

DIS176: CONTRACT C19018 – PROVISION OF SECURITY SERVICES

Proponent / Owner	: City of Albany
Report Prepared By	: Acting Manager City Operations (<i>T Rogister</i>)
Responsible Officers:	: <i>Executive Director Infrastructure & Environment (P Camins)</i>

Note: A Confidential Briefing Note has been distributed under separate cover in accordance with section 5.23 of the Local Government Act 1995(2)(e)(iii), being a matter that if disclosed, would reveal information about the commercial affairs of a person other than the Local Government.

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Theme:** 3. Clean, Green & Sustainable
 - **Objective:** 3.2 To build, maintain and renew city assets sustainably.
 - **Community Priority:** 3.2.2 Design, construct and maintain infrastructure cost effectively in a manner that maximises its life, capacity and function.

In Brief:

- Council approval is sought to appoint the preferred tenderer to provide security services for the City of Albany.
- The contract shall be for an initial two (2) year period from 1 November 2019 to 31 October 2021 with an option to extend for a further one (1) year and then a further (1) year after that.

Electoral Caretaker Period Policy Statement

The Responsible Officer Recommendation has been reviewed in the context of the City of Albany's Election Caretaker Period Policy, and the CEO has determined that it does not constitute a major policy decision.

The CEO therefore recommends this report for consideration by Council.

RECOMMENDATION

DIS176: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. **ACCEPT** the tender from Southcoast Security Services, and
2. **AWARD** Contract C19018 – Provision of Security Services to this tenderer.

BACKGROUND

2. Tenders were called for the Provision of Security Services for a period of up to four (4) years (including options). The tender is seeking to engage an experienced and licensed Security Services Contractor to provide various security services and offer an on call response service 24 hours per day, 365 days per year.
3. The services include:-
 - Security Patrols & Public Convenience Inspections
 - Cash Collection Services
 - Static Guard/Doorman/Security Escort
 - Alarm Callouts and Activation including Emergency/Duress Callouts
 - Wheelchair Storage Shed Access
 - Construction Site Patrols
 - Events Crowd Control

4. The current contract expires on 31 October 2019.

DISCUSSION

5. A total of eight (8) documents were issued.
6. Tender documents were evaluated using the weighted attribute method. This method scored 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	15
Tenderer's Resources	20
Corporate Social Responsibility	5
Total	100%

7. Three (3) completed tender documents were submitted on or before the stipulated closing date and time.
8. The following table summarises the tenderers and the overall evaluation scores applicable. Rates submitted are '*commercial in confidence*' and will not be made publicly available.

Tenderer	Weighted Score
Southcoast Security Services	833.45
Tenderer B	581.98
Tenderer C	464.57

9. Southcoast Security Services is the City's incumbent contractor and has provided a reliable service during the term of the current contract.

GOVERNMENT & PUBLIC CONSULTATION

10. A request for tender was published in the West Australian on 21 August 2019 and the Albany Weekender on 22 August 2019.

STATUTORY IMPLICATIONS

11. 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 \$150,000.00 (recently amended).
12. 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.
13. Regulation 19 of the Regulations requires Council to advise each tenderer in writing of the result of Council's decision.

POLICY IMPLICATIONS

14. The City of Albany Tender Policy and Regional Price Preferences Policy are applicable to this item.

RISK IDENTIFICATION & MITIGATION

15. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
Property Contract personnel have access to facilities after hours and could access confidential information, cause damage or steal items.	Possible	Moderate	Medium	Tenderer is assessed on experience and reliability.
Organisation's Operations Non-compliance, delays or failure to carry out contracted works or business failure.	Unlikely	Moderate	Medium	General conditions of contract allow for contract termination on the basis of failure to supply services.
Reputation Community dissatisfied with the standard of behaviour demonstrated by the contractor or dissatisfied that they have not adhered to the agreed open/close times of amenities.	Unlikely	Minor	Low	Daily Patrol forms are required to be completed and provided to the Principal for auditing/compliance purposes. In addition, the provision in the general conditions of contract allows for contract termination on the basis of failure to supply services.
People Health & Safety Failure to report potential hazards within the community.	Unlikely	Major	Medium	Specific contract performance compliance clauses have been included in the contract.
Opportunity: To engage a contractor to protect City Assets from damage and offer a public amenity service to the community and visitors meeting community expectations.				

FINANCIAL IMPLICATIONS

16. Each facility maintains individual budgets for security services with the tendered price being shared across the organisation. Each directorate and facility manager has provided for security services in their respective budgets as required.
17. The value of this tender is in excess of \$500,000 which exceeds officer delegation and therefore the approval is referred to Council for consideration.

LEGAL IMPLICATIONS

18. Nil

ENVIRONMENTAL CONSIDERATIONS

19. Nil

ALTERNATE OPTIONS

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

CONCLUSION

21. On reviewing the submissions, the evaluation team assessed Southcoast Security Services as being the preferred tenderer using the evaluation criteria for the provision of the City's security services. It is recommended that the nominated tenderer be accepted.

Consulted References	:	<i>Local Government (Functions and General) Regulations 1995</i> <i>Council Policy – Purchasing (Tenders & Quotes)</i> <i>Council Policy – Buy Local (Regional Price Preference)</i>
File Number (Name of Ward)	:	C19018 (All Wards)
Previous Reference	:	Nil