

Supplementary Committee Agenda



Town Centre and Car Parks Task and Finish Scrutiny Panel Tuesday, 7th November, 2006

Place: Committee Room 1, Civic Offices, Epping

Time: 7.30 pm

Committee Secretary: Z Folley - Research and Democratic Services
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**6.a DEVELOPMENT OF THE NEW PARKING ENFORCEMENT CONTRACT -
CONSULTANTS STAGE TWO REPORT - ATTACHMENT (Pages 3 - 4)**

(Head of Environmental Services). Members will already have received the consultants stage two report on the Parking Enforcement Service for consideration at the meeting. Please find attached the appendix to that report. Please bring this document with you to the meeting.

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Agenda Item 6a

APPENDIX C

Schedule 11 Target Cost Schedule					
Item	Type	Description	Quantity	Annual Rate	Annual Target Cost
Labour and Staff Rates to cover all on-costs including but not limited to benefits, NI, fares, accommodation where necessary etc.	1	Contract Manager	1	45,000	45,000
	2	Supervisor	2	25,000	50,000
	3	Parking Attendants - Senior	0	0	0
	4	Parking Attendants - Basic	12	17,000	204,000
	5	Administrative staff including Quality and monitoring	2	17,000	34,000
	6	P & D Maintenance/cash collection	2	17,000	34,000
Premises including all associated costs	1	Premises - utilities only			10,000
	2	P & D maintenance agreements			10,000
	3	Telecommunications			6,000
	4	Data Communication			3,000
Equipment to include all costs leasing, repair, maintenance, consumables, losses, replacements	1	IT - Hand held system	18	1300	23,400
	2	Radios/Telecoms	18	200	3,600
	3	General office equipment			10,000
	4	Uniforms and associated equipment			10,000
	5	Vehicles - Trucks	0	0	0
	6	Vehicles - Vans	1	5,000	5,000
	7	Vehicles - Cars	2	5,000	10,000
	8	IT system			60,000
Materials including delivery, distribution and removal as necessary	1	Stationery and Documentation			30,000
	2	Fuels/Oils/Greases	3	5,000	15,000
	3	Cleaning			7,000
Miscellaneous Provisional items	1	Provision of a Bond			5,000
	2	Start up costs (annualised)			10,000
Annual Target Cost					585000.00
Maximum % addition for Performance related Payment					15%
					87,850
CONTRACT SUM					672850.00

Notes

No allowance for rent and rates has been included in premises costs
 Hand-held system has been costed at the highest cost available to give the most robust solution, other units and printers will be cheaper
 IT system costs are variable, depending on the chosen solution - an average has been used
 For other costs, an average has been used, individual items can show considerable variations between tenderers
 PRP percentages can also vary considerably - the highest figure proposed to date has been used
 Current costs for cash collection and machine maintenance are not transparent - this has been translated into staffing costs and a maintenance contract for pay and display machines

