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Contract

## **Decriminalised Parking Enforcement Back Office Support**

Inverclyde Council

F03: Contract award notice

Notice identifier: 2025/S 000-002678

Procurement identifier (OCID): ocids-h6vhtk-046d61

Published 27 January 2025, 11:44am

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

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

Inverclyde Council

Procurement, Municipal Buildings, Clyde Square

Greenock

PA15 1LX

#### **Contact**

Procurement Team

#### **Email**

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

#### **Telephone**

+44 1475712634

#### **Country**

United Kingdom

**NUTS code**

UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

**Internet address(es)**

Main address

<http://www.inverclyde.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00168](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00168)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**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**

Decriminalised Parking Enforcement Back Office Support

Reference number

ENV0550

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

- 98351110 - Parking enforcement services

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

Services

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

This Invitation to Tender is for a suitably qualified and experienced service provider to deliver the back-office system for the decriminalised parking enforcement scheme in Inverclyde, handling parking violations issued by Parking Attendants employed by Inverclyde Council and the administration of residents' and business parking permits in accordance with the Council's relevant Terms and Conditions.

The service provider shall ensure they have the necessary licences, permits and all other statutory obligations and legal permit, permissions and consents which apply for such provision.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £781,450

### **II.2) Description**

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

- 48000000 - Software package and information systems

- 48400000 - Business transaction and personal business software package

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

NUTS codes

- UKM83 - Inverclyde, East Renfrewshire and Renfrewshire

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

Inverclyde Council introduced DPE (Decriminilised Parking Enforcement) during October 2014. The scheme handles parking violations for both on and off street parking spaces operated under both free short stay parking restrictions and paid long stay parking. The average yearly Penalty Charge Notices issued throughout the area is 5,000.

In April 2016 Residents' Parking Permits were introduced in Greenock and we now have 8 permit holder zones in our 3 main town centres. Currently we issue approximately 390 residents' parking permits per year. The permits are paperless with the vehicle details held on the Parking Attendant's handheld computer. Within the term of the new contract we propose to introduce a Business Parking Permit Scheme where we propose to issue a maximum of 500 business parking permits per year.

The number of PCNs issued are expected to increase as the result of enforcement action under the Transport (Scotland) Act 2019 for pavement parking, double parking and dropped kerb parking. The exact date for this enforcement is unknown at present. We estimate we will issue 1,000 PCNs per year.

Inverclyde Council wishes to engage a Service Provider to provide back office support. It is envisaged that the successful bidder will have an established PCN processing and paperless permit systems already in operation which can accommodate the needs of Inverclyde Council.

### **II.2.5) Award criteria**

Quality criterion - Name: Proposed Methodology / Weighting: 5%

Quality criterion - Name: Performance / Weighting: 3%

Quality criterion - Name: System Requirements/Communication with the System / Weighting: 2%

Quality criterion - Name: Notice Processing/Software / Weighting: 2%

Quality criterion - Name: Cash Receipting/Financial Management / Weighting: 1%

Quality criterion - Name: Additional System Functionality / Weighting: 0.5%

Quality criterion - Name: Support / Weighting: 0.5%

Quality criterion - Name: Risk / Weighting: 1%

Quality criterion - Name: Fair Work First / Weighting: 2%

Quality criterion - Name: Social Value - Outcome Menu / Weighting: 2%

Quality criterion - Name: Social Value - Supporting Methodology / Weighting: 1%

Price - Weighting: 80

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2024/S 000-017330](#)

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## **Section V. Award of contract**

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

20 September 2024

#### **V.2.2) Information about tenders**

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

Imperial Civil Enforcement Solutions

Century House, 1 The Lakes

Northampton

NN4 7HD

Telephone

+44 1173113149

Fax

+44 1179252515

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £781,450

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## **Section VI. Complementary information**

### **VI.3) Additional information**

Tenderers are required to hold full and current memberships of the British Parking Association. Evidence may be requested to validate this.

Tenderers will be required to return with their submission a completed Data Protection Certificate, FOI Certificate, No Collusion Certificate, S1 Equalities Questionnaire, S2 Equalities Questionnaire and Tender Declaration Certificate.

It will also be a condition of contract that Tenderers comply with Inverclyde Council's General Conditions of Contract, Special Conditions of Contract, Specification & Contract Information for Tenderers.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26667  
for more information see:

<http://www.publiccontractsscotland.gov.uk>

(SC Ref:788822)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Greenock Sheriff Court and Justice of the Peace Court

Sheriff Court House, 1 Nelson Street

Greenock

PA15 1TR

Country

United Kingdom