

 the low tax borough	London Borough of Hammersmith & Fulham CABINET 14 OCTOBER 2013
TENDER FOR THE PROVISION OF A VEHICLE REMOVAL SERVICE AND THE OPERATION OF A CAR POUND	
Report of the Cabinet Member for Transport & Technical Services – Councillor Victoria Brocklebank-Fowler	
Open Report A separate report on the exempt Cabinet agenda provides exempt information about the procurement process.	
Classification - For Decision Key Decision: Yes	
Wards Affected: All	
Accountable Executive Director: Nigel Pallace, Transport & Technical Services Department	
Report Author: Osa Ezekiel, Assistant Head of Parking Services	Contact Details: Tel: 020 9753 3264 E-mail: osa.ezekiel@lbhf.gov.uk

1. EXECUTIVE SUMMARY

- 1.1. This report sets out the recommendation of the Tender Appraisal Panel (TAP) to award the contract for vehicle removal service and the provision and operation a car pound to Ontime Parking Solutions (the incumbent contractor) for three years from January 2014.

2. RECOMMENDATION

- 2.1. That a contract be awarded for the provision of a vehicle removal service and the operation of a car pound service to Ontime Parking Solutions Ltd for three years, at an annual notional value of £592,000 excluding VAT.

3. REASONS FOR DECISION

- 3.1. The tender received from Ontime Parking Solutions Ltd was the most economically advantageous receiving the highest overall evaluation scores on the pre-published price and quality model.

4. INTRODUCTION AND BACKGROUND

- 4.1 The existing contract for a vehicle removal service and the provision and operation of a car pound is with Ontime Parking Solutions Ltd. A previous decision from the Cabinet gave authority to continue with the current contract on the existing terms and conditions until a new contract scheduled to start by January 2014 is in place.
- 4.2 Officers tried to arrange a bi-borough tender for the services, but this was not possible. RBKC are tied into their existing contract and have extended it for three years. H&F therefore had to tender on its own for a three year contract which will enable H&F and RBKC to tender jointly in the future.
- 4.3 The contract is for the removal, transportation and storage of illegally parked vehicles from the public highway. This service plays an integral part in the Council's enforcement of parking restrictions with around 1713 vehicles being removed from on street locations and 2238 vehicles being relocated per annum.
- 4.4 The contract provides for the prompt removal of abandoned and surrendered vehicles from on-street and housing estate locations. Around 59 abandoned vehicles and surrendered vehicles were removed in the last 12 months.
- 4.5 The process has been overseen by a Tender Appraisal Panel (TAP) comprising representatives from Parking, Legal Services and Corporate Procurement that was formed in December 2012.. The tender was advertised on 8 May 2013 and the tendering process has been in compliance with current legislation and the Council's Contract Standing Orders.
- 4.6 7 firms viewed the advert. These were:
- Wembley man and van
 - Swift vehicle recovery Ltd
 - Ontime Parking solutions
 - Legacy facilities management Ltd
 - Boleyn transport ltd
 - ELV Solutions Ltd
 - NSL Ltd

- 4.7 Of the 7 firms that viewed the advert, 2 firms (Ontime Parking Solutions and NSL) submitted tender documents.
- 4.8 This report sets out the results of the evaluation of tenders undertaken by the TAP and the financial implications of the recommended Contract.
- 4.9 The proposed tendering timetable is set out as follows:
- Tender Award November 2013
 - Contract Commences January 2014

5. PROPOSAL AND ISSUES

- 5.1. The Contractor proposals were scored in accordance with the evaluation criteria set out in the tender documents. The quality element were scored using the quality model based on the following headings:
- *Contract manager*
 - *Vehicle operations*
 - *Disposal of abandoned vehicles*
 - *Provision of car pound*
 - *Collection of payments*
 - *Administration*
- 5.2 The result of the quality scores is attached as **Appendix 1** and shows Ontime Parking Solution with 399 marks compared to NSL's 386 out of a maximum total of 475.
- 5.3 Financial checks were also carried out and both tenderers were satisfactory.
- 5.4 The price analysis was carried out with a predetermined model using rates provided by the tenderers. The rates were used to find out how much each tenderer would cost to meet the Council's vehicle storage, truck and crew provision, abandoned vehicle requirements and pound administration. This is included in the exempt report as **Appendix 2a (NSL) and Appendix 2b (Ontime Parking Solutions)**.
- 5.5 The combined result of the price and quality scores is included in the exempt report as **Appendix 3**. This shows Ontime Parking Solutions with 89% compared to NSL's 77.31%.

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. The Council has no alternative but to re-let the contract, without which it would lose the ability to deal with illegal parking and the removal of abandoned vehicles - both of which would cause obstructions to other

users of the highway; this service plays an integral part in the Council's enforcement of parking restrictions. This would be disadvantageous to the Council as it could jeopardise the ability to enforce bay suspensions and could lead to complaints.

7. CONSULTATION

7.1. Not applicable.

8. EQUALITY IMPLICATIONS

8.1 Under the Equality Act 2010, the Council must consider its obligations with regard to the Public Sector Equality Duty (PSED). It must carry out its functions (as defined by the Human Rights Act 1998) with due regard to the duty and its effect on the protected characteristics (below) in relevant and proportionate a way. The duty came into effect on 5th April 2011. The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion/belief (including non-belief)
- Sex
- Sexual orientation

8.2 In this case, officers are seeking Cabinet approval to award a contract for the removal of vehicles and the provision of a car pound to Ontime Parking Solutions Ltd. As such, there are no direct equality implications for consideration, and the Council recognises that it remains the responsible body for the service. The contractor would need to take needs into account when providing the service, for example, ensuring that there is adequate access to the vehicle pound for disabled people.

9. LEGAL IMPLICATIONS

9.1 The proposed contract award has been carried out in the compliance of the Council's Contract Standing Orders and the Public Contracts Regulations. Accordingly the Bi-Borough Director of Law endorses the recommendation in this report.

9.2 Legal Services will be available to assist the client department with preparing and completing the necessary contract documentation.

9.3 Implications completed by: Kar-Yee Chan, Solicitor (Contracts), 020 8753 2772

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The proposal is to award the contract to the incumbent supplier. The price analysis (Appendix 2B) gives an annual cost of £592k. This is less than the current annual cost of £612k.
- 10.2. The costs of the contract will therefore be met from the existing revenue budget for a vehicle removal service.
- 10.3. The price made up 50% of the overall tender score, with weightings assigned to 5 sections of the pricing schedule. The percentage weightings are shown below. The score for Ontime Parking Solutions came out higher on this basis.

Section 1 – Enforcement Vehicles	25%
Section 2 – Car Pound Spaces	5%
Section 3 – Abandoned Vehicles	5%
Section 4 – Pound Admin and Cashiers	10%
Section 5 – Automatic Vehicle Locator	5%

- 10.4. Implications completed by Amit Mehta, Principal Accountant - TTS
Telephone: 0208 753 3394

11. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 11.1. The Director has been represented on the TAP and confirms that the tendering exercise complies with both current legislation and the Council's Contracts Standing Orders. Once the contract has been awarded the Council must serve a Contract Award Notice for possible publication in the Official Journal of the European Union.
- 11.2. Implications completed by Alan Parry Procurement Consultant (telephone 020 8753 2581)

LOCAL GOVERNMENT ACT 2000

LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Tender documents (exempt)	Osa Ezekiel	TTS, Bagleys Lane depot

LIST OF APPENDICES:

Appendix 1 – Quality score result

APPENDIX 1 - Quality score result

		WEIGHTING	MAX SCORE	NSL	NSL WEIGHTED SCORE	ONTIME	ONTIME WEIGHTED SCORE
1	Contract manager		25				
1.1		5	25	4	20	4	20
2	Vehicle operations		100				
2.1(a)		2	10	4	8	3	6
2.1(b)		1	5	5	5	5	5
2.1(c)		1	5	4	4	4	4
2.2(a)		1	5	5	5	5	5
2.2(b)		1	5	2	2	4	4
2.2(c)		1	5	4	4	4	4
2.2(d)		1	5	4	4	4	4
2.3(a)		1	5	5	5	5	5
2.3(b)		1	5	2	2	2	2
2.4(a)		1	5	4	4	4	4
2.4(b)		1	5	4	4	4	4
2.5(a)		1	5	4	4	4	4
2.5(b)		1	5	4	4	4	4
2.5(c)		1	5	4	4	4	4
2.6(a)		1	5	4	4	4	4
2.6(b)		1	5	5	5	4	4
2.6(c)		1	5	5	5	5	5
2.6(d)		1	5	5	5	5	5
2.7(a)		1	5	4	4	3	3
3	Disposal of abandoned vehicles		50				
3.1		2	10	5	10	5	10
3.2		2	10	5	10	5	10
3.3		2	10	5	10	5	10
3.4		2	10	5	10	5	10
3.5		2	10	5	10	5	10
4	Provision of a car pound		150				
4.1(a)		10	50	5	50	5	50
4.1(b)		2	10	2	4	5	10
4.1(c)		2	10	5	10	5	10

4.1(d)		2	10	5	10	5	10
4.2(a)		2	10	5	10	4	8
4.2(b)		2	10	5	10	5	10
4.3(a)		2	10	4	8	3	6
4.3(b)		2	10	2	4	2	4
4.4		2	10	4	8	4	8
4.5		2	10	4	8	4	8
4.6		2	10	4	8	4	8
5	Collection of payments		100				
5.1		6	30	4	24	4	24
5.2		8	40	4	32	4	32
5.3		6	30	2	12	4	24
6	Administration		50				
6.1(a)		1	5	4	4	4	4
6.1(b)		1	5	5	5	5	5
6.1(c)		1	5		0		0
6.2(a)		1	5	4	4	5	5
6.2(b)		1	5	5	5	4	4
6.2(c)		1	5	4	4	3	3
6.2(d)		1	5	5	5	2	2
6.2(e)		1	5	5	5	5	5
6.3		1	5	2	2	5	5
6.4		1	5	2	2	4	4

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