
Report to: Cabinet

Date of Meeting: 8th December 2011

Subject: Provision of Parking Enforcement Services

Report of: Director of Built Environment

Wards Affected: All

Is this a Key Decision? Yes

Is it included in the Forward Plan? Yes

Exempt/Confidential

No

Purpose/Summary

To report the conclusion of the tendering exercise for the provision of parking enforcement services and to award the contract to the preferred bidder.

Recommendation

The Cabinet agrees to award the Contract for Parking Enforcement Services to tenderer No.3 for a period of 5 years from 1st April 2012.

How does the decision contribute to the Council's Corporate Objectives?

	<u>Corporate Objective</u>	<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Jobs and Prosperity	√		
3	Environmental Sustainability	√		
4	Health and Well-Being		√	
5	Children and Young People		√	
6	Creating Safe Communities	√		
7	Creating Inclusive Communities		√	
8	Improving the Quality of Council Services and Strengthening Local Democracy	√		

Reasons for the Recommendation:

To secure delivery of the Council's statutory responsibility to enforce parking restrictions in Sefton.

What will it cost and how will it be financed?

- (A) **Revenue Costs** – The overall costs of using the highest scoring tenderer is £962,231 in year 1, rising by a maximum of 2% in subsequent years. This will deliver the target of a £100,000 saving on the current cost of the contract.
- (B) **Capital Costs** – Not applicable

Implications:

The following implications of this proposal have been considered and where there are specific implications, these are set out below:

Legal	
The procurement of Part B services are subject to the general obligations as to transparency, equal treatment, proportionality, non-discrimination and mutual recognition. As determined by the Council’s Contracts Procedure Rules, the contract will need to be sealed by the legal department as its total value will be in excess of £100,000.	
Human Resources	
None	
Equality	
1. No Equality Implication	<input type="checkbox"/> No
2. Equality Implications identified and mitigated	<input type="checkbox"/>
3. Equality Implication identified and risk remains	<input type="checkbox"/>

Impact on Service Delivery:

The conclusion of the procurement process and resulting contract will enable the enforcement of Traffic Regulation Orders to continue to deliver the Councils statutory duty and ensure that the freeflow of traffic is maintained and parking spaces for the disabled, businesses, commuters and visitors are protected.

What consultations have taken place on the proposals and when?

The Head of Corporate Finance and ICT (FD1169/11) and The Head of Corporate Legal Services (LD531/11) have been consulted and any comments have been incorporated into the report.

Are there any other options available for consideration?

None

Implementation Date for the Decision:

Following the expiry of the “call-in” period for the minutes of the Cabinet Meeting

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Background Papers:

The following papers are available for inspection by contacting the above officer.

- i) Pre Qualification Questionnaire (PQQ) submissions
- ii) PQQ Evaluation Matrix
- iii) Tender Submissions
- iv) Tender Evaluation Matrix

1.0 Introduction/Background

- 1.1 The current contract for the Provision of Parking Enforcement Services expires on 31st March 2012.
- 1.2 The process to procure the provision of the service from 1st April 2012 has been progressed
- 1.3 The experience and knowledge of colleagues in the Central Purchasing Unit has been relied on extensively during the procurement process. However, due to the nature, scale and detail of this particular procurement exercise for parking services, and in order to fully explore industry best practice, it was agreed that a consultancy experienced in all aspects of the procurement process and more importantly the provision of parking enforcement services would be required to assist with the process.
- 1.4 Due to the anticipated cost of the contract a formal tendering exercise has been undertaken in accordance with European and UK procurement legislation. There has been close liaison with colleagues in the Finance Departments Central Purchasing Unit.

2.0 Procurement Process

- 2.1 It was established that a Local Restricted Tender Procedure would be used as afforded within the Council's Constitution, the requirement is an OJEU part B service, and so non mandatory for advertisement in the European market. This is a 2-stage process that is administered by The Central Purchasing Unit electronically through the North West Opportunities portal 'The Chest'. The first stage invites interested companies to submit a pre-qualification questionnaire (PQQ) to determine a shortlist of companies to be invited to tender (ITT) at the second stage of the process.
- 2.2 The outcome of the PQQ process was reported to the Cabinet Member on 10th October.
- 2.3 A total of 17 organisations viewed the opportunity via The Chest. Of that number 9 did not respond, 3 opted out, and 5 on-time PQQ submissions were received.
- 2.4 Evaluation of the 5 on-time submissions was undertaken and 3 bidders were invited to tender. These were (in alphabetical order):

Legion Parking Services
NSL
Vinci
- 2.5 All three companies submitted compliant tenders on time. The alphabetical listing above does not relate to the 'Tenderer Number' quoted later in this report. In order to retain anonymity in the process, each tenderer was randomly allocated a 'Tenderer Number'.

3.0 Tender Evaluation

- 3.1 The three compliant bids have been analysed in respect of 'price' against the specified evaluation process and estimated number of hours to be worked. A formula, developed in conjunction with the consultancy who co-ordinated and facilitated the production of the contract documents and the evaluation exercise, was applied to convert the prices into scores. The price element of the score contributed to 70% of the overall scoring.
- 3.2 All of the bids were scored in respect of the non-price related criteria, this 'quality' element of the score contributed 30% to the overall scoring and included:
- Working Relationships
 - Implementation Proposals
 - Operational Management
 - Use of Operational Policy and Procedures
 - Off Street Management
 - Contract Commencement and TUPE
 - Performance Indicators and Monitoring
 - Future Developments
 - Cash Collection, Counting and Banking
- 3.3 The evaluation was conducted by officers from Parking Services, Traffic Services and a representative from the consultancy. The evaluation was carried out by scoring each of the above against agreed criteria.
- 3.4 A moderation exercise was then conducted to determine the overall quality evaluation of the tenders. The same officers from Parking Services, Traffic Services and a representative from the Consultancy formed the panel. This process allowed any anomalies in scoring across the evaluators to be revisited, discussed, and agreed upon. The exercise was overseen by an officer from Finance (Central Purchasing)
- 3.5 The scores from the evaluation teams were then added into the overall bid scoring. The final scoring results are as follows:

Rank	Tender No	Quality Score	Price Score	Overall Score
1	3	21.87	70.00	91.87
2	1	20.34	66.61	86.95
3	2	17.76	62.75	80.51

4.0 Financial Implications

- 4.1 Should acceptance of the lowest tender be approved, it is anticipated that the saving of £100,000 approved by Cabinet on 16 December 2010 (item 23) will be achieved from 2012/13.