

Agenda Item

Executive Board

16 November 2005

05/5012



Renewal of maintenance contract for CCTV cameras – suspension of Standing Orders

Summary

To seek agreement to suspend Standing Orders under Section 1.02, to obtain three competitive quotations for work in excess of £3,000 in value, relating to the continued maintenance arrangements for this equipment.

Recommendation

To approve the suspension of Standing Orders to obtain three competitive quotations for work in excess of £3,000 in value, relating to the continued maintenance arrangements for this equipment.

a) Reasons for Recommendation

To enable the renewal of the existing maintenance contract, without the need to obtain competitive tenders

b) Alternative Options

Three competitive tenders are obtained

c) Risk Considerations

None known

d) Policy and Budgetary Considerations

This request is in contravention of Standing Orders

e) Date for Review of Decision

N/A

1 Main Body of the Report

1.1 The existing control equipment at Exmouth Town Hall is at the end of its life and requires replacement. Quotes have been obtained in the region of £10,500 to upgrade the existing control boxes etc. The budget for CCTV work in 2005/6 is sufficient to allow us to implement this work.

1.2 However, there are other issues to be considered before we embark on replacement. The police have conducted a Health and Safety audit of the room that they occupy at Exmouth and find it below standard in a number of areas. These include

- Lack of natural lighting and ventilation
- Lack of air conditioning
- Excess of noise from equipment
- Lack of working space around the equipment

Despite a number of attempts to obtain the exact requirements from the H&S audit, the information has not been forthcoming. The implications of the audit are, therefore, uncertain at present.

Once the new equipment is installed, it will be incompatible with the existing BT control unit and cabling as it stands. Some additional equipment will be required to convert the system to ensure compatibility. In the longer term, the monitors may need to be renewed.

- 1.3 As can be seen, there are a large number of unknown factors that cannot be quantified at present. However, there is a need to renew the existing maintenance agreement, which expires in November, for a further twelve month period, to enable continued use of the CCTV system.
- 1.4 It will not be possible to assemble meaningful contract documentation at this stage, with all the unanswered questions, so agreement is sought to renew the maintenance contract with the existing contractor in contravention of Standing Order 1.30 (3 written quotations required for work between £3,000 - £25,000). The estimated cost of the contract is £11,500

Legal Implications

Subject to this report being submitted to the Executive Board there are no apparent Legal implications requiring comment

Financial Implications

Other those raised within the body of the report, there are no financial issues arising from this matter

Consultation on Reports to the Executive

Background Papers

- None

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