

**To:** Delegated Decision of the Board Member, Finance and Efficiency

**Date:** 15th August 2011

**Report of:** Head of Business Improvement

**Title of Report:** AWARD OF CONTRACT FOR THE SUPPLY OF CAR  
PARK SECURITY TO OXFORD CITY COUNCIL

## **Summary and Recommendations**

**Purpose of report:** To grant project approval and delegated powers to award to the Director, City Services, for the supply of Car Park Security to Oxford City Council.

**Key decision?** No

**Executive lead member:** Councillor Ed Turner

**Policy Framework:** An efficient and effective Council

**Recommendation(s):**

- 1) Grant project approval for the supply of car park security.
- 2) Delegate authority to the Director for City Services to enter into the new car park security contract.

### **1. Summary**

- 1.1 This report sets out the suggested procurement route for purchasing Car Park Security.

### **2. Background**

- 2.1 Oxford City Council currently has a contract with Securitas, previously known as Reliant, for Car Park Security. Car Park Security involves the regular patrolling of the Westgate Car Park, to ensure the following:

- safety of vehicles left there – prevention of theft
- prevention of vandalism and graffiti
- and to discourage unauthorised use of the car park, for example the use of alcohol and drug taking and overnight sleeping.

The security guard is on duty between 14.00 and 2am (The hours of 14.00 to 02.00 is a proven best in class security period, where the majority of problems arise. After 02.00 the number of people sleeping rough will have decreased as most have found a place for the night. Drunkenness and drug taking is greatly decreased as is other nocturnal unpleasant activity) responsible also for patrolling and locking up Gloucester Green Car Park.

- 2.3 The existing contract expired at the end of March 2011 and is operating on a month by month rolling contract to accommodate the procurement process. Oxford City Council's Procurement Team is in the process of re-tendering this contract.
- 2.4 Oxford City Council has a duty of care to offer the residents and visitors to Oxford car parks a level of security to keep them safe whilst parking vehicles and walking in the general areas of car parking, and to that end, require the use of Car Park Security to meet this requirement.
- 2.5 The Council spends £60,000 on car park security services every year.

### **3. Tender Process**

- 3.1 The value of the contract does necessitate an OJEU procurement process, however, security personnel is listed as a part B service; therefore, there is only a requirement for the Council to place an award notice. The tender is being advertised via the South East Business Portal and the Council's website. The procurement route is an Open Tender (stage 1 process) and this may encourage the smaller local companies to apply for the opportunity.
- 3.2 The evaluation panel consists of one Senior Procurement Officer and the Parking and Shopmobility Manager. Finances will be evaluated by Oxford City Council's Finance Team.
- 3.3 The evaluation panel have determined the relevant financial and technical evaluation criteria that will provide the most economically advantageous contract. Contractors must demonstrate that they are technically and operationally competent and are able to meet the specification.
- 3.4 The tender has been offered as a single supplier solution for the following requirements:
  - Security at Westgate Car Park
  - Security at Gloucester Green Car Park

#### **4. Savings**

- 4.1 Tenderers are invited to submit proposals of how they can support Oxford City Council's Value for Money agenda.
- 4.2 The tender will enable those companies applying, to suggest ways in which they can offer added value, for example, security personnel may be able to include other tasks within their regular patrol routes. It may also be possible to gather ideas on ways of further reducing the cost of car park security services.

#### **5. Other Options**

- 5.1 The Constitution and Procurement Commissioning and Supplier Strategy advises that the Single Member Decision Process considers what other options are available before giving major project approval and awarding a contract over 100K. These are detailed below.

##### 5.2 Continue as we are

The current Car Park Security contract expired at the end of March 2011 and is operating on a month by month rolling contract. To remain compliant and ensure best practice in providing value for money, the Council is obliged to make provision for a replacement contract.

##### 5.3 Use an Existing Contract, set up by another organisation

There is no suitable contract that meets the needs of Oxford City Council.

#### **6. Benefits of this Contract**

- 6.1 It is expected that the contract will provide competitive pricing.
- 6.2 By re-tendering the contract the Council is ensuring that they are compliant with the EU Procurement regulations.

#### **7. Financial Implications**

- 7.1 Direct Services currently hold a budget for this work, the evaluation process will review the sufficiency of this in light of the tenders received.

#### **8. Legal Implications**

- 8.1 TUPE will apply to this contract; therefore, the Procurement Team will work with Legal to ensure a smooth transition. TUPE is the acronym for 'Transfer of Undertakings (Protection of Employment)'. This is a piece of legislation that protects employee terms and conditions of employment, if the responsibility for the work they currently do is taken

over by another employer. The legislation gives specific protection to: length of service, salary, Hours of work, terms and conditions detailed, Any collective agreements .TUPE legislation excludes pension protection. TUPE legislation places an obligation on the current employer and the transfer employer, to consult about the changes. TUPE protection is not time limited.

## 9. Risk Management

Risk	Likelihood	Mitigation
No new competition.	L	The tender is being competitively advertised and also local suppliers are being signposted to the SE Portal with instructions for use.
Changes in Council requirement and move the security to an in-house service.	M	Wording in the contract to cover this eventuality.

## 10. Climate Change/Environmental Impact

10.1 Tenderers will be asked how they are able to contribute to the Council's carbon reduction policy.

## 11. Equalities Impact

11.1 There are no equalities implications.

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### List of background papers:

Version number: