

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/006653-2025>

Planning

## **Norwich Bus Station and Park and Ride Sites**

Norfolk County Council

F01: Prior information notice

Prior information only

Notice identifier: 2025/S 000-006653

Procurement identifier (OCID): ocds-h6vhtk-04e63e

Published 21 February 2025, 12:03pm

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

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

Norfolk County Council

County Hall, Martineau Lane

Norwich

NR1 2DH

#### **Contact**

Claire Woodcroft

#### **Email**

[sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk)

#### **Country**

United Kingdom

## **NUTS code**

UKH15 - Norwich and East Norfolk

## **Internet address(es)**

Main address

[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Buyer's address

<https://in-tendhost.co.uk/norfolkcc.aspx/Home>

## **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

---

## **Section II: Object**

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

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

Norwich Bus Station and Park and Ride Sites

Reference number

NCCT43085

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

- 79993000 - Building and facilities management services

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

Services

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

The proposed contract(s) are for the provision of Park and Ride site maintenance and Norwich Bus Station Operational Management and Site and Premises Maintenance.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKH15 - Norwich and East Norfolk

Main site or place of performance

Norwich

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

The proposed contract(s) are for the provision of Park and Ride site maintenance and Norwich Bus Station Operational Management and Site and Premises Maintenance. There are 6 Norwich Park and Ride sites which provide frequent bus services to Norwich city centre and other key sites in Norwich:• Airport Park & Ride, Buck Courtney Crescent, Norwich, NR6 6JT• Harford Park & Ride, Ipswich Road, Norwich, NR4 6US• Sprowston Park & Ride, Wroxham Road, Norwich, NR7 8RN• Thickthorn Park & Ride, Norwich Road, Hethersett NR9 3AU• Postwick Park & Ride, Yarmouth Road, Norwich, NR13 5NP• Costessey Park & Ride, Long Lane, Bawburgh, Norwich, NR9 3LX This element of the proposed contract is for the facilities maintenance of the Park and Ride sites. Provision of the bus service will not form part of this contract. The Park & Ride sites will remain under the ownership of the Council and will not be leased to the successful Bidder. The key responsibilities of the supplier will be:• Ensuring the site is clean and tidy, including litter picking, emptying bins and keeping vegetation clear• Cleaning external assets like shelters, information boards• Cleaning internal areas such as customer welfare facilities• Making repairs to minor assets like fencing, toilets• Inspecting the site and reporting major defects to the Council.-Undertaking routine compliance tests as agreed by siteNorwich Bus Station is located in the heart of

Norwich city centre and accessed directly from the inner ring road. Norwich is the business centre of the region. Like many small cities in rural counties, Norwich experiences peak time congestion on the strategic road network, therefore encouraging modal shift to public transport, particularly for those drivers in single occupancy cars, is a key measure in reducing congestion and improving air quality. There are approximately 760 bus movements Monday to Friday, 660 on Saturday and 180 on Sundays and bank holidays. About 330 customers use the travel information centre desk every day. The County Council owns Norwich Bus Station and will lease it to the Operator for the term of the Contract. The Operator will be responsible for all aspects of running the site, including but not limited to:

- Payment of the business rates to Norwich City Council
- Obtaining and paying for utilities for the site
- Drainage, water and sewerage costs
- Obtaining insurance for the building, contents and public liability
- Ensuring security of the site and building
- Maintenance of the site and building
- Managing members of the public and ensuring safety
- Managing vehicles movements and operators who use the site
- Providing a customer service information desk and assisting passengers

At this stage the Council is conducting a preliminary market consultation to explore the various options for meeting the requirements. Interested parties have until noon on 3rd March 2025 to express their interest in participating in the market consultation, following the publication of the PIN notice. Expressions of interest shall be made via In-tend, the Council's e procurement system. Registration can be undertaken free of charge via <https://in-tendhost.co.uk/norfolkcc.aspx/Home> Following registration, please attach your company to the opportunity. The Council has loaded the following additional information to the clarifications section of Intend: Preliminary market consultation document Draft Specifications Draft lease agreement The Council intends to enter into dialogue with respondents with a view to gaining a deeper understanding of its options from both a technical and cost perspective. The intention is to hold a one-to-one session with suppliers on the following dates: 12th and 13th March 2025. The sessions may be face to face or via Teams, 45 minutes will be allocated per supplier. Should there be significant interest in this market consultation exercise, the Council reserves the right to issue questionnaires rather than dialogue.

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

Expressions of interest shall be made via In-tend, the Council's e procurement system. Registration can be undertaken free of charge via <https://in-tendhost.co.uk/norfolkcc.aspx/Home>

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

21 February 2025

---

## **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