

DECISION TITLE: Contract award for the provision of CCTV Surveillance System Maintenance Services across Peterborough and Fenland
<u>Councillor Nick Thulbourn, Cabinet Member for Regeneration</u>
September 2024
Deadline date: October 2024

Cabinet portfolio holder: Responsible Director:	Councillor Nick Thulbourn, Cabinet Member for Growth and Regeneration Adrian Chapman – Executive Director of Place and Economy
Is this a Key Decision?	YES If yes has it been included on the Forward Plan: YES Unique Key decision Reference from Forward Plan: KEY/18DEC23/01
Is this decision eligible for call-in?	YES
Does this Public report have any annex that contains exempt information?	NO

RECOMMENDATIONS

The Cabinet Member is recommended to:

1. Authorise Peterborough City Council (PCC) to award the contract for provision of the Public Space CCTV Surveillance System Maintenance Service across Peterborough and Fenland to Synectics Security Group Ltd for the period of 4 January 2025 to 3 January 2030. Contract value is £491,069.74 with the option to extend for a further two periods of 12 months at an estimated value of £100,873.50 per extension period.
2. Authorise an additional estimated maximum of £100,000.00 to be awarded to Synectics Security Group Ltd throughout the life of the contract for the replacement and/or upgrade of existing CCTV parts and equipment across Peterborough and Fenland, which shall be at the discretion of the Director of Place and Economy and subject to the capital replacement program.
3. Authorise that PCC be delegated the authority by Fenland District Council (FDC) for PCC to act as the lead contracting authority for the Public Space CCTV Surveillance System Maintenance Service across Peterborough and Fenland, which shall include PCC entering into a Delegation and Partnering Agreement with FDC and the associated transfer of funding from FDC to PCC for the period of 4 January 2025 to 3 January 2030 (and option to extend for a further two periods of 12 months).

4. Authorise the Executive Director of Place and Economy, at their discretion, to exercise the optional contract extensions, and extend the contract for a further two periods of 12 months in accordance with contract provisions.

1.	PURPOSE OF THIS REPORT		
1.1	This report is for the Cabinet Member for Growth and Regeneration to consider exercising delegated authority under paragraph 3.4 of Part 3 of the constitution in accordance with the terms of their portfolio at paragraph 3.4.9.		
2.	TIMESCALES		
	Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting
3.	BACKGROUND AND KEY ISSUES		
3.1	A comprehensive Public Space CCTV Surveillance System Maintenance Service contract for Planned and Preventative Maintenance (PPM) is required to ensure the continued operational effectiveness of the CCTV surveillance system, which covers the city centre, parks, open spaces, property, commercial assets, and other public areas. The CCTV surveillance system operates continuously, providing 24/7, year-round service to support the council's efforts in crime prevention, anti-social behaviour reduction, and promoting safer, stronger communities.		
3.2	Since January 2019, CCTV services for Peterborough City Council (PCC) and Fenland District Council (FDC) have been delivered as a shared service. Both councils, as part of their Cabinet-approved shared service business plan, agreed to pursue a joint CCTV maintenance contract following the expiration of their respective existing contracts. Nothing in the CCTV shared service arrangement between PCC and FDC authorises PCC or FDC to contract on behalf of the other. Therefore, this report seeks approval to permit one council (PCC) to contract with a provider to deliver Public Space CCTV Surveillance System Maintenance Services across both Peterborough and Fenland.		
3.3	PCC's and FDC's existing maintenance contracts, which are separately in place with Synectics Security Group Ltd (SSG) since 2017, are both set to expire on 3 January 2025.		
3.4	PCC shall be the lead authority and FDC shall delegate the function of these services to PCC to enable PCC to contract with a successful provider for delivery of CCTV Surveillance System Maintenance Services across Peterborough and Fenland. The newly procured contract will be for an initial term of five years and include two 12-month optional extension periods, subject to financial positioning at the time across both local authorities. PCC and FDC shared officers shall manage the contract.		
3.5	The joint procurement of maintenance for the Public Space CCTV Surveillance System across Peterborough and Fenland shall include the requirement for: <ul style="list-style-type: none"> • Replacement of end-of-life equipment • Re-deployment of cameras • New equipment installation • Replacement and/or upgrade of existing CCTV systems and infrastructure (capital replacement program) – this will be an additional cost as detailed within the recommendations and as stipulated within the contract specification. 		

Procurement Process

3.6

The procurement was a collaborative process, with PCC leading the process for the Public Space CCTV Surveillance System Maintenance Services under the open procedure in accordance with Regulation 27 of the Public Contracts Regulations 2015, with input from FDC. The procurement was advertised on 1 July 2024 with an Invitation to Tender which closed on 1 August 2024.

The procurement comprised of the following elements:

3.7

A selection questionnaire including:

Financial Standing;
UK General Data Protection Regulation (UKGDPR);
Modern Slavery;
Insurances;
Safeguarding; and
Project specific/technical ability.

All bidders that met the selection criteria within the selection questionnaire proceeded to the tender evaluation stage, which incorporated:

3.8

A quality element – a weighting was given to each question and the questions (method statements) that were asked within the quality element related to areas including technical integrated solution and network security compliance, system development, maintenance, mobilisation, quality control, training plan, continuous improvement and environmental impacts. To be considered for award of this contract, bidders needed to achieve a qualitative evaluation score of no less than 65% out of the total percentage available for quality.

A price element - bidders were required to complete and submit a price schedule. The bidders' price schedules were ranked on the basis of lowest net price for all bids that scored the quality threshold of 65% or higher. Bids which did not score a qualitative evaluation score of at least 65% were rejected, price not evaluated and were not ranked.

The winning bid was the one which met the minimum quality threshold and submitted the best net price.

Four bids were received and four of those bids passed the selection questionnaire stage.

The four bids were then subject to evaluation by the evaluators from 6 August 2024 to 19 August 2024 and a moderation of these evaluations took place on 20 August 2024.

Three bidders achieved the qualitative evaluation score of 65% or higher and those bidders' price schedules were ranked on the basis of lowest net price.

Following moderation, the bidder which had passed the qualitative quality threshold and submitted the lowest net price ranked first place:

Supplier Name	Quality (65%)	Price Rank	Overall Rank
Synectics Security Group Ltd	84%	1	1
Supplier B	79%	2	2

	Supplier C	79%	3
	<p>The new contract, awarded to Synectics Security Group Ltd (SSG), meets both councils' budgetary requirements and offers the best value in terms of cost and service quality, in line with the detailed specifications provided during procurement.</p>		
4.	CORPORATE PRIORITIES		
4.1	<p><i>Consider how the recommendation links to the Council's Corporate Priorities:</i></p> <p>1. <i>Our Places & Communities</i></p> <ul style="list-style-type: none"> • <i>Places and Safety (including any rural implications)</i> • <i>Lives and Work</i> • <i>Health and Wellbeing</i> <p><i>Further information on the Council's Priorities can be found here - Link to Corporate Strategy and Priorities Webpage</i></p>		
5.	CONSULTATION		
5.1	<p><i>Internal consultation with:</i></p> <p>Procurement ICT services Legal Head of Service for Community Safety Executive Director: Place and Economy Corporate Leadership Team (information only)</p>		
6.	ANTICIPATED OUTCOMES OR IMPACT		
6.1	<p>The contract commencement for the provision of CCTV Surveillance System Maintenance Services (PPM) across Peterborough and Fenland which shall fulfil the CCTV System operational requirements of both PCC and FDC. A delegation and partnering agreement between PCC and FDC shall underpin these arrangements.</p>		
7.	REASON FOR THE RECOMMENDATION		
7.1	<p>Both PCC' and FDC's CCTV Surveillance System Maintenance contracts expire on 3 January 2025, therefore not recommissioning the service will leave a gap in provision, resulting in a detrimental impact on CCTV surveillance effectiveness across Peterborough and Fenland. It is essential for the effective maintenance and operation of the shared CCTV service between PCC and FDC to have a robust and comprehensive maintenance contract in place. This ensures the continuous 24/7/365 functionality of the system, which is critical for achieving community safety objectives and meeting the performance standards outlined in the internal and external customer Service Level Agreements (SLAs).</p> <p>The proposal to combine both PCC and FDC contracts into a single provision will result in improved service provision and benefit from economies of scale and be financially better value for money for the local authorities. This aligns with the principles of operating a shared CCTV service.</p>		
8.	ALTERNATIVE OPTIONS CONSIDERED		

8.1	<p>Continue to commission the services as two separate contracts – this was rejected as the CCTV System Surveillance Maintenance provision is well positioned to consolidate both contracts across Peterborough and Fenland into a new, single service, which will also provide economies of scale and better value for money. This also aligns with the overarching shared CCTV service which operates between PCC and FDC.</p> <p>Direct award contracts, however, this was rejected as it would be a breach of the Public Contracts Regulations 2015.</p>
9.	IMPLICATIONS
	Financial Implications
9.1	<p>The budgetary provisions for CCTV maintenance are already allocated within the existing CCTV budget framework, ensuring that the necessary revenue is available for the expenditure under the new contract.</p> <p>The anticipated costs associated with the new maintenance contract fall within the current revenue budget envelope allocated for CCTV maintenance services, thereby ensuring financial compliance and sustainability without the need for additional funding.</p> <p>An estimate of £491,069.74 has been identified for the new service across PCC and FDC, which is to be awarded on an initial term of five years. An approximate breakdown of this is set out below:</p> <p>PCC - £287,523.57 (approx. £57,504.71 per annum)</p> <p>FDC - £203,546.17 (approx. £40,709.23 per annum)</p> <p>Two 12-month extension provisions are also available at an additional estimated cost of up to £100,873.50 per annum (PCC £59,057.38 and FDC £41,816.12) and will be subject to financial positioning at the time across both local authorities.</p> <p>An estimated maximum of £100,000.00 shall be awarded to Synectics Security Group Ltd throughout the life of the contract for the replacement and/or upgrade of existing CCTV parts and equipment across Peterborough and Fenland, which shall be subject to the capital replacement program.</p>
	Legal Implications
9.2	<p>The procurement has been conducted in accordance with the Public Contracts Regulations 2015.</p> <p>PCC shall be the lead contracting authority, and PCC and FDC shall enter into a Delegation and Partnering Agreement in reliance on their powers and the exclusive rights given to local authorities to undertake administrative arrangements of this nature in sections 101 and 113 of the Local Government Act 1972, and sections 19 and 20 of the Local Government Act 2000 and the regulations made under these Acts; together with the general power within section 2 of the Local Government Act 2000 and the supporting provisions within section 111 Local Government Act 1972.</p> <p>The Delegation and Partnering Agreement shall set out clear roles and responsibilities for both councils in relation to the provision of the CCTV System Maintenance Services, including (but not limited to) liabilities, financial arrangements, information governance, data protection and performance management.</p>

	Equalities Implications
9.3	No equalities implications related to this service.
10.	DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED
10.1	<i>None.</i>
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.
11.1	<i>None.</i>
12.	APPENDICES
12.1	<i>None.</i>

