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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): ocds-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

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

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

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

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

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

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

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.

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

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

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