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Tender

Operation and Management of Daisy Meadow Car Park - Heybridge Basin

Heybridge Basin Parish Council

F02: Contract notice

Notice identifier: 2025/S 000-040801

Procurement identifier (OCID): ocds-h6vhtk-0560ef

Published 17 July 2025, 10:40am

Section I: Contracting authority

I.1) Name and addresses

Heybridge Basin Parish Council

PO Box 13224

Maldon

CM99FW

Contact

Gemma Lake

Email

Clerk@heybridgebasinpc.org.uk

Telephone

+44 7526474604

Country

United Kingdom

Region code

UKH3 - Essex

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.heybridgebasin-pc.gov.uk

I.3) Communication

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

https://heybridgebasinpc-my.sharepoint.com/:f:/g/personal/gemmalake_heybridgebasinpc_onmicrosoft_com/E1DD1tRqLRJOvMqEWbqEN3cBWdKX5BxhirqHiQTzA8l5Hg?e=dfT4FC

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://heybridgebasinpc-my.sharepoint.com/:f:/g/personal/gemmalake_heybridgebasinpc_onmicrosoft_com/EtiZbtOaiBJOokMwnipzThEBZi1YE9mqgX5s-AAhy-j2_g

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

Operation and Management of Daisy Meadow Car Park - Heybridge Basin

II.1.2) Main CPV code

- 63712400 - Parking services

II.1.3) Type of contract

Services

II.1.4) Short description

Heybridge Basin Parish Council is seeking a contractor to operate and manage Daisy Meadow Car Park, including day-to-day operations, payment collection, enforcement, customer service, and reporting.

The contract will be awarded through a two-stage restricted procedure. Shortlisted applicants will be invited for a site visit and to submit a full tender.

The Council welcomes innovative solutions, including no-barrier pay-on-exit options using ANPR camera technology. Tenderers are requested to provide detailed business models along with a completed questionnaire as part of their submission.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98351110 - Parking enforcement services

II.2.3) Place of performance

NUTS codes

- UKH3 - Essex

Main site or place of performance

Daisy Meadow Car Park, Basin Road, Heybridge Basin, Essex CM9 4RW

II.2.4) Description of the procurement

This procurement covers the appointment of a contractor to manage all operational aspects of Daisy Meadow Car Park. Services required include payment processing, enforcement of parking regulations, customer engagement, and regular performance reporting.

The Council's preference is for a no-barrier ANPR pay-on-exit system but is open to considering alternative innovative solutions

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

36

This contract is subject to renewal

Yes

Description of renewals

The contract will have an initial duration of 36 months, commencing from the contract start date. The contracting authority reserves the right to extend the contract for up to one further period of 12 months. Any renewal will be subject to satisfactory performance and mutual agreement. The contractor will be notified of the intention to renew at least 3 months prior to the expiry of the initial contract term.

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: Yes

Description of options

The Council welcomes bids that propose innovative approaches to delivering car park operation and management services. Variants may include alternative technologies, pricing structures, or risk-sharing models that differ from the specifications provided in the tender documents.

The contract term may be extended at the discretion of the Council, subject to satisfactory performance and agreement by both parties.

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

Tenderers must demonstrate that they are duly authorised to carry out parking operation and enforcement services. This includes:

Valid registration or licence to operate as a parking management service provider, where applicable.

Compliance with all relevant legislation governing parking enforcement and data protection.

Evidence of professional indemnity and public liability insurance appropriate to the scope of the contract.

If applicable, membership or registration with relevant trade or professional bodies (e.g., British Parking Association or equivalent).

Demonstration of relevant experience and capability to deliver the contract requirements.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

Accelerated procedure

Justification:

The contracting authority is using the accelerated restricted procedure due to the imminent expiry of the current contract and the essential nature of car park management services. An early engagement notice was published previously to ensure market awareness and interest, enabling a shortened timetable while maintaining a competitive and transparent process. This approach helps secure continuity of service without disruption to the public.

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

22 August 2025

Local time

5:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

1 September 2025

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

Tender must be valid until: 20 October 2025

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.4) Procedures for review

VI.4.1) Review body

The High Court (Judicial Review)

London

Country

United Kingdom