

Record of officer decision

Decision title:	Decision to spend from the Property Services Planned and Reactive Maintenance budget 2023/24 on the procured security services to various Buildings.
Date of decision:	03 January 2024
Decision maker:	Director of Resources and Assurance
Authority for delegated decision:	This decision is to award a twenty-four month security service contract to Octaga Security Services Ltd and the spend from the maintenance budget as agreed by the key decision made on 28 February 2023 (Report Ref: Property Services Planned and Reactive Maintenance Programme 2023/24) http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?Ild=50044020
Ward:	Countywide
Consultation:	The strategic property service manager; Buildings and compliance manager
Decision made:	<p>A requirement for the Councils Building, Cleaning and Maintenance contract is to provide a number of different security services. These services include (but are not limited too) the following:</p> <ul style="list-style-type: none"> • Physical Security by way of Customer Care Officers (CCOs) • Mobile Patrols • Key Holding duties to include alarm response and reactive services <p>The provision of security, mobile patrols and key holding must comply with BS 7984-3:2020, comply with data security and data protection requirements appropriate to the Service and comply with the Council's Health, Safety, Wellbeing and Equality standards as well as key tenants such as DWP's own standards.</p> <p>A compliant procurement process was conducted in accordance with Herefordshire Councils Contract Procedure rules to appoint a single company to provide these security services over a twenty-four month period.</p> <p>Nineteen compliant bids were received by the tender close date and the evaluation of all bids has concluded. Octaga Security Systems Ltd provided the most economically advantageous tender and are recommended for award. The total cost of this contract is circa £450,000.</p> <p>It is important to note the total cost of the contract is for the provision of the standard security services as listed above and does not include adhoc requirements and emergency call outs. Should an incident or emergency situation occur, the costs for this will be added to the total cost of the contract. It is unknown how much this additional work will cost as it is not possible to forecast incident/emergency based situations. In addition to this, should central government increase the National Living Wage (NLW)</p>

	<p>in April 2025, this would also result with the costs of the contract increasing in line with the NLW increase.</p> <p>This decision is to request authorisation to award this Security Services contract to Octaga Security Systems Ltd.</p>
Reasons for decision:	<p>This decision will allow the continuation of security services on the expiry of the current security contract so as to ensure continuity of safeguarding to council properties and building assets on the expiry of the current security contract.</p> <p>The open procurement process followed the criteria for contract procedure rules (CPR) and in line with central government contract finders which provided evidence of value for money.</p> <p>Nineteen compliant tender returns were received which were all evaluated accordingly to procurement rules.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>Risks:</p> <p>If the decision is not taken this will affect and impact on services delivered to the Herefordshire Community as it will mean the council's properties and building assets will not be unlocked and locked and there would be no provision for mobile security patrols or onsite security should it be required to safeguard property and building users.</p> <p>Challenge from contractors who would disagree with the evaluation outcome. However, this was mitigated by undertaking a moderation exercise to ensure scoring was undertaken fairly.</p> <p>By ensuring buildings are locked will comply with Council Insurance requirements to ensure buildings have adequate security provision when they are unoccupied.</p>
Details of any alternative options considered and rejected:	<p>Do nothing –</p> <p>This is not recommended as a UK compliant, open procurement process following local and national rules and regulations has been undertaken and a successful provider has been identified.</p> <p>Not taking this decision has been rejected as not having contract arrangements in place to cover off security provision would leave the council at risk of not having buildings secured which could result in safeguarding issues to those that visit and or work from some council buildings and possible theft of council property.</p>
Details of any declarations of interest made:	None.

I am an officer delegated to make the decision

Signed:

Print Name: Andrew Lovegrove

Job Title: Director of Resources and Assurance