



To: Executive Councillor for Planning Policy and Transport: Councillor Kevin Blencowe

Report by: Sean Cleary, Commercial Operations Manager

Relevant scrutiny committee: Environment Scrutiny Committee
6/10/2015

Wards affected: All wards

Corporate Cash Collection Contract

Key Decision

1. Executive summary

The Executive Councillor is asked to approve a project to procure and award a contract to provide a cash collection service for the Council's car parks and other Council departments

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To approve the carrying out and completion of the procurement of a corporate cash collection contract to Cambridge City Council car parks and other Council departments.
- 2.2 The new contract will be for a 3 years with a 2 year optional extension period.
The value of the new contract will be approximately £375,000 over five years.
 - There are no capital costs arising from this scheme.
 - The revenue costs associated with this contract will be paid from existing revenue budgets

2.3 Subject to:

If the quotation or tender sum exceeds the estimated contract value by more than 15% then the permission of the Executive

Councilor and Director of Business Transformation will be sought prior to proceeding.

3. Background

- 3.1 Cambridge City Council Parking Services is responsible for running Council owned car parks throughout Cambridge. Parking Services also manages a cash collection contract for a number of other service areas within the council such as the cashiers, city homes, public toilets and community centres.
- 3.2 Under the present contract the County Council 's cash collections made from Park & Ride, Busway and the on-street pay & display machines are included. However the County Council have chosen not to be included in this procurement.
- 3.3 The current contract for cash collection expires on 31 March 2016. There is an option to extend this for up to a further year. The Parking Service may decide to extend the contract for such time as is sufficient to enable it to manage the tendering process effectively, whilst working on other related projects.
- 3.4 The existing contract includes cash collections from the off street car parks and from several Council departments. These departments have been consulted with and have all indicated that they wish to be included within the new cash collection contract
- 3.5 Discussions are to take place between Parking Services and a neighbouring authority to see if a joint procurement is suitable. A joint procurement could be advantageous for both parties as an increased number and value of cash collections could reduce the cost per collection.
- 3.4 Parking Services will be engaging with ESPO (Eastern Shires Purchasing Organisation) and LGSS (Local Government Shared Services) to establish if we can utilise an existing cash collection framework.
- 3.5 Parking services intend to manage the tender process for this contract with the assistance of the Council's Procurement officer and Legal Services.
- 3.6 The council will be charged by the contractor on a per cash collection basis. Therefore all services are being encouraged to

look at reducing the number of cash collections in order to minimise the ongoing costs incurred under this contract. Other projects are being pursued including the introduction of contactless payments for parking that will further reduce the volume of cash collections.

4. Implications

(a) **Financial Implications**

The approximate value of this contract, based on current costs, is £375,000 over 5 years.

(b) **Staffing Implications** (if not covered in Consultations Section)

Parking services will manage the tender process for this contract with the assistance of the Procurement officer and Legal Services.

There are no TUPE implications for this tender

(c) **Equality and Poverty Implications**

An equality impact assessment has been conducted, no adverse implications have been identified

(d) **Environmental Implications**

As part of this section, assign a climate change rating to your recommendation(s) or proposals. You should rate the impact as either:

- +L: The continuation of a single city wide cash collection contract will enable a more efficient collection and delivery from a variety of different locations through optimum route planning. It is intended to review route collection schedules/ frequencies throughout the contract period to strive to minimise vehicle mileage / use

(e) **Procurement**

A tendering procedure will be carried out within a cash collection framework provided by ESPO or LGSS. The procurement will be carried out in full compliance with the Council's procurement guidelines and the EU regulations. Discussions are to take place with a neighbouring authority to see if a joint procurement will be beneficial for both parties.

(f) **Consultation and communication**

Consultation with other Council departments will take place. As security measures the details of a cash collection contract and collection schedule cannot be made public

(g) **Community Safety**

A cash collection contract reduces the risk to Council staff of the need to transport cash around the city. It will also reduce cash volumes within car park pay machines reducing the risk of city centre parking equipment being a target for theft and vandalism

5. Background papers

An Equality Impact Assessment is available separately

6. Appendices

N/A

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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