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Contract

## **Civic Centre & Bognor Regis Town Hall Provision of Concierge & Security Services**

Arun District Council

F03: Contract award notice

Notice identifier: 2024/S 000-015759

Procurement identifier (OCID): ocids-h6vhtk-041aab

Published 17 May 2024, 4:15pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Arun District Council

Arun Civic Centre, 1 Maltravers Rd

Littlehampton

BN17 5LF

#### **Email**

[Procurement.Clients@hants.gov.uk](mailto:Procurement.Clients@hants.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKJ27 - West Sussex (South West)

#### **Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.arun.gov.uk>

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Civic Centre & Bognor Regis Town Hall Provision of Concierge & Security Services

Reference number

ADC - 036388

**II.1.2) Main CPV code**

- 79710000 - Security services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

The Authority has a duty of care to ensure the safety of staff, customers and the building. The Authority is looking to appoint a single supplier to supply a concierge & security service at Arun District Council Civic Centre Littlehampton and Bognor Regis Town Hall

The Authority is looking to enter into a contract initially for a 3 year period with the option to extend for a further 2 years on a 1+1 basis

### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £350,000

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKJ27 - West Sussex (South West)

### **II.2.4) Description of the procurement**

\*\*\*This Notice is on Behalf of Arun District Council\*\*\*

Arun District Council Civic Centre & Bognor Regis Town Hall

require the provision of SIA trained security officers at both sites daily to provide a general concierge and security services.

The authority has a duty of care to ensure the safety of our staff, customers and the building.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality criterion name: Staffing the Service / Weighting: 20%

Quality criterion - Name: Quality criterion name: Service Continuity and Delivery / Weighting: 20%

Quality criterion - Name: Quality criterion name: Professional Approach to Challenges / Weighting: 20%

Price - Weighting: 40%

### **II.2.11) Information about options**

Options: No

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2023/S 000-034020](#)

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

25 April 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 11

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Guardian FM Ltd

London

Country

United Kingdom

NUTS code

- UKI - London

Companies House

08259136

The contractor is an SME

Yes

#### **V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £350,000

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## **Section VI. Complementary information**

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court England and Wales

London

Country

United Kingdom