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Tender

Decriminalised Parking Enforcement Back Office Support

Inverclyde Council

F02: Contract notice

Notice identifier: 2024/S 000-017330

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

Published 4 June 2024, 4:21pm

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

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

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Inverclyde Council reserve the right to extend the contract on three (3) separate 12 month extension periods.

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

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.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract.

III.1.2) Economic and financial standing

List and brief description of selection criteria

4B.5.1a/4B.5.1b/4B.5.2

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 5M GBP

Public Liability Insurance = 5M GBP

Product Liability Insurance = 5M GBP

Professional Risk Indemnity Insurance = 5M GBP

Cyber Risk/Data Protection Insurance = 1M GBP

4B.1.2

Inverclyde Council will check the financial status of applicants by means of a Dun and Bradstreet assessment. In order to be considered, applicants must achieve one of the

following:

(a) Where the tenderers Dun & Bradstreet risk indicator is 3, the annual contract value should also be less than 50% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 24 months of the date of the financial check).

OR

(b) Where the tenderers Dun & Bradstreet is 2 or better, the annual contract value should also be less than 75% of the tenderers average turnover over the preceding 2 years (with audited accounts dated within 21 months of the date of the financial check)

PLEASE NOTE THE IMPORTANT GUIDDANCE TO BIDDERS BELOW:

APPLICANTS ARE STRONGLY ADVISED TO SATISFY THEMSELVES THAT THEY MEET THESE CRITERIA AS FAILURE OF THE FINANCIAL CHECK WILL MEAN THAT THEIR APPLICATION WILL NOT BE CONSIDERED FURTHER. APPLICANTS SHOULD ALSO SATISFY THEMSELVES THAT THEIR DUN AND BRADSTREET RATINGS ARE CORRECT AND IT IS THE APPLICANT'S RESPONSIBILITY TO RAISE ANY QUERIES WITH DUN AND BRADSTREET IF THEY FEEL A CORRECTION IS REQUIRED. THE COUNCIL WILL RELY ON THE RISK RATING IT OBTAINS AT THE TIME IT PERFORMS THE D&B FINANCIAL CHECK.

You must provide your average yearly turnover for the last 2 years.

Turnover must be provided from your audited accounts. Turnover from unaudited accounts or part year turnover will not be accepted.

If you are unable to provide the turnover information required due to being exempt from submission of full audited accounts, please provide an explanation on why you are exempt in response to this question.

If you have responded that you are exempt from submitting full audited accounts, please confirm that you will be prepared to submit alternative information and documentation on your financial position should this be required at any point. This information could be required at selection or in the event that the bidder is identified as the preferred bidder.

For the avoidance of doubt, the 'annual contract value' for the purposes of this financial test is 50,000 GBP.

III.1.3) Technical and professional ability

List and brief description of selection criteria

4D.1 QUALITY ASSURANCE

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent),

OR

The bidder must have the following:

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

4D.1 HEALTH & SAFETY

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum

OR

hold the information contained in the supplier attachment area in PCS-T (file name "Contract Notice Additional Information")

4D.2 ENVIRONMENTAL MANAGEMENT

The Bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with

BS EN ISO 14001 (or equivalent) or a valid EMAS (or equivalent) certificate

OR

hold the information contained in the buyer attachment area in PCS-T (file name "Contract Information Additional Information").

Minimum level(s) of standards possibly required

4C.1.2

Bidders will be required to provide 2 examples of services carried out in the past 3 years that demonstrate that they have relevant experience to deliver decriminalised parking

enforcement back office support.

The examples provided must be of a similar size and nature to this contract opportunity.

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

Date

4 July 2024

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

4 July 2024

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: If the services are still required following expiry of this contract then it may be brought back to market.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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>

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<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

A sub-contract clause has been included in this contract. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2363>

Community benefits are included in this requirement. For more information see:
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Inverclyde council expect 30 social value points over the contract period.

(SC Ref:766216)

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