

## TRAFFORD COUNCIL

Report to: Executive  
Date: 27<sup>th</sup> November 2023  
Report for: Decision  
Report of: Executive Member for Economy and Regeneration

### Report Title

**Delegated Authority for Award of a contract for parking enforcement and ancillary services**

### Summary

**This report details:-**

- The reasons for procuring a contract for parking enforcement and ancillary services.
- The outline of the scope of the Contract and Tender process undertaken.
- The proposal to award a contract for the delivery of parking enforcement and ancillary services to the winning bidder under delegated authority.

### Recommendation(s)

**That the Executive:**

- 1) Notes the content of the report; and
- 2) Approves the proposal to award the contract for the provision of parking enforcement and ancillary services to the winning bidder
- 3) -Delegate authority to the Corporate Director of Place in consultation with Executive Member for Economy and Regeneration, Director of Finance and Director of Legal & Governance and Monitoring Officer to agree final terms of the contract with the winning bidder
- 3) Delegate authority to the Director of Legal and Governance and Monitoring Officer to enter into contracts as required to implement these recommendations.

Contact person for access to background papers and further information:

Name: Sharon Walls, Head of Highways, Transportation and Greenspaces  
Nicola Henry, Parking Services Manager  
Extension: 4152

*Implications:*

Relationship to Policy Framework/Corporate Priorities	Supporting people out of poverty and addressing our climate crisis.
Financial	The procurement exercise for this contract is expected to be within the current financial budget plans from April 2024. This takes account of the potential trends in enforcement income associated with the delivery of the contract in previous years.
Legal Implications:	No direct implications
Equality/Diversity Implications	No direct implications
Sustainability Implications	No direct implications
Carbon Reduction Implications	The successful bidder will be required to comply with a number of Social Value measures which includes the use of low emission vehicles within the contract lifetime.
Staffing/E-Government/Asset Management Implications	This process may require a Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) as the successful contractor is currently unknown.
Risk Management Implications	Risks associated with this contract award are low to medium depending on costs and transfer of staff that maybe required following evaluation. There may be impacts on continuity of services in April 2024 if the successful bidder is not the incumbent.
Health & Wellbeing Implications	No direct implications
Health and Safety Implications	No direct implications

## **1. Introduction**

- 1.1 Trafford's current contract for Parking Enforcement services; Cash Collection/Pay and Display machine maintenance expires on 31<sup>st</sup> March 2024. The current contract has been extended for 12months to allow other Greater Manchester Authorities to align their parking contracts. A previous procurement exercise undertaken during 2022 resulted in the award of contract not progressing hence a further re-procurement exercise has been undertaken during 2023.
- 1.2 In early 2023 Stockport, Bolton, Tameside and Trafford councils began the process of retendering for parking enforcement services, agreeing to do this by way of a joint procurement of four separate contracts, one for each council. The procurement process has been supported by STAR. It is anticipated that this joint exercise will continue to deliver parking enforcement services and will provide a financial outcome that demonstrates economies of scale across all four councils.
- 1.3 It is recognised that operational costs are currently rising, including significant wage increases, however, it is anticipated that Trafford's overall contract price will be achievable within the financial budget available for 2024/25. Any potential cost increases can be managed by reducing the hours of operation of enforcement. This balance of costs verses successful enforcement can be managed throughout the period of the contract.

- 1.4 Trafford, Tameside, Rochdale and Bolton councils have worked together on a specification and pricing schedule to ensure that the new contract will deliver quality services that are also future proofed with the ability to review technology and smarter ways of deployment and ticketing in the future.
- 1.5 This report sets out the details of the proposed contract with the recommendation to award a new ten-year contract (incorporating an initial term of 5 years with an optional extension period of 2 years, plus a further 2 years and a final year) with a commencement date of 1st April 2024.
- 1.6 The scope of the contract and activities is based on previous contract priorities and outcomes includes the following:
  - a. Enforcement of parking compliance and contraventions and appropriate issuing of Penalty Charge Notices (PCN's) across the Borough including areas of controlled residents parking, pay and display areas on highway, car park pay and display and illegal parking on traffic regulation orders.
  - b. Cash collection services at pay and display machines
  - c. Enforcement at events
  - d. Enforcement at schools
  - e. Back-office software support and processing of Penalty Charge Notices (PCN's)
- 1.7 The scope of the contract is being expanded to cater for new Moving Traffic Enforcement powers, camera installation and monitoring, enforcement of red routes and provisional items for environmental enforcement.
- 1.8 The anticipated level of staffing associated with the core enforcement activities ranges from 11 to 15 Full Time Equivalent staff with the uplift associated with the enforcement of events including football and cricket fixtures, concerts and school open evenings. The staff operate across the Borough in agreed areas managed by an in-house team within Trafford. Trafford's in-house team are required to deal with any public enquiries, maintenance of car parks, administer the residents parking permit schemes and associated collection of fees and handle the challenges and appeals process.
- 1.9 Based on figures associated with the delivery of the current contract the in-house team, management and deployment of civil enforcement officers (CEO's) has been afforded and offset by PCN and parking fee income. Any surplus income has been reinvested into the highway service as a requirement of the powers given under the Traffic Management Act.
- 1.10 Whilst there is the ability to increase the number of civil enforcement officers (CEO's) this comes at an additional revenue cost that needs to be offset by the potential for actual FPN's being issued. Often more enforcement activity brings an increase in compliance and the additional costs of CEO's then becomes an ongoing revenue pressure. Hence the proposed level of CEO required across Trafford is judged as the most optimum and manages the parking demands across Trafford whilst minimising the risk of potential revenue pressures. This can be reviewed during the lifetime of the contract.

## **2. Procurement Exercise**

- 2.1 Bolton, Rochdale, Tameside and Trafford officers with STAR have undertaken a fully compliant Find a Tender Service (FTS) procurement process to establish four new contracts for Parking Enforcement Services. The contract has been entered onto the Chest as of the 24<sup>th</sup> October 2023 and the closing date for submissions is the 28<sup>th</sup> November 2023.
- 2.2 The FTS exercise is being undertaken as a joint procurement exercise with STAR supporting the process. An FTS notice was placed via the Northwest Procurement CHEST web portal, used for e-tendering in 24<sup>th</sup> October 2023.
- 2.3 The closing date for submissions is 28<sup>th</sup> November 2023. Evaluation and moderation will be undertaken by all councils during December 2023 in collaboration with Trafford, Tameside, Rochdale and Bolton entering into their own contracts with the winning bidder thereafter.

## **3. Evaluation Process**

- 3.1 The bids will be assessed on price and quality by the evaluation panel and moderated by staff from Bolton, Stockport, Tameside and Trafford with STAR. All selection and award questions will be scored out of 4 marks. Each question has varying weightings depending on its importance. These are outlined in the Invitation to Tenderers (ITT) documentation for bidders to view currently on the Chest.
- 3.2 The tenders will be evaluated based on a 40% price and 45% quality ratio and 15% social value.
- 3.3 All councils' procurement and finance teams will be undertaking an evaluation and checking of the financial submissions on company profiles and pricing, with Trafford's finance team taking a lead role in this process. Each council has their own pricing schedule to enable differences in service provision in each district to be catered for.
- 3.4 After the evaluation of price, quality and social value and weighting totals a combined price and quality total will be calculated. Details of the evaluation and scoring with recommendations from the evaluation panel will be provided to the Corporate Director of Place and in consultation with the Executive Member for Economy and Regeneration, Director of Finance and Director of Legal & Governance and Monitoring Officer will assess final terms, agree costs and pricing and agree to the final award of the contract.
- 3.5 The Corporate Director of place in consultation with the Executive Member for Economy and Regeneration, Director of Finance and Director of Legal & Governance and Monitoring Officer will then make the final decision to enter into the contract using delegated authority with the successful bidder.

## **4. Selection of Contractor**

- 4.1 Bidders will be informed of the outcome of the procurement exercise following evaluation and assessment in December 2023 and subsequent approval under delegated authority. This is anticipated to be in early January 2024 to allow

sufficient time for the mobilisation of the award of contract for a 1<sup>st</sup> April 2024 commencement.

## **5. Contract Value and Potential Savings**

- 5.1 The new parking enforcement contract is anticipated to provide Trafford Council with ongoing service delivery and quality services, within the current annual budget plans for Parking Enforcement services from April 2024. The tender costs will be calculated and submitted by the bidders at current prices and in accordance with baseline service volumes provided individually by all four Councils.
- 5.2 The average annual contract enforcement costs associated with this contract are expected to be in the range of £550k to £700k p.a. based on previous years contract costs taking account of inflation. These costs are offset by the average PCN income that has been on average between £800k to £950k p.a.. Surplus income as highlighted previously is invested into highway maintenance and traffic improvements and is also used to offset in house management and administration costs of the contract.
- 5.3 Implementation costs of Moving Traffic Offences powers with cameras and back-office support via this contract is unknown at present but the income is expected to offset these costs. Surplus income from the enforcement of these powers is also required to be invested into highway maintenance and traffic improvements.

## **6. Next Steps**

- 6.1 Following return of tenders by the bidders in November 2023 all four councils will evaluate and moderate the submissions during December 2023. Upon consultation with the Corporate Director of Place, Executive Member for Economy and Regeneration, Director of Finance and Director of Legal & Governance and Monitoring Officer, the successful and the unsuccessful bidders will be notified of the outcome
- 6.2 Bolton, Stockport, Tameside and Trafford Councils will work with the winning bidder to ensure that the implementation process takes place to meet the commencement date of the new contract. The new contract will go live on 1<sup>st</sup> April 2024.

## **7. Other Options**

- 7.1 If the contract award is not made then the Council would have to extend the current parking enforcement contract in order to either retender for the service or to develop an in-house service. This would be likely to incur substantial additional costs to the Council.

## **8. Consultation**

- 8.1 No formal consultation is required.

**9. Reasons for Recommendation**

- 9.1 The recommendations are being made on the basis that a fully compliant procurement process is being followed and a winning bidder will be identified during the last quarter of 2023. The delivery of a new contract will provide quality civil enforcement responsibilities for the future including changes in legislation associated with Moving Traffic Enforcement that is capable of meeting the priorities of the Council.
- 9.2 The recommendation to delegate Authority to award is due to timescales associated with the tender and procurement process that will require a timely turnaround that will allow the mobilisation of the new contract to take place in April 2024.

**Key Decision** (as defined in the Constitution): Yes  
**If Key Decision, has 28-day notice been given?** Yes.

Finance Officer Clearance PC  
Legal Officer Clearance SL

**[CORPORATE] DIRECTOR'S SIGNATURE** (electronic) 

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.