

**TO: DIRECTOR - DELIVERY
31ST JANUARY 2020**

ENFORCEMENT AND PARKING MANAGEMENT SERVICES CONTRACT AWARD

1. PURPOSE OF REPORT

- 1.1. The contract with the Council's current provider of Saba Park Services (previously known as Indigo and Vinci Park) was awarded on 1st July 2010. The contract has since been extended with the introduction of The Avenue car park and the Residents Parking Scheme during that time. The contract is due to expire on 30th June 2020 and, as a result, the Council has been required to re-tender. Following advertising, a robust evaluation of the submitted tenders was undertaken. In accordance with the Contract Standing Orders, the purpose of this report is now to seek approval to award the new contract.

2. RECOMMENDATION

- 2.1. **That the Enforcement and Parking Management Services contract that is due to commence on 1st July 2020 be awarded to Tenderer B.**

3 REASONS FOR RECOMMENDATION

- 3.1 To ensure the delivery of a high-quality enforcement and parking management service provided at the best value for money.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The current enforcement and parking management service contract had to be retendered under EU procurement rules. Further extensions of the contract would not be permitted.
- 4.2 An option for insourcing the administration of Penalty Charge Notices was included in the tender documents (Lot 1). Following evaluation this option was not deemed suitable due to the potential risk of delivering this service inhouse. The evaluation team concluded that any risk would be minimised if a contractor provided a full end to end service.

5 SUPPORTING INFORMATION

- 5.1 The Executive considered the Strategic Procurement Plan for the retender of the enforcement and parking management services contract on 23rd July 2019. The Executive approved the Plan and this report seeks approval for the award of the new enforcement and parking management contract for an initial period from 1st July 2020 to 30th June 2024 and the option to extend the contract for two further periods of two years each (4+2+2).

Advertising & Tenders

Unrestricted

- 5.2 The tender opportunity was advertised on the Official Journal of the European Union website, South East Business Portal and Contracts Finder. The procurement followed the open procedure.
- 5.3 Potential tenderers asked the Council multiple clarification questions and these, together with the answers, were messaged to all prospective providers using the e-Procurement system prior to the submission date to ensure the final tenders were based upon equal information.
- 5.4 Tenders were submitted into the e-Procurement system and opened on 15th October 2019. Unpriced copies of these were circulated to the Project Team, plus Bracknell Regeneration Partnership (the Council's Town Centre partner) who supported the Council's Project Team.
- 5.5 Tenders were assessed using the evaluation weightings agreed by the Executive as part of the Strategic Procurement Plan namely 40% quality and 60% price

Evaluation of Quality

- 5.6 The quality of the tender submissions was evaluated by the Operational Support Manager, Car Parking Management Assistant and the National Management Trainee, with support from the General Manager: The Lexicon. The Tender Evaluation Team carried out detailed individual evaluations of the responses received, before discussing and agreeing upon final evaluation scores.

Evaluation of Prices

- 5.7 Information on the cost of the tenders was not made available to the Tender Evaluation Team and was evaluated separately by the Principal Procurement Officer and the Assistant Director: Contract Services.
- 5.8 As set out and quantified in the Confidential Annexe, the award of contract in accordance with the recommendation should achieve savings relative to the existing contract and hence ensure costs will be within the parking budget.

6 CONSULTATION AND OTHER CONSIDERATIONS

Legal Advice

- 6.1 The procurement process undertaken complies with the Council's Contract Standing Orders and the Public Contracts Regulations 2015

Financial Advice

- 6.2 Whilst the tender documentation indicates that the new contract will produce a saving against the existing contract, it is too early to include this within the 2020/21 budget. The new contract is due to start midway through the next financial year and any savings achievable will be reviewed as part of the budget build process for 2021/22.

Other Consultation Responses

- 6.3 Savills in their capacity as partners of the Council at the Lexicon were consulted with as part of the tender evaluation process. Other Officers of the Council including Legal Services and Finance.

Equalities Impact Assessment

6.4 Not applicable

Strategic Risk Management Issues

6.5 The provision of car parking management and enforcement is an essential element of the Town Centre. The award of this contract will ensure the multi stories, surface car parks and residents parking scheme are contracted for up to eight years.

Background Papers

Not applicable

Contact for further information

Damian James
Assistant Director: Contract Services
01344 351325
Damian.James@bracknell-forest.gov.uk

Louise Watkins
Operational Support Manager
01344 352505
Louise.Watkins@bracknell-forest.gov.uk