

Report title	Procurement – Award of Contracts for Works, Goods and Services	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Ian Brookfield Leader of the Council	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	Claire Nye, Director of Finance	
Originating service	Procurement	
Accountable employee	John Thompson	Head of Procurement
	Tel	01902 554503
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Report to be/has been considered by	Directorate Leadership Team	

Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Delegate authority to the Leader of the Council, in consultation with the Director of Finance, to approve the award of a contract for Cash in Transit when the evaluation process is complete.
2. Delegate authority to the Cabinet Member for City Assets and Housing, in consultation with the Deputy Chief Executive, to approve the award of a contract for Provision of Building Fabric Repairs and Maintenance when the evaluation process is complete.
3. Delegate authority to the Cabinet Member for City Assets and Housing, in consultation with the Deputy Chief Executive, to approve the award of a contract for Static Guarding Services when the evaluation process is complete.

1.0 Councillor Ian Brookfield, Leader of the Council

1.1 Delegated Authority to Award a Contract - Cash in Transit

Ref no: CWC21019	
Council Plan aim	Our Money
Originating service	The Hub
Accountable officer	Sara Youles, Operations Manager Payments & Banking (01902) 551442
Leadership Team approval	17 March 2021
Accountable Lead Cabinet Member	Cllr Ian Brookfield, Leader of the Council (01902) 550352
Date Lead Cabinet Member briefed	9 June 2021
Procurement advisor	Karen Boden, Procurement Manager (01902) 555136

1.2 Background

- 1.3 This contract is responsible for over 8,000 secure collections and deposits to the Council's (CWC) bank annually.
- 1.4 Collections are made from 75 establishments across the city including but not restricted to; Schools, WV Active, Wolverhampton Homes, Markets, Galleries and the Civic Centre plus all car park income at 67 sites. Cash deliveries and change requests are also facilitated which are all subject to change throughout the pandemic.
- 1.5 Contract management will be based on performance management against key performance indicators and business review meetings. In addition, Social Value will be evaluated which will look at fuel economy.

Proposed Contract Award	
Contract duration	Four years
Contract Commencement date	1 August 2021
Annual value	£88,750
Total value	£355,000

1.6 Procurement Process

1.7 The intended procurement procedure will be a further competition from the Eastern Shires Purchasing Organisation (ESPO) Cash Collection & Cash and Valuables in Transit Services framework in accordance with Public Contract Regulations 2015. The evaluation criteria will be determined by the requirements of the framework documents. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

1.8 The evaluation team will comprise:

Name	Job Title
Sara Youles	Operations Manager Payments & Banking
Rachel Highfield	Banking & Finance Support Team Leader
Mary Mistry	Banking & Finance Support
Sue Nicholls	Banking & Finance Support

1.9 Evaluation of alternative options

1.10 There are limited providers that can meet our full security requirements that safeguard the safety of the employees and the values they transfer with full vehicle camera vision and real time tracking. The previous procurement approach has been to go to full tender leading to a number of submissions requiring assessment to establish they do not meet the full specification criteria. Previous tenders and research suggest the framework has already joint awarded the only suppliers able to facilitate our contract requirements.

1.11 Reason for decisions

1.12 Using the framework will still see a competitive process between the four awarded providers but will reduce the timescale needed from full tendering making the administration process more cost effective and efficient.

1.13 Financial implications

1.14 The current annual cost of the contract is just under £90,000 and is funded from revenue budgets held by services across the Council. It is anticipated that entering into a new contract will generate a saving, but the detail will only emerge through the procurement process.

1.15 Legal implications

1.16 The procurement will be an above threshold procedure in accordance with the Public Contract Regulations and Council's Contract Procedure Rules.

1.17 Equalities implications

1.18 There are no equalities implications arising from the recommendations of this report.

1.19 All other implications

1.20 There are no other implications arising from the recommendations of this report.

1.21 Recommendation

1.22 Cabinet (Resources) Panel is recommended to delegate authority to the Leader of the Council, in consultation with the Director of Finance, to approve the award of a contract for Cash in Transit when the evaluation process is complete.

2.0 Councillor Bhupinder Gakhal, Cabinet Member for City Assets and Housing

2.1 Delegated Authority to Award a Contract – Provision of Building Fabric Repairs and Maintenance

Ref no: CWC21036	
Council Plan aim	More good jobs and investment in our city
Originating service	City Assets
Accountable officer	Richard E Jones, Maintenance Programme Manager (01902) 555448
Leadership Team approval	30 June 2021
Accountable Lead Cabinet Member	Cllr Bhupinder Gakhal, City Assets and Housing (01902) 555002
Date Lead Cabinet Member briefed	16 June 2021
Procurement advisor	Jose Vitoria, Procurement Manager (01902) 554715

2.2 Background

2.3 City of Wolverhampton Council (CWC) has a statutory responsibility to ensure that the buildings that it occupies and deliver services from are regularly inspected, tested and maintained in accordance with relevant legislation to reduce the risk of harm to employees and the public.

2.4 CWC requires a suitably qualified and resourced contractor to provide a Building Fabric Repairs and Maintenance Service to locations across CWC's estate portfolio.

Proposed Contract Award	
Contract duration	Seven years (5+2)
Contract Commencement date	4 January 2022
Annual value	£2.8 million
Total value	£19.6 million

2.5 Procurement Process

2.6 The intended procurement procedure will be an open procedure in accordance with Public Contract Regulations 2015. The evaluation criteria will be identified in the tender documents and determined by the Head of Procurement in consultation with relevant stakeholders. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

2.7 The evaluation team will comprise:

Name	Job Title
Richard E Jones	Maintenance Programme Manager
John Gibson	Building Surveyor
Chris Newman	Project and Works Quantity Surveyor
To Be Confirmed	Consultancy yet to be appointed

2.8 Evaluation of alternative options

2.9 The contract which is being tendered is to provide specialist compliance and response maintenance to the Council's Corporate Landlord property portfolio. This type of contract is difficult to resource due to the critical nature of the emergency response requirements. The nature and type of work can be very specialist in nature with variations in the workflow caused by the need to achieve compliance.

2.10 This building maintenance contract is to undertake compliance works to ensure safety of our building portfolio. It will require critical response times that will lead to the need to have a substantial local presence in the City. The following options have been considered for this nature of work:

1. Bringing the contract back to being fully delivered in-house. This was discounted, due to the specialist skills and capabilities required along with the need to have specialist equipment. More importantly, the Council would need to dramatically increase the number of staff required to deliver the specialist works.
2. Delivering the works through Wolverhampton homes which is setup to deliver residential planned, compliance and response maintenance. The Council's Corporate Landlord property compliance and maintenance contract is a more specialist and diverse range of building (Art Gallery, Library's, Commercial Office Building, Community Hubs etc).

3. A traditional procurement route, which allows for a medium size of specialist local contractor to tender and deliver the works. This is the chosen method of delivering the contract.

2.11 Reason for decisions

- 2.12 The delegation is requested to ensure the contract can be awarded in good time, once the evaluation process is complete.

2.13 Financial Implications

- 2.14 The total cost of this contract cost is up to £19.6 million over a seven year contract period. The annual contract cost, not exceeding, £2.8 million will be funded from existing revenue and capital budgets within Repairs and Maintenance and Corporate Asset Management Services.
- 2.15 The annual contract value allows for additional works to be awarded subject to requirements. Where works are required in excess of existing budgets, these will be subject of future reports, in accordance with set governance processes.

2.16 Legal implications

- 2.17 The procurement will be an above threshold procedure in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

2.18 Equalities implications

- 2.19 There are no equalities implications arising from the recommendations of this report.

2.20 All other implications

- 2.21 There are no other implications arising from the recommendations of this report.

2.22 Recommendation

- 2.23 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for City Assets and Housing, in consultation with the Deputy Chief Executive, to approve the award of a contract for Provision of Building Fabric Repairs and Maintenance when the evaluation process is complete.

3.0 Councillor Bhupinder Gakhal, Cabinet Member for City Assets and Housing
3.1 Delegated Authority to Award a Contract – Static Guarding Services

Ref no:	CWC21004
Council Plan aim	Our Assets
Originating service	City Assets and Housing
Accountable officer	Chris East, Head of Facilities (01902) 550132
Leadership Team approval	2 June 2021
Accountable Lead Cabinet Member	Cllr Bhupinder Gakhal, City Assets and Housing (01902) 555002
Date Lead Cabinet Member Briefed	9 June 2021
Procurement advisor	Karen Boden, Procurement Manager (01902) 555136

3.2 Background

3.3 CWC is looking to appoint a contractor to provide a security service which not only offers a competitive price but demonstrates the skills and capabilities to provide a high-quality reliable service. The main long term requirements are for Static Manned Guarding at the following locations:

- Retail Security Officers for Bilston & Wolverhampton markets;
- Static Security for Steel Drive (Fordhouse Road Industrial Estate);
- Static Security for CWC Depots (Culwell St & Hickman Ave) and
- Vehicle Control and supervision operatives for private hire and taxi licensed vehicles.

3.4 However, CWC may also require additional coverage for other sites/events on an ad-hoc basis such as buildings which are new or have been occupied and are void or buildings which are being refurbished. During the tendering process an hourly rate will be agreed that can be used for these occurrences.

3.5 The Contract will be let on behalf of CWC and Wolverhampton Homes.

Proposed Contract Award	
Contract duration	Four years (3+1)
Contract Commencement date	1 September 2021
Annual value	£600,000
Total value	£2.4 million

3.6 Procurement Process

3.7 The intended procurement procedure will be an open procedure in accordance with Public Contract Regulations 2015. The evaluation criteria will be identified in the tender documents and determined by the Head of Procurement in consultation with relevant stakeholders. Any amendments to the procurement procedure will be reported in an IEDN to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

3.8 The evaluation team will comprise:

Name	Job Title
Chris East	Head of Facilities
Chris Howell	Commercial Regulation Manager
Kully Kudhail	Facilities Manager
Joanne Till	Markets General Manager

3.9 Evaluation of alternative options

3.10 Consideration was given to in house provision of service however due to the irregular nature of the service in some areas plus additional pay rates for CWC employees would have resulted in a considerable increase in price. The service is required due to a number of Health and Safety reasons and buildings/employees and residents of the City would not be safe if the service was no longer provided

3.11 Reason for decisions

3.12 The delegation is requested to ensure the contract can be awarded in good time, once the evaluation process is complete.

3.13 Financial Implications

- 3.14 The total value of the contract proposed for Static Guarding Services is £2.4 million over four years, £2.0 million of which will be for the City of Wolverhampton Council (the remainder being Wolverhampton Homes).
- 3.15 The annual cost to the Council in the region of £513,000 will be met from existing revenue budgets held by services across the Council. Costs associated with Wolverhampton Homes, in the region of £87,000 will be charged accordingly.

3.16 Legal implications

- 3.17 The procurement will be an above threshold procedure in accordance with the Public Contract Regulations and Council's Contract Procedure Rules.

3.18 Equalities implications

- 3.19 City of Wolverhampton Council will take into account in its tender evaluation and contracting processes, a potential contractor's approach to equality in terms of its employment practices and service delivery. It will do this by asking potential contractors relevant questions and include appropriate provisions in its contract documents relating to these matters

3.20 All other implications

- 3.21 There are no other implications to consider.

3.22 Recommendation

- 3.23 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for City Assets and Housing , in consultation with the Deputy Chief Executive, to approve the award of a contract for Static Guarding Services when the evaluation process is complete.

4.0 Evaluation of alternative options

4.1 All alternative options are included within the relevant section of the report.

5.0 Reasons for decision

5.1 The reason for the recommendations are included within the relevant section of the report.

6.0 Financial implications

6.1 All financial implications are included within the relevant section of the report.
[RP/14052021/R]

7.0 Legal implications

7.1 All legal implications are included within the relevant section of the report.
[SZ/28062021/P]

8.0 Equalities implications

8.1 The relevance to equalities and progress in terms of equality analysis will vary for each proposal included in this report. Accountable officers have and will ensure that evidence is collected and used to demonstrate compliance with the Council's legal obligations under the Equality Act 2010.

9.0 All other Implications

9.1 All other implications are included within the relevant section of the report.

10.0 Schedule of background papers

10.1 Relevant background papers are included within the relevant section of the report.