

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

SERVICE DIRECTORATE: Regulatory

1. DECISION TAKEN

To award the contract of North Hertfordshire Conservation Cash collection Service to BDI Securities UK Ltd.

2. DECISION TAKER

Ian Fullstone, Service Director - Regulatory

3. DATE DECISION TAKEN:

30 April 2019

4. REASON FOR DECISION

- 4.1 The Council receives income from its car park ticket machines and requires a secure, reliable and timely collection, reconciliation and banking service to deal with this income.
- 4.2 This service has been provided by Jade Security Services over the last 4 years and the current contact formally terminates in May 2019.
- 4.3 A full open competitive tendering process was undertaken in March 2019 and following the assessment of the six submissions, the decision was made to appoint the highest scoring bidder which provides the Authority with the best value, in terms of quality and cost of the service to be provided.
- 4.4 The new contract awarded to BDI Securities UK Ltd will be for 2 years and given that the anticipated overall cost of this service will be over £50k, an official NHDC Decision Notice must be published on the Council's website. (See paragraph 8.2 below).

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Given that the current contract agreement states that '*the maximum cumulative duration of the Term shall not exceed 4 years from the commencement date*', and that Jade Securities have provided the same service for the last 4 years, extending the contract was not considered an option.
- 5.2 To ensure best value for the authority, a full open competitive tendering process in accordance with the Council's Contract Procurement Rules was undertaken

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 The Executive Member has been consulted. There is no obligation on NHDC to carry out any wider consultation for the procurement of this contract.

7. RELEVANT CONSIDERATIONS

- 7.1 The service is required to ensure that:
- (i) income belonging to the Council is collected using the most efficient and secure method available to maximize safety and cost effectiveness and to deter vandalism and theft;
 - (ii) a full audit trail is kept of all income collected, from collection to banking;
 - (iii) all income collected is stored securely prior to banking, and promptly transported safely and securely for banking; and
 - (iv) the reports and associated documents for the income collected are correctly completed and promptly forwarded to the Council.

8. LEGAL IMPLICATIONS

- 8.1 Under terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to amongst other things: *entering into contract to carry out works and/or for the supply of goods and services within approved budget (subject also to approval of the Service director for: Customers in respect of software or hardware contracts).*
- 8.2 Under clause 7.13 of the Contract Procurement Rules, for contracts above £50k an official NHDC Decision Notice must be published on the Council's website. This has been adhered to and the contract will be signed by the Regulatory Service Director.

9. FINANCIAL IMPLICATIONS

- 9.1 This contract will be funded from the current parking income budget of £30,400. There are no other financial implications.

10. RISK IMPLICATIONS

- 10.1 Implementation of the Parking Service in terms of achieving its estimated income is already identified as a risk on the Council's Risk Register.
- 10.2 Risks associated with the Contractor's performance and delivery of the service in terms of meeting the requirements of the Contract Specification as set out at paragraph 7.1 above will be monitored according to the Key Performance Indicators set out in Terms and Conditions of Contract.

11. EQUALITIES IMPLICATIONS

- 11.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 11.2 There are no equalities implications arising from this decision.

12. SOCIAL VALUE IMPLICATIONS

- 12.1 The Social Value Act and "go local" policy do not apply to this decision.

13. HUMAN RESOURCE IMPLICATIONS

13.1 None.

14. BACKGROUND PAPERS

14.1 None.

15. NOTIFICATION DATE

Date sent to all Members, put on website and appears in MIS.

Signature of Executive Member Consulted

Date30th April 2019.....

Signature of Decision Taker

This is not an executive decision and call-in does not apply to NON-EXECUTIVE DECISIONS