

5.1: CONTRACT C11004 – PROVISION OF SECURITY SERVICES

Proponent : City of Albany
Owner : City of Albany
Responsible Officer : Chief Executive Officer (F James)

IN BRIEF

- Contract C11004 – Provision of Security Services be AWARDED to Southcoast Security Service for a three year period, with a mutually agreed continuance, on date of award, for a further two years.

**ITEM 5.1: RESPONSIBLE OFFICER RECOMMENDATION
VOTING REQUIREMENT: SIMPLE MAJORITY**

THAT Council ACCEPT the Tender from Southcoast Security Service and award contract C11004 for the provision of security services for a period of two years, with provision for a mutually agreed continuance, on date of award, for a further two years.

BACKGROUND

1. Due to the expiry of the current Security Services contract, tenders were called for the provision of security services for a period of three years plus a two year extension. The major components of this service are a night watch patrol of City of Albany buildings and the opening, closing and securing of public toilets.

DISCUSSION

2. Tenderers were asked to provide a monthly breakdown of costs for the provision of a night watch service for 17 City of Albany facilities, and to open, close and secure 16 public toilets and amenities, plus an additional schedule of rates for alarm and emergency call-outs, and cash collection services.
3. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:

Criteria	% Weight
Cost	40%
Relevant Experience	20%
Key Personnel skills and experience	20%
Reliability	20%
TOTAL	100%

CEO:	RESPONSIBLE OFFICER:
-------------	-----------------------------

4. Tenders from a total of five service providers were received. Three companies claimed against the City of Albany's Regional Price Preference Policy.

Tenderer	Local Preference Qualification
Southcoast Security Service	Yes
Navedad Protection	No
Webset Security	No
Fortitude Security	Yes
Cobbsec	Yes

5. The following table details the evaluation score applicable to each submission.

Tenderer	Total Evaluation Score
Southcoast Security Service	834.0
Navedad Protection	579.2
Webset Security	-133.2
Fortitude Security	686.4
Cobbsec	144.0

6. The evaluation panel independently scored the tenderers submissions before jointly determining the final scores. On the basis of the total evaluation score which considered the tender evaluation criteria of cost, relevant experience, key personnel skills, and reliability, the most suitable company is considered to be Southcoast Security Service.

GOVERNMENT CONSULTATION

7. Nil.

PUBLIC CONSULTATION / ENGAGEMENT

8. A request for tenders was published in the West Australian on 6 July 2011 and in the Albany Weekender on 7 July 2011.

STATUTORY IMPLICATIONS

9. Regulation 11 of the *Local Government (Functions and General) Regulations 1996 (Regulations)* requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$250,000.
10. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
11. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council's decision.

STRATEGIC IMPLICATIONS

12. This item relates directly to the following elements of the City of Albany Strategic Plan (2011-2021):

Key Focus Area

Organisational Performance

Community Priority

Policy and Procedures

Proposed Strategies

Develop clear processes and policies and ensure consistent, transparent application across the organisation.

POLICY IMPLICATIONS

13. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

RISK IDENTIFICATION & MITIGATION

14. The risk identification and categorisation relies on the City's Risk Management Framework.

Risk	Likelihood	Consequence	Risk Rating	Mitigation
Non compliance with contract or business failure	Unlikely	Medium	Medium	General conditions of contract allow for contract termination on the basis of failure to supply services

FINANCIAL IMPLICATIONS

15. Each City of Albany facility maintains individual budgets for the provision of security services with the tendered price being shared across the organisation. Each directorate will provide for the security services applicable in their budgets.
16. The value of this tender is in excess of \$250,000 and therefore the approval is referred to Council for consideration and award.

LEGAL IMPLICATIONS

17. Legal implications are addressed in the City of Albany General Conditions of Contract which form part of the tender documents.

ALTERNATE OPTIONS

18. Council can accept or reject the tenders as submitted.

SUMMARY CONCLUSION

19. On reviewing the submissions the evaluation team assessed Southcoast Security Service as being the most suitable tenderer across the evaluation criteria in terms of cost, level of service, available resources, experience, and reliability.

Consulted References	Local Government (Functions and General) Regulations 1995 Council Policy – Purchasing (Tenders & Quotes) Council Policy – Buy Local (Regional Price Preference)
File Number (Name of Ward)	C11004 (All Wards)
Previous Reference	OCM 17/06/08 Item 13.4.1