

**8. Pricing Schedule**

| GUARDING          |                         |                                   |                         |
|-------------------|-------------------------|-----------------------------------|-------------------------|
| Standard Rates    |                         | Additional rates for short notice |                         |
| Total Hourly Rate | Any additional comments | Total Hourly Rates                | Any additional comments |
|                   | <b>Plus VAT</b>         |                                   | <b>Plus VAT</b>         |
|                   |                         |                                   |                         |

| KEYHOLDING               |  |  |
|--------------------------|--|--|
| Annual Charge (per site) | Call out charge (1 <sup>st</sup> Hour on Site) | Call Out Charge (after initial 1 <sup>st</sup> hour) |
|                          |  |  |
|                          |  |  |
|                          |  |  |



## 9. Form of Tender



TENDER FOR: **Castle Park Deport Provision of Security Services**

TO: Leicester City Council

We [PREMIER SECURITY SERVICES (MIDLANDS) LTD T/A REGENT SECURITY], Company registration number [4286646] whose registered address is [UNIT 2, OAK COURT, PILGROMS WALK, PROLOGIS PARK, COVENTRY WEST MIDLANDS CV6 4QH], having examined the Specification and other documents made available to us hereby offer to provide all the Services described in the documents and confirm our submission of a compliant proposal.

We hereby offer to supply the Service subject to the terms and conditions set out in the ESPO Framework 347 for the sum of £ AS PER THE PRICING SCHEDULE (exclusive of VAT)

We undertake in consideration of having been supplied with the particulars and permitted to tender, that these proposals shall not be withdrawn or modified for a period of up to 90 days from the date of its delivery but shall remain binding upon me/us during that period.

We understand you are not bound to accept the lowest or any proposals you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal order is prepared and issued this proposal together with your written acceptance thereof shall constitute a binding Contract between us.

### Anti Collusive Tendering Certificate

We declare that:

1. This is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

2. We have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

(a) communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.

(b) entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.

(c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. We acknowledge that if we or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, the Council may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or anybody or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Dated this 15TH..... day of OCTOBER.....2013.....

Signature .....

For and on behalf of PREMIER SECURITY SERVICES (MIDLANDS) LTD T/A REGENT SECURITY

(Name of firm or Company).....

Status of signatory (e.g. Partner or Director) GROUP COMMERCIAL DIRECTOR .....

**10. Method Statement**

|          |   |
|----------|---|
| <b>5</b> | <b>INSURANCE</b>  |
| 5.1      | <p>Please indicate the levels of insurance cover that you hold:</p> <p>Public liability      €50,000,000 &amp; £5,000,000 .....</p> <p>Employers liability    £10,000,000.....</p> <p>Cover for working with, removal and disposal of asbestos-containing materials (if applicable)      N/A.....</p> |

The council expects a minimum level of £10million for Public Liability, £10million for Employer's Liability. If you do not have the sufficient levels, please tick this box if you are willing to get the required minimum standards prior to award.

|          |   |
|----------|---|
| <b>6</b> | <b>ACTIVITIES &amp; STAFF RESOURCES</b>   |
| 6.1      | <p>Describe how you would satisfy what the specification is asking for, identifying all the risks that may stop you from providing a satisfactory service delivery and come up with mitigating strategies.(Weighting 5%)</p> <p>Regent has enjoyed a longstanding partnership with Castle Park and sees this opportunity as an excellent opening to extend that for another 12 months.</p> <p>We increasingly work in partnership with all our clients to deliver continual improvements, and our ability to call on skills and experience from other areas of the business has become a routine component of our service delivery model.</p> <p>Regent see no risks that would disrupt the current service provision, however as always Regent would communicate with Castle Park in a time critical manner as its often not the issue, it's the communication of the issue that causes customers a problem.</p> <p>Regent assures Castle Park that should we be successful in securing this contract for a further 12 months there would be no change in the service provision and management approach you currently enjoy.</p> |
| 6.2      | <p>There are TUPE implications with this tender, please describe how these issues are not going to hinder service delivery and demonstrate you experience with TUPE. (Weighting 5%)</p> <p>As the incumbent supplier there would be no implications arising from TUPE.</p> <p>In the unfortunate situation that Regent do not retain the contract our HR Director will ensure:</p> <ul style="list-style-type: none"> <li>• Oversee the transfer of personal data of all staff according to TUPE legislation;</li> <li>• Ensure Regent continue to provide HR support for any employees during the transition</li> <li>• Ensure HR support the TUPE process</li> </ul>  |

|                            |  |  |
|----------------------------|--|--|
| 6.3                        | Please indicate the numbers of staff in each main category (e.g. management, operatives, clerical and administrative, and so forth) (Weighting 5%) | Please see below..... <input type="checkbox"/><br>..... <input type="checkbox"/><br>..... <input type="checkbox"/><br>..... <input type="checkbox"/><br>..... <input type="checkbox"/> |
| <b>Position</b>            |  | <b>Number Employed</b>   |
| Contract Manager ✓         |  | 2  |
| Supervisors                |  | 3  |
| Guards – Site Managers     |  | 2  |
| Guards – Team Leaders      |  | 6  |
| Guards – Group Leaders     |  | 13   |
| Guards – Security Officers |  | 152  |
| TOTAL                      |  | 178  |

6.4 Please list here the key qualifications held by staff in each main category (e.g. professional/technical affiliations, degrees, vocational certificates, and so forth). Can you also explain how often training is given to staff who will be providing the service. (Weighting 5%)

**Category**

**Senior Management Staff Qualifications**

Equal Opportunities

S.I.T.O. BJT Training part1

S.I.T.O Examination Invigilator No INV3174

Skills for Security Levels 1 & 2

Door Supervisors Badge

First Aid

Health & Safety at Work

Fire Warden

**Training Manager Qualifications**

C & G 7302/7303 Teaching in the lifelong learning sector

C & G 1886 Delivering Conflict Management skills

Approved trainer of the Security Industry Authority for Static and Patrol security, Retail Security, Door Supervision and Conflict Management

First aid at work tutor/assessor

ICM Physical Skills Tutor Award holder

Member of the Institute of Conflict Management

**Administration Staff Qualifications**

Computer Literacy Skills

Telephone Skills

Customer Service Training

Microsoft Word & Excel

CRM Systems

Regent is keen to ensure that all Security Officers are given the opportunity to develop a career within the security industry and are committed to providing the team with a platform for progression.

The current team at Castle Park will be reassessed by the Security Services Manager and will be given the opportunity to discuss their career development as well as their current role and performance.

Following these assessments the Security Services Manager will discuss the team's development opportunities and provide on-going training and support to raise the standard of service delivered to Castle Park along with the professionalism amongst the team. The opportunity to acquire new skills and take on different responsibilities is a prime factor in turning their job into a successful career.

Note: The customer contact should be prepared to speak to the Council, if required, in order to confirm the accuracy of the information provided here.