

Wards Affected:

All Wards

EXTENSION OF CONTRACT FOR ADMINISTRATION BUILDINGS SECURITY SERVICES (CU1993)

Author: Tracey Plant – Deputy Facilities Manager: Pralene Mavroleon, Sponsorship and Admin Buildings Manager: Tel (01908) 252553

Executive Summary: 1 year Extension on Existing Security Contract

This report is seeking approval to extend the current security services contract carried out by Profile Security for a further year to the Central Office Accommodation Buildings being Civic Offices and Saxon Court and outlying offices being Tower Drive - Neath Hill, Surrey Road - West Bletchley, Farthing Grove - Netherfield, Whalley Drive - Bletchley, Purbeck - Stantonbury and Register Office – Fenny Stratford.. The contract term commenced on the 8 October 2010 for a term of three years with an additional option of an extension for a further year expiring on the 07/10/2014. The extension of contract will be from 8 October 2013 to the 7 October 2014 for a value of £214 736.32.

1 Recommendation(s)

- 1.1 That the extension of the contract with Profile Security for the period 8 October 2013 to 7 October 2014 for a total value of £214 736.32 be agreed

2 Context

- 2.1 The contracted services will affect a large part of the council, specifically those based in Admin Buildings or outlying offices where a Manned Guarding/key Holding/Alarm Response/Mobile Patrol service is received.

3 Background

- 3.1 This contract was approved by a cabinet delegated decision report in 2010.
- 3.2 The extension of this contract will enable the continued delivery of the provision of Manned Guarding in relation to the Central Office Accommodation, inclusive of key holding, Alarm Response and Mobile Patrols at external buildings.
- 3.2.1 The annual value of this contract was £223,088.32, with the one year extension value being £214,736.32. Continuation of the current service will deliver £8352.00 savings on the original contract price.
- 3.2.2 The three year term will expire on the 8th October 2013. The approval to extend for a further year will allow for a new tender exercise to be

market tested addressing security needs for both MKC and new external partners in Saxon Court ensuring a delivery that is fit for purpose and allowing value for money.

- 3.2.3 The University Campus Milton Keynes and IMS Maxims are the two external organisations that will be taking up office space at Saxon Court. The saving for the extended year has been identified. The current incumbent is aware of the changes to the services in Saxon Court. Currently there are no additional costs however should there be any additional security requirements from the external partners, costs would need to be recharged. The current incumbent has confirmed the cost reduction for the extension period.
- 3.2.4 The current provider has been involved in the Risk Assessment of the building from a security point of view to ensure the continued safety of staff when external partners occupy the building in the future. The extension of this contract is due to commence at the same time when the occupancy of external partners is implemented and it is imperative that continuity of the security service with the current provider is maintained during this important transition period.
- 3.2.5 The current contractor is delivering their services to a good quality standard. This is monitored continuously and is backed up by regular meetings with the Security Provider. Reports are also provided at the meetings which show that out of hours patrols are carried out as per the contract by means of an electronic system that is installed on the external part of the building. This service is also included in the annual Facilities Management Customer Survey where any complaints/compliments are addressed.

3.3 Contract Management

- 3.3.1 The Senior Client Officer for this contract is the Assistant Director Public Access & Customer Service and the management will be undertaken by MKSP Facilities Management. The contract adheres to the Council's standard terms and conditions as maintained by the Council's Legal Services team.
- 3.3.2 The key governance processes include:
- 6 Weekly Contract Meetings with the Senior Mobile Manager are held to allow for contract performance monitoring. All issues are raised in this meeting with a date for resolution.
 - Patrol Reports received to ensure that nightly patrols are carried out as per contract.
 - Escalation process – Issues are raised with the Senior Mobile Manager for resolution. If no satisfactory resolution is found it would then be escalated to the Regional Manager and then the Divisional Director eventually resulting in breach of contract. There has never been a breach of contract in the three year term.

- Monthly invoices are received and checked against contract value before payment is made. Where savings have been achieved in the past costs were monitored to ensure financials were correct.

4 Implications

4.1 Policy

The procurement of this contract has complied with Contract Procedure Rules, Financial Regulations and applicable European Procurement Regulations.

4.2 Resources and Risk

4.2.1 The costs of the contract are already contained within the revenue budget to provide services for both Civic Offices and Saxon Court Admin buildings over the 4 year contract period. (3+1).

4.2.2 The extension of this contract will deliver a savings of £8352.00 for the final year of the contract which runs from 8th October 2013 expiring 7th October 2014. The savings will be identified as part of the forecasting in budget monitoring on both the admin buildings as well as the outlying offices.

4.2.3 The delivery of savings will be monitored and reported to Finance via budget monitoring and forecasting of the security costs on BPC.

4.2.4 The key OPPORTUNITY secured by this contract is business continuity from the current contractor and savings. It is assessed based on the current services that the delivery of this contract provides a MEDIUM Likelihood that a MEDIUM Impact will secure the opportunity defined.

4.2.5 The key THREATS for this contract have been assessed as:

Risk	Likelihood	Mitigation
Contract demand could increase due to the new external partners occupying Saxon Court where a request is raised for additional security and therefore no savings will be delivered.	H	Costs recharged to External Partners.
Insufficient resource in contract management.	L	The current supplier would recruit if there were insufficient resources. The contract is currently managed by the Deputy Facilities Manager for Milton Keynes Service Partnership. If circumstances changed the matter would be dealt with by another member of staff in the

		team.
Operational peaks of work due to External Partners	H	Three year contract has managed peaks of work to date but would recruit if insufficient resources.
Current Security and Utility costs could increase if External Partner requirements necessitate longer opening hours.	M	Costs recharged to External Partners.

The governance measures set out in 3.6 above provide a basis to conclude that these threats, properly managed represent a HIGH / MEDIUM / LOW Likelihood or a HIGH / MEDIUM Impact.

Resources & Risk Implications

N	Capital	Y	Revenue	Y	Accommodation
N	IT	Y	Medium Term Plan	N	Asset Management

4.3 Carbon and Energy Management

The early closure of Saxon Court commenced April 2011 and has achieved a saving of approximately £5300.00 per annum.

4.4 Legal

The Contract and its procurement are compliant with Council Constitution, UK and European Laws.

4.5 Other Implications

Y	Equalities/Diversity	N	Sustainability	N	Human Rights
N	E-Government	N	Stakeholders	Y	Crime and Disorder
N	Carbon and Energy Policy				