



BAWTRY TOWN COUNCIL

Bawtry Town Council Car Park on Market Hill, Bawtry, Doncaster

Invitation to submit a quotation for the management function on behalf of the Town Council

Bawtry Town Council invites suitably qualified companies who are either members of the British Parking Association (BPA) or International Parking Community (IPC) to submit their proposal for the management of our Market Hill surface level 'pay & display' car park to ideally be operative from May 2021.

The land on which the car park is situated is privately owned (by the Town Council) and currently has a Traffic Regulation Order (TRO) in place. However, the Council is open to consideration of any management model contractors wish to suggest, including a civil regime, which would improve the image of the parking regime in the Town with a customer focused approach.

This document together with the proposal of the successful company will form the basis of an agreement between the parties.

The parking layout is shown on the attached plans. Although both sides of the car park have 'one way' traffic northbound, there is not a single defined entrance with the parking spaces accessed from the High Street, making ANPR systems impractical.

The total number of parking spaces currently is 110 with 76 being on the southern side and 34 on the northern side. There are 2 ticket machines on the southern side and 1 machine on the northern side all of which are solar powered. There will need to be at least 1 ticket machine on each side of the car park. The machine(s) on the southern side will be straight replacements on the existing pads but the location of the one on the northern side may need to be moved. The Town Council is open to the machines being provided either by themselves or by the contractor. However, at this stage, any machines proposed need to offer cash payments as well as payment by credit or debit cards, contactless options and, possibly via

mobile phone. The Council is currently minded towards machines without 'keypads' so as to ensure speedier ticket transaction times.

Details of the contractor's proposals for dealing with the ticket transactions should be outlined in the tender together with details of all the costs involved. The Town Council is looking for total transparency of this process which should, ideally, be as streamlined as possible and provide the Council with a regular monthly income.

Any appropriate software system can be proposed by the contractor but must allow for data to be accessible by the Clerk to the Council.

The days/hours of charging are Monday to Saturday (excluding Bank Holidays) from 08:00 to 22:00 hrs. The Council reserves the right to alter the charging hours (in particular to reduce the evening charging hours should they wish to do so in the future but to not less than 08:00 hrs to 18:00 hrs). Any future proposed alterations would be discussed with the successful contractor before implementation and a contract sum review undertaken.

Charges are set by Bawtry Town Council and are to be included in a new TRO as follows:

0 – ½ hr	£0.20
½ - 1 hr	£1.00
1 – 2 hrs	£1.50
2 – 3 hrs	£2.00
3 – 4 hrs	£3.00
Up to 8 hrs (between 08:00 and 22:00)	£6.00
Overnight 22:00 – 08:00	Free

The parking charges have remained mainly the same over the term of the existing 2006 TRO except that they have been applied for 365 days/year.

Approximate total income levels (Gross Receipts) from pay and display tickets over the last three years, prior to the Covid pandemic were:

2019 £170,000.

2018 £176,000

2017 £181,000

Bawtry does have a reputation and uniqueness that tends to attract visitors, so the town potentially offers the opportunity for increasing footfall and hence parking revenue.

Permanent 'on site' staff are not required and no on-site facilities will be provided, or allowed within the car parking area. The successful contractor will provide 'remote' enforcement for the car park. The Council envisages the car park being patrolled for a minimum of 2 visits per day on an 'ad hoc' basis (including some evening visits up to 22.00) so as not to establish a set pattern of daily visits and to demonstrate that a management regime is in place. Tenders should therefore include details of the contractor's enforcement plans especially if a different method of enforcement is proposed.

At each visit the officers will be required to check that the 'machines are operational and also check that parking tickets and cashless parking sessions have been purchased in accordance with any traffic order or civil regime governing the car park.

All machines will be re-stocked with required 'pay & display' tickets by the contractor.

Penalty Charge Notices (PCN's) on behalf of the local authority (Bawtry Town Council) will be processed at nil cost to Bawtry Town Council and the contractor may either retain all of the revenue obtained from such notices or propose a basis of cost sharing. The intentions of the contractor are to be stated in their submission. The contractor will be required to deal with any correspondence/appeals regarding these matters. The Town Council does not anticipate that enforcement will generate a significant income stream and is keen that enforcement is not onerous or aggressive in approach. Detailed expectations will however be discussed and agreed with the approved contractor prior to finalising the contract terms.

The contractor will be responsible for the organisational arrangements of its staff and ensure that they carry out their duties in a courteous manner with due regard to the needs and safety of staff, residents, visitors and members of the public.

The tender submission/quoted prices (where appropriate) are to include for all management costs, travel costs and other ancillaries in accordance with the method of enforcement proposed by the contractor.

The initial term will be agreed by negotiation. Should the contractor's tender be based on a minimum term this should be stated in the tender bid for the Town Council to consider. The Town Council does not anticipate an initial term exceeding 5 years.
(Where appropriate, an agreed inflationary figure will be applied to the tendered prices during the duration of the contract with the contract reviewed on an annual basis).

It is anticipated that other maintenance of the site will remain the responsibility of the Town Council, but the Council is open to any other proposals in this respect. The car parking area is in need of resurfacing and lining works in the near future, but it is currently uncertain as to when this might be able to be carried out.

Suggestions for alternative management arrangements are welcomed with the Council flexible as to the system to be used to deliver the car park service. Tenders should include any examples of similar arrangements that 'have been/are being' used by the company elsewhere in the UK.

The Town Council does, however, not bind itself to consideration of any particular suggestions or agree to any acceptance of any tender received based solely on price.

Submissions are to be made to the Town Clerk by **5pm Monday 15th February 2021** either by email to bawtrytowncouncil@gmail.com, marked confidential and included as an attachment or by post marked confidential to:

Angela Harrison
The Clerk to the Council
Bawtry Town Council
c/o The Old Coach House
The Yews
Firbeck
S81 8JW

If you have any queries the Clerk can be contacted on 07758822654

Tenders received after 5pm on 15th February 2021 may not be considered.

Tenders will likely be considered at the Council meeting of the 8th March 2021 with the successful contractor contacted thereafter.