

CABINET

19 September 2023

Title: Contract for the Provision of Security Doors and Screens for Council and Other Properties	
Report of the Cabinet Member of Finance, Growth and Core Services	
Open Report	For Decision
Wards Affected: All	Key Decision: No
Report Author: Rubina Abi Business Information and Performance Manager	Contact Details: E-mail: Rubina.Abi@lbbd.gov.uk
Accountable Director: Alan Caddick, Director of Homes and Assets	
Accountable Executive Team Director: Leona Menville, Strategic Director, My Place.	
Summary: The Council uses security screens and security doors to secure properties when properties are decanted, vandalised or there has been a forced entry by the police or emergency services. This report presents proposals relating to the procurement of a new contract to provide security screens and doors. The previous long-term contract expired on 1 September 2023 and a 12-month direct award has been put in place to prevent a gap in service whilst we carry out the full tendering process. The waiver covers September 2023 to August 2024, total value will be £158,400.00., therefore, it is best practice to review if the LA is getting value for money. The council needs to fully evaluate its options and to drive best value for money through market competition.	
Recommendation(s) The Cabinet is recommended to: (i) Agree that the Council proceeds with the procurement of the provision for security screens and doors on a maximum five-year term (3 + 2) in accordance with the strategy set out in the report; and (ii) Delegate authority to the Strategic Director, My Place, in consultation with the Chief Legal Officer, to conduct the procurement and enter into the contract and all other necessary or ancillary agreements, including contract extensions, with the successful bidder.	
Reason(s) To ensure compliance with the Council's Contract Rules and Public Contracts Regulations 2015, protect assets and safeguard them from theft and vandalism and assist in achieving the Council's priorities in relation to living in safe neighbourhoods.	

1. Introduction and Background

1.1 The Council uses security screens and doors to ensure the security of properties in a number of different circumstances, in order to prevent vandalism and/or squatters moving in, which can become very costly. These include:

- At large regeneration programmes, where old properties are being demolished and new ones built. During this process the properties are decanted and decommissioned. At the end of this process the properties are secured awaiting demolition.
- When the Police or other emergency services have to enter properties using force and these properties have to be secured until repair works are carried out.
- When properties become void, they undergo repair before the new tenant moves in. During this process we have to secure some vulnerable properties from vandalism and squatting.
- During major repair works, for example replacing windows and doors.
- Some commercial buildings that are not let need to be secured when they are likely to be vacant for a long time.
- When the Council presents evacuation notices, in case tenants damage them or refuse to leave.

2. Proposed Procurement Strategy

2.1 Outline specification of the works, goods or services being procured

2.1.1 A 24-hour service for providing security screens and doors to secure properties.

2.1.2 In addition to normal security screens the company will be required to:

- a) purchase and install Perma screens where properties are going to be secured for a long time. The Perma screens are a one-off charge and once installed we will cease paying weekly charges.
- b) receive orders online and maintain accurate records for each request in line with their invoicing system.
- c) provide a named contact that the LA can use in case of any queries during normal operating hours 0800 -1800. Outside of these times we will require a dedicated phonenumber.
- d) secure the current decanted stock and any new additional properties being decanted which stands between 150 to 200 screens.
- e) provide a full hire stock list each month prior to invoicing, to help internal stock tracking.
- f) have an automated IT system that keeps a record of all stock.

2.2 Estimated Contract Value, including the value of any uplift or extension period

2.2.1 The total value of the contract is at £792,000 over the five years which includes a 10% contingency sum (£72,000 over the 5 years)
The annual value inclusive of the contingency is £158,400.

2.2.2 These figures have been calculated based on the current void trends and what will be incurred on the completion of phase three and four of the regeneration programme and any future regeneration programmes.

2.3 Duration of the contract, including any options for extension

2.3.1 The initial contract term will be three years with the option to extend up to a maximum of two further years.

2.4 Is the contract subject to (a) the Public Contracts Regulations 2015 or (b) Concession Contracts Regulations 2016? If Yes to (a) and contract is for services, are the services for social, health, education or other services subject to the Light Touch Regime?

2.4.1 The contract is subject to Public Contract Regulations 2015 and is classified as a service, but is not subject to the Light Touch Regime.

2.5 Recommended procurement procedure and reasons for the recommendation

2.5.1 A full open tender will be carried out and advertised on Find a Tender, Jaggaer/Bravo (e-tendering), Contracts Finder and the Councils Website. The tender will be published via the jagger/Bravo Solutions procurement portal.

2.5.2 The procurement is required to be let under an open procedure as it exceeds the requirements set out under the Gold thresholds in the Contract Rules. The open procedure will allow for engagement with SME and Local Suppliers and will generate competition.

2.5.3 Suppliers will be required to have sufficient financial standing.

Indicative Procurement Timetable

Stage	Estimated Date
Report to Cabinet	19 September 2023
Publish Tender	October 2023
Tender returned	January 2024
Tender evaluation completed by	March 2024
Standstill period	April 2024
Award Report approval	May 2024
Award contract	June 2024
Implementation	July 2024
Contract Commencement	August 2024

2.6 The contract delivery methodology and documentation to be adopted

2.6.1 The contract will be let using a JCT Measured Term Contract.

2.6.2 The agreement of the contract will be between The Council and the provider. The contract will serve My Place, Be First, Reside, Commercial, Temporary Accommodation, emergency services and BDMS.

- 2.6.3 Finance – this will be managed through purchase orders and cost codes as the service will be delivered to different departments within the council. Invoices will be coordinated by the My Place admin team. The overall value of the contract may lie against HRA, Comsol and Be First. There are assigned cost codes and process in place.
- 2.6.4 Every quarter a meeting of all service users(departments) will be organised by My Place to discuss the contract and how it is being delivered. My Place will coordinate the response and raise any issues with the provider and the contract manager.
- 2.6.5 This contract will be managed through quarterly meetings in the year. These meetings will be attended by My Place, Comsol, BDMS and Be First and the contractor to review any operational issues and working processes. There will be one annual meeting with the contracts team to review performance.
- 2.7 **Outcomes, savings and efficiencies expected as a consequence of awarding the proposed contract**
- 2.7.1 The outcomes, savings and efficiencies expected as the direct consequence of awarding this contract will be:
- (i) Value for money contract which might lead to cost avoidance.
 - (ii) We will aim to re-procure a company that is able to handle records in a format that is compatible internal Council systems.
- 2.8 **Criteria against which the tenderers are to be selected and contract is to be awarded**
- 2.8.1 The tenders will be evaluated though a scoring matrix based on:
- 80% price,
 - 10% quality,
 - 10% social value.
- The service specification can be stipulated relatively clearly.
- 2.9 **How the procurement will address and implement the Council's Social Value policy**
- 2.9.1 The Social Value toolkit will be published as part of the tender documentation pack. A delivery plan (what) and Method statement (how) questions relating to social value will hold 10% of the overall evaluation. Special consideration will be given to those suppliers who focus on social value directed at care leavers and those within the care system. The social value coordinator will be invited to sit on the evaluation panel to grade this delivery plan and method statement alone, while the main evaluation panel members will be asked to evaluate the whole tender response.
- 2.10 **London Living Wage (LLW)**
- 2.10.1 The contractor will need to meet the requirements of LLW. The duration of the contract and the number of hours of their service is at the threshold that requires the supplier in this case to ensure that they meet the LLW requirements.

2.11 **How the Procurement will impact/support the Net Zero Carbon Target and Sustainability**

2.11.1 There will be a dedicated section within the quality evaluation where we will ask bidders to provide a method statement on their own current targets as well as how they will support the councils' targets through the provision if they were to be awarded the contract.

3. **Options Appraisal**

- 3.1 **Option One – Open procurement procedure for a 3-year contract with the option to extend for two 12-month intervals.** This is the most favourable option as it allows the council to dictate the service requirements without any scope limitations to social value, it ensures that local organisations have a better chance to secure contracts with the councils due to the award criteria being heavily weighted on the pricing.
- 3.2 **Option Two – Mini competition Framework** – This option would be the quickest route to market but was rejected due to the limited number of suppliers on the framework. There would be a struggle to demonstrate value for money especially since there would be cost avoidance of the frameworks management fee if we were to go with option one.
- 3.3 **Option Three – Direct Award** – This option has been rejected as it does not demonstrate value for money and will impact on the Council's ability to request Social Value commitments.
- 3.4 **Option Four- Remain with the current provider (do nothing)** – This is no longer an option as we have been renewing the current contract already and it would not be best practice to continue without tendering the contract out.

4. **Waiver**

4.1 Not Applicable

5. **Consultation**

- 5.1 There has been extensive consultation in relation to this procurement exercise and all the key teams took part in these consultation processes. This consultation period was over a three-month period.
- 5.2 The proposals in this report were considered and endorsed by Procurement Board at its meeting on 21 August 2023

6. **Corporate Procurement**

Implications completed by: Euan Beales, Head of Procurement

- 6.1 The Council's Contract Rules require all Gold threshold procurements to be competed in the open market, this report satisfies that requirement.

- 6.2 The evaluation methodology and criteria states 80% price, 10% quality and 10% Social Value, in my opinion the quality ratio means that ALL possible requirements MUST be specified to ensure the outcome is one of need against a fair cost. This means the specification needs to contain all requirements and processes and expectations that make up the service or contractual variations maybe required.

7. Financial Implications

Implications completed by: Sandra Pillinger Group Accountant

- 7.1 This report seeks approval to proceed with the procurement of a contract for security screens for a maximum five-year term. The contract cost is variable and has been estimated at £144,000 pa, based on historic usage. The actual cost will depend on activity and will be based on a schedule of rates.
- 7.2 The requirement for security screens is largely within the Estate Renewal programme (managed by Be First), and this cost is met from the capital programme allocation for Estate Renewal. Other areas within the Council, such as Landlord Services (for HRA properties), Reside and Community Solutions (for temporary accommodation) will also be able to access the contract, and will need to manage activity within their respective budgets.

8. Legal Implications

Implications completed by: Yinka Akinyemi, Solicitor – Contracts and Procurement, Law and Governance

- 8.1 This report is seeking approval to proceed to tender on a maximum five-year term (3 + 1 + 1) basis for the provision of security screens and doors in accordance with the strategy set out in the report.
- 8.2 The estimated value of the contract will be in excess of the threshold for goods and services under the Public Contracts Regulations 2015 (the Regulations) and therefore a competitive tendering process will be required, which will be subject to the full application of the Regulations.
- 8.3 The procurement procedure anticipated by this report in clause 3.1 and 6.1 and elsewhere in this report would qualify as a compliant route to market in accordance with the Regulations and the Council's contract rules.

9. Other Implications

- 9.1 **Risk Management** – The Security Doors and Screens Risk Register is attached at **Appendix 1**.
- 9.2 **Corporate Policy and Equality Impact** – It is important that residents are safe, protected and supported at their most vulnerable. When properties are vacant, either for repair or awaiting demolition, they become a target for vandals, drug users and dealers and squatters. This risk is very high within Barking and Dagenham. By securing the properties promptly we reduce the risk to residents.

In some cases, the regeneration programme may take years as the properties are decanted and residents housed in other properties. This often leaves residents living in blocks where a large number of properties are vacant. To ensure that residents live in good housing and avoid becoming homeless, it is paramount to secure these vacant properties so that crime and antisocial behaviour does not impact the lives of these residents.

By securing our properties when vacant we are ensuring that residents, particularly those who are vulnerable, are safe. For example, lifts are often vandalised when empty properties are damaged and squatters or other criminals move into them. This can impact negatively on people with disabilities, and they may not be able to leave their properties. Young families will not be able to use lifts if they are vandalised.

An Equality Impact Assessment Screening Tool has been carried out and is attached at **Appendix 2**.

- 9.3 **Safeguarding Adults and Children** - Vacant properties can cause vandalism within blocks. Squatters can take hold of buildings putting adults and children at risk in our properties. This could encourage crime in the area, expose children and adults to drugs and drug related crime.
- 9.4 **Business Continuity / Disaster Recovery** – The Council has access to frameworks of which there is the option to direct award to suppliers on the framework in the event that there is supplier failure with the winning supplier.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

- **Appendix 1:** Security Screens Risk Register
- **Appendix 2:** EIA Screening Tool Provision of Security Screens and Doors