

EXECUTIVE DECISION RECORD SHEET

Name of decision maker:	Andrew Williams
Portfolio:	Corporate and Contracted Service
Date of Portfolio Holder Decision:	

NOT FOR PUBLICATION

Title of Decision:

Contract award for the CCTV Upgrade/Refresh Programme and Maintenance Service
Part I with Part II procurement report annexed.

Part II Reason for Annex

That the report contains information relating to the financial or business affairs of particular persons.
(LGA 1972, Part VA, Schedule 12A paragraph 3).

Decision made and reasons:**Decision:**

To award a contract to Access Integrated Systems Ltd for the provision of 'CCTV Upgrade/Refresh Programme and Maintenance Service' for an initial period of 5 years.

To delegate authority to the Group Manager Procurement & Contracted Services in consultation with the Assistant Director Corporate & Contracted Services to extend this contract for a further 2 years based upon the performance of the contractor.

Reason:

The Council's current CCTV Maintenance Service contract comes to an end in January 2020 and in compliance with the Public Contract Regulations 2015, the Council have needed to undertake a fully OJEU compliant tendering process. Following a robust evaluation process, this Service Provider has scored the highest marks against this requirement.

The contract will commence in February 2020.

Reports considered: (here reference can be made to specific documents)

No previous reports to consider

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Andrew Williams PH Corporate & Contracted Services
Assistant Director Corporate & Contracted Services
Group Manager Procurement & Contracted Services

CCTV Team Leader

Financial Comments:

There is sufficient Capital budget within the current 5 year capital programme to fund the upgrade works. There is also sufficient Revenue budget within the proposed 2020/21 budget to fund the ongoing maintenance costs.

Steve Parkinson Accountant (Chief Executive's Unit & Regeneration) 29th January 2020

Monitoring Officer Comments:

Officers must ensure that an appropriate supply and service contract is completed prior to commencement of the contract.

Deputy S151 Officer Comments:

This project is part of the DBC approved capital programme 2019-2023, and the ongoing revenue costs are part of the existing approved revenue budget.

Implications:

Value for Money:

To ensure that the contract looks at all elements of cost and quality, the tender returns were evaluated using predetermined criteria which included;

- Accreditations & Experience
- Implementation & Disaster Recovery Plans
- Cost of equipment upgrade/refresh programme
- Running costs (ongoing maintenance)
- Quality of proposed upgrade programme
- Overview of preventative & responsive repair service
- Social value incorporated in to service
- Environmental issues
- Cost effective innovation
- Warranty period

Financial:

The prices submitted by Access Integrated Systems Ltd for the 5-year contract period were as follows:

Equipment upgrade/refresh - £604,667 (capital expenditure)

Maintenance Service - £79,473* per annum excluding parts (revenue expenditure)

The maintenance costs for CCTV of £53k come from budget EB100 2570 and recharges to other Council services.

*The maintenance costs for door entry/barriers of £26k will need to be recharged to the Building Services budget

Risk:

If this contract is not awarded, then it is highly likely that the current equipment will begin to fail and breakdown more regularly as it continues to age and goes past the end of its useful life. This will result in the CCTV service not being able to deliver the standard of service that is currently being delivered.

Options Considered and reasons for rejection:

To not update/refresh the CCTV equipment, this was rejected on the basis that the equipment refresh will enable the Service to continue to deliver safeguarding measures to residents and members of the public through the delivery of a fit for purpose CCTV service.

Portfolio Holders Signature:**Date:****Details of any interests declared and any dispensations given by the Standards Committee:****For Member Support Officer use only**

Date Decision Record Sheet received from portfolio holder: 26/02/20

Date Decision Published: 27/02/20 Decision No: PH/003/20

Date of Expiry of Call-In Period: 05/03/20

Date any Call-In received or decision implemented:

BACKGROUND

The CCTV service was relocated to a purpose built control centre at Cupid Green Depot in 2012 and included the works to the control room building and for supplying and installing the new equipment and wireless transmission system.

The equipment has either reached the end of its useful life or will reach this stage shortly and to ensure that the CCTV service continues to deliver safeguarding measures there is a need to upgrade/refresh this equipment over the next 5 years.