

Supplies Contracts Awarded Under the Urgency Provisions of Standing Order 84

Finance and Resource Committee

11 November 2008

1 Purpose of report

- 1.1 To advise the Finance and Resources Committee of the action taken to award contracts, in cases where urgent decisions were required.

2 Main report

- 2.1 Prior to the Finance Committee meeting of 9 September, a report on the award of a contract for the Provision of a Security Guarding Service required Committee approval.
- 2.2 Due to timescales for the implementation of the contract, Standing Order 84 was invoked.
- 2.3 Following approval of the report it was agreed with the user department that the contract start date would be changed from 11 August 2008 to 10 November 2008 to allow CEC Solicitors to consider proposed amendments to CEC standard Terms and Conditions of Contract.

3 Financial Implications

- 3.1 There are no financial implications other than those set out in the reports themselves.

4 Environmental Impact

- 4.1 There are no adverse environmental impacts arising from this report.

5 Recommendations

- 5.1 To note the action taken by the Director of Finance, who, in consultation with the Convener of the Finance and Resources Committee, awarded a contract for the Provision of a Security Guarding Service.



Donald McGougan
Director of Finance

16th October 2008

Contact/Tel	Graeme Hastie, Procurement Manager	PPS 0131 469 3851
	Claudine Persaud, Contract Specialist	PPS 0131 469 3727
Wards affected	All wards	
Background Papers	None	

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FINANCE

AWARD OF CONTRACT DEROGATION IN ACCORDANCE WITH STANDING ORDER

84.

PART ONE: RATIONALE

Signatures are required in order to authorise the award of contracts in advance of a meeting of the Finance & Resources Committee.

Report/contract	Provision of a Security Guarding Service Reference: CT0509
Report by	Graeme Hastie Procurement Manager Department of Finance
Report date	29 July 2008
Reason for derogation	The next meeting of the Finance and Resources Committee is not until the 9th of September 2008. This contract is due to commence on 18th of August 2008.

PART TWO: SIGNATORIES

Signatories for and on behalf of the **Director of Finance** to be:

.....  **Director of Finance**
(~~Head of Financial Services~~)

On this day 6th August 2008

Signatories for and on behalf of the Finance and Resource Committee to be:

.....  (Convenor)

On this day 8th Aug 2008

Please return this original pro-forma, duly signed and authorised, to the undersigned at Corporate Procurement Unit, Level 3, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

Graeme Hastie
Procurement Manager
Tuesday 29 July 2008

Provision of a Security Guarding Service

Reference: CT0509

Period: 11 August 2008 to 10 August 2010 (10 August 2011 with optional extension)

Finance and Resources Committee

29 July, 2008

Category: Routine Business

1 Purpose of report

In accordance with the "urgency" provisions provided under Standing Order 84, it is requested that the Director of Finance, in consultation with the Convenor of the Finance and Resources Committee, authorise the award of a term contract for the provision of a Security Guarding Service. This action is taken in accordance with the current Scheme of Delegation to Officers.

2 Main report

2.1 The current contract for these services is provided by Temple Security and includes the following Council sites:

- Powderhall Depot, 165 Broughton Road, Edinburgh, EH7 4LG
- Inchview Recycling, Old Dalkeith Road, Edinburgh, EH61
- Cleekim Depot, 173 Duddingston Park South, Edinburgh, EH15 3EG
- Old Royal High School, 5-7 Regent Road, Edinburgh, EH7 5BL
- Hailesland Complex, Hailesland Place, Edinburgh, EH14 2SL
- Hailesland Canalbank, Hailesland Place, Edinburgh, EH14 2SL
- Barnton Depot, Clermiston Road North, Edinburgh, EH4 7BL
- Grindley street, 2-4 Grindlay Street Court, Edinburgh, EH3 9AR
- Sighthill Roads Depot, Bankhead Drive, Sighthill, Edinburgh, EH11
- Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG

2.2 Other ad hoc security arrangements exist throughout the council. Following commencement of this contract it is the intention of the Security Manager to encourage other areas to switch over to this contract through the use of corporate communications.

2.3 Security services are considered Residual or Part B Services for the purposes of the European Directives and as such the full rigors of the Directives did not apply. However to ensure that the requirement for adequate advertisement was met, considering the contract value, a non-mandatory notice was be placed in

the European Journal using restricted procedure. Further details of the relevant tender processes undertaken are contained within Annex I.

2.3 Annex II illustrates the tender evaluation for all suppliers who met the minimum acceptable quality score (100) based on the following award criteria:

- Price - 70%
- Quality - 30%

2.4 Following the tender evaluation stage the preferred supplier was invited to a Clarification meeting on 17 July 2008 where they made a presentation and were subject to a Q&A session with regards to their intentions for delivery of this contract.

3 Financial Implications

3.1 This contract has an estimated total value of £1,190,000 over 3 years although this value is expected to grow with the addition of new sites. No saving can be demonstrated in this instance due to the lack of clear and concise background information regarding the previous contract and other existing ad hoc arrangements. A breakdown of costs is detailed in Annex II.

4 Recommendations

It is the recommendation of the Procurement Manager that the contract for the contract for the provision of a Security Guarding Service be awarded to Advance Security UK LTD.

Graeme Hastie
Procurement Manager

Appendices	Annex I: Summary of Tendering and Tender Evaluation Processes Annex II: Summary of scoring and application of Cost:Quality Ratio
Contact/tel	Claudine Persaud, 0131 469 3727 Claudine.persaud@edinburgh.gov.uk
Wards affected	All wards
Background Papers	

Annex I

Summary of Tendering and Tender Evaluation Processes

Contract	Provision of a Security Guarding Service
Contract period	11 August 2008 to 10 August 2010 (10 August 2011 with optional extension)
Estimated contract value	££1,190,000 over 3 years
Standing Orders observed	86(3) more than four tenders invited 87(1) Procurement manager receives and opens tenders at Waverley Court, Edinburgh 88(1) Procurement Manger Award of tenders
Governing UK Regulation	Public Contracts (S) Regulations 2006, Section 16
EC Procedure chosen	Restricted
Invitations to tender issued	6
Tenders returned	5
Tenders fully compliant	2
No. of recommended suppliers	1
Primary criterion	Most economically advantageous tender to have met the qualitative and technical specification of the client department
Evaluation Team	<ul style="list-style-type: none">• Claudine Persaud, Corporate Procurement Unit, City of Edinburgh Council• Frank MacFadden, Security Manager, City of Edinburgh Council

Annex II

Summary of scoring and application of Cost:Quality Ratio

OVERALL VALUE FOR MONEY EVALUATION

TENDER REF: CT0509

Provision of a Security Guarding Service

NOTES

Quality = 30% Price = 70%

FINAL TECHNICAL SCORES FOR THOSE WHO SCORED THE MINIMUM ACCEPTABLE SCORE (100) AND ABOVE		
	CONSENSUS SCORE	
Tenderers		
Advance	114	
Securitas	103	
PRICE SCORE CALCULATIONS		
The mean or average price of the acceptable tenders received is given 50 points 1 point is deducted from the score of each tenderer for each percentage point above the mean or average 1 point is added to the score of each tenderer for each percentage point below the mean or average		
PRICE SCORES	Advance	Securitas
Total cost for 2 years	£791,571.04	£819,801.68
Total Price Score	51.75	48.25
OVERALL SCORES	Advance	Securitas
Quality Weighting x Quality Score	30% x 114 = 34.20	30% x 103 = 30.90
Price Weighting x Price Score	70% x 51.75 = 36.22	70% x 48.25 = 33.77
Total Overall Score	70.42	64.67