

TRAFFORD COUNCIL

Report to: Executive
Date: 29th January 2018
Report for: Decision
Report of: Executive Member for Housing and Strategic Planning

Report Title

Outcome and approval process of joint procurement with Salford City Council for contracts 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 EU Tender process undertaken;**
- **The outcome of the selection process;**
- **The proposal to award the contract for the delivery of parking enforcement and ancillary services to the winning bidder.**

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 preferred bidder.**

Contact person for access to background papers and further information:

Name: Iain Veitch, Head of Regulatory Services
Extension: 4174

Implications:

Relationship to Policy Framework/Corporate Priorities	Low Council Tax and Value for Money
Financial	The procurement exercise for this contract will deliver savings to the Council compared to the cost of the current parking enforcement contract for the same baseline level of service provision
Legal Implications:	No direct implications
Equality/Diversity Implications	No direct implications
Sustainability Implications	No direct implications
Staffing/E-Government/Asset Management Implications	If the contract is not awarded to the current contractor then there will be a Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) of staff to the new contractor.
Risk Management Implications	If necessary the risks associated with a change in contractor will be managed as part of the implementation process.
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 and Cash Collection/Pay and Display machine maintenance expires on 31st March 2018. In early 2017 Salford and Trafford councils began the process of retendering for parking enforcement services, agreeing to do this by way of a joint procurement of two separate contracts for each council. It was agreed that Salford Council would lead the procurement exercise. It was anticipated that the new contracts were likely to deliver reduced costs to both councils, compared to the existing four-year AGMA framework contract. An anticipated saving of £30K for Trafford Council is included in the current draft 2018/19 budget proposals and this will be delivered with an additional saving if the contract is awarded as recommended in this report. Trafford and Salford councils have worked together to ensure that the new contract will deliver quality services. This report sets out the details of the proposal to award a new five year contract (incorporating an initial term of 3 years and optional extension periods of 1 year plus a further 1 year) with a commencement date of 1st April 2018.

2. Procurement Exercise

2.1 Salford and Trafford officers have undertaken a fully compliant Official Journal of the European Union (OJEU) procurement process to establish two new contracts for Parking Enforcement Services. Both Trafford and Salford will be required to enter into their own contracts with the winning bidder.

2.2 The OJEU exercise was undertaken as a joint procurement exercise led by Salford City Council. An OJEU notice was placed via the north west procurement CHEST web portal, used for e-tendering, on 30th November 2017.

- 2.3 The closing date for submissions was Tuesday 2nd January 2018. There were two submitted bids for the contracts.

3. Evaluation Process

- 3.1 The bids were assessed on price and quality by the evaluation panel and moderated by staff from Salford and Trafford. All selection and award questions were scored out of 5 marks. Each question had varying weightings depending on its importance. These were outlined in the Invitation to Tenderers (ITT) documentation for bidders to view.
- 3.2 The tenders were evaluated based on a 60% price and 40% quality ratio.
- 3.3 Both councils' procurement and finance teams undertook the evaluation and checking of the financial submissions on company profiles and pricing. One pricing schedule was provided for both contracts describing the services to be provided in detail.
- 3.4 After the evaluation of price, quality and social value and weighting totals a combined price and quality total was calculated. Details of the evaluation and scoring are provided in the associated Part II report.

4. Selection of Contractor

- 4.1 Bidders have not yet been informed of the outcome of the procurement exercise and therefore, details of the evaluation of the two bids, and the scores allocated to each of the bidders, are contained in the associated report to be considered in Part II of this agenda (due to the commercially sensitive nature of the information at this stage). Both bidders will be notified by Salford City Council of the outcome of the tender process following formal approval by both Councils.

5. Contract Value and Potential Savings

- 5.1 The new parking enforcement contract will provide Trafford Council with savings on the current annual budget for Parking Enforcement services. The tenders have been calculated by the bidders at current prices and in accordance with baseline service volumes provided by the two Councils.

6. Next Steps

- 6.1 Following notifications to both the successful and the unsuccessful bidders Salford and Trafford Councils will work with the winning bidder to ensure that the implementation process takes place to meet the commencement date. The new contract will go live on 1st April 2018.

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 recommendation is made on the basis that a fully compliant OJEU procurement process has been followed and a winning bidder has been identified. The procurement process has also delivered a financial saving to the Council.

Key Decision (as defined in the Constitution): Yes

If Key Decision, has 28-day notice been given? Yes. In accordance with Regulation 5(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 The Chairman of Scrutiny has agreed that, transacting this business at the private meeting is urgent and cannot reasonably be deferred.

Finance Officer Clearance PC

Legal Officer Clearance DA



[CORPORATE] DIRECTOR'S SIGNATURE (electronic)

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