

# COVID-19 Cabinet Member Delegated Decision

## Summary Report & Recommendations

### 1. Details

Project title:	Contract Extension – Corporate Security Contract
Name and role of report author:	Amanda Lilley – Category Manager (Construction and Maintenance)
Directorate and Service Area:	Homes and Social Inclusion
Executive Director of Homes and Social Investment: Head of Support Service:	Ozay Ali (Director of Homes and Social Investment) Shelley Williams
Statutory Service (Yes or No):	Yes
Procurement Stage (RP2 or RP3):	RP3
Key Decision (Yes or No - if Yes, include ref and if using General Exemption):	No

### 2. Summary

The existing contracts for the provision of Corporate security contract with Profile Security Ltd is due to expire during July 2020 which was for a total contract value of £3.28m. The original award of the existing contract (CCB1130/16-18 and Cabinet Ref: A46/16) was for an initial period of 3 years with options to extend for up to 2 further periods of 12 months up to a maximum period of 5 years (3+1+1) at a maximum total contract value of £4.250m. The first extension period having been exercised, there remains an option for the Council to extend the existing contract for the final 12 months from 4<sup>th</sup> July 2020 to 3<sup>rd</sup> July 2021 at an anticipated value of £880k bringing the overall contract value to £4.16m.

Under the Health and Safety at Work Act 1974, employers have a responsibility to ensure that the workplace is kept secure and safe. Therefore the Council has a legal obligation to ensure premises are secure and safe environment for all employees and workers, and must take their welfare into account. This is a core service that has to be provided.

The Council must:

- So far as is reasonably practicable as regards any place of work under the employer's control, there is a requirement to ensure the work place is safe and without risks to health and the provision and maintenance with regards to the means of access to and egress from it, shall be safe and without such risks;
- The provision and maintenance of a working environment for its employees that is, so far as reasonably practicable, safe, without risks to health, and adequate as regards to its facilities and arrangements for their welfare at work.

It is to be noted that the procurement strategy (RP2) was drafted with the aim to implement a contract incorporating the Council's overall security related requirements as following the commissioning review, the spend analysis identified that there was a separate expenditure relating to the provision of 'Waking Watch' security provision for the emergency temporary accommodation properties (Concorde; Sycamore and Windsor). This is currently being provided via Sigma Security on a rolling agreement and a separate CCB Procurement Summary report will be submitted to CCB.

To ensure a new long term contract is implemented by 3<sup>rd</sup> July 2021, a procurement strategy report will be submitted to CCB, with the Council's intention to issue a pre-market engagement exercise with the approved Public Sector Framework Providers. This is to enable the market to be informed of the proposed indicative procurement timescales with regards to the publication of the ITT pack.

#### Reasons for recommendations

Due to the unforeseen COVID-19 pandemic, whereby the Corporate FM Support Service and C&P Place and Resources Teams have had to divert their attention to priority one related activities and to prevent risk to property, environment, staff and residents, it is imperative to ensure continuity of manned security provision is maintained. This urgent CCB Procurement Summary application has been submitted in response to this, to minimise further delays and impact on the finite resources during this critical time.

### Options considered and rejected

The Council has considered the following options:

**Option 1 (not recommended)** - Re-procurement: for the reasons set out above due to Covid-19, the Council already has an existing contract with Profile Ltd that offers value for money and provides continuity of service provision. There are also ongoing security requirements therefore a change in contractors at this time would interrupt workflow and likely cause further delay.

**Option 2 (not recommended)** – do nothing: this is a statutory service and advice from Corporate FM is to continue to deliver in the current circumstances, as explained above.

**Option 3 (recommended)** – extend to the second and final term of contract for 12 months from July 2020 to July 2021 to ensure continuity of service provision is maintained. This will also enable a meaningful procurement process whereby the procurement timescales can be informed through market engagement via prior information notice.

Therefore, it is recommended in response to the Covid-19 virus for CCB to approve:

- The extension of the existing contract with Profile Ltd from 3<sup>rd</sup> July 2020 to 2<sup>nd</sup> July 2021 for the final 12 months of the contract term at a maximum contract value of £880k;

### 3. Recommended Procurement Strategy during COVID-19

#### Recommendation:

Pursuant to Part 5 A Article 1.7 (Urgency Decisions) of the Council's Constitution the Cabinet Member for Finance & Resources is recommended:

1. The exercise of the final 12 month extension option of the existing contract with Profile Ltd Ltd from 3<sup>rd</sup> July 2020 to 2<sup>nd</sup> July 2021 at an anticipated value of £880k bringing the overall contract value to £4.16m.

### 4. Financial Implications

Details	Internal Capital	Revenue	Period of funding	External		Period of funding
				Capital	Revenue	
General Fund		£0.880	12 months from July 2020			

### 5. Actions

Action	Action owner	Date
Formalise contract extension with Profile Security Services at a total contract value of £880k.	Category Manager/Head of Service – Corporate FM	April/May 2020
Submit RP2 Strategy Report for Long Term provision to CCB for Approval during May/June 2020	Category Manager/Head of Service – Corporate FM	May/June 2020
Issue Pre-Market notification with the public sector Framework Agreement Providers to enable Market to be aware of anticipated procurement timescales	Category Manager/Head of Service – Corporate FM	June 2020
Finalise ITT Pack ready for release to Market	Category Manager/Head of Service – Corporate FM	September 2020
Award of Contract	Category Manager/Head of Service – Corporate FM	December 2020

### 6. Outcome and approval

Outcome	Date agreed	
APPROVED - CCB1572/20-21	CCB	30/04/2020
	Leader/Lead Member	