

Access Control Re-tender of Contract for Cambridgeshire County Offices, Buildings and Car Parks

To: Strategy and Resources Committee

Meeting Date: 27th June 2022

From: Director of Resources/Section 151 Chief Finance Officer

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2022/055

Outcome: To consider the re-tender of the access control security contract for the Council's non-school buildings, and to achieve a successful and timely procurement exercise.

Recommendation: The Committee is recommended to:

- a) Authorise the re-tender of the access control contract for Authority buildings and some car parks which is due to expire on 31st March 2023.
- b) Approve the commencement of the re-procurement of the access control Facilities Management Contract for a term of 8 years from 1 April 2023 to 31 March 2031 with the option to extend for a two further years as single annual extensions, which equates to an 8 + 1 + 1 year term.
- c) Delegate authority to the Director of Resources and Assistant Director of Property to appoint a contractor after a competitive procurement process and complete all necessary contractual documents in accordance with Council procedures.

Officer contact:

Name: Tony Cooper
Post: Assistant Director Property
Email: tony.cooper@cambridgeshire.gov.uk
Tel: 07825 722525

Member contacts:

Names: Councillors Nethsingha and Meschini
Post: Chair/Vice-Chair
Email: lucy.nethsingha@cambridgeshire.gov.uk
elisa.meschini@cambridgeshire.gov.uk
Tel: 01223 706398

1. Background

- 1.1 The Council's non-school properties and some car parks require a method of controlling access via staff access / ID cards. The access control system allows buildings, assets, equipment and data to remain secure and for staff to remain safe while working in Authority buildings.
- 1.2 At the time of writing there are approximately 300 card reader points across 40 sites and there are approximately 5000 access cards registered on the system.
- 1.3 The procurement strategy of the access control contract will be by way of Open Tender and will be advertised at the Find a Tender (FATS) website, which since Brexit has replaced the Official Journal of the European Union.

2. Main Issues

- 2.1 After three periods of a waiver and extension being in place, in order to facilitate the move into New Shire Hall and the C2020 property portfolio changes over the last three years, as well as the impact of Covid, the Council is now required to carry out a full re-procurement process for the access control service.
- 2.2 The value of the current contract is approximately £70,000 per year, with a total cost of £700,000 across the proposed term of the new contract.
- 2.3 The contract value will fluctuate as buildings are added to or removed from the contract schedule as the Estate evolves. This fluctuation has been particularly relevant in the last three years. Changes resulting from the deployment of new Cambs 2020 sites, with new sites being added and some sites closing, and new ways of working, will further influence the contract. In addition, the Estate is likely to be reviewed as a result of both the completion of the Cambs2020 programme and the impact of the post pandemic situation.
- 2.4 The access control system allows the Facilities Management Team to fully define when a staff member or group of staff may access a building or a single door within a building. The system also has a powerful alarm and reporting system, allowing historical reports of successful or failed access attempts to be reported on, provide security and safety management benefits.
- 2.5 The contract specification will be based upon outputs designed to encourage cost saving and improved performance through innovation, adoption of environmentally friendly techniques and materials, recycling of expired equipment and the use of new technology and socially responsible practices.

3. Alignment with corporate priorities

3.1 Environment and Sustainability

The provision of access control services is undertaken across a wide range non-school Council properties including community centres, libraries, registry offices and other facilities serving communities across the County. The requirement to provide and safe properties for

our staff to work in and secure environments for equipment and data is fundamental to successful delivery of the Council's functions in providing service.

3.2 Health and Care
See wording under 3.1 above.

3.3 Places and Communities
See wording under 3.1 above.

3.4 Children and Young People
See wording under 3.1 above.

3.5 Transport
See wording under 3.1 above.

4. Significant Implications

4.1 Resource Implications
The Council's planning assumption is that the re-tendered service will be within the available annual budget envelope.

The proposed procurement is for access control on operational council buildings and is not being deployed on the Council's Farms Estate nor the Council's portfolio of let investment properties.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
This process shall be a threshold-level procurement, and the CCC Procurement Team have been working closely with the service area.

The procurement will be issued as an OPEN (FTS) tender on the following grounds – the current access control system is a G4S proprietary system called Symmetry. All bidders will have the options to take over this system from G4S or install a new system, inclusive in the annual cost.

The main risk to the procurement is having a new system installed across the Estate, given the size and complexity of the current system. The implementation period will be three months (Jan 2023 – March 2023, as we are not looking to extend any further the existing contract).

To mitigate against this risk – the new contractor will be monitored closely throughout the implementation period to ensure that all buildings will be operational by 3rd April 2023, through a detailed project plan and focus of high trafficked buildings first.

Given the potential initial investment by successful bidder, the time between award and contract being signed and sealed needs to be short so that the bidder starts installing as soon as possible. This is being planned with Legal to ensure there are no delays.

4.3 Statutory, Legal and Risk Implications
The provision of access control on the Cambridgeshire County Council Estate is required to ensure that the Council meets numerous statutory obligations in relation to Health & Safety,

personnel, data and equipment security, Fire Safety and other matters. Failure to provide such services could lead to enforcement or legal action being taken against the Council.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

The procurement process will be open to local SMEs. Engineers supporting the current contract have been employed from within Cambridgeshire.

4.7 Public Health Implications

There are no significant implications within this category.

4.8 Environment and Climate Change Implications on Priority Areas:

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status:

Explanation:

Latest technology electronics are employed to reduce power consumption. Efficient and long running battery back-up systems are in place to reduce wastage at times of battery replacement.

4.8.2 Implication 2: Low carbon transport.

Positive Status:

Explanation:

The planned preventative maintenance elements of this contract are scheduled such that transport is reduced by ensuring routes are carefully mapped to service areas within the County, minimising travelling.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive/neutral/negative Status:

Explanation: Not applicable

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Neutral Status:

Explanation:

Active recycling of redundant equipment as sites close, equipment failures result in replacements or technology progresses. Full replacement of existing system would involve the use of additional electronic and other material resource and disposal/recycling of existing equipment. Minimising waste, pollution and resource extraction would assume ongoing use of existing system rather than replacement

4.8.5 Implication 5: Water use, availability and management:

Neutral/Status:

Explanation: See Waste Management.

4.8.6 Implication 6: Air Pollution.
Positive/neutral/negative Status:
Explanation: Not applicable

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.
Positive/neutral/negative Status:
Explanation: Not applicable

Have the resource implications been cleared by Finance? Yes
Name of Financial Officer: Tom Kelly, Chief Finance Officer

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement? Yes
Name of Officer: Clare Ellis, Head of Procurement

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law? Yes
Name of Legal Officer: Fiona McMillan

Have the equality and diversity implications been cleared by your Service Contact?
Yes
Name of Officer: Jenni Bartlett

Have any engagement and communication implications been cleared by Communications?
No
Name of Officer: Not applicable

Have any localism and Local Member involvement issues been cleared by your Service Contact? No
Name of Officer: Not applicable

Have any Public Health implications been cleared by Public Health? No
Name of Officer: Not applicable

If a Key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer? Yes
Name of Officer: Emily Bolton

5. Source documents

5.1 No source documents.