

## THE DESIGN, SUPPLY, INSTALLATION AND SET-UP OF A NEW CCTV SURVEILLANCE SYSTEM

**Councillor Walsh, Cabinet Member for Communities**

**July 2017**

**Deadline date:** N/A

Cabinet portfolio holder:	Councillor Walsh, Cabinet Member for Communities
Responsible Director:	Wendi Ogle-Welbourn, Corporate Director People and Communities
Is this a Key Decision?	<p>YES</p> <p>If yes has it been included on the Forward Plan : YES</p> <p>Unique Key decision Reference from Forward Plan : KEY/01MAY17/06</p>
Is this decision eligible for call-in?	YES
Does this Public report have any annex that contains exempt information?	NO
Is this a project and if so has it been registered on Verto?	YES

### R E C O M M E N D A T I O N S

The Cabinet Member is recommended to authorise the contract award to Quadrant Security Group for the design, supply, installation and set-up of a new CCTV surveillance system, utilising the CityFibre network with wireless communication where required.

The contract will be for a period of five years, to run from 1 August 2017 to 31 July 2022 with an option to extend for a period of up to 2 years at the Council's discretion. The total value of the contract is estimated at £600,000, approximately £85,000 per year.

### 1. SUMMARY OF MAIN ISSUES

- 1.1 This report seeks the Cabinet Member for Resources' approval to award a contract to Quadrant Security Group for the design, supply, installation and set-up of a new CCTV surveillance system, utilising the City Fibre network with wireless communication where required. The contract will be for a period of five years, to run from 1 August 2017 to 31 July 2022 with an option to extend for a period of up to 2 years at the Council's discretion.

### 2. PURPOSE OF THIS REPORT

- 2.1 This report is for the Cabinet Member for Communities to consider exercising delegated authority under paragraphs 3.4.3 and 3.4.6 of Part 3 of the constitution in accordance with the terms of their portfolio at paragraph (b).

### **3. TIMESCALE**

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	<b>N/A</b>
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### **4. DETAILS OF DECISION REQUIRED**

- 4.1 The Council currently operates a Public Space Surveillance CCTV System utilising 164 analogue cameras communicating with a control room via various means. As the current CCTV system is becoming dated and to make full use of the potential of the CityFibre network being installed across Peterborough, the Council is seeking to upgrade its CCTV system by replacing all cameras and control room facilities. This will enable the CCTV service to achieve a number of operational and cost benefits, including reduced communications and maintenance charges.
- 4.2 CityFibre will provide the Council with a Fibre Optic Wide-Area-Network around the city, which will allow all Council assets to use this transmission medium. The CityFibre network will enable growth, reliability and the ability to use new technology to provide an efficient and effective service.
- 4.3 Whilst there is no statutory duty on the Council to provide CCTV Public Space Surveillance, the CCTV cameras provide a safe overview of the city in respect of Crime and Disorder, which the Council and the Safer Peterborough Partnership subscribe to. The Council also works closely with Cambridgeshire Constabulary in relation to crime reduction and prevention.
- 4.4 The Council has undertaken a procurement process to identify and appoint a contractor to design, supply, install and set-up a new CCTV surveillance system, utilising the CityFibre network with wireless communication where required, and to maintain this system for the contract period. The contract period to be awarded is five years with the option to extend this period by up to two further years. The new system will replace the Council's existing system, which is becoming out-of-date, more difficult to maintain and does not enable the Council to take full advantage of the CityFibre network.
- 4.5 The Council is seeking to appoint a single contractor to provide all elements of the contract requirements to ensure a fully integrated solution, which can be effectively supported throughout the contract period.

#### **The Procurement Process**

- 4.6 This procurement has been carried out in accordance with the Public Contract Regulations 2015. A tender exercise was conducted following an OJEU compliant open procedure procurement which commenced in March 2017. Following OJEU advertisement 2017/S 040-072550, tenderers submitted an invitation to tender. Details of the evaluation are outlined below.
- 4.7 The Council sought a contractor to design, supply, install and maintain a fully operational system to its CCTV Specification. The Council considered this approach to offer the best solution, ensuring that a fully integrated and reliable system would be provided and effectively supported over the contract period.
- 4.8 The objectives of the procurement were to:
- 4.8.1 reduce annual communications costs through maximizing the use of the City Fibre network

- 4.8.2 reduce annual maintenance costs
  - 4.8.3 minimize capital costs for installing new cameras and equipment
  - 4.8.4 improve image quality
  - 4.8.5 increase flexibility
  - 4.8.6 enable new income streams
  - 4.8.7 provide a reliable and future-proofed CCTV system
- 4.9 The new contract will comprise the capital costs of supplying and installing all equipment, software and transmission means required to provide an operational system to specification, all planned preventative and responsive maintenance, plus any related ad-hoc work that may be required by the Council, for example, the redeployment of cameras.

### **Tender Evaluation Summary**

- 4.10 All completed tenders received were evaluated by officers of the Eastern Shires Purchasing Organisation (the organisation whom provided procurement support throughout the project) and Council Officers.
- 4.11 The evaluation was conducted in two stages. The objective of the first stage was to assess all tenders against a number of selection criteria, designed to assess tenderers' general suitability as a potential contractor. All tenderers that passed the selection stage proceeded to the second stage of the process, where tender submissions were evaluated against the award criteria, designed to identify the most economically advantageous tenderer(s). Of six tender submissions received, five tenderers' passed the selection stage and proceeded to the second stage of the process.
- 4.12 The selection stage comprised of the standard Supplier Questionnaire (SQ) and sought to confirm that the potential contractor does not meet any of the grounds for exclusion (mandatory or discretionary) as required by the Public Contracts Regulations 2015. The selection criteria questions were designed to check that potential contractors meet or exceed the Council's minimum standards.
- 4.13 Only those tenderers that passed the selection stage proceeded to have their tender submissions evaluated against the award criteria. The award criteria stage was split into two main areas: (1) Quality - amounting to 40% of the total score and (2) Price - amounting to 60% of the total score. Tenders were evaluated on a Quality:Price ratio of 40%:60%. Following the evaluation of the Price and Non-Price award criteria, the tenderer's Price score was added to their Non-Price score to result in a Total Score (out of 100%). Tenderers' Total Scores were be ranked, from highest to lowest, and the award was made to the highest scoring tenderer.
- 4.14 Five of the six organisations that submitted tenders passed the selection stage and proceeded to the second stage of the process to have their tender submission evaluated against the award criteria. The tenders were evaluated at award stage as follows:

<b>Provider</b>	<b>Overall %</b>	<b>Successful Yes/No</b>
Quadrant Security Group	95.08%	Yes
B	86.11%	No
C	71.79%	No
D	63.35%	No
E	Insufficient information to evaluate the bid.	No

- 4.15 Upon conclusion of the evaluation of tenders the tenderer whom it is agreed should be awarded the contract is Quadrant Security Group. The successful tenderer will be advised accordingly via a Notification of Intention to Award Letter. This award is on the basis of the

best tender, based on the evaluation criteria described above.

- 4.16 Tenderers whom it is proposed should not be awarded the Contract will also be advised of this in writing via a Notification of Intention Not to Award letter which will contain feedback on the characteristics and relative advantages of their tender submission compared with those of the accepted tender.

## **5. CONSULTATION**

- 5.1 Consultation has been carried out with relevant stakeholders and local authorities considering or have undertaken a similar contract.

## **6. ANTICIPATED OUTCOMES**

- 6.1 Award of contract to Quadrant Security Group for the design, supply, installation and set-up of a new CCTV surveillance system, utilising the CityFibre network with wireless communication where required. The contract will be for a period of five years, to run from 1 August 2017 to 31 July 2022 with an option to extend for a period of up to 2 years at the Council's discretion.

## **7. REASONS FOR RECOMMENDATIONS & ANY RELEVANT BACKGROUND INFORMATION**

- 7.1 As the current CCTV system is becoming dated, the recommendations in this report will ensure the CCTV service achieves a number of operational and cost benefits, including reduced communications and maintenance charges by upgrading its CCTV system, replacing all cameras and control room facilities, and making full use of the potential of the CityFibre network being installed across Peterborough.
- 7.2 CityFibre will provide the Council with a Fibre Optic Wide-Area-Network around the city, which will allow all Council assets to use this transmission medium. The CityFibre network will enable growth, reliability and the ability to use new technology to provide an efficient and effective service.
- 7.3 The recommendations within this report will allow for new CCTV cameras to continue to provide a safe overview of the city in respect of Crime and Disorder and ensure the Council continues to work effectively with Cambridgeshire Constabulary in relation to crime reduction and prevention.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 To do nothing, however this was rejected on the basis that the Council is required to maintain the continuity of the service, for reasons outlined within this report. Approval will enable the Council to upgrade its CCTV system by replacing all cameras and control room facilities, making full use of the potential of the CityFibre network being installed across Peterborough. This will enable the CCTV service to achieve a number of operational and cost benefits, including reduced communications and maintenance charges.
- 8.2 To call-off from an existing government framework agreement. The Council could have called-off this requirement through other framework agreements,. The ESPO framework was considered but the scope of potential bidders was limited. In order to have the full range of submissions from across the industry it was considered that an open procedure would provide this option

## **9. IMPLICATIONS**

There are no equality implications arising.

## **Financial**

### 9.1 New contract

The tender exercise recently completed is to commission the upgrade of the system as described above and the ongoing maintenance of that system in a single contract.

The winning bid equates to £558k for a 5-year contract - £338k for the upgrade of the system and hardware and £220k for maintenance.

The original capital budget set aside for the upgrade was £240k. This proposal assumes an asset life of 10 years.

The current CCTV revenue budget for the same five year period is £415k.

#### **Financial Implications - Capital**

Pressure	2017/18	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000	£000
<b>System Upgrade</b>	338				
<b>Budget</b>	(240)				
<b>Net capital implication</b>	98				

#### **Financial Implications - Revenue**

Saving	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	£000	£000	£000	£000	£000	£000
<b>Maintenance</b>	63	43	44	45	45	45
<b>Cost of Capital Borrowing</b>	1	11	11	11	11	11
<b>Budget</b>	(83)	(83)	(83)	(83)	(83)	(83)
<b>Net revenue implication</b>	<b>(19)</b>	<b>(29)</b>	<b>(28)</b>	<b>(27)</b>	<b>(27)</b>	<b>(27)</b>

Capital spend required of £98k, to be offset by the revenue savings over five years of £138k plus £19k for part year 17/18.

## **Legal**

9.2 The Local Government (Contracts) Act 1997 makes provision about the powers of local authorities to enter into contracts. Every statutory provision conferring or imposing a function on a local authority confers power on the local authority to enter into a contract with another person for the provision or making available of assets or services, or both, for the purposes of, or in connection with, the discharge of the function by the local authority.

9.3 The procurement of the design, supply, installation and set-up of a new CCTV surveillance system contract has been undertaken in accordance with the Public Contract Regulations 2015.

## **10. DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED**

None.

## **11. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

None.