

CONTRACT SCRUTINY PANEL AGENDA



Monday 21st August 2006

at 10:00 am

in Committee Room 'B'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Brash, S Cook, Henery, Lilley and Sutheran

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 7th August 2006 (*attached*)

4. ITEMS FOR INFORMATION

4.1 Community Security Contract- Shortlist Nominees for Invitation to Tender –
Head of Community Safety and Prevention

5. ITEMS FOR DECISION

No items

6. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

7. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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

8. ITEMS FOR INFORMATION

No items

9. OPENING OF TENDERS

No items

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

7th August, 2006

PRESENT: Councillor Geoff Lilley (in the Chair)
Councillors Shaun Cook, Gordon Henery and Lilian Sutheran

OFFICERS: Pauline Newton, Principal Legal Executive
Dennis Hancock, Senior Engineer
Jo Wilson, Democratic Services Officer

26. APOLOGIES FOR ABSENCE

None

27. DECLARATIONS OF INTEREST

None.

28. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 24th July 2006

Confirmed

29. TENDERS FOR THE MAIN GROUND INVESTIGATION FOR THE WARREN ANHYDRITE MINE, WEST VIEW ROAD, HARTLEPOOL – (para 3) – *Head of Technical Services*

Members were informed that tenders had been invited in respect of the above.

G LILLEY

CHAIR

CONTRACT SCRUTINY PANEL

21st August 2006



Report of: The Head of Community Safety & Prevention

Subject: Community Security Contract – shortlist nominees for invitation to tender

1. PURPOSE OF REPORT

1. To inform members of the Contract Scrutiny Panel on progress in the re-tender of the current Security Contract and to seek approval of nominees for Invitation to Tender.

2. BACKGROUND

1. In November 2000 the Council awarded the existing contract to Reay Security, following a competitive tendering process.
2. The contract was awarded for a period from 1st November 2000 to 31st March 2004, with the option to extend for up to a further two years. This option has been exercised in six month tranches by agreement with Reay Security. The contract was then due to expire on 31st March 2006.
3. An exceptional extension of upto six months was agreed to 30th September 2006 with Reay Security to enable completion of a review of current and potential security guarding provision, covering :-
 - a) Possible In-house provision by Neighbourhood Services.
 - b) Review of current and future static guard provision, consolidating separate provision within one contract, and minimising static guards where alternative cost effective provision can be introduced.
 - c) Review of current guard patrolling patterns where cost effectiveness is marginal or less.

- d) Improved security (target hardening) at some locations, under agreement with buildings and site management

3. PROGRESS

1. At the Contracts Scrutiny Panel meeting on 24th July 2006. Members were advised that 20 expressions of interest (by way of completed pre-qualification questionnaires) had been received by the final submission date of 7 July '06
2. Hartlepool borough council has a policy of using local companies in the delivery of services wherever possible..
3. As there were insufficient local companies to provide an overall short list, a panel to assess pre-qualification questionnaires was convened, from which a recommended short-list of companies has been compiled., who will be invited to tender
4. Within a first appraisal, the following criteria were considered:
 - Security Industry Authority licence criteria – company and employee relevant licences, plus number of front-line licences, held
 - Company size by turnover. Criteria of minimum annual financial turnover of at least 3 times Hartlepool Borough Council contract value
 - Location of head office and regional office to provide effective, hands-on management of the contract and accessibility to support and/or additional services
 - Range of experience against the various elements of the Hartlepool Borough Council contract requirements

As a result of this first appraisal process, 9 pre qualification questionnaires were not progressed.

5. The remaining 11 pre qualification questionnaires were further evaluated to identify nominees for invitation to submit a tender for the contract. As part of the evaluation process, the following criteria were considered:
 - Age of company – minimum of 3 years trading
 - Structure of company – limited; partnership; sole trader
 - Basic assessment of financial information – turnover to reflect ability to manage cash-flow and other implications of H.B.C. contract
 - Contract experience – relevant experience in delivery of key-holding; mobile vehicle patrolling including direct interaction with members of public; static guarding and patrol; emergency response service provision. Previous local authority and public

sector contract delivery. Security service provision with public space locations. Contract size equivalent to value of H.B.C. contract

- Local management/presence/capacity/knowledge – provision of local management and hands-on delivery plus ability to meet emergency and additional services as contract may require. Current or past contract experience with Hartlepool Borough Council. Awareness of implications of affording security provision within the North East region
- Number of mobile units utilised/available within the region – capacity to afford emergency or back-up response
- Control Centre format – minimum of 24 hour cover with relevant, licensed staffing operation
- Health & Safety policy and Risk Assessment process - as evidenced within documentation provided. Lone working policy
- Equality policy – as evidenced within documentation provided
- Data Protection registration
- Company Qualifications – training and operation standards recognition. B.S., I.S.O. etc.
- Membership of relevant professional or trade organisations – evidence of best practice exchange and quality development

In addition the criteria applied within the first appraisal were re-visited.

As a result of the second appraisal process, 6 companies are recommended for nomination to invite to tender for the Hartlepool Borough Council Community Security contract.

4. RECOMMENDATION

1. The Contract Scrutiny Panel is recommended to approve the nomination of the following companies to submit a tender for consideration for the HBC Community Security contract:

- Chubb Security Personnel Ltd., Wellingborough (Northants)
(*regional office/depot – Shiremoor, Tyne & Wear*)
- N.E.S. Services Ltd., Hartlepool
- Northern Security Ltd., Carlisle
(*regional office/depot – Middlesbrough*)
- Pro-Line Secs. (U.K.) Ltd., Middlesbrough
- Protector Group, Gateshead
- Reay Security Ltd., Blyth
(*local office – Hartlepool*)

Contact Officer: Alison Mawson, Head of Community Safety & Prevention.