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Tender

## **Contract for the Provision of Parking Management Services**

Cannock Chase District Council  
Stafford Borough Council  
Lichfield District Council

F02: Contract notice

Notice identifier: 2024/S 000-024893

Procurement identifier (OCID): ocids-h6vhtk-048892

Published 7 August 2024, 3:04pm

The closing date and time has been changed to:

**20 September 2024, 12:00pm**

See the [change notice](#).

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

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

Cannock Chase District Council

Beecroft Road

Cannock

WS11 1BG

#### **Contact**

Laura Kendall

#### **Email**

[laura.kendall@staffordshire.gov.uk](mailto:laura.kendall@staffordshire.gov.uk)

**Telephone**

+44 1785854656

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com/Account/Login#>

**I.1) Name and addresses**

Stafford Borough Council

Riverside

Stafford

ST16 3AQ

**Contact**

Laura Kendall

**Email**

[laura.kendall@staffordshire.gov.uk](mailto:laura.kendall@staffordshire.gov.uk)

**Telephone**

+44 1785854656

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com/Account/Login#>

**I.1) Name and addresses**

Lichfield District Council

Frog Lane

Lichfield

WS13 6YY

**Contact**

Laura Kendall

**Email**

[laura.kendall@staffordshire.gov.uk](mailto:laura.kendall@staffordshire.gov.uk)

**Telephone**

+44 1785854656

**Country**

United Kingdom

**Region code**

UKG2 - Shropshire and Staffordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

Buyer's address

<https://supplierlive.proactisp2p.com/Account/Login#>

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

The contract involves joint procurement

**I.3) Communication**

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

<https://supplierlive.proactisp2p.com/Account/Login#>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login#>

**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**

Contract for the Provision of Parking Management Services

Reference number

IA3328

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

- 98351000 - Car park management services

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

Services

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

The Councils are seeking to appoint an enforcement Contractor via this procurement exercise, to deliver off street parking enforcement and associated tasks such as, but not exclusively, cash collection, surface and multi storey car park management. Each Council will manage and oversee the strategic & operational aspects of their own Contracts. The intention is that this procurement will operate on a schedule of rates, which will be applied to both parking enforcement and car park management.

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

Value excluding VAT: £7,500,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Cannock Chase District Council

Lot No

1

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

- 98351110 - Parking enforcement services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Cannock & Rugeley - Staffordshire

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

Cannock Chase District Council is seeking to appoint an Enforcement Supplier via this procurement exercise, to deliver off street parking enforcement and associated tasks such as cash collections and banking within the district. The intention is that this procurement will operate on a fixed schedule of rates for the services included within the pricing schedule. The range of Services to be provided covers most aspects of car parking management. The proposed commencement date for the provision of the Services is April 2025 with the term of the contract being an initial five (5) years and a further extension period of five (5) years.

The Council wishes to appoint a Supplier to provide and manage a range of parking related services. The proposed Services will relate to off-street enforcement and related activities. The Services will also include supply of the necessary IT hardware and software required to correctly issue and upload PCNs onto the back-office notice processing system operated by Stoke on Trent City Council. The Supplier will be required to provide accommodation to deliver the service to the Council. Other related services will also be required, where they have a close connection with the enforcement aspects. A brief overview of the requirements for this contract are listed below:

- Enforcement on Council Car Parks and Service Areas
- Issuance of Penalty Charge Notices to include the provision of all Equipment and Stationery
- Cash Collection from Pay & Display Machines, to include for Counting, Processing and Banking
- First Line Maintenance to Pay & Display Ticket Machines to include the supply of Pay and Display Tickets
- Provision of Pay & Display Machine Fault Telephone Line
- Other requirements as detailed in the Specification

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

1 April 2025

End date

31 March 2035

This contract is subject to renewal

Yes

Description of renewals

Agreement term will be from 1st April 2025 to 31st March 2030, with an additional option to extend by 1st April 2030 to 31st March 2035

#### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: Yes

Description of options

Agreement term will be from 1st April 2025 to 31st March 2030, with an additional option to extend by 1st April 2030 to 31st March 2035

## **II.2) Description**

### **II.2.1) Title**

Stafford Borough Council

Lot No

2

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

- 98351110 - Parking enforcement services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Stafford, Staffordshire

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

The Council is seeking to appoint an enforcement Contractor via this procurement exercise, to deliver off street parking enforcement and associated tasks such as, but not exclusively, cash collection, surface and multi storey car park management. The Council will manage the strategic and oversee the operational aspects of the Contract. The intention is that this procurement will operate on a schedule of rates, which will be applied to both parking enforcement and car park management.

The primary role of the Contractor is to provide a high quality off-street parking enforcement and car park management service jointly with Council staff and other suppliers (including but not limited to cash collection, IT managed services, other service providers and enforcement agents). The Contractor should ensure scope for giving CEOs a broad remit to include providing relevant support to help deal with other duties which the



Council may request that the CEO undertakes as part of their normal duty under differing legislation. Best described as a multi-tasking enforcement approach and tasks should/may not be limited to those listed in the contract documents as the ethos is to deliver services to meet changing needs both in the enforcement of parking regulations or otherwise to stakeholders during the term of this contract.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

1 April 2025

End date

31 March 2035

This contract is subject to renewal

Yes

Description of renewals

Agreement term will be from 1st April 2025 to 31st March 2030, with an additional option to extend by 1st April 2030 to 31st March 2035.

#### **II.2.10) Information about variants**

Variants will be accepted: No

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

Options: Yes

Description of options

Agreement term will be from 1st April 2025 to 31st March 2030, with an additional option to extend by 1st April 2030 to 31st March 2035.

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

### **II.2.1) Title**

Lichfield District Council

Lot No

3

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

- 98351110 - Parking enforcement services

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

NUTS codes

- UKG2 - Shropshire and Staffordshire

Main site or place of performance

Lichfield - Staffordshire

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

Lichfield District Council are seeking to appoint an Enforcement Supplier via this procurement exercise, to deliver off street parking enforcement and associated tasks such as, but not exclusively, cash collection, surface and multi storey car park management. The Council will manage the operational aspects of the contract and the intention is that this procurement will operate on a fixed schedule of rates, which will be applied to both parking enforcement and car park management. The proposed commencement date for the provision of the Services is April 2025.

The Council wishes to appoint a Supplier to provide and manage a range of parking related services. The proposed Services will relate to off-street enforcement and related activities. The Services will also include supply of the necessary IT hardware and software required to correctly issue and upload PCNs onto the Suppliers own IT system. The Supplier will be required to provide accommodation to deliver the service. Other related services will also be required, where they have a close connection with the enforcement aspects. A brief overview of the requirements for this contract are listed below:

- Enforcement on Council Car Parks and Service Areas
- Issuance of Penalty Charge Notices to include the provision of all Equipment and Stationery
- Cash Collection from Pay & Display Machines, to include for Counting, Processing and

## Banking

- First Line Maintenance to Pay & Display Ticket Machines and pay on exit (multi storey) equipment (barriers, cameras and machines). Also to include the supply of Pay and Display and pay on exit Tickets for all machines.
- Provision of Pay & Display Machine Fault Telephone Line
- Provision and manning of a 24hr telephone line for car park exit barrier operation with back-office support for vehicle and payment checking
- Collection of income from Penalty Charge Notices
- For the avoidance of doubt The Processing of Penalty Charge Notices does not form part of this tender.
- Other requirements as detailed in the Specification.

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

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

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

Start date

1 April 2025

End date

31 March 2035

This contract is subject to renewal

Yes

Description of renewals

Agreement term will be from 1st April 2025 to 31st March 2030, with an additional option to extend by 1st April 2030 to 31st March 2035.

### **II.2.10) Information about variants**

Variants will be accepted: Yes

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

Options: Yes

Description of options

Agreement term will be from 1st April 2025 to 31st March 2030, with an additional option to extend by 1st April 2030 to 31st March 2035.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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

Originally published as:

Date

13 September 2024

Local time

12:00pm

Changed to:

Date

20 September 2024

Local time

12:00pm

See the [change notice](#).

**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: 3 (from the date stated for receipt of tender)

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

Date

13 September 2024

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **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**

All bidders are to complete a Confidentiality Agreement prior to the release of the TUPE information.

This is available with the bidding documents and should be returned to the buyer using the eTendering Portal Only

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

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

Cannock Chase District Council

Cannock

Country

United Kingdom