

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday, 11th December, 2006

at 10.00 a.m.

in Committee Room 'A'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillor Akers-Belcher, Johnson, Lilley, London and Wistow

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 13th November 2006 (*attached*).
 - 3.2 To confirm the minutes of the meeting held on 21st November 2006 (*attached*)
4. **ITEMS FOR INFORMATION**
 - 4.1 Security Guard Contract – *Head of Community Safety and Prevention*
5. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
6. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

PLEASE NOTE VENUE

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) Act 1985

7. OPENING OF TENDERS

7.1 Opening of Tenders for 3 Wheelchair Accessible Minibuses – *Head of Technical Services* (para 3)

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

No items

ITEMS FOR INFORMATION

i) **Date of Next Meeting Tuesday 2nd January 2007 commencing at 10.00 am in Committee Room 'A'**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

13th November, 2006

PRESENT: Councillor Geoff Lilley (in the Chair)

Councillors Frances London and Gerald Wistow

OFFICERS: Anne Laws, Team Leader (Policy, Planning and Info)
Jeff Mason, Head of Support Services
Steven Wilkie, Landscape Architect Team Leader
Amy Waters, (Senior) Planning Officer
Pauline Newton, Principal Legal Executive
Jo Wilson, Democratic Services Officer

51. APOLOGIES FOR ABSENCE

None

52. DECLARATIONS OF INTEREST

None

53. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 30th October 2006

Agreed

54. CONVERSION OF HISTORIC PAPER BASED RECORDS INTO AN ELECTRONIC FORMAT – *Director of Regeneration and Planning Services and Chief Solicitor*

PURPOSE OF REPORT

To inform the Panel of the outcome of the pre-qualification stage of a contract to convert historic paper based records into an electronic format

ISSUE(S) FOR CONSIDERATION

Regeneration and Planning services hold numerous case files, as do the Youth Offending Section and the Legal Division. Whilst all current documents are converted into electronic images using the Council's Electronic Document and Records Management System (EDRMS), the conversion of historical documents is still required. Detail of the benefits to the Council of this project were outlined in the report.

At his meeting on 30th August 2006 the Regeneration, Liveability and Housing Portfolio Holder authorised the project to proceed and agreed that the tender returns would be evaluated on an 80:20 performance split. The contract was advertised at the start of September and pre-qualification questionnaires were sent to 62 respondents. Twenty

nine questionnaires were returned before the deadline, 21 of which were invited to tender. It was anticipated that the tenders would be opened at the Panel meeting on 2nd January 2007.

DECISION

That the progress to date on this contract be noted.

55 TENDER OPENING: GRAHAM STREET CAR PARK IMPROVEMENT WORKS, THE HEADLAND – *Director of Regeneration and Planning Services and Director of Neighbourhood Services*

PURPOSE OF REPORT

To inform the panel of the requirement to put the Graham Street Car Park Improvement Works out to tender in-line with HBC's Procurement Procedure.

ISSUE(S) FOR CONSIDERATION

Refurbishment works to the Graham Street car park would be undertaken in 2006/2007, with tenders to be opened by the Panel at this meeting. The Single Regeneration Budget (SRB) is the funding source, with costs expected to be in the region of £65,000-70,000. Detailed information was given on the nature of the improvement works.

Tender packages had been issued to 4 approved contractors all of which have appropriate experience of undertaking similar work for the authority.

DECISION

That all tenders received before the deadline date be opened at the meeting.

56. OPENING OF TENDERS – GRAHAM STREET CAR PARK IMPROVEMENT WORKS (para 3) - *Director of Regeneration and Planning Services and Director of Neighbourhood Services* -

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

57. OPENING OF TENDERS – LOCAL HOUSING ASSESSMENT – (para 3) – *Director of Regeneration and Planning Services and Director of Neighbourhood Services* -

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

G LILLEY

CHAIR

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

21st November, 2006

PRESENT: Councillor Geoff Lilley (in the Chair)

Councillor Frances London

OFFICERS: Anne Law s, Team Leader (Policy, Planning and Info)
Amy Waters , (Senior) Planning Officer
Pauline New ton, Principal Legal Executive
Jo Wilson, Democratic Services Officer

58 APOLOGIES FOR ABSENC E

Apologies w ere received from Council l or Gerald Wistow

59 DECLARATIONS OF INTEREST

None

60 LOCAL HOUSING ASSESSMENT COMMISSION – *Chief Solicitor*

PURPOSE OF REPORT

To acquaint the Panel with the exercise by the Chief Solicitor of delegated power to approve a departure from Contract Procedure Rules.

ISSUE(S) FOR CONSIDERATION

Contract Procedure Rules require that all tenders be returned to the Chief Executive and remain in his custody until opening at Contract Scrutiny Panel. At the meeting of Contract Scrutiny Panel on 13th November 2006 it became apparent that the tenders for the Local Housing Assessment Commission had been returned to the Regeneration and Planning Department rather than the Chief Executive.

Details w ere given in the report of the exact circumstances in which the tender envelopes had been retained follow ing their receipt. Based on this information the Chief Solicitor was satisfied that there had been no breach in the security of the tenders prior to the meeting on 13th November 2006. Accordingly he considered it appropriate to waive the requirement of the Contract Procedure Rules relating to the return of tenders to, and their custody by, the Chief Executive. This was done on 13th November 2006.

DECISION

That the report be noted.

61. OPENING OF TENDERS – LOCAL HOUSING ASSESSMENT – (para 3) – *Director of Regeneration and Planning Services and Director of Neighbourhood Services* -

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

G LILLEY

CHAIR

CONTRACT SCRUTINY PANEL

11th December 2006



Report of: Head of Community Safety & Prevention

Subject: SECURITY GUARD CONTRACT

1. PURPOSE OF REPORT

- 1.1 To advise members on the outcome of the process to select a contractor to provide the security guard contract from November 2006 to March 2010.

2. BACKGROUND

- 2.1 At the Regeneration & Liveability Portfolio meeting held on the 21st April 2006, the Portfolio Holder decided that this contract would be let using a competitive tendering process.
- 2.2 Advertisements for expressions of interest were placed in local, regional and national publications and on HBC, North East Purchasing Organisation and Government website. Thirty one pre-qualification questionnaires were sent out, resulting in twenty expressions of interest being returned.
- 2.3 On 21st August 2006, Contract Scrutiny Panel approved a tender list of 6 contractors comprising:
- Chubb Security Personnel Ltd
 - NES Services Ltd
 - Northern Security Ltd
 - Proline Security (UK) Ltd
 - Protector Group
 - Reay Security Ltd
- 2.4 The 6 contractors were invited to submit tenders, to be returned by 12 noon on 13th October 2006.

- 2.5 Tenderers were informed that the Council's procurement rules would be followed, using scoring system of Quality to Price ratio of 60:40.

References, Method statement and Presentation/Interview would account for 60% and price would account for 40%.

- 2.6 Chubb Security Personnel Ltd and Protector Group declined to tender.

- 2.7 Three tenders were received on time.

- 2.8 Following the Presentation and Interviews, the scoring matrix was completed and the results were as follows:

	Contractor A	Contractor B	Contractor C
References	1000	890.8	658
Method Statement	2370.9	2694.6	3000
Presentation/interview	2000	1948.6	1972
Price	4000	2520	3720
Total	<u>9370.9</u>	<u>8054</u>	<u>9350</u>

- 2.9 Contract Procedure Rule 10 (vii) states that the contractor with the highest score will be appointed.

Therefore NES Services Ltd has been appointed for the Security Guard Contract 2006-2010.

The contract commenced at 10am on Tuesday 28th November 2006.

3. FINANCIAL IMPLICATIONS

- 3.1 Budgets for the security services provided by this contract are held by Regeneration & Planning Services, Adult & Community Services and Neighbourhood Services and are sufficient to cover the tender price of £187,708.13.

4. RECOMMENDATIONS

- 4.1 The Contract Scrutiny Panel are recommended to note the report.

Contact Officer

Alison Mawson, Head of Community Safety & Prevention