



Lancing Parish Council
Invitation to Tender

To Operate the car parks at Beach Green and Widewater

Deadline for tender submissions: 24th February 2025

Invitation to tender

Introduction	3
Conditions of Tender	3
Specifications	3
Scoring And Evaluation Criteria.....	5
Conditions of Contract	6
Health And Safety.....	6
Communication/Instructions.....	7
Tender Timescale	7
Site Meeting	8

Introduction

With around 27,000 residents and covering 3.65 square miles, Lancing is often referred to as the largest village in England and has two large car parks situated on the seafront.

Lancing Parish Council are inviting invitations to tender to manage Widewater and Beach Green car parks.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 3 years previous experience in managing car parks.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned by email to tenders@lancingparishcouncil.gov.uk or in a sealed envelope to the above address by either post, courier or delivered by hand no later than 24th February 2025. Any tenders delivered by hand must be in a sealed envelope, marked 'Lancing EV Car Park charging bays' and signed as received by one of the Parish Office staff.

The Contractor is recommended to visit the sites and shall be deemed to have made all necessary allowances in the Tender Price for any changes/ improvements required.

The ideal contractor should:

- Be a well-established car park manager - i.e. able to demonstrate a high level of competency and effectiveness through examples of similar successfully managed services.
- Not be bidding on behalf of another company or contractor.
- Use local subcontractors where possible (if applicable) and be able to provide full details of each.
- Be able to provide copies of the last three years of audited accounts.

Specifications

1. Management requirements

- Both car parks are under contract with a local EV charging and the parking operator must either be or become an approved supplier for EVC and establish a custom integration with the EVC operating system via an API. This will require the operator's ticketing machines to be compatible with EVC in order to display real-time charging session data. This setup will enable the system to verify which users have paid and are actively charging, as well as identify those who have not.
- The contract must have a dedicated account manager.
- There must be 24hr customer service contact for any issues that may arise.
- Full maintenance and vandalism cover must be supplied.
- A full turnkey service will be provided for the duration of the contract.
- The operator will agree to the car park being non-operational when special events and markets are organised by the council, these will be limited events and sufficient notice will be given.

- The operator will not permit the parking of caravans, motor vehicles or coaches in either car park without permission from the Council.
- The operator will not permit any person to reside or sleep in a vehicle between sunset and sunrise.
- Other than vehicles agreed during special events, vehicles over 2m high can be allowed into either car park on the understanding that the Operator is responsible for ensuring that they are removed by the end of each day. This may include adapted vehicles for wheelchair users and emergency response vehicles or recovery trucks.
- The Operator will be responsible for securing the height barriers and gates at all times of day and inform the Council of any maintenance issues that may leave the car parks vulnerable.
- The Operator is to keep the car park clean and tidy throughout the year and is responsible for informing the Council of any repairs required to ensure the Health and Safety of the car parks.
- The Operator shall not nor permit anything to be done in the car park that will cause a disturbance or annoyance to the Council of residents and businesses in the area.
- The Operator shall not permit the sale of goods or storage in the car parks.
- The Operator shall not permit driving lesson or similar to use the car park and ensure the car park is used for its correct use.
- In the event that travellers illegally enter onto either of the car parks, the Council will do everything within its means to expedite their removal and will be responsible for any costs incurred in the respect unless it can be proven that such access resulted from any negligence by the Operator or their representative. In any event the Council will not be liable for any compensation payments whatsoever.

2. Local Business

Lancing Parish Council is keen to support local business and new industries in the area, where possible local companies and employees should be used.

3. Value Adders

Contractor to provide details or information about products or services that could be provided to Lancing Parish Council as part of the successful bid to benefit the local community.

4. Finance

The contractor should provide:

- A risk-free revenue generation solution with fixed rent and profit shares
- Income should be evaluated with costs provided:
 - 2 hours stay- £1
 - All day parking- £4
 - Charges apply between 9am and 6pm
 - Season ticket per annum £350
 - Season tickets will be at the discretion to the operator but must include 10 for local business.

- Contractor should provide a detailed commercial breakdown proposed i.e. revenue generation directly from the management of the car park.
- Quarterly payments shall be made no later than the last day of the month immediately following the end of each quarter i.e. April, July, October and January.

5. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out.

6. Costs to include:-

- Staffing
- Installation of new equipment;
- Installation of all signage, these are to include the Lancing Parish Council logo.
- Dedicated account manager;
- 24-hour customer service;
- Full maintenance and vandalism cover;
- Contactless & application payments;
- Sites performance data - Optimisation / usage reports

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to carry out the contract at their own cost. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function and as part of the tender the contractor must provide a detailed specification of all equipment to be used for each function.

Scoring And Evaluation Criteria

Bidder responses will be scored against the following criteria -

Environmental Standards and Environmental Impact	Demonstrate the positive impact the company has on the environment.	15%
Social Value	Using and supporting local companies and contributing to social value initiatives.	10%
Experience and Capability & Sustainability of Company	Demonstrate previous experience delivering work in this area, financial checks and customer feedback.	15%
Price/Value for money	Value for money offered and % income	20%
Accessibility with EV contractor	Provide detail of how to work with the EV company working from the carparks.	25%
Community Value	Demonstrate how the company will work with and invest in the local community	15%

The scoring and evaluation process will be used to identify the most suitable contractor to provide the best service via a shortlist, after which consultations will take place and the appropriate contractor selected.

Conditions of Contract

The ideal contractor should have a minimum of 3 years' experience managing car parks.

The conditions of contract are as follows:

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible without prior agreement.
- 2) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.
- 3) Any damage caused during the install of any signage or equipment will be put back to previous condition by the contractor at the contractors cost.
- 4) The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within 48 hours. If the work is not rectified within the given timescale, payment for that work will not be made.
- 5) All bidder's must provide the following with their tender:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million.
 - 2) Professional Indemnity Insurance of no less than £5million
 - 3) The Company's Health and Safety Policy statement and Risk Assessments for the contract;
 - 4) Details of the equipment to be used; and
 - 5) Continuity Plan to cover personnel sickness/leave.

Health And Safety

Prior to the commencement of the work, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The contractor should be able to demonstrate adherence to Health and Safety regulations e.g. be Safe Contractor approved. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this work, is adhered to.

- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the entirety of the contract and that site users' safety is maintained as a priority at all times.
- 3) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Operations Manager as soon as possible after any event in writing.
- 4) The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate.
- 5) Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.
- 6) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation the management of the carpark in order to ensure that safety is being both maintained and updated.
- 7) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

Communication/Instructions

The contractor shall during the term of the contract only communicate with and accept instruction from the Clerk or Deputy Clerk.

Tender Timescale

Published Date: 23rd January 2025

Register of Interest: 10th February 2025

Tender Returns: 24th February 2025

Parish Council to consider applications: 5th March 2025

Notification of award: 6th March 2025

Contract Start: 1st April 2025

Contract End Date: 31st March 2030

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

A register of interest must be sent to oliver.last@lancingparishcouncil.gov.uk before the date scheduled. All responses to questions asked will be sent to all interested parties.

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Celia Price PSLCC, Cert Ed (Comm Gov), Proper Officer, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ or via email to tenders@lancingparishcouncil.gov.uk

Site Meeting

There are opportunities to attend a site meeting with the Deputy Clerk, along with other interested contractors. Please email oliver.last@lancingparishcouncil.gov.uk to arrange a site meeting.

Beach Green Car Park:

Grid reference: TQ182037 What3Words: broad.cape.float

Widewater Car Park:

Grid reference: TQ203042 What3Words: labs.ready.noise

Otherwise contractors are welcome to visit the sites at their own convenience. This is not mandatory.