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Tender

## **SBC1121 Provision of CCTV operatives**

Stevenage Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-028934

Procurement identifier (OCID): ocds-h6vhtk-02f875

Published 19 November 2021, 2:18pm

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

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

Stevenage Borough Council

Daneshill House, Danestrete,

Stevenage

SG1 1HN

#### **Contact**

Corporate Procurement

#### **Email**

[procurement@stevenage.gov.uk](mailto:procurement@stevenage.gov.uk)

#### **Telephone**

+44 1438242775

#### **Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.stevenage.gov.uk](http://www.stevenage.gov.uk)

Buyer's address

[www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.supplyhertfordshire.gov.uk](http://www.supplyhertfordshire.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.supplyhertfordshire.gov.uk](http://www.supplyhertfordshire.gov.uk)

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

SBC1121 Provision of CCTV operatives

Reference number

CCD00943

### **II.1.2) Main CPV code**

- 92222000 - Closed circuit television services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Stevenage Borough Council (SBC) has a requirement to establish a CCTV monitoring service on behalf of The Hertfordshire CCTV Partnership. The Hertfordshire CCTV Partnership is based in Stevenage and is partnered by North Hertfordshire District Council, Hertsmere Borough Council and East Hertfordshire District Council; it comprises a wholly owned company and a public partnership. This tender seeks to obtain the monitoring service for the CCTV Control Room to the Partnership, providing fully trained SIA qualified, DBS checked and well led CCTV Operators, Team supervisors and CCTV Contract Manager. These staff will be responsible for providing crucial outcomes to the Partnership. A Council employed CCTV Operations Manager will oversee the contract. Please note the deadline for returns and allow sufficient time to make your return as late returns will not be permitted. Any questions relating to this quote should be made via correspondence on the website and can be addressed to the main c

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 92222000 - Closed circuit television services

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

NUTS codes

- UKH23 - Hertfordshire

## II.2.4) Description of the procurement

Stevenage Borough Council (SBC) has a requirement to establish a CCTV monitoring service on behalf of The Hertfordshire CCTV Partnership. The Hertfordshire CCTV Partnership is based in Stevenage and is partnered by North Hertfordshire District Council, Hertsmere Borough Council and East Hertfordshire District Council; it comprises a wholly owned company and a public partnership. The CCTV contract is administered by the CCTV Operations Manager working for SBC who reports to the Community Safety Manager, both posts currently report to the CCTV Joint Committee and Executive Board. The CCTV Control Room monitors and controls the system 24 hours per day each day of the year. Associated Police Control Rooms and other authorised users are given direct 24 hour access to the system. The Hertfordshire CCTV Partnership (the partnership) is based in Stevenage and is partnered by Stevenage Borough Council, North Hertfordshire District Council, Hertsmere Borough Council and East Hertfordshire District Council. It comprises a wholly owned Company. B. The Hertfordshire CCTV Partnership Fibre Network stretches from Borehamwood in the south to Sandy in the north and from Bishops Stortford in the west. The Hertfordshire CCTV Partnership also comprises of School networks in the county of Hertfordshire. The Hertfordshire CCTV Partnership also has a number of clients to make the Partnership one of the most diverse and largest geographical spread in Europe. C. The Partnerships performance has significantly improved in recent years; Due to development of digital recording, improved Retail networks and police communications as well as development and expansion of cameras and development and expansion of schools and ANPR. The Employing Directorate A. The CCTV contract is administered by the CCTV Operations Manager who reports to the Group Leader CCTV and Parking Services, they both currently report to the CCTV Joint Committee and Board. B. This contract shall run for 3 years with an option to extend to a 4th and 5th year subject to agreement between The Partnership and Contractor. There will be an annual price increment to take effect from April. This will be equivalent to the RPI in January of each year. If announced later the contractor must pass on back dated payments to staff. Payments will be made from the Borough to the Contractor on a monthly basis. Either party can terminate this agreement by giving 6 months notice in writing at anytime in the term. The Hertfordshire CCTV Partnership has several different CCTV systems, which are run by the TV Control Centre in Stevenage. The CCTV Control Centre has been relocated and totally refurbished in 2020 -these systems include: • 17 Town Centres including neighbourhoods and retail areas in Stevenage, Hitchin, Letchworth Royston, Bishops Stortford, Hertford, Ware, Baldock, Knebworth, , Boreham Wood, Sandy, Biggleswade, Shefford, Hoddesdon. Stanstead Abbots, Bushey, and Potters Bar to date • Broadband systems for 52 Schools and other local amenities • Over 48 Mobile functional cameras for Crime and Disorder projects In 2020/21 the CCTV systems recorded over 17000 incidents and provided a large quantity of video evidence to the Hertfordshire Police Service. C. This tender seeks to obtain the monitoring service for the CCTV Control Room to the Partnership, providing fully trained SIA qualified, DBS checked and well led CCTV Operators, Team supervisors and CCTV Contract Manager. These staff will be responsible for providing crucial outcomes to the Partnership. A

Council employed CCTV Operations Manager will oversee the contract. E. All Crime and Disorder video recording is digital and stored on Digital Recorders for a period of 28 days

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £1,900,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 May 2022

End date

30 April 2025

This contract is subject to renewal

Yes

Description of renewals

The Contract will be awarded for a core period of 3 years, with the option to extend the Contract up to 2 further years.

#### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **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: Yes

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

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

20 December 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

20 December 2021

Local time

12:00pm

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## Section VI. Complementary information

### VI.1) Information about recurrence

This is a recurrent procurement: Yes

### VI.3) Additional information

To access this procurement opportunity please visit [www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This is a one stage procurement process. Therefore, if you wish to be considered as a tenderer you must complete and submit a tender by the specified closing date and time. Tender submissions cannot be uploaded after this return deadline. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:30. The Council reserves the right at any time to cease the procurement process and not award a Contract or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the Contract.

### VI.4) Procedures for review

#### VI.4.1) Review body

High Court

London

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.