



## **Award of Contract – Security Services**

### **Report Author**

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### **Purpose of Report**

A compliant procurement process has been undertaken to identify a preferred supplier to satisfy the Council's security requirements. This report seeks Cabinet approval to award a contract to the successful contractor.

### **Recommendations**

**Cabinet is asked to approve the contract award for the Council's security arrangements to A1 Fire and Security Solutions Ltd at a projected cost of £50k per annum for a period of three years with the option to extend for a further two years.**

### **Decision Information**

|   |                        |
|---|------------------------|
| Is this a Key Decision?   | Yes                    |
| Does the report contain any exempt or confidential information not for publication? | No                     |
| What are the relevant corporate priorities?   | Connecting Communities |
| Which wards are impacted?   | All Wards              |

## **Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 The Council's annual spend on security services is approximately £50k per annum. In line with the Council's Contract Procedure Rules a procurement exercise has taken place to identify a preferred supplier.
- 1.2 The award of a contract to the preferred supplier will ensure that there is a formal contract in place with meets the needs of the Council.

*Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer*

### ***Procurement***

- 1.3 A compliant procurement process has been followed to identify a preferred supplier in respect of the Council's security requirements. The process has been supported by Welland Procurement and conducted in accordance with best practice and the Public Contract Regulations 2015 to ensure that the principles of transparency, equity and fairness have been adhered to.
- 1.4 Should the recommendation within this report be supported a formal contract will be awarded following the necessary standstill period.

*Completed by: Juan Liu, Procurement Officer*

### ***Legal and Governance***

- 1.5 A compliant procurement exercise has been undertaken and the recommended action is in line with the Council's Contract Procedure Rules.

*Completed by: Mandy Braithwaite, Legal Executive*

## **Safeguarding**

- 1.6 Within the contract specification the Council has set out its requirements including the provision that all security staff employed to deliver services on behalf of the Council have a Disclosure and Barring Service check.

*Completed by: Sarah McQueen, Head of Service (Housing) and Safeguarding Lead for SKDC*

## **2. Background to the Report**

- 2.1. Within the Council's Corporate Plan (2024 – 2027) the Council has set a key priority of Connecting Communities with the ambition of South Kesteven being a thriving district where residents and visitors feel safe and supported.
- 2.2. The Council has a requirement for security provision across a range of activities which includes keyholding for Council owned buildings, car parks, park facilities, and undertaking security patrols. In addition, there is a requirement to steward and manage traffic barriers at events such as Grantham and Stamford mid-Lent fairs and the Grantham Christmas light switch on.
- 2.3. When necessary, security cover has previously been required to provide door cover for public meetings, and during the Summer a security presence was required to support Customer Services staff following an incident whilst they were located in the Guildhall Arts Centre.
- 2.4. A procurement process to secure a suitably qualified security contractor began in May 2024 and was supported by Welland Procurement.
- 2.5. Within the contract specification the Council set out its expectations in relation to the behaviour, appearance and qualifications of the security personnel to be employed. This included the individuals being subject to a Disclosure and Barring Service (DBS) check.
- 2.6. Due to the local nature of the work and the frequent requirement for an urgent response, the specification identified the need for the preferred contractor to be able to satisfy all of the Council's requirements without the use of sub-contractors.
- 2.7. The tender opportunity was advertised on the Council's ProContract portal. A total of 88 expressions of interest were received which resulted in 19 tender submissions. Bids were evaluated with 70% of the score being made up from the responses to a series of quality questions, and 30% on the price submitted.
- 2.8. The original report, which was due to be considered at a meeting of the Cabinet on 8 October 2024, was deferred to allow for further due diligence to take place. All

suppliers were asked to provide supplementary information which has been reevaluated by the scoring panel, resulting in a change to the scoring.

- 2.9. Following final evaluation and moderation the preferred contractor is A1 Fire and Security Solutions Ltd who were the highest scoring tenderer.
- 2.10. The proposed contract annual amount is £50k and the contract period is for three years with the option to extend for a further two years. The decision to extend the contract would be subject to review to ensure the arrangement meets the ongoing needs of the Council, and the contract continues to deliver value for money.

### **3. Key Considerations**

- 3.1. A formal contract arrangement will provide the Council with the opportunity to implement contract management processes and take any necessary action should performance not be in line with the Council's requirements.

### **4. Other Options Considered**

- 4.1. The option to do nothing has been discounted due to the Council's ongoing requirement for security services.

### **5. Reasons for the Recommendations**

- 5.1. A fully compliant procurement process has resulted in the identification of a supplier which meets the Council's requirements.