

PARK SECURITY CONTRACT PROCURMENT

Presented by the Corporate Director

EXECUTIVE SUMMARY

Officers are seeking approval to extend the current Park Security contract for a six month period with the current contractor Parkguard Ltd to allow the procurement of a new Park Security contract. This contract, like the current one, will be a joint procurement with Broxbourne Borough Council sharing the costs 50/50 on the northern element. The Authority will fund 100% the southern element with the M25 being the dividing line.

RECOMMENDATIONS

- Members Note: (1) commencement of procurement of a new Park Security contract with the intention of commencing the new contract in December 2023; and
- Members Approve: (2) offering the current Park Security contractor a further six months extension to the current contract.

BACKGROUND

- 1 The current Park Security contract is with Parkguard Ltd and comes to an end on 30 June 2023 (the "Contract"). The Contract commenced on 1 July 2016 and was for a term of five years with a two year extension that was granted in 2021. The Contract operates in partnership with Broxbourne Borough Council (BBC) on an equal 50/50 division on the northern element. This Authority funds 100% the southern element with the M25 being the dividing line.
- 2 This has been a very successful partnership with BBC and Parkguard Ltd and has proved a very valuable service to both organisations. As such, the Authority and BBC are looking to procure a similar service jointly again. The term proposed for the contract is three years, with the ability for the Authority to require two extensions of two years making a total of seven years. i.e. 3yrs + 2yrs + 2yrs.
- 3 Officers require some extra time to enable the procurement of the new joint contract and are therefore seeking approval of a six month extension to the

current contract with Parkguard Ltd. This will ensure that the Authority continues to receive Park Security services in the interim. Initial communications with Parkguard Ltd regarding the six month extension have been positive.

CURRENT POSITION

- 4 Benefits to the Authority in the existing contract are detailed below and the new contract is intended to mirror the existing benefits and improve on them where possible. These duties and benefits are not exclusive or exhaustive as any other similar tasks as may be required from time to time:
- Patrolling sites as outlined;
 - Specific site patrols for potential issues (we have started to use our contractor for swimming patrols in the summer months at times with additional staff due to the size of the areas involved);
 - Enforcement of Park byelaws;
 - Opening and securing the perimeter of parks when closed, for example lock-ins or emergency access;
 - Checking security of park buildings;
 - Providing assistance and reassurance to members of the public;
 - Reporting incidents of vandalism and damage to property and equipment;
 - Liaising with Authority and Council staff and partners on a regular basis;
 - Monitoring, educating, training and enforcing byelaws relating to dog walkers in order to promote responsible behaviour;
 - Assisting at major events if required;
 - Attending emergencies relating to Authority and Council premises or staff;
 - Attending alarm calls;
 - Assisting staff at sites with difficult situations;
 - Targeting youth nuisance problems including underage drinking;
 - Targeting drug seizures;
 - Acting as front line officers for the Customers when dealing with travellers incursions in parks and open spaces;
 - Assisting / delivering community events and initiatives e.g. youth inclusion activities, responsible dog ownership;
 - Provision of additional patrol staff at short notice outside of the core contract for unexpected issues or planned events such as Traveller incursions or Unauthorised Music Events; and
 - A recognised, uniformed presence in the Park as reassurance both inside and outside of Open Space staff working hours.
- 5 Joint meetings between officers from the Authority and BBC have started. The purpose of these meetings is to deal with the extension request if approved, liaise on the contract requirements and procurement process and to keep appropriate officers and Members up to date.
- 6 An internal working group has been set up to work on the procurement. Internally officers are reviewing the current contract and are ensuring that the new contract will meet the Authority's requirements for the next seven years. A number of officers have been involved with review of:
- 1) the Park Security Specifications;
 - 2) the inclusion of various built facilities; and

- 3) the fixed security provision at certain sites and/or events.
- 7 The current contract costs £163,000 pa for the northern sector split 50/50 with BBC and £108,001 pa for the southern sector paid for by the Authority.

PROCUREMENT TIMETABLE

- 8 The procurement timetable is as follows:

Procurement Stage	Proposed Timeline (Two Stage, Restricted Process)
	Date(s)
PIN advertised	24 th April 2023
Bidders Open Day	W/C 22 nd May 2023
PQQ Advertised	31 st May 2023
Deadline for PQQ clarifications	Midday 28 th June 2023
Deadline for receipt of PQQ returns	Midday 3 rd July 2023
Evaluation of PQQ /Consensus Meeting for PQQ	W/C 10 th July 2023
Notification letters issued	2 nd August 2023
Issue ITT	3 rd August 2023
Bidders Open Day	N/A
Deadline for Tender Clarifications	Midday 24 th Aug 2023
Deadline for receipt of electronic submissions	Midday 8 th Sep 2023
*Tender Analysis and Bidder meetings	W/C 11 th Sep 2023
Consensus Meeting	W/C 9 th Oct 2023
*Award Notifications	31 st Oct 2023
*Standstill Period Ends (If applicable)	10 th Nov 2023
*Envisaged Contract Award	W/C 13 th Nov 2023
*Contract commencement	1 st Dec 2023

- 9 It is estimated that the value of the new contract will be in the region of £190,000 pa for the northern section split 50/50 with BBC annually, with the southern sector costing £120,000 pa funded by the Authority. The change in costs is due in the main to two aspects: the original contract costs have not been reviewed; and we adding in extra commitments at venues which means the prices will increase.

ENVIRONMENTAL IMPLICATIONS

- 10 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 11 There are no additional financial implications arising directly from the

recommendations in this report, than those highlighted within the report.

HUMAN RESOURCE IMPLICATIONS

- 12 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 13 The procurement will be subject to the Public Contracts Regulations 2015 and will be carried out in accordance with these regulations and the Authority's Financial Regulations. A bespoke contract will be prepared and Members approval to enter into the contract will be sought once the key terms and conditions of the contract and winning bidder are known.

RISK MANAGEMENT IMPLICATIONS

- 14 The risks specific to this procurement are:
- in common with any procurement, legal challenge from unsuccessful bidders with the inherent additional cost of refuting any challenge, this will be mitigated by a robust procurement process; and
 - increased cost to the Authority with possible high tender submissions, greater than the forecasted amount.

EQUALITY IMPLICATIONS

- 15 There are no equality implications arising directly from the recommendations in this report.

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BACKGROUND REPORTS

None

PREVIOUS COMMITTEE REPORTS

Executive	E/368/14	Enforcement of Byelaws	24 July 2014
Authority	A/4001/08	Delegation of Byelaw Enforcement	25 Sept 2008

LIST OF ABBREVIATIONS

BBC Broxbourne Borough Council