

## **Report to the Cabinet**

**Report reference: C/005/2006-07.**

**Date of meeting: 5 June 2006.**



**Epping Forest  
District Council**

**Portfolio: Civil Engineering and Maintenance.**

**Subject: Proposals for Re-Tendering the Car Parking Contract.**

**Officer contact for further information: Colin Crudgington (01992 – 564055).**

**Democratic Services Officer: Gary Woodhall (01992 – 56 4470).**

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### **Recommendations:**

- (1) That the request by Vinci Park Services UK Ltd, for the existing Car Parking Contract to be extended for one year be refused;**
- (2) That the Restricted Procedure under the Public Contract Regulations 2006 be approved as the methodology to be employed in re-tendering the Car Parking Contract;**
- (3) That, in order to assist the Council in the development of the specification and contract for the new Car Parking Contract, the Head of Environmental Services be authorised to appoint Parking Associates as specialist consultants;**
- (4) That pursuant to recommendation (2) and in order to meet the cost of professional fees associated with the appointment of Parking Associates, a virement of £30,000 be approved from Off Street Parking Revenue; and**
- (5) That, pursuant to recommendations (2) and (3), Contract Standing Orders C6, C7 and C11 be set aside.**

### **Background:**

1. In 2002 the Council entered into an Agency Agreement with the County Council to manage the introduction of Decriminalised Parking and following a competitive tendering exercise, Vinci Park Services UK Ltd were appointed as the Council's Car Parking Contractor on 22 April 2003.
2. The current contract with Vinci Park Services UK Ltd is for a period of five years and is due to end in October 2007, however there is an option of an extension, subject to satisfactory negotiation between the parties and Cabinet approval being given.
3. Vinci Park Services UK Ltd have been approached to establish to what extent they are prepared to add value to the contract, if a one year extension is granted and the response has been an offer to replace 14 Digital cameras and provide uniforms for the Parking Shop staff.
4. The value added offer is not considered sufficient to justify recommending a one year extension and accordingly the Cabinet are requested to agree the methodology for tendering for a new parking contract.

### **The Methodology:**

5. The current value of the contract is approximately £670,000 per annum, therefore it is

necessary to follow the procedure required under the Public Contracts Regulations 2006 and under these regulations it is proposed to follow the Restricted Procedure.

6. The Restricted Procedure is a formal tendering procedure under which the contract is advertised through the Official Journal of the European Union (OJEC) inviting interested parties to express an interest in tendering for the contract.
7. The select list will be compiled on the basis of responses to a Pre-qualification Questionnaire (PQQ), which will be structured to draw out from the interested parties relevant information on which the Head of Environmental Services can base his decision as to whether or not to invite the relevant party to tender for the contract.
8. It is proposed to incorporate the latest information technology into the new contract which will enable E-Purchasing of season tickets and parking permits, the E-Payment of penalty notices, and to process the challenge and appeals process via an E-Procedure system.
9. In addition, it is proposed to incorporate within the contract an information technology link with the County Council's ParkMap system, which is effectively a multi layered mapping system, detailing the District parking restriction regime.
10. It is proposed to set the contract period at 5 years, following which, and subject to satisfactory negotiation between the parties and Cabinet approval, the provision for a contract extension of a further two years
11. To assist officers in developing the specification and contract, it is proposed to appoint specialist Parking Consultants Parking Associates and the professional fees associated with this appointment is estimated to be £30,000.
12. The selection of Parking Associates has been based on their breadth of experience across all aspects of parking enforcement, but in particular they are able to provide specific expertise in the accelerating technical innovations associated with efficient parking enforcement, such as automated real-time telephone/web payments and video link appeals etc.

**Financial Statement:**

13. Income received in April 2006 is comparable with April 2005. Therefore, based upon the assumption that this trend will continue, income will exceed estimate by £50,000.

**Statement in support of recommended action:**

14. The Car Parking Contract is an extremely important contract for the Council and one that must be effectively structured if it is to be able to accommodate the demands made by E- Government and the anticipated growth of On-Street parking schemes.

**Other options for action:**

15. To extend the existing contract for a further year is an option, but one that is not recommended.

**Consultation undertaken:**

16. Essex County Council and Parking Associates.

**Resource implications:**

**Budget provision:** As set out in the report.

**Personnel:** Nil.

**Land:** Nil.

**Community Plan/BVPP reference:** To be completed.

**Relevant statutory powers:** To be completed.

**Background papers:** Correspondence with Vinci Park Services UK Ltd.

**Environmental/Human Rights Act/Crime and Disorder Act Implications:** N/A.

**Key Decision reference (if required):** N/A.