

Committee: Cabinet

Date of meeting: 18 September 2019

Subject:	Parking Enforcement Contract: Award
Lead Officer:	Head of Environmental Services
Portfolio Holder:	Transport - Cllr Andrew Davis
Link to Council Priorities:	Economic Development Character & Environment Quality Services
Exempt information:	Annex A – By virtue of paragraph(s) 3 of Part 1 of Schedule 12 A of the Local Government Act 1972.
Delegated status:	For Recommendation to Council 2 October 2019
Key decision:	No

Executive Summary:

A procurement process has been undertaken to secure a new contract and service provider for the delivery of the Council's on and off-street parking enforcement operations. Cabinet is asked to recommend the tender from bidder B is accepted and for the contract to be awarded.

Recommendation: Cabinet is asked to recommend: that

- (a) Bidder B who submitted the most economically advantageous tender be awarded the parking enforcement service contract.**

Report:

Introduction:

1. The Council's current Parking Enforcement Contract with NSL Ltd incorporates and combines the on-street enforcement undertaken as part of the Agency Agreement with Surrey County Council together with the enforcement of the off-street parking controls in the Council's pay and display car parks.
2. The current Contract commenced in 2013 and is operating under an extension which was agreed by Cabinet at its meeting of 19 September 2018. The extension expires on 27 March 2020.
3. A procurement process for a new Parking Enforcement Contract has been undertaken in accordance with the Public Procurement Regulations, the Council's contract procedure rules and procurement policies with the assistance of the Council's Procurement Advisor.
4. The initial term of the new Contract is 3 years, to align its expiration with the current Agency Agreement with Surrey Council which is due to expire on April 2023. However, the Contract has an optional extension of up to a further 5 years, in the event a new Agency Agreement is entered with the County Council.

Selection Process:

5. In April 2019 a selection questionnaire was issued to organisations that had expressed an interest in the contract following the publication of a formal notice. Following the evaluation of the submitted questionnaires, three suitable prequalified organisations were invited to tender. On 5 August 2019 two tenders were received. These are detailed in Annex A.

Tender Evaluation:

6. Tenders were sought on the basis of the '*most economically advantageous tender*' (MEAT) with equal weighting given to price and quality. To assess the quality of a submission five detailed method statements were required on key aspects of the delivery of the service and the bidder's organisation, with each method statement comprising of several elements.
7. The method statement submissions were independently evaluated by a number of staff along with an external consultant, and points awarded to each following a moderation process led by the Procurement Advisor.
8. Each tender submission included a priced schedule for the delivery of the service. The lowest priced tender received the maximum number of points and the other tender was scored pro-rata based on its relationship with the lowest tender.
9. The price and quality scores for each of the two tenders is shown in Annex A. In accordance with Contract Procedure Rule 26.43 it is recommended that the Contract is awarded to bidder B on the basis that it was the most economically advantageous tender submitted.

Financial implications:

The tender price from bidder B is comparable with the current contract price. The Council's expenditure for on-street enforcement undertaken under the Contract is recovered as part of the Agency Agreement with Surrey County Council and the expenditure on enforcement in the its pay and display car parks is largely off-set by the receipts from parking penalty payments. The overall impact on the Council's 2020/21 budget will form part of the budget review and preparation process.

Environmental/Sustainability Implications:

Effective parking enforcement is key to maintaining compliance with parking controls that ensure congestion, and the associated vehicle related emissions are reduced.

Legal implications:

The Council is required to observe a stand-still period of 10 days following a decision to award the Contract.

Equality Implications:

None

Risk Implications:

None

Community Safety Implications:

None

Principal Consultees:

None

Background papers:

None

Enclosures/Appendices:

Annex A (Part II)

Contact details:

Head of Environmental Services