

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 19 January 2009

at 10.00 am

in Committee Room B

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Aiken, Allison, Atkinson, S Cook, Laffey, Richardson, Simmons, Sutheran

The Mayor, Stuart Drummond

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 15 December 2008
4. **ITEMS FOR INFORMATION**
 - 4.1 Results of Tender for the Provision of Cash in Transit Services – *Chief Financial Officer*
 - 4.2 Catering/Licensed Bar – Hartlepool Dockfest 09 – *Assistant Director Community Services*
5. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
6. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

7. TENDERS TO BE OPENED

- 7.1 Tender for the Management and / or Operation of Household Waste Recycling Centres (Contract Reference No. 120) - *Waste Management Manager* (Para 3)
- 7.2 Provision of Care Support and Navigation Services to Improve Stroke Services – *Contracts Officer, Adult and Community Services* (Para 3)
- 7.3 Tender for Training and Development Framework Agreement – *Workforce Development Manager* (Para 3)
- 7.4 North Pier Repair Works, West Harbour (Contract Reference Number 321) – *Trainee Technician, Environmental Issues* (Para 3)

8. ITEMS FOR INFORMATION

- 8.1 Contract for the Provision of an Advocacy Support Worker – *Principal Commissioning Manager, Adult and Community Services Department* (Para 3)

9. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

15 December 2008

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Pauline Laffey (In the Chair);
Councillors Martyn Aiken, Steve Allison, Chris Simmons, Lilian Sutheran

OFFICERS: Paula Bass, Revenues Manager
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

10. Apologies for Absence

Apologies had been received from Councillors Shaun Cook and Reuben Atkinson.

11. Declarations of Interest

There were no Declarations of Interest.

12. Minutes of the Meeting held on 1 December 2008

The minutes were accepted as an accurate record with the addition of Councillor Sutheran being in attendance.

13. Contract Monitoring

The Chair invited Members to consider which contracts should be selected for monitoring in the future.

14. Local Government Access to Information

Under Section 100 (A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) order 2006.

Minute 15 – Cash in Transit Tenders (Contract Reference Number 313) (para 3 information relating to the financial or business affairs of

any particular person (including the Authority holding that information)

15. Opening of Cash in Transit Tenders (Contract Reference Number 313) – Revenues Manager

Three tenders had been received and were opened in the presence of the Committee.

Decision

The Committee noted the receipt of these tenders.

The meeting concluded at 10.20 am

PAULINE LAFFEY

CHAIR

CONTRACT SCRUTINY COMMITTEE

19th January 2009



Report of: Chief Financial Officer

Subject: RESULTS OF TENDER FOR THE PROVISION
OF CASH IN TRANSIT SERVICES

1. PURPOSE OF REPORT

- 1.1 This report seeks to advise committee members of the decision made regarding the appointment of a cash in transit service provider.

2. BACKGROUND

- 2.1 The Council's current cash in transit service contract is held by Loomis (formerly Securitas) and covers the cash collection arrangements for schools, leisure outlets, car parking, day services and the Council's main payment offices. The contract contains 3 main elements:

- Emptying of cash from the Council's pay and display parking machines, and the subsequent bulk processing of the car parking coin;
- Cash collection and subsequent banking services from Council buildings (including schools);
- Delivery of change orders/cash to Council buildings.

- 2.2 The annual cost of the service is approximately £80,000.

- 2.3 The aim of the tender was to secure a value for money cash in transit service that meets the needs of the Council in terms of professionalism, reliability, security and financial accountability.

- 2.4 To balance flexibility in the contract with the need to develop a partnership with the successful contractor, tenders were invited on the basis of an initial period of 2 years with the option to extend for a further 2 x 12 month periods.

- 2.5 As the value of the contract exceeded the EU procurement threshold of £139,893 over the length of the contract period, the contract was tendered under the provisions of the EU rules.
- 2.6 The cash in transit environment in the North East is dominated by two market leaders, Loomis and G4S (formerly Securicor). The tender was therefore conducted on an open basis as officers expected only a limited number of responses to the invitation to tender advert.
- 2.7 In accordance with the EU procurement rules, the invitation to tender advert was placed in OJEC on 16th October 2008, allowing interested organisations the statutory 52 days to submit tender proposals by the 12th December 2008 deadline. Further invitation to tender adverts were placed in the MJ, the Northern Echo, the Hartlepool Mail and Council's website, week commencing 20th October 2008.
- 2.8 Three tenders were received in response to the advert: Loomis, the current holders of the contract; G4S; and Security Plus Ltd. All were opened at Contract Scrutiny Panel on 15th December 2008.

3. Evaluation of the Tender

- 3.1 The evaluation of the tenders focused on examining how the tender proposals would deliver the service in terms of performance, quality and value for money.
- 3.2 The following table details the evaluation criteria and the ratios between price and performance / quality :

Evaluation criteria	Ratio
Contract price and pricing basis	60%
Methodology for delivering the contract	20%
Employment of personnel	10%
Culture and partnering	10%

- 3.3 Tenders were evaluated by a panel comprising of the Assistant Chief Financial Officer (Financial Services), the Financial Services Manager and the Revenues Manager. The following table details the results of the evaluation exercise:

Evaluation criteria	Security Plus	G4S	Loomis
Contract price and pricing basis	72	48	54
Methodology for delivering the contract	22	22	14
Employment of personnel	12	10	13
Culture and partnering	0	0	4
Total scores	106	80	85

- 3.4 As a result of the evaluation process, the panel has decided to award the cash in transit contract to Security Plus Ltd.

4. RECOMMENDATIONS

- 4.1 That members of the committee note the award of the cash in transit contract to Security Plus Ltd.

5. CONTACT OFFICER

Paula Bass
Revenues Manager
Finance Division
Hartlepool Borough Council
Paula.Bass@hartlepool.gov.uk

CONTRACT SCRUTINY COMMITTEE

19 January 2009



Report of: Assistant Director Community Services

Subject: CATERING/LICENSED BAR – HARTLEPOOL
DOCKFEST 09

1. PURPOSE OF REPORT

- 1.1 To inform members of the committee of the intention to acquire catering and licensed bar services for Hartlepool Dockfest '09 through the closed tender procedure.

2. BACKGROUND

- 2.1 Hartlepool Dockfest '09 will take place on 4 & 5 July 2009 and will be located in the Hartlepool's Maritime Experience car park. This event will showcase various forms of North East talent and will offer a weekend of family entertainment. Dockfest '09 will also be a taster of the entertainment that will be on offer for The Tall Ships' Races 2010.

3. PROPOSALS

- 3.1 To acquire outside event catering and licensed bar services through the closed tender procedure. Companies will select the category they wish to bid for and submit the amount of money they are willing to pay HBC to trade at the event.
- 3.2 Categories are as follows:

Category A	-	Licensed Bar
Category B	-	Continental Coffee
Category C	-	Fish & Chips
Category D	-	Ice-cream
Category E	-	Confectionary
Category F	-	Vegetarian
Category G	-	World Cuisine
Category H	-	Hot Roast/Carvery

- 3.3 All applicants must submit a copy of their menu, price list, Public Liability Insurance and Food Hygiene Certificates along with their application.
- 3.4 Applications will be judged on maximum income balanced by menu and price list.

- 3.5 Only one trader for each category will be accepted, this will allow for greater income potential giving traders value for money.

4. FINANCIAL CONSIDERATIONS

- 4.1 All income from catering and licensed bar concessions will contribute to the overall event budget. By having traders bid for sole concession of each category rather than using the standard set pitch price which is used for general traders will maximise income potential for HBC.
- 4.2 A minimum expected income for each category will be included with the information pack for prospective applicants. This will give applicants guidance on what figure to submit it will also give officers a base income to use in the projected event budget.

5. RECOMMENDATIONS

- 5.1 That the committee notes the report and raises comments/queries regarding the adopted approaches.

6. CONTACT OFFICER

- 6.1 Contact officer for this report is Katie Hammond, Events & Duty Officer – 01429 523459