

RECORD OF OFFICER DECISION

APPROVAL FOR AWARD OF SOFT FM CONTRACT FOR SECURITY SERVICES FM1639

Decision made

To approve award of corporate security services contract to Venture Security Management.

Total value £648,300.00

Award from 1st December 2023 for initial term of 5 years (with option to extend by two further one-year periods)

Made by: James Barrah, Director of Assets

Background

1. As Director of Assets pursuant to the introductory paragraph of the scheme of sub-delegation for the Corporate Director Resources, I am authorised under Wiltshire Council's Constitution to make the above decision.
2. The current contract for the supply of security services expires on 30th November 2023.
3. Having exhausted all their extension permissions, the council sought tenders under the Find a Tender Service (FTS) Open process.
4. Ten (10) compliant tenders were received for the security service.

Reason for decision

1. Following an evaluation process the following supplier has been identified as the successful supplier, based on receiving the highest combined quality and pricing score:

Provider Name	Quality	Weighted Quality Score	Price	Weighted Price Score	Total Score
Venture Security Management	82.50	24.8	£129,660	69.2	94.0

2. The evaluation was based on a price/quality ratio of 70/30.
3. The security services to be supplied are:
Keyholding, Out of Hours Mobile Patrols, Site Locks & Unlocks, Out of Hours Intruder / Fire Alarm Activation Response, Ad Hoc Manned Guarding

4. I confirm that in making this decision I have considered the following in line with Wiltshire Council's Constitution:

5.

Key decision requirements	Not applicable.
Views of relevant cabinet member(s), committee chairman, area board(s)	Not applicable.
Consultation with cabinet member(s), the Leader and Scrutiny (for Executive decisions taken under Emergency Powers)	Not applicable.
Consultation with the Chief Executive OR Corporate Director where appropriate	Yes
Consultation with local members (as appropriate)	Not applicable.
Consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and area boards in decisions about local services	Not applicable.
Implication of any council policy, initiative, strategy or procedure	To support the council's aim to "provide useful, modern spaces in communities for groups to interact in", this award will ensure high quality, competitively costed, customer focused security services across the council's operational estate.
Consultation in accordance with requirements and expectations of consultation with the public	Not applicable.
Range of options available	Please see "Other options considered", below.
Staffing, financial and legal implications	Contract is subject to a TUPE consultation because the incumbent providers have not been successful.
Evidence of due regard having been given to the Public Sector Equality Duty.	Not applicable.
Risk assessment	Completed at sourcing plan stage and reviewed throughout the procurement process

Involvement of statutory officers and/or directors	Not applicable.
Regional or national guidance from other bodies	Not applicable.
The council's constitution	Yes, Part 10, Contract Rules
Contract is suitable for execution under the e-signature process	Yes, the contract is suitable for execution under the e-signature process.

Conflict of Interest

6. Not applicable.

Other options considered

- 7.

Other options considered	Reason for rejection
Stop security services	Rejected. Security is an essential service across the corporate estate.
Bring security services in house	Rejected. Costs will increase, particularly in relation to salary elements, pension contributions and pay conditions. No operational expertise within the service
Extend existing security contract beyond 30.11.23	Rejected. Service has reached its maximum contract term by 30 th November 2023

James Barra

Made by:

James Barra, Director of Assets

Date: 17 August 2023