

Report of Head of Community Safety Partnerships

Report to the Director Communities and Environment

Date: 12th March 2019

Subject: Extension of the framework for the supply and delivery of Electronic Security Equipment.

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. Leeds City Council install and maintain electronic security equipment throughout the authority, in order to provide this service the purchase of electronic security equipment, including CCTV, intruder alarm and door access control hardware is essential.
2. Following a procurement procedure 3 suppliers were appointed to the above named framework on the 1st February 2017 for a period of 2 years with the option to extend for a further 2 x 12 months. The initial period expired on 31st January 2019 and the contract is now in a 3 month extension to evaluate its suitability. The extension will end on the 30th April 2019.
3. The evaluation was completed and determined that the procurement of a new contract should be conducted.
4. This report seeks approval to extend the contract for the remaining 9 months with a value of £600k. Should the extension be approved a new procurement will be undertaken and commence before the extension expires.

Recommendations

1. The Director of Communities and Environment is requested to note the contents of this report and approve a period of extension for 9 months with a contract value of £600,000. During this period a new procurement will be undertaken.

1. Purpose of this report

2. It is essential that Leeds City Council have the ability to purchase electronic security equipment. This report seeks approval to extend the appointment of the 3 suppliers on the Electronic Security Equipment framework. The extension period will be 9 months to a value of £600,000, during this period a new procurement exercise will be conducted and commence prior to the extension expiry on 31st January 2020.

3. Background information

- 3.1 Leeds City Council installs and maintains security systems across the authority. Installations range from the public space, small commercial premises to large public access buildings. Systems are typical CCTV, intruder alarms, door access control and intercoms.
- 3.2 In order to install and maintain security systems Leeds City Council required an electronic security equipment supply contract.
- 3.3 Following a competitive procurement procedure the suppliers ADI Global Distribution, DVS Limited and Norbain Holdings Ltd (trading as 'Norbain') were appointed to the above named framework contract on the 1st February 2017. The award period was for 2 years with a provision for 2 extension periods of up to 12 months each.
- 3.4 On the 31st January 2019 the contract expired and an extension of 3 months was made in order to evaluate the framework.
- 3.5 The contract has subsequently been evaluated and determined that a procurement exercise needs to be undertaken to procure a new contract at the new expected level of spend.

4. Main issues

- 4.1 Security services within Leeds City Council have grown and their workloads increased. Departments throughout the authority now have a greater awareness for electronic security systems and are motivated to utilise internal security services to install and maintain systems.
- 4.2 Due to the increased demand for security services the Electronic Security Equipment contract utilisation is greater than predicted.
- 4.3 The contract is currently operating in a 3 month extension utilising part of the provisioned 12 month extension. This 3 month period has been used to evaluate the contract.
- 4.4 The evaluation of the contract has determined that a higher contract value is required and that the procurement of a new contract would be appropriate.

4.5 In order to conduct the new procurement exercise whilst maintaining security services a key decision is requested to extend the contract for the remaining 9 months of the first 12 month extension. The period will be from 1st May 2019 to 31st January 2020 with a projected spend no greater than £600,000. The remaining 12 months extension period will not be utilised and will be replaced by a new contract.

5. Corporate considerations

5.1 Consultation and engagement

5.1.1 The framework is available to all directorates throughout the Council.

5.2 Equality and diversity / cohesion and integration

5.2.1 The decision to proceed with the award of the framework extension does not have any equality and diversity impacts.

5.3 Council policies and best council plan

5.3.1 The framework enables the services that undertake security installations and maintenance in the city to perform their roles. These services promote and support safe, strong communities by reducing crime and anti-social.

5.3.2 The infrastructure and technology utilised by the Leeds City Councils security services enhances the 21st century infrastructure aspirations by providing enablers for 'Smart City' and strategies such as flood defence.

5.4 Resources and value for money

5.4.1 The three suppliers appointed to the framework are those that have demonstrated the best quality and price through the competitive tendering process and are therefore considered the best value for money.

5.4.2 In order to maximize value for money, the framework operates in four specific ways:

- a) Ordering Standard Goods and Services without reopening competition; or
- b) Competed Goods and Services following a mini-competition; or
- c) Low Value Goods and Services, estimated value at less than £2,500.00 by following the procedure set down in the framework Terms and Conditions; or
- d) Urgent Low Value Goods and Services, requested within 48 hours, estimated at less than £2,500.00 by following the procedure set down in the Framework Terms and Conditions.

5.5 Legal implications, access to information, and call-in

- 5.5.1 The decision to extend this contract is a Key Decision, is subject to call-in and has been published on the Forward Plan.
- 5.5.2 There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.

5.6 Risk management

- 5.6.1 The original award was considered robust and conducted in accordance with the specified methodology. The risk of a challenge to an extension is therefore mitigated as far as possible.

6. Conclusions

- 6.1 The security services within Leeds City Council are dependent upon the Electronics Security Equipment Framework. The award of contractors to the framework was undertaken in a robust manner which followed procurement regulations.
- 6.2 Unforeseen service demand has made the contract value insufficient, a new contract with a greater value is required.
- 6.3 To date all suppliers have met contractual obligations and expectations. Consultation with framework users has given positive feedback. It is recommended that ADI Global Distribution, DVS Limited and Norbain Holdings Limited (trading as Norbain) are awarded an extension of the contract for a period of 9 months
- 6.4 A 9 month contract extension with a value of £600,000 is required to allow Leeds City Councils security departments to maintain their services whilst a new contract procurement is undertaken. Once this extension expires in January 2020, the new contract will begin.

7. Recommendations

- 8. The Director of Communities and Environment is requested to note the contents of this report and approve a period of extension for 9 months with a contract value of £600,000. During this period a new contract procurement will be undertaken.

9. Background documents¹

9.1 N/A

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.