

BRIEFING PAPER- PROVISION OF SECURITY SERVICES

Facilities Management HROD

**1. EXECUTIVE SUMMARY**

1. The purpose of this document is to accompany the Executive Decision for the award of contracts for Security Services. The current contracts are due to expire in September 2025. In order to secure service continuity the Council underwent a competitive tender to identify the cost economically advantageous suppliers to provide the protection of Council assets and personnel, as well as public safety during events and elections. The new contract will be awarded for an initial 5-year period, with options to extend them further by up to 5 years.

2. BACKGROUND

Plymouth City Council was seeking suppliers to deliver the Provision of Security Services. The overall provision was divided to two lots, each of which to be awarded a separate contract within set budgets, as shown below.

Lot 1: Security Services for Facilities Management – £7,870,000 (ex. VAT) over 10 years

Lot 2: Security Services for Events and Elections – £1,010,000 (ex. VAT) over 10 years

3. PROCUREMENT PROCESS

The Council conducted a competitive tender process compliant with the Public Contracts Regulations 2015. The tender was subject to a two-stage Restricted Procedure comprising a Pre-Selection stage and an Award stage.

The tender was advertised on the Supplying the South-West portal and on the Find a Tender. The Council received the total of thirty-six (36) on-time submissions, twenty-two (22) for Lot 1 and fourteen (14) for Lot 2.

Following extensive and robust evaluation of Selection Questionnaires in Stage 1, four (4) compliant and highest scoring submissions were shortlisted to Stage 2 – Award in Lot 1, and two (2) in Lot 2.

4. A robust assessment of the Award Stage was delivered against published pre-set criteria and weightings for Quality, Price and Social Value in both lots. The Tender submissions received were evaluated in accordance with the overall evaluation strategy set out within the Procurement documentation, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, to ensure transparency and robustness in the process.

5. FINANCIAL IMPLICATIONS

Financial provision for contracts deriving from each tendered lot has been made within the project budget. The actual contract value in each Lot will vary, subject to the uptake of services throughout the life of each contract.

6. TENDER RESULTS

The tender evaluation process has now been completed, and the contracts will be awarded to compliant, and the Most Economically Advantageous Tenderers:

Lot 1: Security Management South-West Ltd.

Lot 2: Security Management South-West Ltd

