.5%
- Value for money and price – supply and installation – 12.5%
- Social Value calculation – 5%

3.2.5 The tender evaluation was carried out by a panel of officers from Community Protection, Parking and Lighting, Regeneration & Environment as well as the retained consultant from Cognetix Ltd. The moderation meeting was chaired by Procurement on 20 June 2019.

3.2.6 The table below shows a summary of the evaluation. A more complete breakdown is shown in Appendix 1.

Summary	Weighting	Tyco
Technical/Quality - Maintenance	40%	27.75%
Technical/Quality - Infrastructure	20%	14.25%
Social Value	5%	5.00%
Commercial – Maintenance Costs	22.5%	22.50%

Commercial – Infrastructure Indicative Costs	12.5%	12.5%
Total	100%	82.00%

- 3.2.7 The full score received by the bidder is included in Appendix 1. Despite only having received one bid, Officers had no concerns about the quality of the bid and considered it represented best value based on Officer's knowledge of pricing in the market and the consultant report detailing market price testing and conditions, confirming best value. Officers therefore recommend the award of the contract to the bidder, namely Tyco Fire & Integrated Solutions (UK) Limited.
- 3.2.8 The four-year contract value is £1,390,006 for the maintenance costs only. This figure is made up of £869,705 for enforcement cameras (parking) and £520,301 for Community Protection.
- 3.2.9 The Strategic Director of Regeneration and Environment initially made a decision to award a contract for the maintenance costs on the basis that this was a Medium Value Contract. However, in addition to the maintenance costs, the contract contains options for the provision of supply and installation of CCTV maintenance equipment. Whilst the Council may choose never to use these options, their value should be taken into account in valuing the contract and therefore the contract is classified as a High Value Contract. The Strategic Director of Regeneration and Environment does not have authority to award High Value Contracts and therefore Leader approval is sought. The addition of the option to supply and install CCTV equipment was added to the procurement to ensure best value for any optional additional cameras to be purchased throughout the contract period.

#### **4. Financial Implications**

- 4.1. The contract value is £1.39m for the maintenance costs for four years at an annual cost of £0.347m per annum. The contract would be funded from existing revenue budgets available to fund CCTV maintenance costs for Parking (£0.217m per annum) and for Community Protection (£0.130m). Further capital infrastructure investment will be considered as and when, and purchased as such.

#### **5. Legal Implications**

- 5.1 The value of this contract, including estimated additional supply and installation is £2,075,988.00 over its lifetime and therefore is higher than the EU threshold for services contracts which currently is £181,302. The award of this contract therefore falls within the remit of the Public Contracts Regulations 2015 (the "EU Regulations"). The award is subject to the Council's own Standing Orders and Financial Regulations in respect of High Value Contracts.
- 5.2 Officers in paragraph 3.2.1 and 3.2.2 have explained that in order to procure this contract they used ESPO Framework Agreement No 628\_19. The EU Regulations allow the use of framework agreements and prescribe rules and

controls for their procurement. Contracts may then be called off under such framework agreements without the need for them to be separately advertised and procured through a full EU process. The Council's Contract Standing Orders state that no formal tendering procedures apply where contracts are called off under a framework agreement established by another contracting authority, where call off under the framework agreement is approved by the relevant Chief Officer and provided that the Director of Legal, HR, Audit and Investigations has advised that participation in the framework is legally permissible. The Director of Legal, HR, Audit and Investigations has confirmed that the use of ESPO Framework Agreement No 628\_19 is legally permissible for the current procurement.

- 5.3 In accordance with paragraph 7.1 of Part 3 of Brent's Constitution, the Leader may exercise executive functions, to include the award of the High Value Contract as set out in paragraph 2.1.

## **6. Equality Implications**

- 6.1. The proposals in this report have been subject to screening and officers believe that there are no equality implications.

## **7. Consultation with Ward Members and Stakeholders**

- 7.1. Consultation with the Lead Member for Community Safety was completed.
- 7.2. The Strategic of Regeneration and Environment, Operational Director of Environment, as well as Parking Services were consulted in relation to the specification and evaluation methodology including some participation in the tender evaluation.

## **8. Human Resources/Property implications**

- 8.1. There are no implications for Council staff arising from the contract.

## **9. Public Services (Social Value) Act 2012**

- 9.1 The Council is under duty pursuant to the Public Services (Social Value) Act 2012 ("the Social Value Act") to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. Officers have had regard to considerations contained in the Social Value Act in relation to the procurement.
- 9.2 Social value was 5% of the total evaluation score available in line with the Council's social value guidance.
- 9.3 The following are some of the social value commitments made by the proposed contractor:
- 2 - Apprentices (Year 1 and year 4 if extension is granted)

- 2 - New Jobs in year 1
- 2 - Work experience roles per year for the life of the contract
- 4 - Taster half days per year for the life of the contract
- 1 - School or college visits delivering career talks per year for the life of the contract
- 16 Hours - Support to the boroughs unemployed to get back into work, per year for the life of the contract
- 25hrs - Volunteering time for staff
- £4000 – per year to be spent in local supply chain
- 16hrs – to support local businesses per year for the life of the contract
- A commitment to pay the London Living Wage

## WAY FORWARD

Please confirm in writing in the approval box below whether or not:

- You approve the recommendation at point 2 (a).

I do approve the Recommendation at point 2(a).

Signed: *Councillor Muhammed Butt*

Print Name: Cllr Muhammed Butt

Position: Lead of the Council

Date: 10 September 2019

### **Report sign off:**

**Karina Wane**

Head of Community Protection

**Amar Dave**

Strategic Director of Regeneration & Environment

## Appendix 1

### Moderation Sheet - CCTV

Quality - Maintenance			Supplier 1	
			TYCO	
			Weighting	
			4	
			Score	Result
Maintenance				
1	Methodology	3%	3	2.25%
2	Contract Administration	4%	2	2.00%
3	Preventative Maintenance Programme	5%	3	3.75%
4	Team Structure	3%	2	1.50%
5	Asset Records	3%	3	2.25%
6	Safety and Spares	5%	3	3.75%
7	Equipment and Policies	3%	4	3.00%
8	Quality Assurance and Quality Control	3%	3	2.25%
9	Performance Management	3%	3	2.25%
10	Innovation	3%	3	2.25%
11	Social Value	5%	2	2.50%
<b>Total out of 40%</b>			<b>40%</b>	<b>27.75%</b>

Quality - Infrastructure Goods and Services			Supplier 1	
			TYCO	
			Weighting	
			4	
			Score	Result
Maintenance				
1	Structural Survey	3%	3	2.25%
2	Compliance with Standards	3%	2	1.50%
3	Method Statements - System Upgrades	3%	3	2.25%
4	Functional Specification	5%	3	3.75%
5	Resources - Thirty Camera Upgrade	2%	3	1.50%
6	F.A.T. and S.A.T. documents	2%	4	2.00%
7	Emerging Technologies and Products	2%	2	1.00%
<b>Total out of 20%</b>			<b>20%</b>	<b>14.25%</b>

Commercial		Weighting	TYCO
		Value	Cost
	Pricing - Social Value	5%	£103,202
	Pricing - Maintenance	22.50%	£1,390,006
	Pricing - Goods & Infrastructure	12.50%	£582,780
<b>Total</b>		<b>40%</b>	<b>40.00%</b>

		Supplier 1
Summary	Weighting	TYCO
Quality - Maintenance	40%	27.75%
Quality - Infrastructure Goods and Services	20%	14.25%
Pricing - Social Value	5%	5.00%
Pricing - Maintenance	22.5%	22.50%
Pricing - Infrastructure Goods and Services	12.5%	12.50%
<b>Total</b>	<b>100%</b>	<b>82.00%</b>
<b>Ranking</b>		<b>1</b>