



POLICY AND RESOURCES SCRUTINY COMMITTEE - 10TH NOVEMBER 2009

SUBJECT: PROVISION OF CCTV MAINTENANCE

**CONTRACT TERM: 1ST OCTOBER 2009 TO 30TH SEPTEMBER 2011 WITH AN OPTION TO
EXTEND FOR UP TO A FURTHER PERIOD OF UP TO TWELVE MONTHS**

REPORT BY: DIRECTOR OF CORPORATE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to advise Scrutiny Committee regarding the Provision of CCTV maintenance for the Authorities Community Safety department and the actions undertaken by the Head of Procurement following the tender process carried out in accordance with Standing Orders for Contracts and clause 11.02.

2. SUMMARY

- 2.1 The tender process involved the Authority's current provider (Quadrant Security Group Ltd) supplying the repair and scheduled maintenance of the existing analogue CCTV systems within the Authority.

3. LINKS TO STRATEGY

- 3.1 The report links with the aims and objectives of the Authority in line with:
- Procurement
 - Demonstrating an on-going commitment to crime prevention

4. THE REPORT

- 4.1 The single source tender process was undertaken in line with band C of the Authority's Standing Orders for Contracts and in accordance with clause 11.01.
- 4.2 Prior to the commencement of the procurement process, the Project Team agreed that the award strategy for this arrangement would be lowest cost offer to tender specification.
- 4.3 CCTV consultant's Redvers Hocken Associates were engaged by the authority to assist in all stages of this procurement process and their services included compiling the specification and assisting in evaluating the response received.
- 4.4 A single source quotation was invited from the Quadrant Security Group Ltd in accordance with the Authority's Standing Orders for Contracts and an offer received as follows:

COMPANY NAME**TWO-YEAR COST (EXCL VAT)**

Quadrant Security Group Ltd

£62,240.00

- 4.5 Therefore it was recommended that the lowest cost offer to specification received from the Quadrant Security Group Ltd be accepted for the two-year contract period (Ex VAT).

5. FINANCIAL IMPLICATIONS

- 5.1 The estimated value of the two year arrangement was £66,000.00. This was approved via the Procurement Project Initiation Document by Graham Thomas (Community Safety Control Room Manager) and Mike Eedy (Finance Manager Environment Services).
- 5.2 Therefore the submission of the Quadrant Security Group Ltd of £62,240.00 achieved a saving of £3,760.00.

6. PERSONNEL IMPLICATIONS

- 6.1 There are no personnel implications.

7. CONSULTATIONS

- 7.1 Consultation has taken place and comments and views are reflected within the report.

8. RECOMMENDATIONS

- 8.1 Policy and Resources Scrutiny Committee note the information contained within the report and actions undertaken by the Head of Procurement.

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Background Papers: File Reference: CCBC/PS632/09/DT
Standing Orders for Contracts