

# Contract Extension DN440700 – Supply & Delivery of Electronic Security Equipment

Date: 9<sup>th</sup> September 2024

Report of: Head of Leeds Building Services

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

- This is to seek the approval of Chief Officer, Civic Enterprise Leeds to extend the current DN440700 – Supply & Delivery of Electronic Security Equipment framework for a further 12 months. The value of this extension will be up to £500,000 in accordance with Contract Procedure Rule (CPR) 21.2
- The original framework was procured and awarded in September 2021 and started on the 1<sup>st</sup> October 2021 for a period of 3 years with the option to extend for a further 12 months under the same terms and conditions.
- The proposed extension will start on 1<sup>st</sup> October 2024 for a period of 12 months concluding on the 30<sup>th</sup> September 2025
- The award of the extension will contribute to the Best Council Plan in a number of areas.
  - **Safe, Strong Communities** – ‘Keeping people safe from harm, protecting the most vulnerable’ and ‘Being responsive to local needs, building thriving, resilient communities’.
  - **Housing & Civic Buildings** – ensuring our buildings are kept safe and secure for tenants, employees, and visitors

## Recommendations

- a) The Chief Officer Civic Enterprise Leeds is recommended to note the contents of this report and approve extension of the framework to the following suppliers.
  - a. ADI-Gardiner Limited – Lots 1A, 1B, 1C, 1D, 1E, 1F, 1G, 2, 3, 4, 5, & 6.
  - b. Future Network Distribution Limited – Lot 6.
  - c. Norbain Holdings Limited – Lots 1A, 1B, 1C, 1D, 1G, 2, 3, 4, & 5

For a further 12 months period from the 1<sup>st</sup> October 2024 to 30<sup>th</sup> September 2025 with an estimated expenditure of £500,000 across all lots

## What is this report about?

- 1 This report is to seek to extend the current framework arrangements to Supply & Delivery of Electronic Security Equipment for a further 12 months to ADI-Gardiner Limited, Future Network Distribution Limited, and Norbain Holdings Limited.

## What impact will this proposal have?

- 2 The framework was procured via a restricted OJEU procurement process and awarded to the three contractors named in the recommendations section of this report.
- 3 For every new requirement LBS obtain quotations from the suppliers appointed onto the specific lot that the product(s) and the lowest quotation submitted will receive the order.
- 4 The projected spend over this 12-month extension is £500,000. This is lower than what estimated than at the start of the contract due to LBS not requiring as much equipment as envisaged.
- 5 Spend over the time of the original contract has been across all lots so there is a need to extend all.
- 6 A Contract management plan has been in place since the contract started in October 2021 and is reviewed on a regular basis by the contract manager.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 7 The award of the extension will contribute to the Best Council Plan in a number of areas:-
  - a) **Safe, Strong Communities** – ‘Keeping people safe from harm, protecting the most vulnerable’ and ‘Being responsive to local needs, building thriving, resilient communities’.
  - b) **Housing & Civic Buildings** – ensuring our buildings are kept safe and secure for tenants, employees, and visitors.

## What consultation and engagement has taken place?

Wards affected: Citywide

Have ward members been consulted?

Yes

No

- 8 Consultation has taken place between LBS, Procurement, PACS legal team, and the incumbent contractors. All parties were happy to extend the current contract by the remaining one-year extension.

## What are the resource implications?

- 9 The estimated value is £500,000 per annum based on the agreed Schedule of Rates and the extension of the contract is deemed necessary. Actual spend may vary depending on the materials required.

## **What are the key risks and how are they being managed?**

- 10 The Contract Manager at LBS will continue to have regular meetings with the current incumbents during the extended period and they will monitor their performance measures/KPIs that are included within the specification and Contract Management Plan.
- 11 The Contract manager will ensure performance standards are maintained and if they are found to be underperforming and failing to meet minimum standards, appropriate action would be undertaken to rectify the cause of the failure.
- 12 Expenditure against budget provision is regularly monitored by the Contract Manager and will continue throughout the extension to ensure that suppliers are on track with expected level of spend.
- 13 If the supplier is unable to fulfil a request, then LBS has a contingency plan to use the LBS Tender Hub and obtain additional quotations compliantly within CPRs.

## **What are the legal implications?**

- 14 The original procurement has been undertaken in compliance with the Public Contract Regulations 2015 and the Council's Contract Procedure Rules
- 15 The extension is a Publishable Administration Decision as a consequence of the contact award Significant Operational Decision taken on the 27<sup>th</sup> September 2021 and is therefore not subject to a Call-In procedure.
- 16 There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 17 In making the final decision, the Chief Officer Civic Enterprise Leeds should note the above comments and be satisfied that the course of action chosen represents best value for the council.

## **Options, timescales and measuring success**

### **What other options were considered?**

- 18 The option to re-tender was looked at but due to the complexities, timescales and resources it was felt at this stage it would not be feasible.
- 19 Implementing the extension will allow LBS adequate time to assess the needs for continuing provision and undertake a new procurement as appropriate. If we did not extend or re-procure then this would firstly result in a high level of off-contract spend in contradiction to PCRS.

### **How will success be measured?**

- 20 Each supplier has been given a set of KPIs that must be met. LBS will manage the performance of the suppliers to ensure that their requirements are completed to their satisfaction.

### **What is the timetable and who will be responsible for implementation?**

- 21 The implementation of this contract extension is sought and will thus enable notification and implementation as soon as possible, and before the end of the current contract term on 30<sup>th</sup> September 2024 ensuring provision remains in place through until the 30<sup>th</sup> September 2025.

## **Appendices**

- None

## Background papers

- [ATP](#)
- [Contract Award](#)