

**ACTION TO BE TAKEN UNDER
DELEGATED AUTHORITY**

OPERATIONAL DECISION OF:
Director of Environment and
Operational Services

Agenda – Part: 1	KD Num: 5019
Subject: Procurement and award of a renewal of Signs and Lines Contract	
Wards: All	

Contact officer and telephone number: David Morris x796556

E mail: david.morris@enfield.gov.uk

1. EXECUTIVE SUMMARY

- 1.1 This report seeks approval to procure a signs and lines renewal contract which will primarily deal with small re-lining jobs of existing road marking lines.
- 1.2 The new contract will run for a period of 5 years plus option to extend for a further 2 years and is proposed to start on 4th July 2020.
- 1.3 A further report for the Director of Environment and Operational Services in consultation with Legal Services will follow. This will include details of the successful bidder and a recommendation to award contract following the procurement process.

2. RECOMMENDATIONS

- 2.1 That the Director of Environment and Operational Services to approve that officers go out to procure for a signs and lines contract
- 2.2 To note that the procurement and award of the successful tender meets EU procurement and the Council's Contract Procedure Rules.
- 2.3 Preliminary approval of a subsequent report for the Director of Environment and Operational Services once the procurement exercise has been completed.

3. BACKGROUND

3.1 Parking Services is responsible:

- managing and co-ordinating the activities of the contractor,
- carrying out the adjudication and bailiff debt recovery operations; this is a statutory function
- dealing with financial management, auditing/reconciliation functions
- Parking furniture (pay and display machines etc), unattended CCTV, car parks and lorry park maintenance
- Parking appeals (the statutory function)
- Contract monitoring which includes Civil Enforcement Officer monitoring, signs and lines, vehicle pound (scrapping of vehicles), staff permits, FOIs and members enquires

3.2 Parking Services oversee the renewal or replacement of any existing parking restriction lines and signs. This is a separate function to any lining that is delivered by Highway Services.

3.3 The current Highways contract focuses on large works orders. Parking Services needs a contractor to carry out small jobs to ensure that restrictions are in place to enforce parking and traffic contraventions.

3.4 The current contract value is £100k per annum (2018/19).

3.5 The Contract will be awarded after Officers have scored submissions. The scoring will be done by having a 60% quality/40% cost split.

3.6 Once the procurement exercise is completed, a further report will set out the outcome of the process sons for the award to the successful bidder.

4. ALTERNATIVE OPTIONS CONSIDERED

4.1 Bring the signing and lining process in house - We currently give batches of work to the contractor on a weekly or fortnightly basis. The service would therefore not have enough work to give to a full-time team.,

4.2 Do nothing. When signs are missing or lines are faded, enforcement of vehicles parked in contravention cannot take place.

5. REASONS FOR RECOMMENDATIONS

5.1 The Council has a duty to maintain the highway and enforce parking restrictions.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES, AND OTHER DEPARTMENTS

6.1 Financial Implications

6.1.1 The signs and lines 2018/19 was £99k. The estimated cost of the contract will be met from the existing signs and lines budget of £100k.

6.2 Legal Implications

6.2.1 The Council has responsibility for managing all on-street and some off-street parking under the Road Traffic Regulation Act 1984 and the Road Traffic Act 1991.

6.2.2 In addition, Section 111 of the Local Government Act 1972 gives the Council power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The recommendations within this report are in accordance with these statutory powers.

6.2.3 The Council also has a general power of competence in section 1 (1) of the Localism Act 2011. This states that a local authority has the power to do anything that individuals generally may do provided it is not prohibited by legislation.

6.2.4 The procurement will need to be in accordance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

6.2.5 The form of contract will need to be approved by the Director of Law and Governance.

6.2.6 The contract is a Key Decision and, as such, will need to comply with the Council's governance processes on Key Decisions (as set out in CPR 1.22.4).

6.3 Property Implications

None

6.4 Procurement Implications

6.4.1 Procurement of the signs and lines contract must be undertaken in accordance with the Councils Contract Procedure Rules (CPR's) and the Public Contracts Regulations (2015).

6.4.2 The award of any contract, including evidence of authority to award, promoting to the Councils Contract Register, and the uploading of executed contracts must be undertaken on the London Tenders Portal including future management of the contract.

6.4.3 Any awarded projects must be promoted to Contracts Finder to comply with the Government's transparency requirements.

7. KEY RISKS

7.1 Not having a signs and lines contract would mean that the enforcement of parking and traffic restrictions at areas where the lines are faded, or the signs are missing could not take place. This would lead to traffic and parking problems such as dangerous parking.

8. IMPACT ON COUNCIL PRIORITIES – CREATING A LIFETIME OF OPPORTUNITIES IN ENFIELD

8.1 Good homes in well-connected neighbourhoods

8.1.1 The enforcement of traffic and parking is essential in having neighbourhoods that connect both places to live and work within the borough

8.2 Sustain strong and healthy communities

8.2.1 Parking and traffic enforcement is necessary to form part of a wider need to help with health communities. Enforcement takes place:

- Outside of schools to ensure that children are safe
- In cycle lanes to keep them clear for people commuting or carrying out exercise
- To deter pavement parking making pavement accessible for pedestrians

8.3 Build our local economy to create a thriving place

8.3.1 The contractors should, where applicable, employ local people.

8.3.2 The contractor will also be required to pay their staff the London Living Wage in line with the Council's requirements.

9. EQUALITY IMPACT IMPLICATIONS

9.1 A screening exercise was completed for this report, which concluded that it neither relevant nor proportionate to carry out an equality impact assessment for the approval of this report because the proposal

- 9.2 However, it is noted that the contract should include a duty on the successful applicant to assist us with meeting our obligations under the Equalities Act 2010.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

- 10.1 Performance management of the signs and lines contract will be essential. We will be drawing up new key performance indicators as part of the contract specification.

11. HEALTH AND SAFETY IMPLICATIONS

- 11.1 When work is undertaken by a contractor there are key messages to remember that both parties will have responsibilities under health and safety law. Measures should also be taken to regularly review contractors' performance to ensure that the contractors' work, which forms part of the employers undertaking is being conducted in a way that is legally compliant.

12. PUBLIC HEALTH IMPLICATIONS

- 12.1 Transport is a major determinant of health and controlling parking is part of this. Inappropriate parking can prevent others from conducting their daily business, blight the landscape and create areas of danger for pedestrians and cyclists thus potentially deterring our residents from taking up "Active Transport" solutions. Enforcing appropriate parking is therefore a necessary and desirable function

Background Papers

None

