

	Cabinet 15 July 2024
	Report from the Corporate Director of Neighbourhoods and Regeneration
	Lead Member - Cabinet Member for Environment and Enforcement (Councillor Krupa Sheth)

**Award of a Contract for the provision of Parking & Traffic
CCTV Enforcement Services using a Framework Agreement**

Wards Affected:	All
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part Exempt – Appendix A is exempt from publication as it contains exempt information as specified in Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972, namely: “Information relating to the financial or business affairs of any particular person (including the authority holding that information).
List of Appendices:	Two Appendix A: Name of Tenderers (Exempt) Appendix B: Tender Evaluation Scores
Background Papers:	None
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1.0 Executive Summary

1.1. This report seeks Cabinet approval for the award of a four year contract with two possible one year extensions for the provision of Parking CCTV camera, equipment and software maintenance services (for both existing and new) and the supply of new cameras & associated software. The proposed contract has

been procured through Lot 8 of the Eastern Shires Purchasing Organisation (ESPO) Framework for Security and Surveillance Equipment & Services.

- 1.2. The award of the contract will facilitate the continued enforcement of Parking and Moving Traffic Contraventions, including; banned turns, one-way systems, yellow box junctions, bus clearways & bus lanes, school keep clears, weight restrictions and pedestrian only zones (school streets).
- 1.3. In addition, this report sets out the proposal to continue to improve the parking and on road CCTV infrastructure in the Borough to enable the Council to deliver its objectives within its Long-Term Transport Strategy (LTTS) by improving air quality and health by reducing congestion in residential areas throughout the borough and targeting key areas for better road safety. This can be supported through the award of this contract.

2.0 Recommendation(s)

That Cabinet;

- 2.1 Notes the benefits of using CCTV cameras for the effective enforcement of parking and traffic contraventions, and the benefits to the Council in terms of meeting strategic objectives.
- 2.2 Approves the award of a four-year contract with two possible one-year extensions for the goods and services detailed in Recommendation 2.1 to DSSL Group Limited to a value of up to £9,746,610 following the conclusion of a tender process via an ESPO framework, to commence on 1st November 2024.

3.0 Detail

Cabinet Member Foreword

- 3.1 Award of the proposed contract will assist the Council with the following:
 - *The effective enforcement of parking and traffic contraventions in the borough supports the aims of our Borough Plan 2023-2027, for a cleaner, greener future and a Healthier Brent.*
 - *Improving compliance to parking and traffic restrictions helps to make Brent a safer place for our communities. Our School Streets are enforced using CCTV cameras, and these have proven to be popular with children, parents and carers and local residents, providing a safer environment to encourage walking, cycling and scooting and healthier lifestyles.*
- 3.2 Our Parking Policy 2020 contributes towards the strategic objectives of the Long-Term Transport Strategy 2015-2035 in encouraging modal shift towards sustainable transport and encouraging active travel, including walking and cycling and also the objectives of the councils Climate and Ecological Emergency Strategy 2021-2030 by reducing the harmful effect of emissions from road transport on the environment.

- 3.3 Additionally, fifteen percent of the tender evaluation criteria has been used to focus on the areas of environmental sustainability (five percent) and social value (ten percent).
- 3.4 The sustainability criteria utilised has been used to evaluate bidders' fleets to be used in contract delivery specifically in the areas of camera maintenance, installation and relocation. Marks were awarded on the basis of bidders putting forward a low emission fleet to be used in contract delivery which contributes to the priority area of a Cleaner, Greener Future in the Council's Borough Plan (2023-27) and the priority area of transport in the Council's Climate and Ecological Emergency Strategy 2021-30.
- 3.5 The tender included three social value evaluation questions. These have been used to:
- Provide work experience opportunities for Brent school children which supports the priority area of The Best Start in Life in the Council's Borough Plan.
 - Deliver financial investment focusing on the areas of road safety awareness and greener travel such as school street schemes and improving air quality. The financial investment will take the form of the provision of enforcement cameras fitted with air quality sensors as well as supporting analysis and DVLA vehicle lookups. The cameras can for example be placed at and moved between schools on an annual basis. This provision supports the priority area of a Cleaner, Greener Future in the Council's Borough Plan and the overarching aim of reducing carbon emissions as set out in the Council's Climate and Ecological Emergency Strategy.
 - Provide volunteer hours which will be used to clear waste material, refuse and litter from Council car parks which will contribute to a more aesthetically pleasing environment for residents & visitors and a cleaner Borough as part of the Cleaner, Greener Future Priority Area of the Borough Plan.

Background

- 3.6 The Council currently has a CCTV maintenance contract with Tyco Fire and Integrated Solutions (UK) Ltd which commenced on 1st August 2019 and will be due to expire on 31st October 2024, following a 15-month extension.
- 3.7 This contract is for the supply and installation of CCTV camera infrastructure for both Public Safety CCTV and Parking and Traffic Enforcement CCTV, which includes preventative and reactive maintenance to Brent assets, including annual checks, cleaning and ad-hoc maintenance along with configuration to IT systems.
- 3.8 Parking and Traffic CCTV enforcement services are required to:

- Issue penalty charge notices (PCNs) to improve compliance to parking and moving traffic restrictions, including; banned turns, one-way systems, yellow box junctions, bus clearways & bus lanes, school keep clears, weight restrictions and pedestrian only zones (school streets).
- Improve road safety and reduce traffic congestion and emissions in the borough.

These CCTV cameras are mainly Automatic Number Plate Recognition (ANPR) and contraventions are reviewed and PCNs issued by NSL (Marston) staff located at the Brent Civic Centre under the Parking and Traffic Civil Enforcement contract which commenced on 4th July 2023.

- 3.9 There are distinctly different types of attended (operator controlled) CCTV cameras used for Public Safety CCTV surveillance which operate via a combination of a wireless network and Council owned private fibre optic cables and conversely, Parking and Traffic enforcement have approximately 105 enforcement cameras are unattended (automatic) and connected via 4G. Many of the enforcement cameras have been in place for a number of years and are nearing the end of their design life. There has also been a review of CCTV operations and new CCTV enforcement cameras have been provided to enforce restrictions such as school streets and exist CCTV cameras redeployed from high compliance locations to where most needed.
- 3.10 Therefore, there is a significant difference between the type of cameras that are provided and maintained by suppliers; Community Safety cameras having a requirement for an operator and PTZ function monitoring real time activities, and Traffic & Parking CCTV cameras requiring ANPR, and connectivity to enforcement software with NSL operators reviewing and issuing penalty charge notices PCNs.
- 3.11 In consideration of the distinctly different types of CCTV cameras, benchmarking with other boroughs, and identifying that the specification was in need of modernisation to ensure that it accommodates the use of new technology and software and that the KPIs reflect requirements, officers determined that it would be advantageous to the Council to tender separate contracts.
- 3.12 To allow adequate time for the award of the contract and mobilisation, a further 2-month extension to the existing contract with Tyco Fire and Integrated Solutions (UK) Ltd for the provision of Parking and Traffic Enforcement CCTV services element of the contract was arranged, with the new contract commencing on 1st October 2024.

The Tended Specification and Camera Solution

The Specification

- 3.13 To support the delivery of a more effective Parking & Traffic CCTV Enforcement Services contract for the Council a comprehensive review of the existing goods and services specification which forms part of the Council's current contract

with Tyco Fire and Integrated Solutions (UK) Ltd was undertaken. This review identified a number of areas for improvement which could be incorporated into an updated and Traffic CCTV Enforcement specific specification.

3.14 The areas identified through the initial review were worked on and developed by officers and subsequently incorporated into the tendered specification. These include:

- Clearly defined timescales for the build, installation, commissioning and go-live of new enforcement camera assets ordered by the Council through the contract. This will provide for a more time efficient rollout of new camera equipment and therefore increase the effectiveness of enforcement operations.
- Clearly defined timescales for the relocation of enforcement camera assets (both existing and new assets purchased during the contract term) which supports service agility and enforcement operations.
- A robust set of requirements for the evidence review system to be supplied for and to work in conjunction with the new enforcement camera assets that the Council can order throughout the contract term. Requirements include for example the ability to maintain an exemption list in real time so that there is no risk of Penalty Charge Notices (PCNs) being issued in error, Automated Number Plate Recognition (ANPR) visual analysis to automatically capture vehicle number plates thus supporting enforcement and automatic data field population which supports ease of use for operators.
- The requirement for an online fault reporting solution which will enable the Council to better communicate and track the resolution of faults and issues raised with regards to enforcement camera assets and supporting evidence review system.
- Clearly defined enforcement camera and evidence review system fault resolution timescales supported through the use of Key Performance Indicators (KPI's) which will help to minimise the time that assets are malfunctioning or inoperable, and support improvements to enforcement and therefore compliance.
- An annual preventative maintenance schedule for new and existing enforcement camera assets supported through the use of KPI's which will help to prolong camera operations and minimise downtime.
- By tendering for a standalone contract separate from public safety CCTV and when combined with the clear contract management requirements in specification (dedicated contract manager, monthly contract review meetings, the provision of regular management information, etc.) this will facilitate more focussed contract management arrangements and better contract outcomes.

The Camera Solution

3.15 Whilst the appointed supplier will be responsible for maintaining the Council's current camera assets and supporting evidence review system the Council has taken the opportunity to use the tender to update the camera hardware supplied (where the Council requires new and or replacement enforcement camera assets) to the Council for the duration of the proposed contract.

- 3.16 The enhanced functionality of the cameras to be supplied through the proposed contract in contrast to the Council's current enforcement camera assets are as follows:

Camera Feature / Functionality	Impact of Camera Feature / Functionality
Full High Definition resolution	Clearer images reduce the numbers of discarded clips and successful appeals.
Emissions / Air quality sensor capability that is capable of recording PM2.5, PM10 particulates. In addition, to have software that enables the Council to access data to run emission reports.	Low-cost ability to obtain air quality data in the borough and identify locations for improvement measures.
Moving Traffic Contraventions i.e. one camera is able to cover multiple contraventions at the same location, for example capturing a pedestrian zone contravention along with a one-way restriction.	Cameras can be adjusted remotely to capture different contraventions at a single location.
Installed with an Uninterrupted Power Supply (UPS) solution and data backup.	Reduces downtime from main supply faults. In the event of a power failure to either the lamp column or the camera the camera has the ability to store any previous recorded footage before the fault.
The camera can be remotely adjusted, for example, if the camera misaligns or and an adjustment is needed.	Reduces downtime and the need for an engineer to visit and manually adjust, reducing costs.
The ability to gather traffic data counts.	Identifying traffic volumes and vehicle classification helps to identify areas of congestion and inform traffic reduction measures.
Inclusion of a back-up data SIM.	Able to use an alternative network to reduce the risk of data loss or downtime in transferring data.
In built screen wipers and heater.	Enables clear imagery and continued functionality in adverse conditions.
Optional additional anti -vandalism features.	Can be specified where there is a high risk of tampering.

The Tender Process

- 3.17 This contract was tendered for through Lot 8 (the supply, installation, support and maintenance of Automatic Number Plate Recognition (ANPR) cameras) of the ESPO Framework for Security and Surveillance Equipment & Services (the "ESPO framework").
- 3.18 In deciding the route to market, Officers reviewed a range of procurement options including conducting a Restricted Tender process outside of available framework options but considered that the use of the ESPO framework was the most appropriate means of compliantly procuring given the reduction in timescales facilitated through using a framework, the costs & resources

involved in pre-qualifying suppliers which is mitigated through using a framework and the presence of the known suppliers in the market on the ESPO framework.

- 3.19 The eight registered suppliers on Lot 8 of the ESPO framework were invited to participate and the tender was issued on the 29/02/2024. Bidders were given until the 22/03/2024 to ask clarification questions regarding the Council's documented requirements and the deadline for tender submissions was midday on the 08/04/2024.
- 3.20 The tender instructions stated that the contract would be awarded on the basis of the Most Economically Advantageous Tender (MEAT) assessed from the perspective of the Council in accordance with the tender instructions. In evaluating tenders the Council had regard for the following published evaluation criteria as well as ensuring that bids were compliant with the Council's minimum stated requirements for the enforcement camera assets and evidence review system:

Evaluation Criteria	Weighting (%)
Quality	60
Price	40
<i>Quality Sub-Criteria</i>	
Social Value	10
Useability of the evidence review system to be supplied	8
Added value features of the enforcement cameras to be supplied	5
Timely deployment of new enforcement cameras	5
Fault resolution responsiveness	5
Supplier helpdesk facility	5
Staff training	5
Sustainability and Circular Economy	5
Capacity to handle large camera orders and camera relocation requirements	4
Contract Mobilisation	4
Risk management in contract delivery	2
Market developments and updates	2

The Tender Evaluation Process

- 3.21 By the tender submission deadline the Council had received two tender submissions (see Appendices A containing exempt information) with another two suppliers having registered interest in the tender opportunity but having elected not to submit bids.
- 3.22 Tender submissions received were checked by the Procurement Team to ensure compliance with the requirements of the tender instructions prior to the commencement of tender evaluations.

- 3.23 Tender evaluations were carried out by a panel of officers from the Council's Healthy Streets and Parking Team with support from the Council's Procurement Team.
- 3.24 Each member of the evaluation panel independently reviewed the tender responses and carried out an initial evaluation of how well they considered each of the evaluation criteria was addressed in the tender responses. Following this the evaluation panel and Procurement met to carry out consensus scoring which with each bidding supplier being awarded an agreed evaluation score for each quality evaluation criterion (see Appendix B). Consensus scoring was concluded on the 17/05/2024.
- 3.25 The organisation / supplier identified in Appendix A of this report as Supplier A was the highest scoring tenderer against the published evaluation criteria. Officers therefore recommend contract award to Supplier A, namely DSSL Group Ltd.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 In view of the nature of the proposed contract, the procurement of these goods and services has not been subject to consultation or engagement with stakeholders or ward members.

5.0 Financial Considerations

- 5.1 The anticipated value of the contract including maintenance, systems and the installation of new CCTV enforcement cameras, is estimated at £9,746,610 over a six-year period, or approximately £1,624,435 per annum at today's prices.
- 5.2 The contract allows for up to 30 new CCTV cameras to be installed for each year of the contract. Depending on the Council's needs and funding availability, replacing the existing CCTV cameras to higher specification CCTV cameras will result in a saving on maintenance costs.
- 5.3 Parking and Traffic Enforcement CCTV services will be fully funded from existing revenue budgets within the Healthy streets and Parking Service. Any potential increased costs are expected to be covered by the increased revenue and outcomes from the new maintenance contract and additional cameras.

6.0 Legal Considerations

- 6.1 The value of this contract over its lifetime is in excess of the threshold for Supplies and Services and the award of the contract is therefore governed by the Public Contracts Regulations 2015 (the "PCR 2015"). The award is subject to the Council's own Standing Orders in respect of High Value Contracts and Financial Regulation.
- 6.2 The PCR 2015 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 procurement process. Call offs under the framework need to be carried out in accordance with the framework rules, to include using evaluation criteria specified in the framework and utilising the terms and conditions set out in the framework.

- 6.3 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 Corporate Director, Law and Governance has advised that participation in the framework is legally permissible. The Corporate Director, Law and Governance confirms that participation in the Framework in respect of the proposed procurement is legally permissible.
- 6.4 As the proposed Contract is classed as a High Value Contract pursuant to the Council's Contract Standing Order 86 (e)(f), Cabinet approval is required for the award of any High Value Contract as required by paragraph 9.5 of Part 3 of the Council's Constitution.
- 6.5 As the procurement of the Contract is from a framework, there is no requirement for the Council to observe a 10 day standstill period under the PCR 2015.
- 6.6 On the basis of the information received from the current contractor, it is not thought that TUPE will apply to this procurement.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

- 7.1 Pursuant to s149 Equality Act 2010 (the "Public Sector Equality Duty"), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

7.5 The proposals in this report have been subject to screening and Officers believe that there are no adverse equality, diversity and inclusion implications arising from this report. Similarly, Officers do not believe that there are any adverse health equalities implications.

8.0 Climate Change and Environmental Considerations

8.1 Effective parking and traffic enforcement of restrictions such as School Street zones supports modal shift active travel, including walking and cycling and the objectives of the councils Climate and Ecological Emergency Strategy 2021-2030 by reducing the harmful effect of emissions from road transport on the environment.

8.2 As detailed in section 3.4 of this report the evaluation criteria for this tender has given consideration to the emission levels of the tenderers fleets in order to encourage the provision of low emission vehicles. This has also been supported through Circular Economy evaluation criteria i.e. how tenderers will support the Circular Economy (reduce, re-use, repair, up-cycle and recycle).

9.0 Human Resources and Property Considerations

9.1 There are no TUPE implications in relation to Council Staff. Additionally the Council's incumbent supplier has advised the Council that none of their staff are eligible to transfer should another supplier be awarded this contract.

9.2 There are no property implications in relation to this contract.

10.0 Communication Considerations

10.1 There are no communication implications arising from this report.

Related document(s) for reference

Approval to tender Report for this contract and the associated Public Space CCTV Surveillance contract

Report sign off:

Alice Lester
Corporate Director of Neighbourhoods and
Regeneration