

Bolsover District Council

Meeting of the Executive on Monday 30th January 2023

Appointment of Security and Concierge Contractor for Commercial Property

Report of the Portfolio Holder for Growth / Economic Development

Classification	This report is Public
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Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

- To inform Executive of a procurement exercise which is currently being undertaken to appoint a contractor to deliver the Security and Concierge contract for Commercial Property.
- To seek approval for the delegation to the Assistant Director for Development to appoint the first or second choice supplier when the evaluation of tender submissions and clarification interviews have been completed.

REPORT DETAILS

1. Background

- 1.1 The provision of Security and Concierge services for Commercial Property has been contracted out since September 2012.
- 1.2 A procurement exercise was undertaken in September 2021 to appoint a new supplier. The appointment of the preferred supplier was taken to the Executive in January 2022 and the decision to award a contract was approved, however due to performance issues the contract was terminated in August 2022 under delegated decision.
- 1.3 A further delegated decision, was approved on 22 August 2022 to agree a 6-month temporary contract with the previous supplier – IPM FM Group Ltd. This has enabled a continuation of providing the security services at the Council's commercial and corporate properties whilst a new tender exercise is completed. This temporary contract terminates on 31 March 2023
- 1.4 An Invitation to Tender (ITT) was issued on 9 December 2022 to re commission a specialist experienced Security organisation who can work with Bolsover District Council to continue to achieve security and effective operational objectives with regards to their business parks and business centres, namely Pleasley Vale Business Park and The Tangent Business Hub. It also requires

CCTV Monitoring and Key Holder responsibilities in relation to other property owned by the Council. The deadline for submission of tenders is 23 January 2023.

2. Details of Proposal or Information

- 2.1 In summary the council is seeking an organisation who is capable of providing:

CCTV Monitoring, including alarm response
(Mon-Fri 5pm – 9am and weekends):

Pleasley Vale Business Park
The Tangent Business Hub
The Arc (BDC office)
Riverside Depot (alarm response only)

Key Holding Service:

Pleasley Vale Business Park
The Tangent Business Hub
The Arc (BDC Council office)
Bolsover Contact Centre (BDC)

Meet and greet Concierge Service/Reception service:

Pleasley Vale Business Park
The Tangent Business Hub

An annual CCTV Maintenance programme for the CCTV

Pleasley Vale Business Park
The Tangent Business Hub

- 2.2 The Council has reserved the right to add and/or remove sites to this contract, and any inclusion of sites would be based on the rate specified in the tender response of the appointed company.
- 2.3 The Invitation to Tender (ITT) is advertised on the procurement portal and site visits are to be held on 6th and 10th January 2023 for interested companies to have the opportunity to see and familiarise themselves with the sites included in the Invitation to Tender. The deadline for the submission of tenders is 23 January 2023.
- 2.4 Tenders will be evaluated between 23 January and 6 February 2023 using the evaluation matrix on a cost and quality basis: Cost 45% / Quality 55%. The quality elements include: method statement (15%); operational instructions (8%); implementation (15%); Contract Management (12%); Learning and Development (3%); Service Development (2%).
- 2.5 The evaluation of tenders and results of the scoring matrix will identify the preferred supplier.

3. Reasons for Recommendation

- 3.1 To offer a continuation of the Security Industry Authority (SIA) accredited security and concierge service across the commercial premises, allowing for the provision

of concierge, out of hours CCTV monitoring, as well as alarm response and key holding for the commercial properties.

- 3.2 The Assistant Director for Development is to be given the delegated authority to appoint the first and second choice supplier, based on the evaluation of tender submissions and results of the scoring matrix. This will enable a contract to be awarded and the new contractor to be in place following the expiry of the temporary contract.
- 3.3 The contract will commence 1 April 2023 for 3 years with the option to extend for a further 2 years in two one-year extensions.

4. Alternative Options and Reasons for Rejection

- 4.1 To bring the service back in house, however this would be at a significantly greater cost and we don't currently have the resource to run without having the SIA accreditation for the CCTV monitoring.
- 4.2 To bring the concierge element of the contract back in house, however the staffing costs would be higher due to the need to employ more than two staff members for holiday and sickness cover etc. This would also mean a period of delay in the service provision as it would take time to recruit and appoint qualified staff. We would also still require a contractor for the CCTV monitoring with the SIA accreditation.

RECOMMENDATION(S)

1. The Assistant Director for Development is given delegated authority to appoint the preferred supplier and to enter in to a contract agreement, to be drafted and issued by Legal Services. The delegation will extend to include the appointment of the second supplier on the shortlist if for any reason contracts are not agreed with the preferred supplier.
2. The Assistant Director for Development is given delegated authority to implement the two one-year extensions based on satisfactory performance from the contractor and also an acceptable pricing proposal going forward.

Approved by Councillor Liz Smyth, Portfolio Holder for Growth / Economic Development

IMPLICATIONS:

Finance and Risk: Yes ☒ No ☐

Details: Following receipt of tender applications, if there is an increase in cost which cannot be accommodated within existing budgets then a report will be taken to Council to seek an increase in the budget

On behalf of the Section 151 Officer

<u>Legal (including Data Protection):</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Details: The contract is to be awarded in compliance with the Council's Contract Procurement Rules. The Rules require contracts with a value over Key Decision levels to be considered by the Executive, however, the Executive is able to delegate this power on a case by case basis where appropriate.		
On behalf of the Solicitor to the Council		
<u>Environment:</u> Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.		
Details: N/A		
<u>Staffing:</u>		
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Details: <div style="text-align: right; padding-top: 10px;">On behalf of the Head of Paid Service</div>		

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input checked="" type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	Yes
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	Yes

District Wards Significantly Affected	All
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	No Details:

Links to Council Ambition: Customers, Economy and Environment.
This procurement contributes to the Economic priorities of: Making the best use of our assets; and, ensuring financial sustainability and increasing revenue streams.

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>