



Vale of White Horse

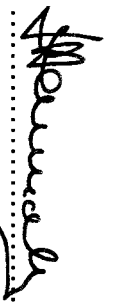
District Council

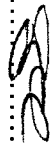
Local Government Act 2000 and the Local Authorities
(Executive Arrangements) (Access to Information) (England)
Regulations 2000

**RECORD OF DECISION OF EXECUTIVE MEMBER OR
KEY DECISION OF OFFICER**

1	Name of decision maker		
2	Type of decision (Please <input type="checkbox"/> as appropriate)	Key Yes	Other No
3	Date of decision (This should be the same as the date form signed)	14 March 2011	
4	The decision	<ol style="list-style-type: none">1. To award a joint contract for South Oxfordshire and Vale of White Horse District Councils to Jade Security Services for the collection, counting and banking of cash from council car parks up to 31 December 2011.2. To authorise the head of service, in consultation with the relevant cabinet/executive member, to agree an extension to the contract for a further two years up to 31 December 2013 if officers are satisfied with the service delivery.	
5	Reasons for decision	<p>For the past three years, both councils have employed the current contractor, Jade Security Ltd, who has provided a good service. From 1 January 2011 Jade agreed to work under the terms and conditions of both contracts whilst the new joint contract tender process and contract award was completed.</p> <p>A joint tender process was led by Oxfordshire County Council (OCC). The combined tender included cash collection from parking machines and libraries for OCC plus cash collection from car park machines for Oxford City Council, Cherwell District Council, South and the Vale. Due to the overall value of the contract, it was advertised in the European Journal on 17 August 2010.</p> <p>OCC received four compliant bids. Officers across all participating councils evaluated the bids separately according to OCC procurement rules of price (40 per cent) and quality (60 per cent). The quality sub-criteria were technical 33 per cent, staff and management 21 per cent, technical support three per cent and security three per cent. The tender weighting is contrary to South and the Vale procurement rules, which require tenders to</p>	

		<p>be evaluated on price weighted as 60 per cent and quality 40 percent. However, as Jade submitted the lowest priced bid, increasing the weighting on the price puts them even further ahead as preferred tenderer. Appendix 1 attached to this report shows a break down of the tender evaluation scoring.</p> <p>In terms of cost and technical ability, Jade Security Services scored the best. OCC has already awarded Jade the contract but for OCC services only. Officers initially understood that OCC was drawing up a formal contract to include the county and all of the districts but this was not the case. Each council following their respective decision to award will enter into a separate formal contract with the successful tenderer in the terms and conditions supplied by OCC as part of the tender process. Cherwell has now entered into such a contract with Jade.</p> <p>Jade Security Services is the current supplier for both South and Vale. Jade currently charges £5.70 per collection per box. Under the new contract procured by OCC, Jade will charge £5.43 per collection for both councils and this is the cheapest tender received, as shown in appendix 1.</p> <p>Officers recommend awarding a joint contract for both councils to Jade Security Services for the collection, counting and banking of cash from council car parks from 15 March 2011 to 31 December 2011. This will bring it in line with similar contracts let by OCC and Cherwell District Council, which terminate at the same time. In the event that officers are satisfied with service delivery by Jade, then officers recommend authorising the head of service, in consultation with the relevant cabinet/executive member, to agree an extension to the contract for a further two years up to December 2013.</p>
6	<p>Alternative options rejected</p>	<p>Officers considered tendering the contract jointly between South and Vale only, but decided that there were benefits from using the shared procurement hub officer to help carry out an Oxfordshire-wide tendering process.</p> <p>As the incumbent contractor for both councils is the preferred bidder and officers are very happy with the current service, the only other alternative would be to carry out the service in-house. As the councils have neither the secure vehicles nor the counting equipment to do the task, this was ruled out an early stage.</p>
7	<p>Resource implications</p>	<p>None</p>
8	<p>Legal implications</p>	<p>The matter is referred to the cabinet/executive member for a decision because it was a joint tender and the total contract value is over the EU threshold.</p> <p>Officers propose that one set of terms and conditions is entered into, but with separate break clauses for each council.</p>

9	Financial implications	Jade Security Services is the current supplier for both South and the Vale. The current charge of £5.70 per collection per box, equates to an annual cost of £15,515 for South and £12,882 for the Vale. Under the new contract the new charge of £5.43 per collection for both councils equates to an annual price of £14,780.46 for South, which is an annual saving of £734.54. At the Vale, the reduced price per collection equates to £12,271.80, which is an annual saving of £610.20.
10	List of consultees (See guidance below)	Officers consulted email on 22/2/2011 requesting replies by 28/2/2011 Health and safety (Sarah Minns) – Sarah is happy with the health and safety information supplied by Jade Legal (Sarah Commins) – no comment (Pat Connell at South is acting for both South and Vale in preparing the contract and her comments have been included in this report) Finance (Julie Bartlett) – requesting clarification on cost breakdown which is in the tender docs which form part of the background papers HOS (Chris Tyson) – Comments included Strategic Director (Matt Prosser) – Comments included
11	Reports and background papers considered	The tender documents submitted by all tenderers are held by the technical and acting facilities manager.
12	Date of receipt of reports	N/A
13	Declarations of interests	N/A
14	Dispensations	N/A
15	Is this decision confidential and if so, under which exempt category?	No
16	“Call in” waived?	N/A
17	Signature and date	 Dated 14-05-11.....
18	This form must be physically	Note: The date and time at which this form is received will be recorded by the democratic services manager. The decision will

<p>handed to a member of the democratic services team</p>	<p>then be published and is subject to "call in".</p> <p>..... </p> <p>Democratic services manager Date: 14-3-11 Time: 2:50 pm</p> <p>PP. Date and time form received</p>
<p>19</p> <p>Details of publication on the web and date of expiry of "call In"</p> <p>Note: This part of the form will be completed by democratic services</p>	<p>Date of expiry of "call In" 21 March 2011</p> <p>Date published... 14 March 2011</p> <p>Date hand delivered ^{emailed} to chair of scrutiny... 14 March 2011</p>

Appendix 1 Tender evaluation of cash collection companies

Tenderer		A	B	Jade Security	D
		Score	Score	Score	Score
Evaluation Criteria	Weighting				
Local authority					
1		£1,154.50	£807.00	£895.40	£892.50
2		£7,841.60	£6,656.00	£6,528.60	£6,949.80
3		£980.20	£980.20	£725.40	£741.00
4		£78,945.62	£67,810.60	£74,527.96	£79,523.75
5		£1,326.21	£997.95	£809.73	£1,110.53
South/Vale Car Parks		£35,238.08	£47,989.20	*£31,021.59	£34,835.77
* includes price to empty machines on behalf of Henley Town Council					
Total including all councils		£125,486.21	£125,240.95	£114,508.68	£124,053.35
Total Score for Cost (out of 100)		91.25	91.43	100	92.31
COST	40%	36.5	36.572	40	36.924
TECHNICAL					
Question A parts i,ii,iii,iv,v	55	45	55	55	35
Staff / Management					
A	10	10	0	10	10
B	5	5	0	5	5
C	10	10	0	10	10
D	10	10	0	10	10
Technical Support Question A	5	5	5	5	5
Security Question A	5	5	5	5	5
Total Score for Technical out of 100		90	65	100	80
TECHNICAL	60%	54	39	60	48
TOTAL SCORES		90.5	75.572	100	84.924

Guidance Notes:

(divide the lowest price by the next offer and multiply by 100 to work out score out of 100)