

Decision Maker: EXECUTIVE

Date: Wednesday 16 January 2019

Decision Type: Non-Urgent Executive Key

Title: AWARD OF CONTRACT FOR CCTV MONITORING AND MAINTENANCE

Contact Officer: Rob Vale, Head of Trading Standards & Community Safety
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Chief Officer: Executive Director of Environment & Community Services

Ward: (All Wards);

1. Reason for report

This report provides details of the tenders received for the CCTV Monitoring and Maintenance contracts and makes recommendations for the award of both contracts.

2. RECOMMENDATION(S)

2.1 The Executive is invited to confirm their agreement to:-

- a) Award the CCTV Monitoring Contract and the CCTV Maintenance Contract to the providers specified in the part 2 report to commence from 1st April 2019 for a period of 5 years, with an option to extend for a further period of 4 years.
- b) Delegate the option to extend the contract by one year increments, under the terms of the contract, to the Executive Director of Environment and Community Services subject to consultation with the Director of Commissioning, the Director of Finance, the Director of Corporate Services and the Public Protection and Enforcement Portfolio Holder.

Impact on Vulnerable Adults and Children

1. Summary of Impact: An effective CCTV system is an integral part of community safety to protect the public, prevent crime and provide public reassurance for all.
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Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres Regeneration:
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Financial

1. Cost of proposal: Included in the Part 2 report
 2. Ongoing costs: Included in the Part 2 report
 3. Budget head/performance centre: CCTV Monitoring & Maintenance
 4. Total current budget for this head: £426.4k
 5. Source of funding: Existing revenue budget for 2019/20
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Personnel

1. Number of staff (current and additional):N/A
 2. If from existing staff resources, number of staff hours:
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Legal

1. Legal Requirement: Non-Statutory - Government Guidance:
 2. Call-in: Applicable:
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Procurement

Summary of Procurement Implications:

1. The Tender process has been undertaken in accordance with the Council's Financial Regulations, Contract Procedure Rules and guidance from Corporate Procurement.
 2. The procurement and tender evaluation process used has been set out in section 3 of the report.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough Wide
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 The Council operates and monitors 191 CCTV cameras from its control room at St Blaise. These include fixed cameras located in car parks and town centres, and 20 relocatable cameras. CCTV cameras primarily make Bromley safer and give confidence to the community, however, they are also used for , fly tip monitoring, enviro-crime enforcement, gathering public protection intelligence, as well as traffic and parking enforcement. The use of the CCTV system is directly linked to the guiding principles within Building a Better Bromley, in particular the key priority area of “safe Bromley”, in addition to outcome four in the Public Protection and Enforcement Portfolio Plan, “we will protect and improve the environment through effective and responsible enforcement”.
- 3.2 The monitoring and maintenance of the Council’s CCTV is currently undertaken through two separate contracts let on 1st April 2012. The current contract term for both contracts was for 5 years with a 2 year option to extend, which has been used. No further extensions to these contracts are available under the terms of the contract.
- 3.3 OCS (previously Legion) were awarded the contract to provide the 24-hour/365 days a year monitoring of Bromley’s network of cameras; the contract to maintain and repair the existing camera network was awarded to Eurovia, these contracts were jointly tendered with the London Borough of Lewisham.
- 3.4 A report to the Executive on 29 March 2017 proposed four options for consideration; Members asked for a report with the preferred option to be referred back to the PP&S PDS for consideration; on the 21 November 17 a report was presented that outlined the proposed strategy for continuance of the Community Safety CCTV service (document reference ES17084).
- 3.5 On 21st November 2017 the Portfolio Holder for PPS agreed the strategy (CCTV procurement strategy _v1, 21/11/2017) for the continued delivery of the CCTV service, and to go to the market for tender to provide the CCTV Monitoring Contract and CCTV maintenance contract for 5 years with a 4 year option to extend (decision 1st December 2017 reference PPS15043).
- 3.6 A Project Board was established to manage the procurement process. Members of the board comprised of officers from Legal, Finance, Commissioning, Procurement and Public Protection.
- 3.7 The 2 stage restricted tendering procurement procedure was used; as the total contract value exceeded the EU threshold of £181,302 for Supply, Services and Design Contracts, and it was advertised in the Official Journal of the European Union (OJEU) and Contracts Finder.

Tender Process and Evaluation

- 3.8 The two CCTV Services tendered were separated into Lots – Lot 1 for the CCTV Monitoring Service and Lot 2 for the CCTV Maintenance Service.
- 3.9 The tender process followed the Council’s financial and contractual requirements and was undertaken using the Council’s Pro-Contract electronic e- tendering system. The restricted tender process consisted of two stages, with the Selection Questionnaire (SQ), being stage 1 (shortlisting stage), and the invited providers’ tenders submissions being stage 2.
- 3.10 Ten providers submitted applications for the SQ, Stage 1 process, four of which were for Lot 1 - the CCTV Monitoring Contract, and six of which were for Lot 2 - the CCTV Maintenance Contract.

- 3.11 Tender evaluations were based on existing practice and process, incorporating the Council's 60:40 price: quality ratio; the tender evaluation was carried out by a panel of senior officers from within Public Protection, together with an external advisor employed to provide specialist technical advice.
- 3.12 Provider responses for the Stage 2 invitation to tender were evaluated on the basis of the award criteria detailed in the tender documents, with the 40% quality scoring weighted as follows:

Lot 1 – CCTV Monitoring Service

Question	% of Total Score
1. Financial Resources and Contract Affordability	10%
2. Data Protection and GDPR compliance	10%
3. Approach to the delivery of the services	15%
4. Implementation period	15%
5. Staff and relief team	15%
6. Recruitment and Selection	5%
7. Induction and training of staff	10%
8. Risk Management	5%
9. Contract Management	10%
10. Supply Chain Configuration	5%
	100%

Lot 2 – CCTV Maintenance Service

Question	% of Total Score
1. Financial Resources and Contract Affordability	10%
2. Data Protection and GDPR compliance	10%
3. Working Relationship between the Council and Provider	15%
4. Supply Chain Configuration	15%
5. Managing the Service	20%
6. ICT and Data Management	15%
7. Implementation period	15%
	100%

JUSTIFICATION FOR AWARD

- 3.13 The details of bids received, the evaluation process and scoring are detailed in the Part 2 paper.

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 CCTV services have a positive effect on all residents as the service seeks to enhance the safety of residents and businesses in the Borough. The benefits tend to be universal in nature - rather than being directed at particular groups within our community. Where vulnerable adults or children may be affected by service delivery, the issues would be covered within a relevant report and not in this business management overview.

5. POLICY IMPLICATIONS

- 5.1 The Council's CCTV system contributes to the Council's priorities of Excellent Council, Safer Bromley and Vibrant, Thriving Town Centres. It also supports the Safer Bromley Partnership Strategy through the remote surveillance of public spaces, helping to reduce crime and anti-social behaviour. The use of the CCTV system is also directly linked to the guiding principles within Building a Better Bromley, in particular the key priority area of "safe Bromley", in addition

to outcome four in the Public Protection and Enforcement Portfolio Plan, “we will protect and improve the environment through effective and responsible enforcement”.

6. FINANCIAL IMPLICATIONS

6.1 Please see the Part 2 (Exempt) Report for further details of the financial implications.

7. PERSONNEL IMPLICATIONS

7.1 The services are contracted out to private sector organisations which provide the personnel to deliver the service. There is currently a vacant 1 FTE LBB post which is responsible for operation functions of the service with some contract monitoring functions.

8. LEGAL IMPLICATIONS

8.1 The tender and award process for both contracts (Lot 1 and Lot 2) has been carried out in compliance with the Public Contracts Regulations 2015 and the Council’s Contract Procedure Rules and Financial Regulations.

8.2 Legal Department should be consulted after award to ensure formal execution of both contracts in the usual way.

9. PROCUREMENT IMPLICATIONS

9.1 The Tender process has been undertaken in accordance with the Council’s Financial Regulations and Contract Procedure Rules, and the Public Contracts Regulations 2015.

9.2 Following the decision, an OJEU Award Notice will be issued and, as the contract value is over £25k, an award notice will need to be published on Contracts Finder. A mandatory standstill period will need to be observed.

9.3 The actions identified in this report are provided for within the Council’s Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	First extension - Public Protection & Safety Committee (Report No ES16052) on 28 September 2016. Agreed strategy for the continued delivery of the CCTV service (CCTV procurement strategy _v1, 21/11/2017) On 1 December 2017 decision reference PPS15043