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Tender

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

Mid and East Antrim Borough Council

F02: Contract notice

Notice identifier: 2022/S 000-016091

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

Published 13 June 2022, 9:54am

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

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

Mid and East Antrim Borough Council

Ardeevin, 80 Galmorgan Road

Ballymena

BT42 1AB

#### **Email**

[procurement@midandeantrim.gov.uk](mailto:procurement@midandeantrim.gov.uk)

#### **Telephone**

+44 2825660393

#### **Country**

United Kingdom

**NUTS code**

UKN0F - Mid and East Antrim

**Internet address(es)**

Main address

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

**I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

<https://e-sourcingni.bravosolution.co.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk/>

Tenders or requests to participate must be submitted to 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**

- 98351000 - Car park management services

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

Services

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

The Council is currently in contract with the Department for Infrastructure (DfI) via an Agency Agreement for the provision of Off-Street Car Park Management Services. The DfI carry out some of these services using internal staff but employ a contractor to deliver the majority of the services. This arrangement is due to end on 31st October 2022.

The Council is seeking to procure the provision of its own Off-Street parking service via a service provider from 1st November 2022 that will provide enforcement in 15 existing charged Off-Street car parks across the Borough (one of which is a multi-storey car park which utilises Pay on Foot, with the rest being surface sites utilising Pay & Display).

It is expected the successful Tenderer will provide the following:-

- Off-Street Enforcement
- Cash Collection & Reconciliation
- Pay & Display ("P&D") machine maintenance
- Full life cycle Penalty Charge Notice ("PCN") Processing to Enforcement of
- Judgements Office representation stage

- Adjudication service through the Northern Ireland Courts Service
- Debt Recovery in accordance with the Council's instructions
- Call centre and customer service help desk for customer interface
- Weekly and monthly reports including updates for financial patterns
- Enforcement at a further 11 Off-Street Car Parks, which are currently free but enforced, throughout the Borough on request from Council, for civil parking contraventions by Traffic Attendant (TA) staff

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

Value excluding VAT: £3,290,000

#### **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
- 34996300 - Control, safety or signalling equipment for parking facilities
- 38730000 - Parking meters
- 51214000 - Installation services of parking meter equipment
- 98351110 - Parking enforcement services

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

NUTS codes

- UKN0F - Mid and East Antrim

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

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 November 2022

End date

31 October 2025

This contract is subject to renewal

Yes

Description of renewals

2 further periods of 24 months

**II.2.10) Information about variants**

Variants will be accepted: No

**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

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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: [2022/S 000-001106](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

15 July 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

27 July 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

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

midand east antrim borough council

ballymena

Country

United Kingdom