

Update on Market security tender process

SUMMARY

- 1.1 The report provides an update on the Market security tender process.

RECOMMENDATION

- 2.1 To note that the new contract was awarded to Knights Security and commenced on 1 December 2011.

REASONS FOR RECOMMENDATION

- 3.1 To provide a further update following the letting of the new contract.

SUPPORTING INFORMATION

- 4.1 This Committee at its meeting of 29 September 2011 requested a further update on progress with the Markets security contract.
- 4.2 Since the last report the tenders have been evaluated and following due diligence and the 10 day standstill period the contract was awarded to Knights Security from 1 December 2011. Appendix 2 details the whole timetable and the activities within the process culminating in the contract starting on 1 December 2011.

OTHER OPTIONS CONSIDERED

- 5.1 None as this was the completion of an OJEU compliant process.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Service Director(s) Other(s)	S Leslie Not Applicable Not Applicable Director of Regeneration Head of Governance & Assurance, Category Manager Finance & Procurement
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For more information contact: Background papers: List of appendices:	Name 01332 643337 e-mail steve.meynell@derby.gov.uk None Appendix 1 – Implications Appendix 2 -- Timetable
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IMPLICATIONS

Financial and Value for Money

- 1.1 By completing the tender process, this will ensure that the Council and Market Traders will receive value for money.

Legal

- 2.1 The tender has been carried out in accordance with E C Procurement Directives.

Personnel

- 3.1 None.

Equalities Impact

- 4.1 The tender process was advertised under E C Procurement Directives allowing all interested parties to submit a pre qualification questionnaire for evaluation.

Health and Safety

- 5.1 None directly arising.

Environmental Sustainability

- 6.1 None directly arising

Asset Management

- 7.1 A Security presence should reduce vandalism/damage to the Markets buildings and stalls.

Risk Management

- 8.1 The key risks have been assessed and will be monitored and managed in line with current internal guidance on risk management.

Corporate objectives and priorities for change

- 9.1 Council Plan 2011 to 2014 –
- Being safe and feeling safe
 - Good quality services that meet local needs

Restricted (OJEU) Programme

Activity 1 Planning	Duration	Start	Finish
Contract Initiation & Background Planning	14 days	02/03/2011	15/03/2011
Confirm Stakeholders & Project Task leads	2 day	02/03/2011	04/03/2011
	8 (+1)		
Market Research and input	days	07/03/2011	14/03/2011
Update meeting with Client	1 day	15/03/2011	15/03/2011
Activity 2 Pre-Qualification Questionnaire (PQQ)			
Compile PQQ Evaluation process	8 days	16/03/2011	23/03/2011
PQQ draft check and update with client	1 day	24/03/2011	24/03/2011
	1 (+2)		
Finalise PQQ document	days	24/03/2011	27/03/2011
Activity 3 Advertise			
Compile OJEU Advert & Sourcederbyshire Advert	1 day	28/03/2011	28/03/2011
Publish Date	1 (+1)	29/03/2011	30/03/2011
Response Period (37 manual or 30 fully electronic)	30 days	01/04/2011	30/04/2011
PQQ Return Date			03/05/2011
Activity 4 PQQ Evaluation			
<i>This period is dependant on the volume of PQQs received</i>			
Part 1 Assessments (Finance, H&S, Equalities etc)	16 days	04/05/2011	19/05/2011
Score PQQ's (including obtaining clarifications)	6 days	20/05/2011	25/05/2011
Collate results and agree with Client	1 day	26/05/2011	26/05/2011
	1 (+2)		
Submit Shortlist and reject correspondence	days	27/05/2011	29/05/2011
	5 (+2)		
Allow 5 days standstill period for feedback	days	30/05/2011	05/06/2011
Activity 5 Tender Documentation(ITT)			
Compile Tender Evaluation process	4 days	20/05/2011	23/05/2011
	4 (+3)		
Compile ITT Instructions and details of contract doc	days	24/05/2011	30/05/2011
Finalise Specification	6 days	22/06/2011	28/06/2011
Confirm Contract Conditions including Legal input	2 days	29/06/2011	30/06/2011
Tender Draft Check & Update with Client	2 (+2)		
	days	01/07/2011	04/07/2011
Finalise Tender Document	2 days	05/07/2011	06/07/2011
Update ITT stage on InTend	2 days	07/07/2011	08/07/2011
	40 (+7)		
Response Period	days	15/07/2011	31/08/2011
Tender Return Date			31/08/2011
Activity 6 Evaluation & Award			
Score Tenders (including obtaining clarifications)	14 days	26/09/2011	09/10/2011
Interview/Presentations (if required)	4 days	10/10/2011	03/10/2011
Collate results	1 day	14/10/2011	14/10/2011
Final Checks and due diligence	1 (+3)	15/10/2011	18/10/2011

	days		
Award and reject letters	1 day	19/10/2011	19/10/2011
Alcatel period (10 day standstill period)	10 +1 days	20/10/2011	30/10/2011
Contract Award	1 day	31/10/2011	31/10/2011
Lead in Period	30 days	01/11/2011	30/11/2011
Contract Start			
Date			01/12/2011