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Planning

## **Future Delivery of Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service to Council**

MID AND EAST ANTRIM BOROUGH COUNCIL

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-001039

Procurement identifier (OCID): ocds-h6vhtk-030aa7

Published 13 January 2022, 3:00pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

MID AND EAST ANTRIM BOROUGH COUNCIL

The Braid Ballymena Town Hall, 1-29 Bridge Street

BALLYMENA

BT435EJ

#### **Contact**

Procurement Team MEA

#### **Email**

[Procurement@midandeastantrim.gov.uk](mailto:Procurement@midandeastantrim.gov.uk)

#### **Telephone**

+44 2825633165

**Country**

United Kingdom

**NUTS code**

UKN0F - Mid and East Antrim

**Internet address(es)**

Main address

<https://www.midandeastantrim.gov.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Future Delivery of Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service to Council

Reference number

T365/JS

#### **II.1.2) Main CPV code**

- 98351110 - Parking enforcement services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Mid & East Antrim Borough Council is seeking expressions of interest and intends to carry out a market testing exercise in support of a potential new off street parking enforcement contract that will cover 27 town centre sites located throughout the Borough from 1 November 2022. These consist of 15 charged sites, (one of which is a multi-storey car park which utilises Pay on Foot, with the rest being surface sites utilising Pay & Display), along with 12 free sites that are enforced upon request.

The current enforcement provision (including back office support) is carried out by the Department for Infrastructure. The potential new enforcement contract is envisioned to cover all aspects of off street parking enforcement from the provision of Civil Enforcement Officers through to cash collection, including provision for cashless parking payments (payment for parking or permits by phone, internet or smart phone application), as well as first line notice processing, back office provision and all software and hardware provision.

#### **II.1.5) Estimated total value**

Value excluding VAT: £500,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 34926000 - Car park control equipment
- 34990000 - Control, safety, signalling and light equipment
- 38730000 - Parking meters
- 51214000 - Installation services of parking meter equipment
- 98351000 - Car park management services

### **II.2.3) Place of performance**

NUTS codes

- UKN0F - Mid and East Antrim

### **II.2.4) Description of the procurement**

(as amended).

As preparation for this procurement, the Council intends to hold a supplier engagement and market testing exercise during the week commencing 31st January 2022 (i.e. 31st January - 4th February specifically) which will be undertaken via online meeting i.e. MS Teams or Zoom. Each session will provide interested suppliers with an overview of the opportunity, indicative timetable and the Council's expectations for the services that will be procured under the forthcoming procurement exercise.

In-person meetings during that week may be facilitated upon request but only in exceptional circumstances for those suppliers who are unable to accommodate an online meeting. If required, they will take place at the Council headquarters (The Braid, 1-29 Bridge Street, Ballymena, County Antrim, BT43 5EJ).

Suppliers will be given a strict 45 minute slot in which 15 minutes will be the Council's presentation to suppliers, 15 minutes for suppliers to present to the Council & 15 minutes for discussion. Suppliers will be invited to present on: (a) company background; (b) current offering; (c) innovation, features and benefits; and (d) relevance to this potential tender opportunity. The Council will publish all Council clarification responses and additional information made available by the Council during the market engagement exercise on the portal, along with a copy of the Council's presentation slides (for the benefit of all attendees after the sessions and also for those unable to attend).

Any questions that the Council is unable to answer at the time of the sessions yet is subsequently able to answer, will be recorded in written form and made available on the

portal as above.

The purpose of this notice, supporting pre-market engagement documentation and the market testing exercise is to establish the level of interest in the market for delivery of the Council's requirements and provide the Council with the opportunity to engage with interested suppliers to help inform the scope of service to be delivered/tendered accordingly.

Should you wish to attend, please email [procurement@midandeantrim.gov.uk](mailto:procurement@midandeantrim.gov.uk) titling your email "Future Delivery of Car Park Management / Off Street Parking Enforcement and Penalty Charge Notice Processing Service to Council" no later than 12 Noon on Saturday 29th January 2022 Please include only: attendee(s) names and titles; company name; email and telephone number.

It is important to note that: (a) this notice and the market testing exercise do/will not constitute a call for competition, a pre-qualification questionnaire, part of any pre-qualification/selection process or a current tender opportunity. All interested suppliers will need to express a formal interest in any future tender opportunity in due course once a contract notice (as appropriate) is published; and (b) the Council cannot guarantee it will incorporate all or any feedback received into any subsequent procurement.

The Council will not disclose any confidential information supplied by an interested supplier in response to this notice or during the market testing, other than: (a) to its advisors, members, servants and agents (under similar obligations of confidentiality) for the purposes of this market testing exercise and any subsequent procurement process; or (b) as required under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or to satisfy any other legislative obligation.

### **II.3) Estimated date of publication of contract notice**

7 April 2022

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes