

Economy and Property Committee	
Meeting Date	19 th March 2026
Report Title	Swale House Security – contract award
EMT Lead	Emma Wiggins, Director of Regeneration & Neighbourhoods
Head of Service	Joanne Johnson, Head of Place
Lead Officer	Deborah Hardy, Buildings & Operations Manager
Classification	Open
Recommendations	1. That the Committee approves the appointment of Company A as supplier for Security Services at Swale House from 1st May 2026 for a period of 3 years with an option to extend by 1 year at a value of £114,903.14 + VAT. 2. That the Committee delegate authority to the Head of Place to award to the next suitable alternative tenderer in the event that a contract cannot be executed with the highest scoring tenderer

1 Purpose of Report and Executive Summary

- 1.1 The current Security Services contract at Swale House expires on 30th April 2026. Officers carried out a one stage tender process based on the most advantageous tender (MAT) which was evaluated on 60% price and 40% quality. The Security Services at Swale House contract is to provide a security presence in Swale House reception Monday to Friday and possible presence for evening meetings.
- 1.2 This report summarises the procurement process and its results and seeks Committee approval of the recommended supplier/contractor.

2 Background, Context and Proposals

- 2.1 Swale House requires an SIA security officer presence in reception area. SIA is the government body responsible for regulating the private security industry in the UK. Reception is open daily for 2 hours. However, appointments are carried out during the whole working day. Visitors to Swale House include customers wishing to access various types of Council services, people attending job interviews, contractors and consultants, partner organisations, tenants' guests and personnel. There may be occasion where security staff are needed for evening meetings. There may also be occasions when additional staff are required during the day.
- 2.2 The tender opportunity was advertised in accordance with current contract standing orders and the Procurement Act 2023, with interested parties asked to

complete an Invitation to Tender. Four submissions were received, and scores were allocated according to the criteria explained in the tender document.

- 2.3 The tenders were evaluated by an internal evaluation panel. The panel consisted of the Buildings & Operations Manager, Senior Facilities Officer and Housing Advice Manager. Each panel member made notes and discussed openly before collectively agreeing the scoring of the tender submissions.

Company	Price Score	Quality Score	Total
A	60.00	33.00	93.00
B	45.40	30	75.40
C	43.27	31	74.27
D	42.89	26	68.89

- 2.4 The Committee is requested to approve the proposal to enter into a contract with Company A for 3 years for Security Services at Swale House with the option to extend the contract for a further 1 year, totalling 4 years.

3 Recommendations

- 3.1 That the Committee approves the appointment of Company A as supplier for Security Services at Swale House from 1st May 2026 for a period of 3 years with an option to extend by 1 year at a value of £114,903.14 +VAT.
- 3.2 That the Committee delegate authority to the Head of Place to award to the next suitable alternative tenderer in the event that a contract cannot be executed with the highest scoring tenderer.

4 Alternative Options Considered and Rejected

- 4.1 Do not have a security presence at Swale House. This is not recommended as the security presence is here to protect our visitors, members of the public and officers. They also provide a triage service when our reception is not open.
- 4.2 Create an “in-house” position rather than award a contract. This has been rejected as having lesser resilience in terms of staff leave and potential absences. It also does not give the option to request more officers if a greater presence is required.

5 Consultation Undertaken or Proposed

- 5.1 The specification for the security services contract for Swale House had input from the Customer Services Team and Housing Team. Both of these Teams use the reception area and most heavily rely on security.

6 Implications

Issue	Implications
Corporate Plan	Appointing a contractor that meets a good quality standard and provides good value for money contributes towards all the corporate priorities as it ensures that the security and safety of visitors to Swale House and its officers.
Financial, Resource and Property	Anticipated annual spend on the Security Services contract is £38,301 +VAT. The total contract value for the three years is therefore, estimated as £114,903.14 + VAT. Additional funding for Swale House security was agreed at full council for budget year 2026/27. The Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended ("TUPE") do apply to this contract and the implications of this have been addressed in the procurement process.
Legal, Statutory and Procurement	The contract will be drawn up using the Council's current standard Terms and Conditions which have been approved by Mid Kent Legal Services and Finance]. The Council will also need to be assured that the outgoing and incoming service providers have complied with their consultation obligations under TUPE where this is relevant.
Crime and Disorder	None identified at this stage
Environment and Climate/Ecological Emergency	None identified at this stage
Health and Wellbeing	None identified at this stage
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage
Risk Management and Health and Safety	Part of the procurement process ensures that contractors are fully competent, particularly in the area of health and safety. Company A competence is evidenced through their membership/s of CHAS contractors Health & Safety Assessment Scheme.
Equality and Diversity	None identified at this stage

Privacy and Data Protection	None identified at this stage
Local Government Reorganisation	None identified at this stage

7 Appendices

7.1 None

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8 Background Documents

8.1 None

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