

COVID-19 Cabinet Member Delegation Decision

Summary Report & Recommendations

1. Project Details	
Project Title:	Pay and Display Machines
Name, role and contact of report author:	Chaz Blackwood, Service Delivery Officer
Executive Director:	Shifa Mustafa
Directorate and Service Area:	Public Realm, Parking
Project Sponsor (Director or above)	Steve Iles
Statutory Service (Yes or No)	Yes
Project Stage (RP2 or RP3)	RP3
Key Decision (Yes or No - if Yes, include ref and if using General Exemption):	2520ETR The decision may be implemented from 1300 hours on the 6th working day after the decision is made, unless the decision is referred to the Scrutiny & Overview Committee by the requisite number of Councillors.

2. Summary

In 2011, following an OJEU compliant tender under the open procedure, the Council awarded a contract to Parkeon for the supply and installation of pay and display machines. The contract was let for an initial term of five years, with an extension option of one year at a maximum value of £5m over the full term (6 years). As such the contract expired in 2017.

This contract with Parkeon (now Flowbird) has now expired.

This report is seeking approval to utilise the ESPO Parking Management Solutions Framework Agreement to allow a direct award with the current provider Flowbird for the supply and installation of pay and display machines for a call off contract term of 4 years, and a maximum contract value of £2,000,000.

The ESPO framework allows for direct award process to Flowbird. The direct award procedure under the framework will be followed. The machines will be bought and as when required against specific project budget codes. The ESPO framework has been assessed as offering greater value for money than alternative sourcing routes. The contract would operate based on no guarantee of volume or spend through a 'call-off' arrangement, with individual contract orders placed in line with the financial regulations, subject to the availability of agreed budgets. Through the Framework Agreement, the Council will continue to provide a combination of coin, contactless and credit/debit card facilities

Please also note that the Parkeon machines only have three accredited Payment Service Providers and Acquirers for processing cashless payments (SimplyPay, now called Till Payment Solutions; Six Payment Solutions; and Elavon) that can safely interface with the installed software on the machine. A separate report is being submitted in relation to this.

Reasons for Recommendation:

Covid-19 has meant there are capacity constraints in the Commissioning and Procurement Place & Resources team, with staff being redeployed to other teams and departments. As such, it is not possible to follow the usual RP2 and RP3 report process, so this report seeks a direct award from the ESPO framework to allow the Council to still procure with the current levels of resources. The Council currently have no contract in place for Pay and Display machines. The Council are able to receive income through these machines, so having the contract in place will ensure this revenue stream.

Options considered:

1. Extend the current contract (not recommended) – this was rejected because there is no formal contract/arrangement in place and leaves the Council at risk.
2. Re-procure via an open procedure (not recommended) – as explained above, due to Covid-19 there are constraints on resources, meaning this is not possible at this time.
3. Call-off from an existing framework via a mini-competition (not recommended) - as explained above, due to Covid-19 there are constraints on resources, meaning this is not possible at this time.
4. Call-off from an existing framework via a direct award (recommended) – as explained above, the ESPO framework has been assessed as offering better value for money than alternative sourcing routes. Under this framework agreement Flowbird’s rates are competitive and we are already familiar with the provider, having previously contracted with them.

3. Recommended Procurement Strategy during COVID-19

Recommendation for CCB:

Pursuant to Part 5 A Article 1.7 (Urgency Decisions) of the Council’s Constitution the Nominated Cabinet Member for Environment, Transport & Regeneration in consultation with Cabinet Member for Finance and Resources is recommended as the relevant body to:

1. Approve the direct award for the purchase of Pay and Display machines from the ESPO framework 509 to Flowbird. The contract to be let for a term of four years, with a maximum value of £2,000,000 over the full term.

4. Financial Implications

Details	Internal Capital	Revenue	Period funding of	External		Period of funding
				Capital	Revenue	
Pay and Display Machines		2,000,000	4 years			

5. Agreed actions

Action	Action owner	Date
Instruct legal to review framework	Melissa Bower	23/04/20

6. Outcome and approval

Outcome	Date agreed	
	CCB	CCB1576/20-21
	Cllr Hall	11/05/2020
	Leader/Lead Member	