

Town Council Meeting 16th March 2020

CCTV Upgrade Procurement for Weston super Mare

Report of the Deputy Town Clerk

Members will be aware of the recent procurement exercise being done by North Somerset Council (NSC) to upgrade the current CCTV system across the district. This includes the provision of cameras within the Weston super Mare parish and the upgrade to the control room currently situated at the Town Hall.

As per instruction by the council the Deputy Town Clerk (DTC) has overseen the procurement process on behalf of the council in order to provide assurance that the selected supplier and contract meets the needs of the council fully. It can be confirmed that that the procurement undertaken has provided a robust and transparent process and that all points for clarification have been done with the Town Council's full involvement.

This involvement has included:

- Meeting with the Town Clerk (TC), DTC, NSC Officers and the Police to discuss the locations of the current cameras in the parish (18.11.19)
- Interviewing shortlisted companies at Castlewood with other Parish representatives having been provided details of shortlisted companies (24.02.20)
- Meeting with Cllr Crew & CCTV Manager to review position to date (27.02.20)
- Meeting at HIK Central (Uxbridge, London) to review VMS system proposed by all 3 shortlisted companies following the interview process to clarify points raised surrounding GDPR, Audit options on data stored and access to the system by the Police (02.03.20)
- Meeting with other Parish representatives to select contractor with NSC officers and Police representatives (operational / control room / project leads) (10.02.20)

In addition, Cllrs Bailey and McAleer have also met with the CCTV control room manager.

1. Procurement Process

1. The procurement undertaken was assessed using a scoring matrix of 30% quality 70% cost
2. 7 companies submitted tender quotations of which 3 were shortlisted based on the above criteria
3. All 3 companies have chosen to use HIK central VMS as their preferred system
4. The price quoted is based on a like for like basis on the current CCTV cameras and locations
5. HIK central have confirmed and provided certification of the OMVIF standards
6. The intention is to award the contract on a 3-year basis with the option to extend to 5 years

7. The contract is to supply new cameras, control room upgrade, licences and maintenance on the system – 24/7 365 days per year with the addition of 2 x cleans of all cameras (full details of which can be provided if required via the DTC)
8. References have been obtained by NSC officers for the 3 shortlisted companies
9. Portable cameras – the tender has asked for costs of mobile cameras but these are not included in the tender pricing (option to have as extra if required)

2. Selected Company

At the meeting held on 10th March 2020 it was unanimously agreed that **Select Electrics Limited** be awarded the contract.

NSC Confirmation of costs to WSMTC

£74,000 capital contribution (payable over 3 years)

£81,600 revenue contribution

'Based on the agreed apportionment of the capital cost of the upgrade (the number of cameras in each Town) and the tender price submitted by Select Electrics Ltd, Weston-super-Mare Town Council will be asked to make a capital contribution of £74,000 towards the capital cost of the upgrade, to be paid over 3 years at £24,666 each year. The capital cost has been calculated based on the 'base' bid submitted by Select Electrics Ltd, including the installation of additional cameras requested by Weston-super-Mare Town Council. The cost does not include any mobile camera provision or any upgrade to the camera specification proposed in the Select Electrics tender.

We anticipate that the annual running cost of the new system will be very similar to the cost of the current system. It may be possible to achieve some savings through a review of transmission methods, however any transmission cost savings will be offset by increased licence and maintenance costs. On that basis, the annual revenue contribution expected from Weston-super-Mare Town Council for 2020/21 will be £81,600 (the revenue contribution will be reviewed for 2021/22 onwards and will reflect any inflationary pressure caused by pay increases)'.

(email extract from Paul Morris – NSC 10.03.20)

3. Next Steps

Once the contract award has been issued there will be a need to finalise the detail of the requirements of WSMTC, with this in mind it is recommended that a small working group of councillors with the DTC / TC, meet with the NSC CCTV room Manager and police representatives to finalise the detail, things to consider will be:

- Mobile Cameras – how many do we require if any?

- Camera specification – there is opportunity to review actual camera specification at the locations previously agreed to ensure these are the best ones for the particular needs.

Members are requested to

1. To confirm their commitment to continue to support CCTV camera provision in Weston-super-Mare for at least the next five years - to 2025/20 to allow the Contract to be awarded to Select Electrical Ltd by North Somerset Council.
2. Nominate a small group of councillors to oversee the specification details of the contract for CCTV cameras in the parish with the DTC/TC.
3. Approve that the Town Clerk in consultation with the Chairman and Vice Chairman of Policy & Finance be authorised to approve the final contracted specification for WSMTC following final meetings to determine this.