

Not for Publication

The appendix to this report contains exempt information as defined in Paragraph 3 of Schedule 12A of the Local Government Act 1972 (information relating to the financial and business affairs of the Council).

Report to: Council
Date: 25 September 2018
Title: Public Toilet Pay on Entry Contract Award
Portfolio Area: Environment Services
Wards Affected: All
Relevant Scrutiny Committee: Overview and Scrutiny Committee

Urgent Decision: N Approval and clearance obtained: Y

Date next steps can be taken: immediately following this meeting

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Recommendations:

- 1. That the Council approves the recommendation to award the contract for the provision and installation of Public Toilet Pay on Entry equipment to the highest scoring bidder (Bidder B).**
- 2. That any changes considered necessary to the terms, or type of equipment used at each facility, are delegated to the Environment Services CoP Lead, in consultation with the Lead Executive Member for Commercial Services.**

1. Executive summary

- 1.1 Following the resolution to undertake a procurement exercise in respect of the supply and installation of Pay on Entry equipment at various public toilets in West Devon, Bidder B has been evaluated to have provided the most economically advantageous tender for this service.

- 1.2 This report recommends that the Council approve the decision to award the contract for Pay on Entry equipment to Bidder B. The Part II Contract Award Report provides detail regarding the process used and how submissions were evaluated and scored.

2. Background

- 2.1 West Devon Borough Council resolved to make a £50k saving from its public toilet budget with effect from 1st April 2019.
- 2.2 Officers were instructed to open discussions with Town and Parish Councils in order to establish their view in respect of the possible transfer of facilities and in respect of Pay on Entry at facilities with higher footfall.
- 2.3 As a similar project was already in train in South Hams, officers took the opportunity to include the West Devon public toilets in a tender document for the provision and installation of Pay on Entry equipment.
- 2.4 The tender was explicit in informing bidders that no decisions had yet been made in respect of where Pay on Entry may be required, and requested a price per facility in order to allow a flexible approach once consultation with towns, parishes and Ward Members had been completed.
- 2.5 If the recommendation is approved by Council, the CoP Lead for Environment Services will be in a position to make further recommendations to Hub Committee in respect of which facilities should be fitted with Pay on Entry equipment, having also considered the views of Town and Parish Councils, and consulted with the Lead Hub Member for Environment Services.

3. Outcomes/outputs

- 3.1 Two submissions were received and both were evaluated in accordance with the criteria set out in the tender documentation.
- 3.2 Bidder B was evaluated to have provided the most economically advantageous tender.
- 3.3 Should the recommendation be approved, officers will meet with Bidder B to ensure that all aspects of the contract are covered as expected and, at the appropriate time, agree the roll out programme and ensure that ICT security is as required by the Council's Senior Specialist (ICT information security).

4. Options available and consideration of risk

- 4.5 In order to generate income from public toilets, to contribute towards the cost of running the service, it is imperative that Pay on

Entry equipment is installed, particularly at facilities which have higher footfall.

5. Proposed Way Forward

- 5.1 It is proposed that the Council approves the recommendation to award the contract for the supply and installation of Pay on Entry equipment to Bidder B.
- 5.2 The procurement ties in with the 'Council' corporate priority as it will allow the continued delivery of efficient and effective services.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	As the contract to be awarded falls within scope of Public Contract Regulations 2015 (PCR 2015), it must be awarded in full compliance with the same.
Financial	Y	Costs of the contract, and how this was evaluated, are outlined in Part II Contract Award Report. The funding of the equipment is to be considered by Hub Committee in October, together with further recommendations in respect of making the £50,000 saving required.
Risk	Y	The main risk will be in connection with adverse reaction from members of the public to this proposal. However, press releases and communication with Town and Parish Councils have, and will continue to, highlight the fact that this step will help to ensure that the Borough Council is financially able to continue to provide this non-statutory service.
Comprehensive Impact Assessment Implications		
Equality and Diversity	Y	A Comprehensive Impact Assessment has been carried out, which demonstrates that no group is disadvantaged by this proposal. Disabled customers will have the option of using disabled facilities, which are accessed with RADAR keys in most locations.
Safeguarding	N	

Community Safety, Crime and Disorder	Y	It is anticipated that Pay on Entry schemes will contribute to the Council's desire to design out crime in public toilets.
Health, Safety and Wellbeing	Y	As above.
Other implications	N	

Supporting Information

Appendices:

Appendix A – Contract Award report (exempt document)