

**Report to:** Cabinet  
**Date of meeting:** 10 October 2016  
**Report of:** Andy Smith, Transport & Infrastructure Section Head  
**Title:** Procurement of technical/ professional support for the procurement of the Parking Management Contract due to commence in 2018 - exemption to contract procedures

## 1.0 **Summary**

1.1 In 2018 the Council will commence a new Parking Management Contract following the completion of a procurement exercise in partnership with Three Rivers District Council.

1.2 The tender process is a particularly lengthy and complex one and the Council does not have the specialist technical / professional resources available to fully conduct the procedure in-house so, as in the re-tendering of the parking contract in 2008, there is a need to appoint a specialist parking consultant to work alongside Council Officers to undertake the drafting of the tender documentation and subsequent legal agreement. The support sought is very specialist in nature, requiring expertise and in-depth knowledge of on-street parking management, operations and procedures including knowledge of back office software packages and up to date knowledge of new technology to support a modern parking enforcement service. Recent experience of a similar type along with experience in tender evaluations is also sought. Due to the limited market available for the support sought, the Managing Director has authorised an exemption to the Council's Contract Procedure Rules to allow Parking Associates, a specialist parking management consultancy to be appointed. The application for exemption to the Council's Contract Procurement Rules was made to the Managing Director and approved on 26 September 2016.

1.3 In line with the Procedures, the approval is being reported to Cabinet.

## 2.0 **Recommendations**

2.1 That Cabinet notes the Approved Exemption to the Council's Procurement Procedures in relation to the appointment of specialist support for the procurement of a Parking Management Contractor.

**Contact Officer:**

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**Report approved by:** Manny Lewis, Managing Director

**3.0 Detailed Proposal**

3.1 Details of the Exemption, including the estimated cost can be found at Appendix A to this report along with an extract of the Council’s Contract Procedure Rules as they relate to Exemptions.

**4.0 Implications**

**4.1 Financial**

4.1.1 The Director of Finance comments that the cost of the specialist advice sought is estimated at £40k to be met from the Parking Reserve (VFD000 D9000).

**4.2 Legal Issues (Monitoring Officer)**

4.2.1 The Head of Democracy & Governance comments that under the Council’s contract procedure rules exemptions can be agreed in limited circumstances including where there is a limited market in the number of suppliers who are able to perform the services required. The rules require that all exemptions are reported to cabinet and recorded in a central register held by the Corporate Procurement Manager.

**4.3 Equalities**

4.3.1 Not applicable in relation to this item.

**4.4 Potential Risks**

Potential Risk	Likelihood	Impact	Overall score
Potential suppliers challenge the Councils decision not to procure the supply of the services using a competitive tendering procedure.	1	4	4
Those risks scoring 9 or above are considered significant and will need specific attention in project management. They will also be added to the service’s Risk Register.			

4.5 **Staffing**

4.5.1 There are no staffing implications from this report.

4.6 **Accommodation**

4.6.1 There are no accommodation implications from this report.

4.7 **Community Safety**

4.7.1 There are no community safety implications from this report.

4.8 **Sustainability**

4.8.1 There are no sustainability implications from this report.

Appendices

Appendix A Exemption Record Application incorporating an extract from Watford Borough Council's Contract Procedure in relation to Exemptions and signed approval form dated 26 September 2016.

Background Papers

No background papers were used in the preparation of this report.

File Reference

None