



**Havering**  
LONDON BOROUGH

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	Approval to award the contract for the provision of new Pay and Display machines, and associated services.
<b>Decision Maker:</b>	Imran Kazalbash, Assistant Director of Public Realm
<b>Cabinet Member:</b>	Councillor Barry Mugglestone, Cabinet Member for Environment
<b>SLT Lead:</b>	Andrew Blake-Herbert, Chief Executive
<b>Report Author and contact details:</b>	Jo Green, Parking Manager jo.green@havering.gov.uk
<b>Policy context:</b>	Parking Strategy
<b>Financial summary:</b>	The initial purchase and installation of approximately 70 pay and display machines carries an estimated cost of £0.257m, this will be funded from the Capital Allocation C30010. Maintenance and Payment Service Provision costs of £0.207m will be paid from revenue A24600 and A24500.
<b>Relevant OSC:</b>	Places OSSC

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<b>Is this decision exempt from being called-in?</b>	The decision will be exempt from call in as it is a Non key Decision
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**The subject matter of this report deals with the following Council Objectives**

People - Things that matter for residents

X Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place.

## Part A – Report seeking decision

### **DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION**

The Assistant Director of Public Realm, is recommended to approve the award of a contract, for the supply and installation and maintenance of approximately 70 new Pay & Display machines, and associated services to Marstons Holdings Limited, commencing on 1<sup>st</sup> August 2023, for an initial term of three years with an option to extend for a further two years, at an estimated value of £464,136.00.

### **AUTHORITY UNDER WHICH DECISION IS MADE**

Part 3 – Responsibility for Functions of the Council's Constitution

3.3 Powers of Members of Second Tier Managers

Contract powers

(a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

### **STATEMENT OF THE REASONS FOR THE DECISION**

The Assistant Director of Public Realm is asked to approve the award of contract to Marstons Holdings Limited for the supply, installation and maintenance of approximately 70 new Pay & Display machines.

The contract was procured using the CCS Framework RM6118 Lot 2 for PAY & DISPLAY SOLUTIONS. The Council ran a further competition through the framework. The Council received three submissions.

The bids were assessed against an evaluation criterion of Price (50%) and Quality (50%).

Bidders were asked to provide responses to six method statement questions, which were evaluated by three evaluators and a consensus score agreed.

Bidders were also asked to submit pricing for the supply, install and maintenance of 70 new Pay & Display machines.

The procurement exercise delivered three high standard bids and the evaluation team felt confident that all of the suppliers would be able to deliver the service required. Following the evaluations, it was agreed that Marstons Holdings Limited offered the most

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economically advantageous tender (MEAT) based on the bids provided, and therefore the Council intends to award the contract to them.

The supplier must be ready to implement the required solutions within 13 weeks of the commencement of the contract.

**Table 1**

	<b>Price Score (50%)</b>	<b>Quality Score (50%)</b>	<b>Total Score</b>
<b>Marstons Holdings Limited</b>	50	49	99
<b>Supplier B</b>	48.4	44	92.4
<b>Supplier A</b>	42.3	49	91.3

### **Expenditure**

The estimated full value of the contract is £464,136.00 over 5 years. The capital funding costs of £256,680 (C30010) are based on the supply and installation of the Pay & Display machines only.

### **Efficiency Gains & Benefits Realisation**

This contract will enable Havering to deliver a more cost effective pay and display service, including the introduction of Contactless Payment.

The new 70 machines, which will be deployed across the busy town centres of the borough will have the enhanced facility of accepting contactless payment.

This improved system should provide a more effective pay and display service for residents/visitors thereby resulting in better parking management on Havering streets.

### **Social Value**

This contract will deliver a mechanism for the Council to ensure that downtime of pay and display machines is kept to a minimum thereby providing more facilities for Residents and Visitors to pay for parking whilst maximising revenue. New machines will in turn reduce the financial burden on repairs, parts and call out charges.

### **Environmental Aspects**

The bidder provided an in-depth response on how they will support the Council towards the government target of net zero by 2050.

## **OTHER OPTIONS CONSIDERED AND REJECTED**

To remove all Pay & Display machines from across the borough as part of a phased approach and introduce cashless parking (Pay by Phone). This option has been

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considered but deemed disadvantageous to those motorists whom do not have a phone to pay for parking.

**PRE-DECISION CONSULTATION**

There was engagement with Councillor Mugglestone, Lead Member for Environment, Imran Kazalbash, Assistant Director for Public Realm, Mark Hodgson, Head of Highways, Traffic & Parking, Gateway Review Group and Business Partners

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Jo Green

Designation: Parking Manager

A handwritten signature in black ink on a grey rectangular background. The signature is stylized and appears to be 'Jo Green'.

Signature:

Date: 21/06/2023

## Part B - Assessment of implications and risks

### **LEGAL IMPLICATIONS AND RISKS**

The Council has a duty to manage traffic under section 16 of the Traffic Management Act 2004. The Council is making a decision to award a services contract for the supply and installation of approximately 70 pay and display machines for that purpose.

The Council has the power to enter a contract for these services through section 111 of the Local Government Act 1972, which allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions, or through its general power of competence under section 1 of the Localism Act 2011 to do anything that individuals generally may do. There are limitations on the general power of competence, but the limitations do not apply to this decision.

The value of the contract is above the applicable threshold for services contracts stipulated in the Public Contracts Regulations 2015 ("PCR") of £213,477, therefore this Contract is subject to the full rigours of the Regulations. The body of this report confirms that the procurement has been conducted in accordance with the PCR and the Council's Contract Procedure Rules (CPR).

For these reasons, the Council can award the contract.

### **FINANCIAL IMPLICATIONS AND RISKS**

The total procurement cost is £0.464m. The purchase and installation of machines (£0.257m) will be funded from the capital budget C30010 ), which at the time of this report has sufficient available budget. Over the potential 5 year period Maintenance and Payment Service Provision costs are anticipated in the region of £0.207m these costs will be contained within Service Revenue budgets A24600 and A24500.

### **HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

The reduction of machines and removal of cash facility may reduce staffing needs within the Car parks service area. Any reduction or other impact on staffing levels or on job roles will be dealt with in accordance with the Councils Organisational Change policy and procedure.

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

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- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socioeconomics and health determinants.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

There are no Environment and Climate change implications or risks for this decision.

### **BACKGROUND PAPERS**

None

### **APPENDICES**

None

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**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

*Delete as applicable*

Proposal NOT agreed because

**Details of decision maker**



Signed

Name: Imran Kazalbash

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date: 21<sup>st</sup> June 2023

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_

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