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Tender

## **Pay and Display Parking Machines**

Reading Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-034025

Procurement identifier (OCID): ocds-h6vhtk-04afd7

Published 21 October 2024, 5:47pm

The closing date and time has been changed to:

**12 November 2024, 4:00pm**

See the [change notice](#).

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

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

Reading Borough Council

Civic Offices, Bridge Street

Reading

RG1 2LU

#### **Contact**

Emma Glynn

#### **Email**

[Transport.Procurement@reading.gov.uk](mailto:Transport.Procurement@reading.gov.uk)

**Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

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

Buyer's address

<https://in-tendhost.co.uk/readingbc.aspx/Tenders/Current>

**I.3) Communication**

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

<https://in-tendhost.co.uk/readingbc.aspx/Tenders/Current>

Additional information can be obtained from the above-mentioned address

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**

Pay and Display Parking Machines

Reference number

RBC P 00002024

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

- 34996300 - Control, safety or signalling equipment for parking facilities

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

Supplies

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

Reading Borough Council (RBC) invites tenders for the provision of pay and display parking machines. The contract includes installation/commissioning, maintenance/servicing/repair, processing of transactions and transaction data, and removal of replaced machines. The contract may also include the removal and disposal of machines removed from the estate. RBC's parking machine estate is under review and is expected to reduce from approx. 155 pay and display machines to around 75. The final number of machines provided through this contract may change depending on the outcome of the review. This tender is offered over 2 Lots to allow for pricing on both a lease and purchase basis. RBC reserves the right to award to one Lot only, or to both Lots. Proposed procurement timetable:- Publication of tender: 21.10.24- Tender return: 05.11.24- Standstill ends: 25.11.24- Contract start: 06.01.25- Installation completed: 28.02.25

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

Value excluding VAT: £1,500,000

#### **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**

Lot 2 - Provision of pay and display parking machines - purchase option

Lot No

2

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

- 34996300 - Control, safety or signalling equipment for parking facilities
- 63712400 - Parking services
- 38730000 - Parking meters
- 98351000 - Car park management services

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

NUTS codes

- UKJ11 - Berkshire

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

Reading Borough Council (RBC) is inviting tenders from suitably qualified suppliers for the provision pay and display parking machines across RBC's on-street and off-street parking locations. The contract will include:- Installation and commissioning of machines- Maintenance of machines- Servicing and repair of machines- Processing of transactions and transaction data- Removal of replaced machines This Lot 2, is for the provision of pay and display parking machines on a purchase. On this option, RBC will purchase the machines and will take ownership of the assets. Any servicing and maintenance costs will be priced separately as a monthly/annual cost. Transaction costs will be priced separately. RBC is currently reviewing its existing estate of pay and display machines and is aiming to rationalise its assets. As a result, the contract is expected to include in the region of 75 pay and display machines, reduced from approximately 155 pay and display machines. It should be noted that the final number of pay and display machines provided through this contract may change depending on the outcome of the parking estate review. The contract may also include for the removal and disposal of any machines to be removed from the estate entirely. The pay and display parking machine will be located at on-street locations and across 11 surface car parks within the borough. Please note that the 2 multi-storey car parks operated by RBC are not included for within the tender. RBC's existing pay and display machines currently use 3G technology to transmit data. The 3G

network is due to be switched off at the end of 2024/early 2025. Maintaining pay and display parking provisions across the borough is key for RBC and therefore suppliers will be required to mobilise quickly in order to prevent any break in service. To avoid any disruption over the Christmas period, installation is expected in early 2025, completed by 28th February 2025. The specification is based on the supply of new pay and display parking machines, however, variant bids will be accepted on the basis that refurbished pay and display machines are supplied. A variant bid on this basis will only be accepted if it accompanies a standard bid and must meet the full requirements of the specification. Details in respect of variant bids can be found within Section 14 of the Invitation to Tender. Below is the outline procurement timetable that this tender will follow. Please note, following the publication of a Prior Information Notice on the Find a Tender Service on 3rd September 2024 (reference 2024/S 000-028023), the tender period has been reduced to a minimum of 15 days, in accordance with Regulation 27 (4) of the Public Contract Regulations, 2015. Procurement Timetable:- Publication of Contract Notice and Invitation to Tender: 21st October 2024- Tender return deadline: 16:00 on 5th November 2024- Standstill period: 16th - 25th November 2024- Contract awarded by: 20th December 2024- Contract start date: 6th January 2024- Machine installation complete by: 28th February 2025

### **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**

Duration in months

84

This contract is subject to renewal

Yes

Description of renewals

The contract is for an initial term of 5 years, with the option to extend, in increments to be agreed for a further 2 years, taking the total term to a maximum 7 years.

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

Variants will be accepted: Yes

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

Options: Yes

#### Description of options

This opportunity is offered of 2 Lots, to allow for pricing to be submitted on a lease and/or option basis. RBC reserves the right to award to one Lot only (e.g. to purchase or lease all machines), or to both Lots (e.g. to purchase some machines and lease others). Suppliers should note that the terms and conditions require any leased machines to be offered to RBC for purchase at the end of the contract. The specification is based on the supply of new pay and display parking machines, however, variant bids will be accepted on the basis that refurbished pay and display machines are supplied. A variant bid on this basis will only be accepted if it accompanies a standard bid and must meet the full requirements of the specification. Details in respect of variant bids can be found within Section 14 of the Invitation to Tender.

#### **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**

Following the publication of a Prior Information Notice on the Find a Tender Service on 3rd September 2024 (reference 2024/S 000-028023), the tender period has been reduced to a minimum of 15 days, in accordance with Regulation 27 (4) of the Public Contract Regulations, 2015.

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

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

Lot 1 - Provision of pay and display parking machines - Lease option

Lot No

1

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

- 34996300 - Control, safety or signalling equipment for parking facilities
- 63712400 - Parking services
- 38730000 - Parking meters

- 98351000 - Car park management services

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

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

Reading Borough Council (RBC) is inviting tenders from suitably qualified suppliers for the provision pay and display parking machines across RBC's on-street and off-street parking locations. The contract will include:- Installation and commissioning of machines- Maintenance of machines- Servicing and repair of machines- Processing of transactions and transaction data- Removal of replaced machines This Lot 1, is for the provision of pay and display parking machines on a leased basis. On this option, RBC will not buy the machines, which will remain an asset of the supplier. All machine and operating costs will be included within a monthly rental cost. The terms and conditions mandates that any leased machines will be offered to RBC for purchase at the end of the contract. RBC is currently reviewing its existing estate of pay and display machines and is aiming to rationalise its assets. As a result, the contract is expected to include in the region of 75 pay and display machines, reduced from approximately 155 pay and display machines. It should be noted that the final number of pay and display machines provided through this contract may change depending on the outcome of the parking estate review. The contract may also include for the removal and disposal of any machines to be removed from the estate entirely. The pay and display parking machine will be located at on-street locations and across 11 surface car parks within the borough. Please note that the 2 multi-storey car parks operated by RBC are not included for within the tender. RBC's existing pay and display machines currently use 3G technology to transmit data. The 3G network is due to be switched off at the end of 2024/early 2025. Maintaining pay and display parking provisions across the borough is key for RBC and therefore suppliers will be required to mobilise quickly in order to prevent any break in service. To avoid any disruption over the Christmas period, installation is expected in early 2025, completed by 28th February 2025. The specification is based on the supply of new pay and display parking machines, however, variant bids will be accepted on the basis that refurbished pay and display machines are supplied. A variant bid on this basis will only be accepted if it accompanies a standard bid and must meet the full requirements of the specification. Details in respect of variant bids can be found within Section 14 of the Invitation to Tender. Below is the outline procurement timetable that this tender will follow. Please note, following the publication of a Prior Information Notice on the Find a Tender Service on 3rd September 2024 (reference 2024/S 000-028023), the tender period has been reduced to a minimum of 15 days, in accordance with Regulation 27 (4) of the Public Contract Regulations, 2015. Procurement Timetable:- Publication of Contract Notice and Invitation to Tender: 21st October 2024- Tender return deadline: 16:00 on 5th November 2024- Standstill period: 16th - 25th November 2024- Contract awarded by: 20th December 2024- Contract

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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

5 November 2024

Local time

4:00pm

Changed to:

Date

12 November 2024

Local time

4:00pm

See the [change notice](#).

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

English

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

Date

5 November 2024

Local time

5:00pm

Place

e-

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

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

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

High Court of Justice of England and Wales

7 Rolls Building, Fetter Lane

London

EC4A 1NL

Country

United Kingdom

Internet address

<https://courtribunalfinder.service.gov.uk/courts/rolls-building>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The relevant deadlines depend on the specific nature of the remedies required and are defined in Regulations 93 & 94 of the Public Contracts Regulations 2015.

#### **VI.4.4) Service from which information about the review procedure may be obtained**

The Cabinet Office

70 Whitehall

London

SW1A 2AS

Country

United Kingdom