

# **CENTRAL SERVICES CABINET MEMBER MEETING**

**Agenda Item 27**  
Brighton & Hove City Council

<b>Subject:</b>	<b>Provision of a Cash in Transit and Ancillary Service effective from 10 December 2008</b>		
<b>Date of Meeting:</b>	<b>21 July 2008</b>		
<b>Report of:</b>	<b>Director of Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Deborah Sargent</b>	<b>Tel: 29-1379</b>
	<b>E-mail:</b>	Debbie.sargent@brighton-hove.gov.uk	
<b>Key Decision:</b>	No	Forward Plan No. N/A	
<b>Wards Affected:</b>	All		

## **FOR GENERAL RELEASE**

### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The purpose of this report is to inform Members of the outcome of the evaluation process regarding the Cash in Transit and Ancillary Service Contract and to approve the appointment of the Council's preferred contractor. Further detail of the financial evaluation is contained in the exempt part of this report.

### **2. RECOMMENDATIONS:**

- 2.1 To note that Coin Co International Plc met the evaluation criteria as set out in the evaluation process.
- 2.2 To approve the award of the contract to Coin Co International Plc for a period of three years, commencing 10 December 2008, with an option (at the sole discretion of the council), to extend the contract for a further two years.

Full financial information is included in part 2 of this report.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 Brighton & Hove City Council currently employs a security carrier to provide an effective, efficient and flexible cash in transit service ensuring the secure transit of cash and cheques from designated council establishments as well as both on and off street parking machines across the city.
- 3.2 The council's contract requires collections from 32 council establishments and 1084 parking machines across the city within pre-determined time-frames to meet local service requirements.

3.3 The current contract is performed by Coin Co International Plc who have provided a satisfactory service during the contract period.

#### **4. CONSULTATION**

4.1 Advertisements for the invitation to tender for the cash in transit and ancillary contract were placed in the following publications:

- Official Journal of the European Union
- Brighton & Hove City Council web site

4.2 In response, six expressions of interest were received with each prospective tenderer completing a pre-qualification questionnaire to ascertain whether or not they were financially viable to perform the contract.

4.3 A financial evaluation of the six prospective contractors was completed by Strategic Finance and based on these results five of the six expressions of interest were invited to tender for the contract. They were as follows:

- Coin Co International Plc
- Contract Security Services Ltd
- G4S Cash Services (UK) Ltd
- Loomis UK Ltd
- RedLion Services Ltd t/a Lion Security

Of the five expressions of interest that were invited to tender four submitted a tender by the specified deadline.

4.4 Tenders were evaluated against criteria to ascertain the quality and delivery of service, technical ability, security of council funds, health and safety procedures as well as membership of a relevant security carrier association.

4.5 Evaluation was based on whether tenders exceeded, met, partially met or did not meet the evaluation criteria; a total of 975 points was available for meeting all of the council's evaluation, with extra points awarded for exceeding the criteria.

4.6 Coin Co International Plc met all but one of the evaluation criteria scoring 900 points. They were awarded a further 300 points for exceeding expectations and a maximum 100 points for being the most cost effective, therefore resulting in a total score of 1300 points. A summary of evaluation points are shown Appendix 1.

4.7 Coin Co International Plc partially met the evaluation criteria regarding membership of a relevant organisation, whilst this is not essential to running this contract; it is desirable, further clarification was sought and Coin Co International Plc confirmed that membership had been applied for – this has been verified by the council's bankers.

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 Coin Co International Plc are the current providers therefore no initial set up costs are anticipated.
- 5.2 The financial evaluation is included in part 2 of this report.

*Finance Officer Consulted: Debbie Sargent 26/06/08*

### 5.3 Legal Implications:

A contract providing this type of service falls under 'Part A' of the EU Procurement Directive and accompanying UK Regulations. As a result, the contract is subject to the full application of both the Directive and Regulations. The report refers to the contract notice being advertised in the OJEU, which complies with the relevant legislation, as does the remainder of the procurement process. Contracts over £75,000 must be prepared in a form approved by the Head of Law. The Council must take the Human Rights Act into account in respect of its actions but it is not considered that any individual's Human Rights Act rights would be adversely affected by the recommendations in this report.

*Lawyer Consulted: Alison Leitch 26/06/08*

### 5.4 Equalities Implications:

None identified

### 5.5 Sustainability Implications:

None identified

### 5.6 Crime & Disorder Implications:

None identified.

### 5.7 Risk and Opportunity Management Implications:

None identified

5.8 Corporate / Citywide Implications:

The effective, efficient and flexible cash in transit contract is necessary for the council to be able to deposit income and therefore minimise any risk to the council as a whole.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The security carrier is responsible for the collection and delivery of cash totalling approximately £24m per annum. Given the security and insurance risks arising from this no other alternatives are considered viable.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The council requires an experienced contractor to provide an effective, efficient and flexible cash in transit service working solely alongside the councils and it's bankers
- 7.2 The contractor will ensure the secure transit of cash and cheques from designated council establishments as well as both on and off street parking machines across the city.
- 7.3 It is a recommendation of this contract that if Coin Co International Plc is approved as the council's preferred contractor all of the council's income, which is collected by the security carrier, is delivered to the banks bullion centre. Coin Co International Plc have indicated that this will be achievable.
- 7.4 Assuming that approval of the contract is awarded to Coin Co International Plc the new contract will be for three years commencing on 10<sup>th</sup> December 2008, with an option to extend the contract for further two years at the council's discretion.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Appendix 1 - Summary of the evaluation scores

### **Documents In Members' Rooms**

None

### **Background Documents**

None

