



City of Westminster

Cabinet Member Report

Decision Maker:	Cabinet Member for City Management and Air Quality
Date:	21 December 2022
Classification:	<p>For General Release save for Appendix A, B and C are currently exempt from disclosure on the grounds that:</p> <p>(i) it contains information relating to the financial or business affairs of a particular person (including the authority holding that information) under paragraph 3 of Schedule 12A of the Local Government Act 1972, and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>
Title:	Award of the Parking CCTV Camera Enforcement Contract
Wards Affected:	All Wards
Policy Context:	Procurement of Parking Contracts
Key Decision:	Key decision due to significant expenditure and impact on all wards.
Financial Summary:	<p>The total sum in this report for which approval is sought is £2.411m for the period 1 April 2023 to 31 March 2027. There is an option to extend for an additional two 2 year periods (costs to be determined during 2026 for any extension option, but based on proposed annual costs for years 1-4 the value of all extensions would be circa £2.279m, giving a total potential contract value of £3.808m to £4.691m depending on the continuation of camera roll-out). The</p>

annual capital cost of that expansion programme is £0.132m, with a further £0.815m capital expenditure in year 1 to replace the existing camera stock.

Report of: Jonathan Rowing, Head of Parking

1. Executive Summary

- 1.1. This report sets out the procurement process conducted, the evaluation and rationale for recommending the successful tenderer, and to proceed to award of contract for the delivery of CCTV camera enforcement solutions (CCTV) within parking.
- 1.2. The contract is planned to commence on 1st April 2023 for a period of 4 years with the option to extend for a further period of 2 + 2 years (4+2+2) so potentially a full term contract of up to 8 years.

2. Recommendations

- 2.1. Appendix A, B and C of this report be confidential pursuant to paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of tenderers for the contract which is the subject of this report.
- 2.2. That the Cabinet Member for City Management and Air Quality approves the recommendation to award a contract for the provision of camera enforcement solutions (CCTV) within parking to Marston (Holdings) Limited for an initial period of four years with an option to extend the term by two consecutive 2 year periods for the total contract sum up to £4.691M.
- 2.3. That the capital expenditure of £0.815m for acquisition and installation of new cameras be approved.

3. Reasons for Decision

- 1.1. The tender submitted by Marston (Holdings) Limited for providing the CCTV camera enforcement solutions was the highest scoring bid.
- 1.2. The supporting information provided in the submission gave the Council the necessary assurances that the supplier understood the requirements and that the supplier's proposed CCTV solution would meet the required standards. Marston (Holdings) Limited bid accordingly achieved the highest quality score.

1.3. The current parking contracts are due to expire in March 2023, and in order for the Council to provide continuation of services it was necessary to reprocure this service. The award of the CCTV camera enforcement solutions Contract is the second phase of the wider re-procurement of Parking Services contracts which commenced with the Parking Technology Contract in December 2022.

2. Background, including Policy Context

2.1. A detailed review of the existing parking contract structure was undertaken, following which the decision was made to remove the CCTV from the wider Business Processing Contract and have it as a separate contract.

2.2. Since 2005, Westminster City Council (WCC) has enforced moving traffic contraventions (MTC) through the use of CCTV under powers bestowed by the London Local Authorities & Transport for London Act 2003 (LLA & TfLA). With the de-commissioning of the wireless network and CCTV contract in June 2016, WCC have moved to an unattended Traffic Enforcement Camera (TEC) system, currently provided by Videalert and managed by NSL through the Parking Business Processing & Technology (BP&T) contract.

2.3. The existing model of delivery is for the lease of cameras. This is seen as an expensive solution so the Council switched to an approach purchasing equipment and then paying a maintenance fee to a provider.

2.4. The service provider will deliver an integrated technology platform and infrastructure to deliver the required functionality, resilience, and security to meet WCC's requirements and Service Levels.

The service will include:

- A secure, integrated CCTV technology solution
- Hosting services including the computing environment, the provision and support of a stable infrastructure, business continuity, and effective and efficient performance of operations
- Data storage, backup, recovery, and archiving capability
- Maintenance and support of all supplied applications, hardware, and integration
- Integrate WCC provided services and infrastructure, including Back-office systems such as the Notice Processing System
- Fully GDPR compliant solutions and services

2.5. It is to be noted that this is a standalone contract outside of any other CCTV related contracts that the council may have. There may be future dialogue with other directorates for the council to holistically understand the future of CCTV related services across the council and whether there is scope for future consolidation of contracts.

2.6. The award of the Contract will contribute to Fairer Westminster vision with particular regards to the Fairer Environment objectives. The over-arching aim of the Parking Contracts is to ensure traffic regulations are being followed which in turn will decrease congestion and contribute to decreasing vehicle emissions overall. 10% of the total evaluation score was attributed to responsible procurement aligning with the Fairer Council responsible procurement objective.

3. Award of Contract

3.1. Tender Process

3.1.1. Following the endorsement of the Procurement Strategy at the Commercial Gateway Review Board (CGRB), and approval from the Executive Director of Environment and City the recommendation was to undertake a restricted procurement process with 2 stages.

3.2. Stage 1 – Selection Questionnaire

3.2.1. A Selection Questionnaire (SQ) was used to assist with selection of suppliers to be invited to submit a tender at Stage 2 and contain criteria covering:

- Grounds for mandatory exclusions
- Economic and financial standing
- Technical and professional ability

3.2.2. Selection criteria focused on supplier’s experience and track record to identify suitably qualified and experienced suppliers capable of providing the Council’s requirement.

3.2.3. Some of the selection criteria such as financial standing were assessed on a pass / fail basis, others were scored in line with the selection criteria provided below.

	Selection Question Heading (and sub section where specified)	Proposed Weighting (100%)
1	Existing Camera Service	40%
2	New Camera Service	30%
3	Relevant experience	30%

3.2.4. Upon the deadline, the Council received 2 bids at SQ stage from Marston (Holdings) Limited and bidder X. Details of tenderers can be found in Appendix A. Both tenderers were found to be compliant and appropriate in terms of their scoring versus evaluation criteria and, as the

numbers of bidders was below the limit of 5, all were recommended to proceed to ITT stage.

3.3. Stage 2 – Invitation to tender

3.3.1. The Invitation to Tender was issued to all shortlisted tenderers with a tender deadline of 3 October 2022. Upon closing, the council received 2 tenders from Marston (Holdings) Limited and Bidder X.

3.4. Evaluation Process

1.1.1. Following compliance checks, the Technical Tender submissions were made available to the selected Evaluators. Evaluators were assigned specific questions to evaluate. The tenders were evaluated on the following award criteria:

Technical Questions Evaluation Criteria	Weighting
Total	50.00%
Service Delivery	15.00%
Quality and Performance	5.00%
Service Support	5.00%
Managing Change	5.00%
Risk Management	5.00%
Contract Mobilisation	5.00%
Responsible Procurement	10.00%
ICT 3rd Party Assurance	Pass/Fail

Commercial Questions Evaluation Criteria	Weighting
Contract price (Years 1-4 Evaluated)	50.00%

1.1.1. Social Value is now firmly part of the Council’s wider Responsible Procurement policy. The Responsible Procurement Officer has provided set questions that allow providers to evidence meeting corporate standards on a number of fronts. Questions that providers must evidence in this proposed procurement include:

- How will they overcome barriers to recruiting locally.

- How they will reduce emissions and energy usage from their fleet, buildings, and service delivery.
- What training, sponsorship, employment, experience, procurement etc they can provide to the local community to ensure that all sectors of the local community benefit from the Council's spend on the service.

1.2. Evaluation Results

1.2.1. The evaluation results can be found in Appendix A.

1.3. Recommended Bidder

1.3.1. Marston (Holdings) Limited is the recommended bidder.

1.3.2. Further recommended bidder information can be found in Appendix A.

6. Financial Implications

1.1. Revenue Budgets and Anticipated Savings

1.1.1. Parking Services have annual revenue budgets totalling £14.135m in respect of their existing People & Resources; Business Processing & Technology; and Vehicle Relocation contracts.

1.1.2. Parking have an MTFP commitment of £0.500m in 2023/24 to be delivered through the combined re-procurements.

1.1.3. The new suite of Parking contracts are expected to be delivered within the revised budget, meeting the MTFP commitment.

1.2. Capital Budgets and Funding

1.2.1. The approved capital programme includes budgets totalling £3.650m in respect of the implementation of the new contracts.

1.2.2. The cost of acquiring and installing new cameras to replacing existing stock has been priced at £0.815m.

1.2.3. The overall implementation and mobilisation cost of the parking contracts, including camera acquisition, is estimated at £3.624m. This is within the total capital envelope for the procurements of £3.650m.

Further financial information can be found in Appendix A.

7. Legal Implications

- 1.1. The recommendation in this report is for the approval of a contract award to Marston (Holdings) Limited (Company No. 04305487) for the provision of CCTV camera enforcement solutions (“the Services”).
- 1.2. The Services have been procured via competitive restricted procedure in accordance with regulation 28 of the Public Contracts Regulations 2015 (“the PCR”).
- 1.3. The contract term will be from 1 April 2023 to 31 March 2027 with the option for WCC to extend the term by two consecutive 2 year periods.
- 1.4. WCC has a statutory duty under the Local Government Act 1999 to obtain and achieve best value when procuring services which is in the interest of public spending. This has been achieved by carrying out a competitive tender process.
- 1.5. Prior to the commencement of the Services, the Contract must be executed with the service provider under the terms set out in the tender documents and Legal Services’ support and assistance should be sought to ensure this takes place.

8. Carbon Impact

- 3.1. A Carbon Impact Assessment is not possible for this proposal as it only involves the re-let of the CCTV contract, rather than any policy change. Whilst the objective of the CCTV service is to positively affect congestion and air quality on streets, this is not possible to quantify.

4. Equalities Impact

- 1.6. An equalities impact assessment has been carried out. No significant impacts on any protected groups have been identified as a result of this proposal.

If you have any queries about this Report please contact:

Jonathan Rowing (Head of Parking)

APPENDICES

Appendix A - Other Implications – Exempt from Publication

Appendix B - CGRB Gate 3 Overarching Strategy Report – Exempt from Publication

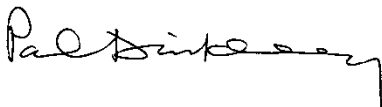
Appendix C - CGRB Gate 3 CCTV Report – Exempt from Publication

NB: For individual Cabinet Member reports only

For completion by the **Cabinet Member** for City Management and Air Quality

Declaration of Interest

I have <no interest to declare / to declare an interest> in respect of this report

Signed:  Date: 21/12/2022
NAME: **Councillor Paul Dimoldenberg**

State nature of interest if any:

(N.B: If you have an interest, you should seek advice as to whether it is appropriate to make a decision in relation to this matter)

For the reasons set out above, I agree the recommendation(s) in the report entitled Award of the Parking CCTV Camera Enforcement Contract and reject any alternative options which are referred to but not recommended.

Signed: 

Cabinet Member for City Management and Air Quality
21/12/2022

Date: _____

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:

If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Director of Law, City Treasurer and, if there are resources implications, the Director of People Services (or their representatives) so that (1) you can be made aware of any further relevant

considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.

