

Meeting: Cabinet

Date: 19th December 2024

Classification: Part 1 report with Part 2 Exempt Appendix

Key Decision: Yes

Title of Report: Parking Enforcement and Operations Contract Award
Place Scrutiny Committee (16 December 2024)

Scrutiny Committee:

Executive Director: Alan Richards, Executive Director for Environment & Place

Report Author: Lorraine Delahunty, Head of Traffic & Parking

Executive Councillor: Cllr Daniel Cowan, Cabinet Member for Infrastructure and Corporate Strategy (Leader of the Council)

1. Executive Summary

- 1.1. Southend-on-Sea City Council (“the Council”) has initiated the procurement of its Parking Enforcement and Operations, which comprises two key components:
 - (a) Parking Enforcement and Operations – Civil Enforcement Operations & Technology System, for which a competitive tender process has been successfully completed.
 - (b) School crossing patrol staffing, for which a competitive tender process is currently underway.
- 1.2. Final tenders for 1.1(a) were received on 20th November 2024 and have been evaluated in accordance with the criteria set out in the tender documents.
- 1.3. Final tenders for 1.1(b) are expected on 30th December 2024 and will similarly be evaluated based on the published criteria.
- 1.4. This report seeks authorisation to award the contract to the bidder that meets the Council’s specifications for Parking Enforcement and Operations – Civil Enforcement Operations & Technology System, for which a competitive tender process has been successfully completed.
- 1.5. This report also seeks authorisation to award the contract for the school crossing patrol staffing, with the relevant delegated authority to proceed to contracts completion.

2. Recommendations

It is recommended that Cabinet:

- 2.1. **Approves** the award of the contract for Parking Enforcement and Operations – Civil Enforcement Operations & Technology System to the highest scoring bidder, to commence on 1 February 2025 for a period of five years (as per framework requirements).
- 2.2. **Notes progress and agrees the principle** of the award of the contract for School Crossing Patrol Staffing, to the highest scoring bidder, to commence on 1 February 2025 for a period of up to four years (i.e. 2 years plus 2x 12-month extensions).
- 2.3. **Delegates** authority to the Executive Director for Environment and Place to notify the successful bidders of the outcome of the procurements and to enter into relevant contracts.
- 2.4. **Delegates** authority to the Executive Director for Environment and Place to award the contract for the school crossing patrol staffing.
- 2.5. **Agrees** that the identity of the successful bidders will remain confidential until the relevant standstill period concludes, after which elected members will be notified.
- 2.6. **Notes** the budget implications of the contract awards as detailed in section 7 and Exempt Appendix 1, to be considered as part of the draft Council budget for 2025/26.

3. Background

- 3.1. The Council's existing contract for parking enforcement will expire on 31 January 2025. To ensure service continuity, the Council initiated a procurement exercise to secure new contracts.
- 3.2. The new procurement process was divided into two components:
 - (a) Parking Enforcement - Civil Enforcement Operations & Technology System; and
 - (b) School crossing patrol staffing.
- 3.3. Both procurement exercises were conducted through the CCS Framework, chosen for its effectiveness in streamlining procurement processes and achieving resource efficiency.
- 3.4. Under the CCS framework, Parking Enforcement - Civil Enforcement Operations & Technology System will have a 5-year contract term. For School Crossing Patrol staffing, the contract will be for a 4-year term, comprising an initial 2 years with the option of two 12-month extensions.
- 3.5. The Council has a duty to ensure that its parking enforcement contract complies with Part 6 of the Traffic Management Act 2004, ensuring that service delivery follows best practices and self-financing requirements, with any surplus reinvested into maintenance and traffic-related projects as stipulated under Section 55 of the Road Traffic Regulation Act 1984.
- 3.6. Final bids for 1.1(a) were received on 20th November 2024.

- 3.7. Final bids for 1.1(b), are due on 30th December 2024, with four providers expressing an interest during the initial phase.
- 3.8. This report covers the contract awards for both 1.1(a) and 1.1(b), essential to ensuring continuity of these critical services.

4. Evaluation of Tenders

- 4.1. The evaluation methodology used for evaluation was published as part of the tender documents.

Criteria	Evaluation Method	Percentage
Quality	Quality assessment of the responses to the questions within the Technical Questionnaire	60%
Price	Commercial Questionnaire (Price Submission)	40%

- 4.2. The evaluation process consisted of three stages:
- Stage 1: Compliance check to ensure adherence to tender requirements.
 - Stage 2: Assessment of quality and price submissions.
 - Stage 3: Calculation of total scores for each bid.
- 4.3. The successful bidder for 1.1(a) has been identified – summary of procurement results is available in Exempt Appendix 1.
- 4.4. Evaluation and award for 1.1(b) is due to be concluded by 20 January 2025.
- 4.5. The identity of the bidders is commercially sensitive and must remain confidential while the procurement process is active. Elected Members will be informed once the standstill period concludes.
- 4.6. The next steps for 1.1(a) are as follows:

Activity	Indicative Period
Cabinet – Agree contract award	19 December 2024
Issue notification letters to successful and unsuccessful bidders, followed by a 10-day standstill period	20 December 2024
Mobilisation period	3 January 2025
Contract commencement date	1 February 2025

5. Reasons for Decisions

- 5.1. To enable the award of new contracts for Parking Enforcement - Civil Enforcement Operations & Technology System, ensuring continuity of service provision from 1 February 2025. Without this contract, the Council would be unable to fulfil its parking enforcement obligations under the Traffic Management Act 2004, potentially leading to increased congestion, non-compliant parking, and loss of revenue.
- 5.2. To enable the award of a contract for the School Crossing Patrol staffing, ensuring continuity of service provision from 1 February 2025. Without this contract, the Council would be unable to fulfil its obligations in ensuring the safe crossing of school children at drop off and pick up times.

6. Other Options

- 6.1. Other options have been considered as part of the options appraisal process. The Council has no alternative arrangement in place upon the expiration of the incumbent contract for parking enforcement as this procurement is the preferred route. At this point, without the new contracts, the Council would be unable to meet its statutory obligations under the Traffic Management Act 2004, which could result in increased congestion, higher rates of non-compliant parking, a loss of revenue and an increased risk to safety.
- 6.2. Similarly, other options for school crossing patrol staffing have been reviewed, but none are immediately feasible. A longer-term approach could involve the implementation of engineering solutions like pelican crossings, speed humps, or raised zebra crossings at current sites to enhance safety sustainably and eventually phase out the need for patrols. Maintaining current staffing ensures immediate safety while these alternatives are explored.

7. Financial Implications

- 7.1. The budget for the parking enforcement contract is currently £1.45m and has only been increased in 2023/24 for inflation and 2024/25 due to the agreed budget amendment to increase the number of CEO's. Other than these increases the budget has remained largely the same since the award of the incumbent contract in 2016. However, over the lifespan of the contract, there have been increases in service requirements (such as additional Civil Enforcement Officers, new equipment, and extended operational hours), resulting in rising expenditures. This has resulted in an average annual overspend on the contract of circa £0.45m.
- 7.2. The concluded tender exercise is a new opportunity to ensure that the budget is aligned appropriately with the true cost of contract provision. A reflective budget will invariably ensure the ability to sustain and manage non-compliant behaviours and to optimise the level of parking revenue generated. The provisions provided must be at least cost recovering. Any surplus generated must fund essential transport projects, including road repairs, efforts to reduce congestion, initiatives to improve air quality in the Council and other projects/services as permitted by the Road Traffic Regulations Act 1984 and other relevant legislation.
- 7.3. Details of the preferred bid for 1.1(a) are in Exempt Appendix 1. Financial details for 1.1(b) will be provided once the tender exercise is finalised.
- 7.4. Additional budgetary commitment is required as set out in Exempt Appendix 1 to fully fund the true annual cost of the new contract, excluding any inflationary adjustments in line with the contract's payment mechanism.

8. Legal Implications

- 8.1. The procurement process was carried out in compliance with the Public Contracts Regulations 2015, ensuring a transparent and fair approach. The procurement process was supported by CCS framework managers, an external auditor, and external legal advisers, all of whom contributed to ensuring that the procurement adhered to all necessary regulatory standards.
- 8.2. The identity of the successful bidder may be disclosed only after the standstill period ends.

9. Policy Context

- 9.1. The policy and legislative context for this procurement includes the Traffic Management Act 2004, the Road Traffic Regulation Act 1984, and the Council's Corporate Plan.

10. Carbon Impact

- 10.1. In line with the Council's sustainability objectives, the tender stipulated that all procured vehicles in use for the provision of the contract must meet or exceed established environmental standards. This measure will contribute to reducing carbon emissions and help the Council fulfil its environmental goals.
- 10.2. These contractual stipulations align with the Council's broader commitment to minimising the carbon footprint and enhancing the wellbeing of local residents.

11. Equalities

- 11.1. An Equality Assessment has been considered and completed.

12. Consultation

- 12.1. N/A

13. Exempt Appendix 1 – Part 2 (Confidential)

- 13.1. Procurement outcome and financial implications.

14. Report Authorisation

This report has been approved for publication by:		
	Name:	Date:
Executive Director(s)	Alan Richards	5.12.2024
Monitoring Officer	Susan Zeiss	5.12.2024
S151 Officer	Joe Chesterton	6.12.2024
Relevant Cabinet Member(s)	Cllr Daniel Cowan	5.12.2024