

# Operational Decision Record

Publication Date 03 September 2024	Decision Reference Number 5165
<b>Decision Title</b>	
Direct award of a 2-year maintenance agreement, Data Connection, Peripherals and Transactional charges to International Parking Solutions (UK) (IPS)	
<b>Decision Value</b>	
£264,922	
<b>Revenue or Capital Spend?</b>	
Revenue	
<b>Spend Control Approval</b>	
Has the spend been approved by Spend Control Board? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a Spend Control Board approval reference number: 6087, 2140, 3649, 5416, 6848	
<b>Department</b>	
Parking Services	
<b>Contact Officer (Name, job title, and contact details)</b>	
Karen Day, Service Manager, Parking Services, karen.day@nottinghamcity.gov.uk	
<b>Decision Taken</b>	
To do a direct award to IPS under the ESPO procurement framework	
<b>Reasons for Decision and Background Information</b>	
<p>The on street and surface car parks parking infrastructure (pay stations and management system, mobile payment option) is out of formal contract. However, we need to have a maintenance agreement, data connection and transactional charges contract in place and the ability to purchase/instruct general repairs (outside of maintenance contract) and peripherals, software updates etc. to ensure continued operation of these income generating on and off-street sites.</p> <p>This approval will give the time needed for the service area to undertake a full review of the parking infrastructure and payment mechanisms across all of its assets both on and off street as they are nearing end of life, this review and procurement process will take around 2 years to complete including installation of new equipment.</p> <p>IPS is the only organisation that can provide the ongoing maintenance, peripherals and the data connection and transactional processing for this parking infrastructure</p>	

and will be awarded the contract through the ESPO Procurement Framework as agreed and discussed with Procurement.

Breakdown of costs:

Yr 1 Maintenance Agreement £27,778

Yr 1 Data Connection £16,170

Yr 1 Peripherals and Transactional Charges £84,000

Yr 2 Maintenance Agreement £30,834

Yr 2 Data Connection £ 17,140

Yr 2 Peripherals and Transactional Charges £89,000

There is a contingency increase of 4% added to the Transactional Charges as data is indicating a shift from the multi-storey car parking to on street parking.

On street parking generates 54% of the parking team's income, these cost associated with this contract will be covered by the revenue budget all ready in place for these operational costs.

### **Other Options Considered and why these were rejected**

Obtain repair quotes at the point of requirement – this solution is not available and would put the equipment at risk of disrepair

Undertake a procurement exercise for this contract – this would not meet the immediate need for a fit for purpose maintenance agreement and would put the equipment at risk of disrepair.

Do nothing - would put the equipment at risk of disrepair.

### **Reasons why this decision is classified as operational**

To ensure this frontline income generating service remains operational for its customers, staff and citizens of Nottingham

### **Additional Information**

#### **Advice**

#### **Finance**

The 2 year maintenance agreement as per detailed above is already budgeted for in the MTFP. These Maintenance costs are eligible to be paid from the Special Parking Account (SPA) which allows the income from Parking fees to offset spend such as this. In the unlikely event that this service was to over spend, there is a ring-fenced reserve available to allow any draw down to ensure there is no negative impact to the General Fund. Therefore this is supported.

Paul Rogers – Commercial Business Partner 10/06/2024

**Procurement**

The request to enter into a call-off contract under the terms of the ESPO Parking Management Solutions framework, Lot 1, does not pose any procurement risk to the Council. This request complies with the terms of the framework and the Council's contract procedure rules.

The preferred provider has already been through a best value exercise to be granted a place on the framework, and the framework rates cannot be exceeded in any all-off agreement. Advice provided by Paul Ritchie, Senior Procurement Officer 11/06/2024

**Decision Maker (Name and Job Title)**

Sajeeda Rose, Corporate Director for Growth & City Development

**Scheme of Delegation Reference Number**

1

**Date Decision Taken**

12 June 2024