

Surrey Heath Borough Council
Executive
17 January 2023

Procurement of a New Car Park Management System

Portfolio Holder:	Cllr Shaun Garrett, Economic Development & Transformation
Strategic Director/Head of Service	Nick Steevens, Strategic Director – Environment & Community
Report Author:	Eugene Leal, Parking Services Manager
Key Decision:	Yes
Portfolio Holder signed off the report:	14 December 2022
Wards Affected:	Town

Summary and purpose

To inform the Executive that a new car park control and management system needs to be procured and installed by 2 June 2024. The current automatic number plate recognition (ANPR) car park control and management system was installed on 2 June 2014 with a maximum contract for maintenance and software support of 10 years.

Recommendation

The Executive is advised to RESOLVE that an Invitation to Tender be issued for a new ANPR car park control and management system for Main Square and Knoll Road multi-storey car parks in February 2023.

1. Background and Supporting Information

- 1.1 The contract to maintain and operate our current Fusion ANPR car park management system used in Main Square and Knoll Road multi-storey car parks expires on 1 June 2024. The contract was for a maximum period of ten years which cannot be extended further.
- 1.2 The planned timetable for the procurement process and selection of a new contractor is set out below. This timetable enables full scrutiny by members, maximises the time for contractors to submit their tenders and provides ample time for the procurement team to rigorously scrutinise submissions to identify a preferred contractor.

Publication of Tender	February 2023
Closing Date for Tender Submissions	July 2023
Presentation of submissions by top 3 bidders	October 2023
Report to Executive for award of the contract to the preferred bidder	December 2023
Award of Contract	January 2024
Completion of installation	May 2024

- 1.3 Once all the submissions have been evaluated, the top three contractors will be invited to present their proposals to the procurement team in a question and answer session. The presentation and responses to questions will be scored, in conjunction with their Tender to identify a preferred bidder. A report will be presented to Executive towards the end of 2023 to approve the award of contract to the preferred bidder.
- 1.4 A project initiation document has been developed which sets out in more detail for the procurement timetable for this project.

2. Reasons for Recommendation

- 2.1 The current contract for the existing car park control and management system expires on 2 June 2024. The contract was for a maximum of 10 years and cannot be extended further. A new contract for car park control and management needs to be procured to allow continuity of parking provision within the multi-storey car parks.
- 2.2 Parking technology is continually evolving and the successful bidder will identify cost savings through the use of new technology and payment options.
- 2.3 The full cost of the new contract will not be known until the contract is awarded to the successful bidder.
- 2.4 Where possible existing hardware will be assessed to consider whether it can be retained to reduce contract costs. Bidders will also be asked to consider how changing the number and location of pay stations could bring about cost savings without reducing the quality of service to customers.

3. Proposal and Alternative Options

- 3.1 To acquire a new contract for an ANPR car park control system requires a Tender exercise to be carried out due to the anticipated value contract.
- 3.2 There is no alternative option available as the existing contract cannot be extended further. Failure to enter into a new contract will result in no functional means of providing chargeable parking within the Councils multistorey car parks.

4. Contribution to the Council's Five Year Strategy

- 4.1 Environment – *To enhance and improve access to the borough’s cherished green spaces and natural environments for the enjoyment of generations to come, balancing our commitments to housing delivery and economic growth. We are committed to tackling Climate Change, working with communities and partners.*

The new ANPR system will be paperless to reduce waste and the proposed reduction in pay stations will reduce energy consumption.

- 4.2 Economy – *To invest in our towns, villages and communities, supporting our existing businesses and attracting new ones. We will promote the unique identity for our whole borough and its places and work with partners to improve to the borough’s infrastructure including transport infrastructure.*
- The technical specification allows bidders to bring forward innovative solutions to car park management, improving the customer journey and enabling collaborations with local businesses.

5. Resource Implications

- 5.1 A procurement team for this project has been formed with officers from Procurement, Legal Services, ICT, Finance, Communications and Parking Services. The Project Identification Document lists the individual officers that make up the procurement team.
- 5.2 Costs will be reduced through reducing physical equipment such as the number of pay stations, particularly where suitable alternative options are provided through advances in mobile payment systems.
- 5.3 Where equipment is within its serviceable lifespan, companies will be asked to consider whether the retention of this existing equipment, such as cameras and barrier mechanisms is feasible in order to reduce contract costs. However, the eventual replacement costs of this equipment will have to be considered when assessing each submission.
- 5.4 The current contract cost for the financial year 2022/23 with Newpark Services is £49,368.09.

6. Section 151 Officer Comments:

- 6.1 The full financial implications will become clearer once the results of the competitive tender process becomes known. This may require a capital and revenue bid.

7. Legal and Governance Issues

- 7.1 All work will proceed to tender within the Council’s Contract Standing Orders and applicable procurement law and best practice.

8. Monitoring Officer Comments:

- 8.1 In the event that the award of contract is a key decision, Executive approval will be required. Accordingly, the Executive will be informed of the outcome of the procurement process in due course.

9. Other Considerations and Impacts

- 9.1 There are no other considerations or impacts

Environment and Climate Change

- 9.2 The new ANPR car park control and management system will be paperless with fewer pay stations. Whilst paper will be necessary to provide receipts for customers, no other paper will be required.
- 9.3 Potential contractors are being challenged to identify innovative solutions to reduce the number of pay station required, which will reduce the amount of electricity used to run our car parks.

Equalities and Human Rights

- 9.4 The new ANPR car park control and management system will be fully compliant with the Disability Discrimination Act.
- 9.5 The Data Protection Impact Assessment (DPIA) is attached which identifies and minimises the data protection risks of the installation of the ANPR cameras. No personal details are recorded by the cameras and access to the images is restricted to Parking Services staff.

Risk Management

- 9.6 Inflation rates and interests rates may increase the costs of the project and the borrowing costs.

Community Engagement

- 9.7 There will be a need to inform the public and our Camberley town centre stakeholders of the disruption that will be caused during the removal of existing equipment and the installation of new equipment.
- 9.8 Particular attention must be given potential challenges when the pay stations are being replaced, as this may cause additional queues when customers are

trying to pay for their parking. This will be mitigated by the increase in the number of telephone payment options that will be available from the start of the scheme.

Annexes

None

Background Papers

Data Protection Impact Assessment