

Operational Decision Record

Publication Date 29/09/2023	Decision Reference Number 5024
Decision Title	
Purchase of a replacement access control and CCTV system with a new operation and maintenance contract for Nottingham Cycle Parks.	
Decision Value	
Exempt	
Revenue or Capital Spend?	
Revenue/Capital	
Department	
Growth and City Development	
Contact Officer (Name, job title, and contact details)	
Ross Levy, Transport Planner (Cycling & Walking Projects), ross.levy@nottinghamcity.gov.uk	
Decision Taken	
<p>To invite suppliers to quote for, and award a contract for the:</p> <ul style="list-style-type: none">• Installation of a modern access control and CCTV system at all Nottingham Cycle Parks*• Operation and maintenance of CCTV for all Nottingham Cycle Parks• Overseeing general maintenance and upkeep of all Nottingham Cycle Parks including out of hours emergency repairs <p>The contract for the operation of CCTV and general maintenance and upkeep of all Nottingham Cycle Parks will be for a minimum of 3 years, followed by annual reviews to allow 2 yearlong extensions that are subject to performance.</p> <p>*There are currently 21 cycle parks. 20 are currently open with another set to open within the Board Marsh car park building on completion of Collin Street public realm works.</p>	
Reasons for Decision and Background Information	
<p>Approval to go out to tender and award a contract for a supplier to install, operate and maintain, a new, modern access control and CCTV system for Nottingham Cycle Parks. Further information about this scheme can be found here: Park your bike – Transport Nottingham</p> <p>After 10 years of usage, the current access control / CCTV system is coming to the end of its usable life and requires urgent replacement. The benefits of a new system and a new operating and maintenance contract include:</p> <ul style="list-style-type: none">• Reduced risk of cycle theft and vandalism.	

- Without investment increased service and maintenance costs will be incurred.
- Improving the user experience to retain and attract customers.
- Ensuring best value by reviewing products, costs and options presented by suppliers

Nottingham Cycle Parks is an extensive and well-regarded scheme that has many benefits for both citizens and visitors. Secure cycle parking encourages active travel to workplaces, leisure destinations and local centres. This contributes to improving Nottingham's air quality, reducing carbon emissions, supporting economic development of local centres, and improving individual health, wellbeing, and satisfaction with the local area. The cycle parks also complement investment in Nottingham's extensive cycle network.

Other Options Considered and why these were rejected

To neither extend our existing contract nor procure new system for 2023/24 onwards

This would require the immediate closure of all the Nottingham Cycle Parks. Closing the cycle parks would mean users would no longer receive a service they have paid for and refunds would need to be provided. There would be costs associated with dismantling and disposing of the existing assets. There would also be potential reputational damage.

To wait until new Council access control and CCTV framework is in place

This would not represent best value as a temporary extension of existing arrangements would be needed that would likely incur higher operating and maintenance costs due to further deterioration in performance of the existing access control system.

To bring entire Nottingham Cycle Parks scheme in-house

The option of bringing the operation and maintenance of the Cycle Parks in house has been considered but the Council currently has neither the capacity or expertise available to directly operate the scheme.

Reasons why this decision is classified as operational

- This decision relates to the ongoing operation of an existing service.
- This decision will protect the Council from an increase in operating and maintenance costs.
- The decision has a value below £300,000.

Additional Information

Procurement

The above request to undertake a competitive process for the provision of a new access control & CCTV system for Nottingham Cycle Parks, including a fixed term maintenance contract, complies with the Contract Procedure Rules and best value.

This request and approach to sourcing the requirement does not pose any commercial risk to the Council.

Work is underway to create a CCTV and Entry System framework across the Council to aggregate spend and create a standardised solution. This requirement will be incorporated into that framework based on the information above.

(Holly Fisher, Lead Procurement Officer, 13 July 2023)

Decision Maker (Name and Job Title)

Sajeeda Rose, Corporate Director for Growth and City Development

Scheme of Delegation Reference Number

1

Date Decision Taken

27/09/23