

LONDON BOROUGH OF BRENT
FORWARD PLAN SELECT COMMITTEE
29TH MARCH, 2005

BRIEFING NOTE: AWARD OF THE PARKING CONTRACTS

1.0 Purpose of this Briefing Note

- 1.1 This Briefing Note is intended to update the Forward Plan Select Committee on progress in Re-tendering the Council's Parking Contracts.
- 1.2 It is important for the Committee to note that the report to the Executive is a "Part 2" report due to the commercial sensitivity of the detail provided. It has not been possible, therefore, to provide certain key financial and other information in this Briefing Note, or to provide the company details or tender prices for prospective tenderers.

2.0 Scope of the Parking Contracts

- 2.1 The Parking Contracts referred to in this Briefing Note are concerned with providing the following services:
- enforcement of on and off street parking restrictions
 - issuing parking permits
 - removal and storage of illegally parked vehicles
 - processing Penalty Charge Notices (PCNs) in accordance with relevant legislation
 - responding to "first-line" enquiries about PCNs
 - taking, and accounting for, income from PCNs and parking permits
 - supplying the I.T. infrastructure and maintaining it thereafter
 - other functions ancillary to the above
- 2.2 At present, these functions are carried out in two separate "packages". The enforcement functions are packaged together and carried out by Vinci Park Services.
- 2.3 The Notice Processing and I.T. Support functions are packaged together and carried out by Vertex Ltd.

3.0 Detail

- 3.1 At its meeting on 12th July, 2004 the Council's Executive gave approval for the commencement of the tendering process for these services. The proposed contract(s) are for a period of five years with an option on the Council's part to extend for a further period of two years.
- 3.2 The services are capable of being supplied by one single provider or, as at present, two separate providers. It was agreed, therefore, that the option be retained to secure future contracts by one or more providers.
- 3.3. The potential value of the contract(s) means that it is a High Value Contract under the Council's Standing Orders, but is also caught by the EC Procurement Regulations for Services. The tendering process has, therefore, accorded with the relevant EC Regulations.
- 3.4 Following the advertisement in the Official Journal of the European Community (OJEC) and other media, a total of 39 organisations expressed interest in the services and were sent the relevant pre-qualification questionnaire.
- 3.5 Ten (10) responses were received for the enforcement activities and thirteen (13) for the notice processing and I.T. activities.
- 3.6 The shortlisting process left the Council with four (4) and six (6) prospective tenderers for the respective contract packages, who were interested in some or part of the services tendered out.
- 3.7 At the tender deadline date (9th February, 2005) four (4) tenders were received for the parking enforcement services and four (4) for the notice processing and I.T. activities. Two tenderers submitted proposals for both contracts.
- 3.8 The Tender Panel has considered the respective proposals on the evaluation criteria approved by the Councils Executive at its meeting on 12th July, 2004.
- 3.9 The Tender Panel's recommendations will be reported for decision by the Council's Executive at its meeting on 12th April, 2005.

FOR INFORMATION

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