

UK-Shrewsbury: Car park control equipment.

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Section I: Contracting Authority

I.1) Name, Addresses and Contact Point(s):

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252993, Fax. +44 1743253910, Email: procurement@shropshire.gov.uk

Contact: Procurement, Attn: [REDACTED]

Further information can be obtained at: As Above

Specifications and additional documents: As Above

Tenders or requests to participate must be sent to: As Above

I.2) Type of the contracting authority:

Regional or local authority

I.3) Main activity:

General Public Services

I.4) Contract award on behalf of other contracting authorities:

The contracting authority is purchasing on behalf of other contracting authorities: Yes

Section II: Object Of The Contract: SUPPLIES

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority: JMC 031 - Car Park Control System for Raven Meadows Multi - Storey Car Park Shrewsbury

II.1.2) Type of contract and location of works, place of delivery or of performance: SUPPLIES

Region Codes: UKG22 - Shropshire CC

II.1.3) Information about a public contract, a framework or a dynamic purchasing system: The notice involves a public contract

II.1.5) Short description of the contract or purchase:

Car park control equipment. Shropshire Council wishes to contract for the installation and ongoing maintenance of a car park control system for the Raven Meadows multi-storey car park in central Shrewsbury, Shropshire, SY1 1PL, UK. The car park is currently served by a pay-on-foot car parking payment and management system, which includes entry and exit barriers (including terminals), Management Software Suite, Pay-on-foot payment terminals and ancillary data communications equipment. The council requires that all existing equipment and functionality be replaced, and that this functionality be supplemented within the new system by innovative additional functionality relating to tariff management, payment mechanisms including contactless, cashless, and pay by phone. The supplier will be required to offer ongoing 24 hour support and maintenance which may be taken up following review of terms. This ongoing maintenance will include periodic electrical testing

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity.

Questions around the Specific benefits that can be brought by contractors through this framework are set out within this Tender Response Document and in addition for your further information the council's Social Value Framework guidance can be found at www.shropshire.gov.uk/doing-business-with-shropshire-council.

The contract will be for a period of 6 years commencing 4 January 2016.

II.1.6) Common Procurement Vocabulary:

34926000 - Car park control equipment.

II.1.7) Information about Government Procurement Agreement (GPA):

The contract is covered by the Government Procurement Agreement (GPA): No

II.1.8) Lots:

This contract is divided into lots: No

II.1.9) Information about variants:

Variants will be accepted: Not Provided

II.2) Quantity Or Scope Of The Contract

II.2.1) Total quantity or scope:

Not Provided

II.2.2) Options: Not Provided

II.2.3) Information about renewals:

This contract is subject to renewal: Not Provided

II.3) Duration Of The Contract Or Time-Limit For Completion

Starting: 04/01/2016

Completion: 31/12/2021

Information About Lots

Section III: Legal, Economic, Financial And Technical Information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

see tender documentation

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

see tender documentation

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

joint and severable liability

III.1.4) Other particular conditions:

The performance of the contract is subject to particular conditions: No

III.2) Conditions For Participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

see tender documentation

III.2.2) Economic and financial capacity

Economic and financial capacity - means of proof required:

Information and formalities necessary for evaluating if requirements are met:

see tender documentation

III.2.3) Technical capacity

Technical capacity - means of proof required

Information and formalities necessary for evaluating if requirements are met:

see tender documentation and note all relevant UK legislation or EU Equivalent has to be adhered to by the contractor

III.2.4) Information about reserved contracts: Not Provided

Section IV: Procedure

IV.1) Type Of Procedure

IV.1.1) Type of procedure: Open

IV.2) Award Criteria

IV.2.1) Award criteria:

The most economically advantageous tender in terms of

The criteria stated in the specifications, in the invitation to tender or to negotiate or in the

descriptive document

IV.2.2)Information about electronic auction:

An electronic auction will be used: No

IV.3)Administrative Information

IV.3.1)File reference number attributed by the contracting authority: JMC 031

IV.3.2)Previous publication(s) concerning the same contract: Not Provided

IV.3.3)Conditions for obtaining specifications and additional documents or descriptive document:

Not Provided

IV.3.4)Time-limit for receipt of tenders or requests to participate

Date: 23/11/2015

Time: 12:00

IV.3.6)Language(s) in which tenders or requests to participate may be drawn up: English

IV.3.7)Minimum time frame during which the tenderer must maintain the tender

Duration in month(s): 3

IV.3.8)Conditions for opening tenders

Not Provided

Section VI: Complementary Information

VI.1)This Is A Recurrent Procurement: Yes

Estimated timing for further notices to be published: 01/01/2022

VI.2)Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds: Not Provided

VI.3)Additional Information: The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender.

For more information about this opportunity, please visit the Delta eSourcing portal at:
<https://www.delta-esourcing.com/tenders/UK-UK-Shrewsbury:-Car-park-control-equipment./Y842JDBA38>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/Y842JDBA38>

GO-20151019-PRO-7211438 TKR-20151019-PRO-7211437

VI.4)Procedures For Appeal

VI.4.1)Body responsible for appeal procedures:

Shropshire Council

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252992, Email: procurement@shropshire.gov.uk

VI.4.2)Lodging of appeals: Not Provided

VI.4.3)Service from which information about the lodging of appeals may be obtained:

Shropshire Council

Shirehall, Shrewsbury, SY2 6ND, United Kingdom

Tel. +44 1743252992

VI.5) Date Of Dispatch Of This Notice: 19/10/2015

ANNEX A

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Purchased on behalf of other contracting authority details:

1: Contracting Authority

Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement together also potentially for any Local Authority, other public bodies and Registered Social Landlords within neighbouring Authority areas to Shropshire including Telford & Wrekin, Powys, Worcestershire, Herefordshire, Staffordshire and all other remaining West Midland Authorities.

Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND, United Kingdom

Procurement & Contracts

Shirehall, Abbey Foregate
Shrewsbury, SY2 6ND



personal info

Tel: (01743) 252993

Fax: (01743) 255901

19th October 2015

Please ask for: [REDACTED]

Email: procurement@shropshire.gov.uk

Dear Bidder

JMC 031 - Raven Meadows Multi Storey Car Park Technology Systems

SHROPSHIRE COUNCIL

You have been invited to tender for the above requirement. With this letter please find copies of the following documents:

1. Instructions for Tendering
2. Technical Functional Specification
3. Contract Schedules
4. Contract Payment schedule
5. General Terms and Conditions
6. Tender Response Document (Including Tender schedule, Compliance matrix and pricing schedule) **(to be completed and returned)**

Tenders should be made on the enclosed Tender Response Document. Your Tender must be completed, signed and returned together with a signed copy of the 'Instructions for Tendering' through our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.

Please pay particular attention to the points below concerning the returning of tenders.

Returning of Tenders

- The deadline for returning tenders is **noon on 23 November 2015**, any tenders received after this time will not be accepted
- Tenders are to be submitted through Delta, our electronic tender portal
 - Please ensure that you allow yourself at least three hours when responding prior to the closing date and time, especially if you have been asked to upload documents. If you are uploading multiple documents you will have to individually load one document at a time or you can opt to zip all documents in an application like WinZip. Failure to submit by the time and date or by the method requested will not be accepted.

- **Once you upload documentation ensure you follow through to stage three and click the 'response submit' button. Failure to do so, will mean the documents won't be viewable by the Council.**

Tenders **cannot** be accepted if:

- Tenders are received by post, facsimile or email
- Tenders are received after **12 noon on the given deadline**

European Requirements

In accordance with the EU Procurement Directive, Shropshire Council will accept equivalent EC member or international standards in relation to safety, suitability and fitness for purpose. Where a particular brand of article or service has been referred to in the tender document, alternatives or equivalents which achieve the same result will be equally acceptable. In these cases Shropshire Council will take into account any evidence the tenderer wishes to propose in support of the claim that the product or service is equivalent to the named types.

All tender documents and any accompanying information must be submitted in English. A Contract Notice in respect of this requirement was dispatched on 19 October 2015 to appear in the Supplement to the Official Journal of the European Union.

Freedom of Information

Under the provisions of the Freedom of Information Act 2000 from 1 January 2005, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. Information about your organisation, which Shropshire Council may receive from you may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.

Therefore if you provide any information to Shropshire Council in the expectation that it will be held in confidence, you must make it clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as "commercial in confidence" will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

Other Details

Please note that if supplementary questions are raised by any tenderer prior to the closing of tenders and Shropshire Council decides that the answers help to explain or clarify the information given in the Tender Documents, then both the questions and the answers will be circulated to all enterprises invited to submit a tender.

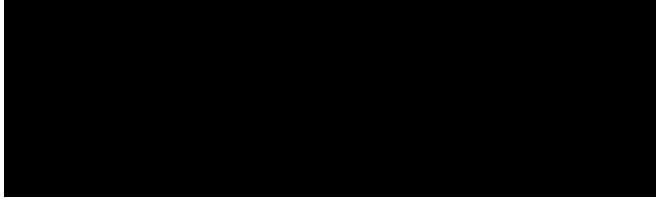
Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

Please also note that Shropshire Council is committed to achieving Social Value outcomes through maximising the social, economic and/or environmental impact of all its procurement activity. Specific requirements for this contract are set out within the Tender Response Document and in addition for your further information the council's Social Value Framework guidance can be found at www.shropshire.gov.uk/doing-business-with-shropshire-council.

personal info

If you have any queries relating to this invitation to tender, please contact us through the Delta e-tendering portal.

Yours faithfully



Procurement & Contracts
Enc

SHROPSHIRE COUNCIL

GENERAL TERMS

AND

CONDITIONS

FOR

THE SUPPLY

OF

GOODS SERVICES AND WORKS

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These General Terms and Conditions are incorporated in contracts **of all values and types** made between Shropshire Council and a Contractor for the supply of Goods and Services (as defined below).

Only those Terms and Conditions denoted with the suffix **"W"** (**Property Services contracts**) or **"Z"** (**Highways contracts**) will be incorporated into those agreements where a standard form contract is being used to provide Works (as defined below)

1. **DEFINITIONS**

1.1 In this document the following words shall have the following meanings:

'Agreement'	means the Agreement between the Council and the Contractor consisting of the Purchase Order or Form of Agreement, these General Terms and Conditions and any other documents (or parts thereof) specified in the Purchase Order or Form of Agreement.
'Associated Person'	means in respect of the Council, a person, partnership, limited liability partnership or company (and company shall include a company which is a subsidiary, a holding company or a company that is a subsidiary of the ultimate holding company of that company) in which the Council has a shareholding or other ownership interest.
'Bribery Act'	the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.
"Council Data"	the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, and which are: (a) supplied to the Contractor by or on behalf of the Council; or which the Contractor is required to generate, process, store or transmit pursuant to this Agreement; or (b) any Personal Data for which the Council is the Data Controller;
"Council Software"	software which is owned by or licensed to the Council, including software which is or will be used by the Contractor for the purposes of providing the Services but excluding the Contractor Software;
"Council System"	the Council's computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Council or the Contractor in connection with this Agreement which is owned by or licensed to the Council by a third party and which interfaces with the Contractor System or which is necessary for the Council to receive the Services;
"Council Representative"	the representative appointed by the Council
"Council"	means Shropshire Council
"Commercially Sensitive Information"	comprises the information of a commercially sensitive nature relating to the Contractor, its Intellectual Property Rights or its business which the Contractor has indicated to the Council in writing that, if disclosed by the Council, would cause the Contractor significant commercial disadvantage or material financial loss;
"Confidential Information"	any information, which has been designated as confidential by either Party in writing or that ought reasonably to be considered as confidential however it is conveyed, including information that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Council or the Contractor, including Intellectual Property Rights, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") ;
"Contractor"	means the person, firm or company or any other organisation specified in the Agreement contracting with the Council.
"Contractor Equipment"	the hardware, computer and telecoms devices and equipment supplied by the Contractor or its Sub contractors (but not hired, leased or loaned from the Council) for the provision of the Services;
"Contractor Software"	software which is proprietary to the Contractor, including software which is or will be used by the Contractor for the purposes of providing the Services;

"Contractor System"	the information and communications technology system used by the Contractor in performing the Services including the Software, the Contractor Equipment and related cabling (but excluding the Council System);
"Contractor Personnel"	all employees, agents, consultants and contractors of the Contractor and/or of any Sub-contractor;
"Data Controller"	shall have the same meaning as set out in the Data Protection Act 1998
"Data Processor"	shall have the same meaning as set out in the Data Protection Act 1998
"Data Protection Legislation"	the Data Protection Act 1998, the EU Data Protection Directive 95/46/EC, the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 (SI 2000/2699), the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner;
"Data Subject"	shall have the same meaning as set out in the Data Protection Act 1998;
"EIR"	means the Environmental Information Regulations 2004 (as may be amended from time to time.)
"Exempt Information"	means any information or class of information (including but not limited to any document, report, Agreement or other material containing information) relating to this Agreement or otherwise relating to the parties to this Agreement which potentially falls within an exemption to FOIA (as set out therein)
"FOIA"	means the Freedom of Information Act 2000 and all subsequent regulations made under this or any superseding or amending enactment and regulations; any words and expressions defined in the FOIA shall have the same meaning in this clause
"FOIA notice"	means a decision notice, enforcement notice and/or an information notice issued by the Information Commissioner
"Form of Agreement"	means the contract document (other than a Purchase Order) to which these General Terms and Conditions are attached or referred to
"Goods"	means all goods specified in the Agreement.
"Hazardous Goods"	means any solid, liquid, or gas that can cause harm to humans and other living organisms due to being radioactive, flammable or explosive, irritating or damaging the skin or lungs, interfering with oxygen intake and absorption (asphyxiants), or causing allergic reactions (allergens).
"Information"	has the meaning given under section 84 of the Freedom of Information Act 2000;
"Intellectual Property Rights"	means all patents, registered and unregistered designs, copyright, trade marks, know-how and all other forms of intellectual property wherever in the world enforceable
"Law"	any applicable law, statute, bye-law, regulation, order, regulatory policy, guidance or industry code, rule of court or directives or requirements of any Regulatory Body, delegated or subordinate legislation or notice of any Regulatory Body;
"Malicious Software"	any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence;
"Packages"	includes bags, cases, cylinders, drums, pallets and other containers

"Personal Data"	shall have the same meaning as set out in the Data Protection Act 1998;
"Price"	means the price of the Goods and/or charge for the Services or Works being provided by the Contractor
'Prohibited Act'	the following constitute Prohibited Acts: (a) to directly or indirectly offer, promise or give any person working for or engaged by the Council a financial or other advantage to: (i) induce that person to perform improperly a relevant function or activity; or (ii) reward that person for improper performance of a relevant function or activity; (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement; (c) committing any offence: (i) under the Bribery Act; (ii) under legislation creating offences concerning fraudulent acts; (iii) at common law concerning fraudulent acts relating to this Agreement or any other contract with the Council; or (d) defrauding, attempting to defraud or conspiring to defraud the Council.
"Public body"	as defined in the FOIA 2000
'Purchase Order'	means the Council's official order which encompasses orders written or electronically generated via any of the Council's ordering systems and to which these General Terms and Conditions are attached or referred to
"Receiving Party"	means a party to this Agreement to whom a Request for Information is made under FOIA, and who thereafter has overall conduct of the request and any response
'Regulated Activity'	in relation to children, as defined in Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006, and in relation to vulnerable adults, as defined in Part 2 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.
'Regulated Provider'	as defined in section 6 of the Safeguarding Vulnerable Groups Act 2006
"Regulatory Bodies"	those government departments and regulatory, statutory and other entities, committees and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this Agreement or any other affairs of the Council and "Regulatory Body" shall be construed accordingly;
"Request for Information"	means a written request for information pursuant to the FOIA as defined by Section 8 of the FOIA
"Security Policy"	the Council's security policy as updated from time to time;
"Services"	means any and all of the services to be provided by the Contractor under this Agreement including those set out in any schedules or service descriptions.
'Software'	Specially Written Software, Contractor Software and Third Party Software;
'Specially Written Software'	any software created by the Contractor (or by a third party on behalf of the Contractor) specifically for the purposes of this Agreement;
'Sub-Contract'	any contract or agreement, or proposed contract or agreement between the Contractor and any third party whereby that third party agrees to

	provide to the Contractor the Goods, Works or Services or any part thereof, or facilities or services necessary for the provision of the Goods, Works or Services or any part of the Goods, Works or Services, or necessary for the management, direction or control of the Goods, Works or Services or any part of thereof.
‘Sub-Contractor’	the third parties that enter into a Sub-Contract with the Contractor.
"Third Party Software"	software which is proprietary to any third party which is or will be used by the Contractor for the purposes of providing the Services
“Working Day”	any day other than a Saturday, Sunday or public holiday in England and Wales.
“Works”	means all civil engineering and building works of whatever nature to be provided by the Contractor to the Council
‘Writing’	includes facsimile transmission and electronic mail, providing that the electronic mail is acknowledged and confirmed as being received.

- 1.2 Clause and paragraph headings shall not affect the interpretation of these terms and conditions.
- 1.3 A person includes an individual, firm, company, corporation, unincorporated body of persons, or any state or any agency of any person.
- 1.4 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.5 A reference to a holding company or subsidiary means a holding company or subsidiary as defined in section 1159 of the Companies Act 2006.
In the case of a limited liability partnership which is a subsidiary of a company or another limited liability partnership, section 1159 of the Companies Act 2006 shall be amended so that:
- (i) references in sub-sections 1159(1)(a) and (c) to voting rights are to the members' rights to vote on all or substantially all matters which are decided by a vote of the members of the limited liability partnership; and
 - (ii) the reference in sub-section 1159(1)(b) to the right to appoint or remove a majority of its board of directors is to the right to appoint or remove members holding a majority of the voting rights.
- 1.6 Words in the singular shall include the plural and vice versa.
- 1.7 A reference to one gender shall include a reference to the other genders.
- 1.8 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 1.9 A reference to writing or written includes faxes but not e-mail, unless otherwise specifically agreed.
- 1.10 Any obligation in these terms and conditions on a person not to do something includes an obligation not to agree or allow that thing to be done.
- 1.11 References to clauses are to the clauses of these terms and conditions.
- 1.12 Where any statement is qualified by the expression so far as the Contractor is aware or to the Contractor's knowledge or any similar expression, that statement shall be deemed to include an additional statement that it has been made after due and careful enquiry.
- 1.13 Where there is any conflict or inconsistency between the provisions of these terms and conditions or any other document forming part of the agreement with the Council, such conflict or inconsistency shall be resolved in a manner at the Council's sole discretion.

2 GENERAL

- 2.1 When requested, the Contractor shall specify the Goods, Services or Works to be provided at the price payable.

- 2.2 No variation of these General Terms and Conditions shall be binding unless agreed expressly in Writing by both the Council and the Contractor.
- 2.3 These General Terms and Conditions shall apply to the exclusion of any other terms or conditions submitted, proposed or stipulated by the Contractor, whether in Writing or orally, and any such other term or condition is hereby expressly excluded or waived.
- 2.4 The Contractor shall complete the Works or Services or supply the Goods within the agreed times but time shall not be of the essence in the performance of any services unless expressly stated in Writing by the Council.
- 2.5 The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council (**W**) (**Z**)

3 SPECIFICATION AND QUALITY OF THE GOODS, SERVICES AND WORKS

- 3.1 The quantity, quality and description of the Goods or Services shall comply in all respects with any quoted British Standards and the specification or illustration contained in any product pamphlet or other sales or marketing literature of the Contractor or drawings, samples and patterns specified in the Agreement or any modifications thereof that may be agreed by the Council in Writing.
- 3.2 All Goods will be of good construction, sound materials, and of adequate strength, shall be free of defects in design materials and workmanship, and shall comply with the requirements of the Sale of Goods Act 1979 and the Supply of Goods and Services Act 1982, as applicable to this Agreement and as amended by any related statutes, and any statutory re-enactment(s) or modification(s) thereof.

4 ALTERATIONS TO THE SPECIFICATION OF GOODS AND SERVICES

- 4.1 The parties may at any time mutually agree upon and execute alterations in the scope of Goods, Works or Services to be provided under this Agreement
- 4.2 On receipt of a request from the Council for alterations the Contractor shall, within 5 working days or such other period as may be agreed between the parties, advise the Council by notice in Writing of the effect of such alterations, if any, on the price and any other terms already agreed between the parties
- 4.3 Where the Contractor gives written notice to the Council agreeing to perform any alterations on terms different to those already agreed between the parties, the Council shall, within 5 working days of receipt of such notice or such other period as may be agreed between the parties, advise the Contractor by notice in Writing whether or not it wishes the alterations to proceed thereafter the Contractor shall perform this Agreement upon the basis of such amended terms

5 PRICE AND PAYMENT

- 5.1 The price for the supply of Goods and Services are as set out in the Agreement and the Contractor shall invoice the Council at the time the Goods are despatched or the Services are provided.
- 5.2 The Price, which shall include all charges for delivery to the Council, packaging, insurance and carriage, shall be exclusive of VAT and shall be a fixed price for the duration of the Agreement and shall not be varied without prior written consent of the Council.
- 5.3 The Council reserves the right to set off against the price of the Goods or Services any sums owed or becoming due to the Council from the Contractor.

- 5.4 Provided that a nominated employee or authorised signatory of the Council has signed for Goods or Services the Council will make payment to the Contractor by BACS (Bank Automated Clearing System) within 30 days following of receipt of the relevant undisputed invoice or acceptance of the relevant Goods or Services. No other method of payment shall be acceptable and the Contractor shall ensure that their bank account details are provided to the Council at least 30 days prior to payment becoming due to enable the payment to be made. The Council shall not be liable for any late payment charges where the Contractor fails to provide the Council with their correct bank account details in accordance with this clause.
- 5.5 If the Council fails to make any payment due to the Contractor under this agreement by the due date for payment, then the Council shall pay interest on the overdue amount at the rate of 4% per annum above Bank of England base rate from time to time. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount, whether before or after judgment.
- 5.6 VAT, where applicable, shall be shown separately on all invoices as a strictly net extra, the Invoice must comply with VAT rules and regulations. The correct Purchase Order number must be quoted on all invoices, and the Council will accept no liability whatsoever for invoices, delivery notes or other communications which do not bear such Purchase Order numbers.
- 5.7 The Council reserves the right to refuse payment of sums invoiced in excess of the prices stated in the Agreement.
- 5.8 Unless otherwise agreed in Writing by the Council the Contractor will pay any of its appointed sub-contractors within 30 days from receipt of an undisputed invoice.

6 DELIVERY

- 6.1 The Agreement will specify the quantity of Goods and the nature of the Services required and the date or dates and place of delivery of the Goods or provision of the Service or Services. The Contractor shall provide such programmes of manufacture and delivery as the Council may require. Each delivery or consignment shall have a packing note quoting the reference number of the Purchase Order (where applicable) prominently displayed, and the Council may reject quantities delivered in excess of those stated on the Agreement.
- 6.2 If Goods are in any respect incorrectly delivered the Contractor shall immediately affect correct delivery and shall be responsible for any additional costs or expenses incurred by both parties in so doing.
- 6.3 If Services are provided by the Contractor otherwise than in accordance with the terms of the Agreement, the Contractor shall immediately affect correct provision of the Services and shall be responsible for any additional costs or expenses incurred by the Council or the Contractor in so doing.
- 6.4 The Council may reject any Goods which are not in accordance with the Agreement and the Council shall not be treated as having accepted any Goods until the Council has had a reasonable time to inspect them following delivery or, if later, within a reasonable time after a latent defect in the Goods has become apparent.
- 6.5 The Contractor shall comply with all applicable regulations or other legal requirements as regards the manufacture, packaging, labelling, and delivery of the Goods. The Contractor shall deliver the Goods properly and securely packed and supply the Services during the Council's usual business hours (8:45 to 17:00 Monday to Thursday and 8:45 to 16:00 Friday) or in accordance with the instructions shown on the Agreement.

- 6.6 Where Goods are delivered by road vehicle, available empty Packages may be returned by the same vehicle.
- 6.7 Where the Council has an option to return Packages and does so, the Council will return such Packages empty and in good order and condition (consigned 'carriage paid' unless otherwise agreed) to the Contractor's supplying works or depot indicated by the Contractor, and will advise the Contractor of the date of despatch.
- 6.8 Packages and containers of all kinds are supplied free by the Contractor and are non-returnable unless otherwise clearly stated, in the first instance, on quotations and subsequently on all Packages, advice notes and delivery notes.

7. LOSS OR DAMAGE IN TRANSIT

- 7.1 The Contractor shall promptly make good, free of charge to the Council, any loss in transit of the Goods if notified within 21 days of delivery or any damage to or defect in the Goods if notified within 10 days of delivery.

8. INSPECTION

- 8.1 The Contractor shall be responsible for the inspection and testing of the Goods and shall ensure that they comply with the Agreement prior to delivery to the Council. The Council shall have the right to inspect the Goods at the Contractor's works and those of its Sub-Contractors at all reasonable times and to reject any part thereof that does not comply with the terms of the Agreement.
- 8.2 The Contractor shall ensure that rights of access, inspection and rejection at premises of any sub-Contractor of the Contractor are given to the Council in sub-agreements between the Contractor and the Contractor's Sub-Contractors. Any inspection, checking, approval or acceptance given on behalf of the Council shall not relieve the Contractor or its Sub-Contractors from any obligations or liabilities set forth in this Agreement.

9. REJECTION

- 9.1 The Council shall have the right to reject any Goods or Services which do not comply with the Agreement, and are, without limitation, not of a stipulated quality or quantity or measurement, unfit for the purpose for which they are required or non-compliant with a description or specification or sample, and the Council may return such rejected Goods to the Contractor at the Contractor's cost and expense.
- 9.2 If the Contractor is unable to supply acceptable replacement Goods or Services within the time specified in the Agreement, or within any extension of such time as the Council may grant, the Council will be entitled to purchase elsewhere other Goods or Services, as near as is practicable to the same Agreement specifications as circumstances shall permit, but without prejudice to any other right which the Council may have against the Contractor including, but not limited to, payment by the Contractor of any excess costs incurred by the Council in doing so.
- 9.3 The making of such payment shall not prejudice the Council's right of rejection and the Contractor shall immediately reimburse the Council with an amount equal to that paid by the Council in respect of the Goods or Services and any applicable taxes. Before exercising the said right elsewhere the Council shall give the Contractor reasonable opportunity to replace rejected Goods or Services with Goods or Services that conform to the Agreement.
- 9.4 The Council is under no obligation to test or inspect the Goods before or on delivery.

10 TITLE - PASSING PROPERTY

- 10.1 Property and risk in the Goods will remain with the Contractor until the Goods are delivered to the place specified in the Agreement and a nominated employee of the Council has signed a delivery note for them, whereupon title will pass to the Council, without any limitation, constraint or encumbrance.
- 10.2 If payment for the Goods is made prior to delivery, property in the Goods shall pass to the Council once payment has been made and the Goods have been unconditionally appropriated by the Council.
- 10.3 In these circumstances the Contractor will set aside the Goods and store them separately from similar Goods held at the Contractor's premises specified in the Agreement and ensure that they are securely, clearly and visibly marked with the wording "Property of Shropshire Council" so as to identify those Goods as having been unconditionally appropriated by the Council to whose order they are held
- 10.4 The Contractor will allow a named representative of the Council reasonable accompanied access to its premises specified in the Agreement to verify compliance with clause 10.3 herein and will immediately rectify any non-compliance as identified by the Council's named representative
- 10.5 The Contractor will indemnify the Council for any loss of or damage to the Goods until delivered on-site.
- 10.6 Without prejudice to this indemnity the Contractor will have appropriate and adequate insurance cover against any such loss or damage with a reputable insurer from the time that title in the materials or Goods passes to the Council until they are delivered on-site and the Contractor shall provide the Council with certified copies of the relevant policy upon request.
- 10.7 The Contractor agrees that the Council has the right to enter the Contractor's premises specified in the Agreement where Goods are being held in order to recover the said materials or Goods in the event of the Contractor's insolvency

11 THE COUNCIL'S OBLIGATIONS

- 11.1 To enable the Contractor to perform its obligations under this Agreement the Council shall:
- a) co-operate with the Contractor;
 - b) provide the Contractor with any information reasonably required by the Contractor;
 - c) obtain all necessary permissions and consents which may be required before the commencement of the Services or the supply of Goods; and
 - d) comply with such other requirements as may be otherwise agreed between the parties.
- 11.2 Without prejudice to any other rights to which the Contractor may be entitled, in the event that the Council unlawfully terminates or cancels the Goods or Services agreed to in the Agreement the Council shall be required to pay to the Contractor as agreed damages and not as a penalty the full amount of any third party costs to which the Contractor has reasonably committed and in respect of cancellations on less than five working days' written notice the full amount of the Goods and Services.

12. WARRANTIES

- 12.1 The Contractor warrants that as from the date of delivery for a minimum period of 12 months the Goods and all their component parts, where applicable, are free from any defects in design, workmanship, construction or materials. Where certain Goods carry warranties for longer periods the Contractor will notify the Council of these from time to time as appropriate.

12.2 The Contractor warrants that the Services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.

13 INDEMNIFICATION

13.1 The Council shall indemnify the Contractor against all reasonable claims, costs and expenses which the Contractor may incur and which arise, directly from the Council's breach of any of its obligations under this Agreement.

13.2 The Contractor shall indemnify the Council against all reasonable damage, liability, costs, claims, actions and proceedings arising out of the performance, defective performance or otherwise of this Agreement by the Contractor, its employees, servants or agents

14 TERMINATION AND CANCELLATION

14.1 The Council upon giving the Contractor notice in Writing may cancel any Agreement at any time. A fair and reasonable price will be paid for all work in progress at the time of the cancellation, providing all such work is delivered to, and/or performed for the Council and is accepted as described in Clauses 6 to 9 herein. The Council's liability is strictly limited to work in progress and no further loss or liability will accrue.

14.2 Either party may terminate this Agreement forthwith by notice in Writing to the other if:

- a). the other party commits a material breach of this Agreement and, in the case of a breach capable of being remedied, fails to remedy it within 14 calendar days of being given notice in Writing setting out the breach and indicating that failure to remedy the breach may result in termination of this Agreement.
- b). the other party commits a material breach of this Agreement which cannot be remedied under any circumstances;
- c). the other party passes a resolution for winding up (other than for the purpose of solvent amalgamation or reconstruction), or a court of competent jurisdiction makes an order to that effect;
- d). the other party ceases to carry on its business or substantially the whole of its business;
or
- e). the other party is declared insolvent, or convenes a meeting of or makes or proposes to make any arrangement or composition with its creditors; or a liquidator, receiver, administrative receiver, manager, trustee or similar officer is appointed over any of its assets.

15 PREVENTION OF BRIBERY (W) (Z)

15.1 The Contractor:

- a) shall not, and shall procure that all Contractor Personnel shall not, in connection with this Agreement commit a Prohibited Act;
- b) warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Agreement, excluding any arrangement of which full details have been disclosed in writing to the Council before execution of this Agreement.

15.2 The Contractor shall:

- a) if requested, provide the Council with any reasonable assistance, at the Council's reasonable cost, to enable the Council to perform any activity required by any relevant

government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act;

b) the Contractor shall, within 10 Working Days of a request from the Council, certify to the Council in writing (such certification to be signed by an officer of the Contractor) the Contractor's compliance with this clause 15 and provide such supporting evidence of compliance with this clause 15 by the Contractor as the Council may reasonably request.

15.3 If any breach of clause 15.1 is suspected or known, the Contractor must notify the Council immediately.

15.4 If the Contractor notifies the Council that it suspects or knows that there may be a breach of clause 15.1, the Contractor must respond promptly to the Council's enquiries, co-operate with any investigation, and allow the Council to audit books, records and any other relevant documentation. This obligation shall continue for two years following the expiry or termination of this Agreement.

15.5 The Council may terminate this Agreement by written notice with immediate effect, and recover from the Contractor the amount of any loss directly resulting from the cancellation, if the Contractor or Contractor Personnel (in all cases whether or not acting with the Contractor's knowledge) breaches clause 15.1. At the Council's absolute discretion, in determining whether to exercise the right of termination under this clause 15.5, the Council shall give consideration, where appropriate, to action other than termination of this Agreement unless the Prohibited Act is committed by the Contractor or a senior officer of the Contractor or by an employee, Sub-Contractor or supplier not acting independently of the Contractor. The expression "not acting independently of" (when used in relation to the Contractor or a Sub-Contractor) means and shall be construed as acting:

a) with the authority; or,

b) with the actual knowledge;

of any one or more of the directors of the Contractor or the Sub-Contractor (as the case may be); or

c) in circumstances where any one or more of the directors of the Contractor ought reasonably to have had knowledge.

15.6 Any notice of termination under clause 15.5 must specify:

a) the nature of the Prohibited Act;

b) the identity of the party whom the Council believes has committed the Prohibited Act; and

c) the date on which this Agreement will terminate.

15.7 Despite clause 42 (Disputes), any dispute relating to:

a) the interpretation of clause 15; or

b) the amount or value of any gift, consideration or commission,

shall be determined by the Council and its decision shall be final and conclusive.

15.8 Any termination under clause 15.5 will be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council.

16 INTELLECTUAL PROPERTY RIGHTS

16.1 Any specification, drawing, sample and pattern supplied by the Council to the Contractor, or specifically produced by the Contractor for the Council in connection with this Agreement, together with the copyright, design rights or any other intellectual property rights thereto shall be the exclusive property of the Council. On payment of the price and for no further consideration the Contractor assigns to the Council with full title guarantee all such copyright, design and other intellectual property rights.

16.2 The Contractor shall not disclose to any third party (except sub-contractors accepting a like obligation of secrecy, and then only to the extent necessary for the performance of the sub-agreement) or provide any such specification, drawing, sample or pattern to any third

party or use the same except to the extent that it is or becomes public knowledge through no fault of the Contractor, or as is required for the purposes of the Agreement.

16.3 This provision shall survive the expiration or termination of the Agreement.

17 INDEPENDENT CONTRACTORS

17.1 The Contractor and the Council are independent of each other, and neither has the authority to bind the other to any third party or act in any way as the representative of the other, unless otherwise expressly agreed to in Writing by both parties.

18 SEVERABILITY

18.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any Court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provision eliminated.

19 ASSIGNMENT, TRANSFER AND SUB-CONTRACTING

19.1 The Council may, subject to clause 19.2:
(a) assign any of its rights under the Agreement; or
(b) transfer all of its rights or obligations by novation, to another person.

19.2 The consent of the Contractor is required for an assignment or transfer by the Council unless:
(a) the assignment or transfer is to an Associated Person of the Council; or
(b) either the Council or the Contractor have committed a breach of this Agreement which gives the other party the right under the terms of this Agreement to terminate the Agreement. Any such consent must not be unreasonably withheld or delayed and if not expressly refused within five Working Days shall be deemed given.

19.3 The Contractor may not assign any of its rights, or transfer any of its rights or obligations under the Agreement.

19.4 The Contractor will not, without the written consent of the Council sub-contract its right or obligations under this Agreement nor allow Services to be provided other than through his own employees and using his own equipment.

19.5 In the event that the Council has consented to the placing of sub-contracts, copies of each sub-contract and order shall be sent by the Contractor to the Council immediately it is issued.

19.6 Notwithstanding the Contractor's right to sub-contract pursuant to this clause 19, the Contractor shall remain responsible for all acts and omissions of its Sub-contractors and the acts and omissions of those employed or engaged by the Sub-contractors as if they were its own. An obligation on the Contractor to do, or to refrain from doing, any act or thing shall include an obligation upon the Contractor to procure that its employees, staff, agents and Sub-contractors' employees, staff and agents also do, or refrain from doing, such act or thing.

20 WAIVER

20.1 The failure by either party to enforce at any time or for any period any one or more of these General Terms and Conditions herein shall not be a waiver of them or of the right at any time subsequently to enforce all the terms and conditions of this Agreement.

21 HAZARDOUS GOODS

- 21.1 Hazardous Goods must be marked by the Contractor with International Danger Symbol(s) and display the name of the material in English. Transport and other documents must include declaration of the hazard and name of the material in English. Goods must be accompanied by emergency information in English in the form of written instructions, labels or markings. The Contractor shall observe the requirements of UK and international laws, regulations and agreements relating to the packing, labelling and carriage of hazardous Goods.
- 21.2 All information known, held by, or reasonably available to, the Contractor regarding any potential hazards known or believed to exist in transport, handling or use of the Goods supplied shall be promptly communicated to the Council.

22 NOTICES

- 22.1 Unless otherwise communicated to the party in Writing any notice to be given by either party to the other may be served by email, fax, personal service or by post to the address of the other party that is the registered office or main place of business of the Contractor or if the Council, the Shirehall, Abbey Foregate, Shrewsbury. SY2 6ND
- 22.2 A Notice sent by email shall be deemed to be received providing receipt is acknowledged and confirmed, Notice sent by fax shall be deemed to be served on receipt of an error free transmission report, Notice given by letter shall be deemed to have been served at the time at which the letter was delivered personally or if sent by second class post shall be deemed to have been delivered in the ordinary course of post and if by first class post shall be deemed to have been delivered 48 hours after posting and acknowledged

23 CONFIDENTIALITY (W) (Z)

- 23.1 All plans, drawings, designs or specifications supplied by the Council to the Contractor shall remain the exclusive property of, and shall be returned to the Council on completion of the Agreement and shall not be copied, and no information relating to the Goods or the Services shall be disclosed to any third party, except as required for the purpose of this Agreement.
- 23.2 No photographs of any of the Council's equipment, installations or property shall be taken without the Council's prior consent in Writing. The Contractor shall keep secret and shall not divulge to any third party (except sub-contractors accepting a like obligation of secrecy, and then only to the extent necessary for the performance of the sub-agreement) all information given by the Council in connection with the Agreement or which becomes known to the Contractor through his performance of the Agreement or use the same other than for the purpose of executing the Agreement.
- 23.3 The Contractor shall not mention the Council's name in connection with the Agreement or disclose the existence of the Agreement in any publicity material or other similar communication to third parties without the Council's prior consent in Writing.
- 23.4 The Contractor will keep confidential any information it becomes aware of by reason of the operation of this Agreement.
- 23.5 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Agreement, each party shall:
- 23.5.1 treat the other party's Confidential Information as confidential; and
 - 23.5.2 not disclose the other party's Confidential Information to any other person without the owner's prior written consent
- 23.6 Clause 23.5 shall not apply to the extent that:

- 23.6.1 such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the Audit Commission Act 1998 or under the FOIA or the Environmental Information Regulations pursuant to the above clause regarding Freedom of Information;
 - 23.6.2 such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
 - 23.6.3 such information was obtained from a third party without obligation of confidentiality;
 - 23.6.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Agreement; or
 - 23.6.5 it is independently developed without access to the other party's Confidential Information.
- 23.7 The Contractor may only disclose the Council's Confidential Information to the Contractor Personnel who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such Contractor Personnel are aware of and shall comply with these obligations as to confidentiality.
- 23.8 The Contractor shall not, and shall procure that the Contractor Personnel do not, use any of the Council's Confidential Information received otherwise than for the purposes of this Agreement
- 23.9 Nothing in this Agreement shall prevent the Council from disclosing the Contractor's Confidential Information:
- 23.9.1 to any consultant, contractor or other person engaged by the Council;
 - 23.9.2 for the purpose of the examination and certification of the Council's accounts or any other form of audit of the Council;
- 23.10 The Council shall use all reasonable endeavours to ensure that any government department, employee, third party or Sub-contractor to whom the Contractor's Confidential Information is disclosed pursuant to this Agreement is made aware of the Council's obligations of confidentiality.
- 23.11 Nothing in this clause shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Agreement in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.
- 23.12 The provisions of this Clause shall survive the expiration or termination of this Agreement.

23A AGREEMENT STATUS AND TRANSPARENCY (W) (Z)

- 23A.1 The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Agreement and any associated tender documentation provided by the Contractor (the Tender Submission) is not Confidential Information. The Council shall be responsible for determining in its absolute discretion whether any of the content of the Agreement or the Tender Submission is exempt from disclosure in accordance with the provisions of the FOIA.
- 23A.2 Notwithstanding any other term of this Agreement, the Contractor hereby gives his consent for the Council to publish this Agreement and the Tender Submission in its entirety, including from time to time agreed changes to the Agreement, to the general public.
- 23A.3 The Council may consult with the Contractor to inform its decision regarding any exemptions but the Council shall have the final decision in its absolute discretion.

23A.4 The Contractor shall assist and cooperate with the Council to enable the Council to publish this Agreement and the Tender Submission.

24 **COUNCIL DATA**

24.1 The Contractor shall not delete or remove any copyright or proprietary notices contained within or relating to the Council Data.

24.2 The Contractor shall not store, copy, disclose, or use the Council Data except as necessary for the performance by the Contractor of its obligations under this Agreement or as otherwise expressly authorised in writing by the Council and in particular the Contractor shall not store any Council Data, which the Council has notified the Contractor requires storage in an encrypted format, on any portable device or media unless that device is encrypted.

24.3 To the extent that Council Data is held and/or processed by the Contractor, the Contractor shall supply that Council Data to the Council as requested by the Council in any format specified in this Agreement or if none specified in any format reasonably requested by the Council.

24.4 The Contractor shall take responsibility for preserving the integrity of Council Data and preventing the corruption or loss of Council Data and shall take such back up copies of the Council Data at regular intervals appropriate to the frequency of the revision of the Council Data.

24.5 The Contractor shall ensure that any system on which the Contractor holds any Council Data, including back-up data, is a secure system that complies with the Security Policy to include, but not limited to, the following requirements in the Security Policy:

24.5.1 Access to the system is restricted to Contractor Personnel with a legitimate need to access the Council Data; and

24.5.2 The system is kept up to date with the latest versions of operating system and anti-virus updates; and

24.5.3 Transfer of data to and from the system is conducted in a secure manner.

24.6 If the Council Data is corrupted, lost or sufficiently degraded as a result of the Contractor's Default so as to be unusable, the Council may:

24.6.1 require the Contractor (at the Contractor's expense) to restore or procure the restoration of Council Data as soon as practicable; and/or

24.6.2 itself restore or procure the restoration of Council Data, and shall be repaid by the Contractor any reasonable expenses incurred in doing so including the restoration of the Council Data.

24.7 If at any time the Contractor suspects or has reason to believe that Council Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Contractor shall notify the Council via the Council's ICT Helpdesk immediately and inform the Council of the remedial action the Contractor proposes to take.

24.8 The Contractor shall check for and delete Malicious Software and if Malicious Software is found, the parties shall co-operate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of Council Data, assist each other to mitigate any losses and to restore the Services to their desired operating efficiency.

24.9 Any cost arising out of the actions of the parties taken in compliance with the provisions of sub-clause .8 above shall be borne by the parties as follows:

24.9.1 by the Contractor where the Malicious Software originates from the Contractor Software, the Third Party Software or the Council Data (whilst the Council Data was under the control of the Contractor); and

24.9.2 by the Council if the Malicious Software originates from the Council Software or the Council Data (whilst the Council Data was under the control of the Council).

25 PROTECTION OF PERSONAL DATA

25.1 With respect to the parties' rights and obligations under this Agreement, the parties agree that the Council is the Data Controller and that the Contractor is the Data Processor.

25.2 The Contractor shall:

25.2.1 Process the Personal Data only in accordance with instructions from the Council (which may be specific instructions or instructions of a general nature as set out in this Agreement or as otherwise notified by the Council to the Contractor during the term of this Agreement);

25.2.2 Process the Personal Data only to the extent, and in such manner, as is necessary for the provision of the Services or as is required by Law or any Regulatory Body;

25.2.3 implement appropriate technical and organisational measures, including but not limited to ensuring that Personal Data is not stored on any portable equipment or storage device or media unless encrypted, to protect the Personal Data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;

25.2.4 take reasonable steps to ensure the reliability of any Contractor Personnel who have access to the Personal Data;

25.2.5 obtain prior written consent from the Council in order to transfer the Personal Data to any Sub-contractors or Affiliates for the provision of the Services;

25.2.6 ensure that all Contractor Personnel required to access the Personal Data are informed of the confidential nature of the Personal Data and comply with the obligations set out in this Protection of Personal Data clause ;

25.2.7 ensure that no Contractor Personnel publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Council;

25.2.8 notify the Council (within five Working Days) if it receives:

- a) a request from a Data Subject to have access to that person's Personal Data; or
- b) a complaint or request relating to the Council's obligations under the Data Protection Legislation;

25.2.9 provide the Council with full cooperation and assistance in relation to any complaint or request made, including by:

- a) providing the Council with full details of the complaint or request;
- b) complying with a data access request within the relevant timescales set out in the Data Protection Legislation and in accordance with the Council's instructions;
- c) providing the Council with any Personal Data it holds in relation to a Data Subject (within the timescales required by the Council); and
- d) providing the Council with any information requested by the Council;

25.2.10 permit the Council or the Council Representative (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit, in accordance with the Audit clause, the Contractor's data Processing activities (and/or those of its agents, subsidiaries and Sub-contractors) and comply with all reasonable requests or directions by the Council to enable the Council to verify and/or procure that the Contractor is in full compliance with its obligations under this Agreement;

25.2.11 provide a written description of the technical and organisational methods employed by the Contractor for processing Personal Data (within the timescales required by the Council); and

25.2.12 not process Personal Data outside the United Kingdom without the prior written consent of the Council and, where the Council consents to a transfer, to comply with:

- a) the obligations of a Data Controller under the Eighth Data Protection Principle set out in Schedule 1 of the Data Protection Act 1998 by providing an adequate level of protection to any Personal Data that is transferred; and
- b) any reasonable instructions notified to it by the Council

25.2.13 The Contractor shall comply at all times with the Data Protection Legislation and shall not perform its obligations under this Agreement in such a way as to cause the Council to breach any of its applicable obligations under the Data Protection Legislation.

25.2.14 The Contractor shall ensure that its employees and agents are aware of and comply with this clause and shall indemnify the Council against any loss or damage sustained or incurred as a result of any breach of this clause.

26 COUNCIL DATA AND PERSONAL INFORMATION AUDITS

26.1 Except where an audit is imposed on the Council by a Regulatory body, the Council may, acting reasonably, conduct an audit for the following purposes:

26.1.1 to review the integrity, confidentiality and security of the Council Data;

26.1.2 to review the Contractor's compliance with the Data Protection Act 1998, the Freedom of Information Act 2000 in accordance with the Protection of Personal Data and Freedom of Information clauses and any other legislation applicable to the Services;

26.2 The Council shall use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Contractor or delay the provision of the Services.

26.3 Subject to the Council's obligations of confidentiality, the Contractor shall on demand provide the Council (and/or its agents or representatives) with all reasonable co-operation and assistance in relation to each audit, including:

26.3.1 all information requested by the Council within the permitted scope of the audit;

26.3.2 reasonable access to any Sites controlled by the Contractor and to any equipment used (whether exclusively or non-exclusively) in the performance of the Services;

26.3.3 access to Contractor Personnel

26.4 The Contractor shall implement all measurement and monitoring tools and procedures necessary to measure and report on the Contractor's performance of the Services.

26.5 The Council shall endeavour to (but is not obliged to) provide at least 5 Working Days notice of its intention to conduct an audit.

26.6 The parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause.

26.7 This clause shall not apply to any audit or inspection regarding the provision of the Services specified in the Service Specification or elsewhere in this Agreement which may be conducted as specified in this Agreement.

27. PUBLIC INTEREST DISCLOSURE ('WHISTLE BLOWING') (W)(Z)

- 27.1 The Contractor will ensure that his employees and agents are made aware of the Council's policy "Speaking Up About Wrongdoing" and that the details of this policy are fully explained to them and shall provide the Council with evidence of doing so upon request

28 INSURANCE

- 28.1 The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover, or in accordance with any legal requirement for the time being in force, in respect of all legal liability which may be incurred by the Contractor, arising out of the Contractor's performance of this Agreement, including death or personal injury, loss of or damage to property or any other loss, and unless otherwise agreed with the Council such policy or policies of Public Liability and Employers Liability insurance shall provide for a minimum indemnity limit of £5,000,000 (FIVE MILLION POUNDS).

- 28.2 If appropriate and requested in Writing, the Contractor may also be required to provide Product Liability insurance of at least £2,000,000 (TWO MILLION POUNDS) cover for any one claim.

- 28.3 Where the Contractor is providing Services of a professional nature, or the Council otherwise specifies that professional indemnity insurance is required, the Contractor shall hold and maintain professional indemnity insurance cover and shall ensure that all professional consultants or Sub-Contractors involved in the provision of the Services hold and maintain policy cover which indemnifies the contractor for negligent acts arising out of the performance of this Agreement. To comply with its obligations under this clause, and as a minimum, the Contractor shall ensure professional indemnity insurance held by the Contractor and by any agent, Sub-Contractor or consultant involved in the performance of Services has a limit of indemnity of not less than £2,000,000 (TWO MILLION POUNDS) in respect of each and every claim.

28.3.1 The Contractor shall hold and maintain the insurances required under this Agreement for a minimum of 6 years following the expiration or earlier termination of this Agreement

- 28.4 The Contractor warrants that it has complied with this clause 28 and shall provide the Council with certified copies of the relevant policy documents (including any warranties or exclusions) together with receipts or other evidence of payment of the latest premiums due under those policies prior to the commencement of this Agreement and annually thereafter during the Term..

- 28.5 The Contractor shall:

- (a) do nothing to invalidate any insurance policy
- (b) notify the Council if any policy is (or will be) cancelled or its terms are (or will be) subject to any material change

- 28.6 For the avoidance of doubt, the terms of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under this Agreement.

- 28.7 Where the minimum limit of indemnity required in relation to any of the insurances is specified as being "in the aggregate":

28.7.1 if a claim or claims which do not relate to this Agreement are notified to the insurers which, given the nature of the allegations and/or the quantum claimed by the third party(ies), is likely to result in a claim or claims being paid by the insurers which could reduce the level of cover available below that minimum, the Contractor shall immediately submit to the Council:

- (i) details of the policy concerned; and
- (ii) its proposed solution for maintaining the minimum limit of indemnity specified; and

28.7.2 if and to the extent that the level of insurance cover available falls below that minimum because a claim or claims which do not relate to this Agreement are paid by insurers, the Contractor shall:

- (i) ensure that the insurance cover is reinstated to maintain at all times the minimum limit of indemnity specified for claims relating to this Agreement; or
- (ii) if the Contractor is or has reason to believe that it will be unable to ensure that insurance cover is reinstated to maintain at all times the minimum limit of indemnity specified, immediately submit to the Council full details of the policy concerned and its proposed solution for maintaining the minimum limit of indemnity specified.

29. EQUALITIES (W) (Z)

- 29.1 The Contractor and any Sub-Contractor employed by the Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race or ethnic origin, disability, gender, sexual orientation, religion or belief, or age in the supply and provision of Goods, Services or Works under this Agreement, or in its employment practices.
- 29.2 Without prejudice to the generality of the foregoing, the Contractor and any Sub-Contractor employed by the Contractor shall not unlawfully discriminate within the meaning and scope of the Equalities Act 2010 or other relevant legislation, or any statutory modification or re-enactment thereof.
- 29.3 In addition, the Contractor and any Sub-Contractor employed by the Contractor in providing services to the Council will comply with the general duty imposed on local authorities by Section 149 of the Equality Act 2010 to eliminate discrimination, harassment and victimisation and promote equality of opportunity between persons who share a protected characteristic and those who do not share it and to foster good relations between persons who share a protected characteristic and those who do not share it .
- 29.4 The Contractor and any Sub-Contractor employed by the Contractor will take all reasonable steps to observe as far as possible the Codes of Practice produced by the Equalities and Human Rights Commission, which give practical guidance to employers on the elimination of discrimination.
- 29.5 In the event of any finding of unlawful discrimination being made against the Contractor or any Sub-Contractor employed by the Contractor during the contract period, by any court or employment tribunal, or any adverse finding or formal investigation by the Equalities and Human Rights Commission over the same period, the Contractor shall inform the Council of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.
- 29.6 The Contractor and any Sub-Contractor employed by the Contractor will provide a copy of its policies to the Council at any time upon request. In addition, the Council may reasonably request other information from time to time for the purpose of assessing the Contractor's compliance with the above conditions.

30 HUMAN RIGHTS (W) (Z)

- 30.1 The Contractor shall where appropriate take account of the Human Rights Act 1998 and shall not do anything in breach of it.

31 HEALTH AND SAFETY AT WORK (Z)

- 31.1 The Contractor will at all times in providing Goods, Services or Works to the Council comply with the provisions of the Health and Safety at work Act 1974 and provide evidence of doing so to the Council at any time upon request.

32 FREEDOM OF INFORMATION ACT 2000 (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) (W) (Z)

- 32.1 The Contractor acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations.
- 32.2 The Contractor shall notify the Council of any Commercially Sensitive Information provided to the Council together with details of the reasons for its sensitivity and the Contractor acknowledges that any lists or schedules of Commercially Sensitive Information so provided are of indicative value only and that the Council may be obliged to disclose such information.
- 32.3 The Contractor shall and shall procure that its Sub-contractors shall:
- 32.3.1 transfer to the Council all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;
- 32.3.2 provide the Council, at the Contractor's expense, with a copy of all Information in its possession, or power in the form that the Council requires within five Working Days (or such other period as the Council may specify) of the Council's request; and
- 32.3.3 provide, at the Contractor's expense, all necessary assistance as reasonably requested by the Council to enable the Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.
- 32.4 The Council shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations and in considering any response to a Request for Information the Council may consult with the Contractor prior to making any decision or considering any exemption.
- 32.5 In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Council.
- 32.6 The Contractor acknowledges that (notwithstanding the provisions of this Freedom of Information clause) the Council may, acting in accordance with the Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("the Code"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Contractor or the Services:
- 32.6.1 in certain circumstances without consulting the Contractor; or
- 32.6.2 following consultation with the Contractor and having taken their views into account;
- provided always that where sub-clause 32.6.1 above applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Contractor advanced notice, or failing that, to draw the disclosure to the Contractor's attention after any such disclosure.
- 32.7 The Contractor shall ensure that all Information required to be produced or maintained under the terms of this Agreement, or by Law or professional practice or in relation to the Agreement is retained for disclosure for at least the duration of the Agreement plus one year together with such other time period as required by the Agreement, law or practice and shall permit the Council to inspect such records as requested from time to time.
- 32.8 The Council shall in no event be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA, or any other Law, of any information (including Exempt Information) whether relating to this Agreement or otherwise relating to any other party.

- 32.9 Where the Contractor is a Public Body the parties acknowledge that such obligations and duties of the Council as set out above are reciprocal to the Contractor. The Council and the Contractor acknowledge and agree that:
- 32.9.1 as Public Bodies they are subject to legal duties under the FOIA and EIR which may require either party to disclose on request information relating to this Agreement or otherwise relating to the other party;
- 32.9.2 they are required by law to consider each and every Request for Information made under FOIA;
- 32.9.3 that all decisions made by the other pursuant to a request under the FOIA are solely a matter for the Receiving Party and at the discretion of the Receiving Party.
- 32.9.4 Notwithstanding anything in this Agreement to the contrary (including but without limitation any obligations or confidentiality), the Receiving Party shall be entitled to disclose information in whatever form pursuant to a request made under FOIA, save that in relation to any information that is Exempt Information the Receiving Party shall consult the other party before making any such decision and shall not:
- (a) confirm or deny that information is held by the other party, or
 - (b) disclose information required
- to the extent that in the Receiving Party's opinion the information is eligible in the circumstances for an exemption and therefore the Receiving Party may lawfully refrain from doing either of the things described in part (a) and (b) of this clause.
- 32.9.5 each party shall bear its own costs of:
- a) assessing the application of any exemption under FOIA and/or
 - b) responding to any FOIA notice and/or
 - c) lodging any appeal against a decision of the Information Commissioner in relation to disclosure
- 32.9.6 the Receiving Party shall in no circumstances be liable for any loss, damage, harm, or detriment, howsoever caused, arising from or in connection with the reasonable disclosure under FOIA of any Exempt Information or other information whether relating to this Agreement or otherwise relating to the other party.
- 32.9.7 the other party shall assist the Receiving Party with the request as reasonably necessary to enable the Receiving Party to comply with its obligations under FOIA.

33 SAFEGUARDING(W)(Z)

- 33.1 Where the Service or activity being undertaken in this Agreement is a Regulated Activity the Contractor shall :
- (a) ensure that all individuals engaged in the provision of the Service or activity, and prior to commencing the provision of the service or activity, are subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service including a check against the adults' barred list or the children's barred list, as appropriate; and
 - (b) monitor the level and validity of the checks under this clause 33.1 for each member of the Contractor's Personnel.
- 33.2 The Contractor warrants that at all times for the purposes of this Agreement it has no reason to believe that any person who is or will be employed or engaged by the Contractor in the provision of a Service or activity that is a Regulated Activity is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.
- 33.3 The Contractor shall immediately notify the Council of any information that it reasonably requests to enable it to be satisfied that the obligations of this clause 33 have been met.
- 33.4 The Contractor shall refer information about any person carrying out the Services or the activity to the Disclosure and Barring Service where it removes permission for such person to carry out the Services or activity (or would have, if such person had not otherwise ceased to carry out the Services or the activity) because, in its opinion, such person has harmed or poses a risk of harm to the Service users, children or vulnerable adults.

33.5 The Contractor shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to Service users.

33.6 Where the service requirement, specification or Purchase Order specifies that the Service or activity to be provided under this Agreement involves a Regulated Activity, or the Council otherwise notifies the Contractor, acting reasonably, that the Contractor's Personnel are required to be subject to a Disclosure and Barring Service check, the Contractor shall comply with clause 33.1 above..

34 SUSTAINABILITY

34.1 Contractors should at all times demonstrate how they contribute to the achievement of the Council's Sustainability Policy

35 EXPIRY

35.1 The Contractor will on the expiry or termination of the Agreement and, at its own cost, return (or at the request of the Council destroy) all information obtained in undertaking the performance of the Agreement.

36 AUDIT AND MONITORING) (W) (Z)

36.1 The Contractor will allow access for the Council's officers to all relevant information for the purposes of audit and the monitoring of the Agreement.

37 RIGHTS OF THIRD PARTIES

37.1 The parties to this Agreement do not intend that any of its terms will be enforceable by any person not a party to it by virtue of the Contracts (Rights of Third Parties) Act 1999.

38 ENTIRE AGREEMENT

38.1 This Agreement contains the entire agreement between the parties relating to the subject matter and supersedes any previous agreements, arrangements, undertakings or proposals, oral or written.

39 FORCE MAJEURE

39.1 Neither the Council nor the Contractor shall be in breach of this Agreement nor liable for any failure or delay in performing their obligations under this Agreement where it is directly caused, arising from or attributable to acts, events, omissions or accidents beyond its reasonable control ("Force Majeure Event"), provided that:-

39.1.1 any delay by a sub-contractor or supplier of the Party who is delayed will not relieve that Party from liability for delay except where the delay is beyond the reasonable control of the sub-contractor or supplier concerned; and

39.1.2 staff or material shortages or strikes or industrial action affecting only the Party who is delayed will not relieve that Party from liability for delay.

39.2 If the Party is subject to a Force Majeure Event it shall not be in breach of this Agreement provided that:-

39.2.1 it promptly notified the Council in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance; and

39.2.2 it has used its reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably

practicable and to resume the performance of its obligations as soon as reasonably possible

in which case the performance of that Party's obligations will be suspended during the period that those circumstances persist and that Party will be granted a reasonable extension of time for performance up to a maximum equivalent to the period of the delay.

- 39.3 Save where that delay is caused by the act or failure to act of the other Party (in which event the rights, remedies and liabilities of the Parties will be those conferred by the other terms of this Agreement and by law):-

39.3.1 any costs arising from that delay will be borne by the Party incurring the same; and

39.3.2 either Party may, if that delay continues for more than 5 weeks, terminate this Agreement immediately on giving notice in writing to the other. Such termination shall be without prejudice to the rights of the parties in respect of any breach of this Agreement occurring prior to such termination.

40 GOVERNING LAW AND JURISDICTION (W)

- 40.1 It is the responsibility of the Contractor to comply with all relevant European and English legislation. This Agreement shall be governed by and construed in accordance with English Law and the parties agree to submit to the exclusive jurisdiction of the English and Welsh Courts

41 COMPLAINTS PROCEDURE (W) (Z)

- 41.1 The Contactor shall operate a complaints procedure in respect of any goods, services or works provided under these terms & conditions, to the entire satisfaction of the Council, and comply with the requirements of any regulatory body to which the Contractor is subject (including any change in such requirements) and ensure that its complaints procedure meets the following minimum standards:

41.1.1 is easy to access and understand

41.1.2 clearly sets out time limits for responding to complaints and keeping the complainant and the Council informed of progress;

41.1.3 provides confidential record keeping to protect employees under this contract and the complainant

41.1.4 provides information to management so that services can be improved

41.1.5 provides effective and suitable remedies

41.1.6 is regularly monitored and audited and which takes account of complainant and Council feedback

- 41.2 The Contactor shall ensure that:

41.2.1 under no circumstances is a complaint investigated by a member of its staff employed under this contract who may be part of the complaint.

41.2.2 someone who is independent of the matter complained of carries out the investigation

41.2.3 the complainant is made aware that they are entitled to have the complaint investigated by the Council if they are not satisfied with either the process of investigation or finding of the Contactor's investigations

41.2.4 the Contactor will ensure that it responds to the complainant within a max of 10 days of receiving the complaint

- 41.3 The Contactor will make its complaints procedure available on request

- 41.4 The Contactor shall ensure that all its employees and persons employed under this contract are made aware of its complaints procedure and shall designate one employee

(who shall be identified to the Council) to whom a complaint may be referred should the complainant not be satisfied with the initial response to their complaint

- 41.5 The Contactor shall keep accurate and complete written records of all complaints received and the responses to them and shall make these records available to the Council on request or at 12 monthly intervals in any event.
- 41.6 Where the Council is investigating a complaint the Contactor is required to participate fully in all investigations within the timescales requested by the Council
- 41.7 The Contractor should note that if a complaint is made to the Council by a third party relating to the goods, services or works provided, the Local Government Ombudsman has the power to investigate such a complaint and the Council requires the Contractor to fully co-operate in such investigation. If the Council is found guilty of maladministration or injustice by the Local Government Ombudsman because of the act or default of the Contractor the Contractor shall indemnify the Council in respect of the costs arising from such maladministration or injustice.

42 DISPUTES

- 42.1 If any dispute or difference shall arise between the parties as to the construction of this Agreement or any matter or thing of whatever nature arising under this Agreement or in connection with it then the same shall be dealt with as follows:-
 - 42.1.1 In the first instance a special meeting of both the Parties shall be arranged on 14 days written notice to the other party and the matter shall be discussed and the representatives shall use their reasonable endeavours to resolve the dispute
 - 42.1.2 If the dispute cannot be resolved in accordance with the preceding sub-clause then either one of the Parties may serve the Council's Chief Executive or the Contractor's senior officer or such other authorised officer of either party whose details have been notified to the other party, with notice of the dispute and those officers shall then appoint their representative to adjudicate and use their reasonable endeavours to resolve the dispute within 21 days of receipt of such notice

Additional definitions for clauses 43 and 44	
"Security Plan"	the Contractor's security plan prepared pursuant [<i>to paragraph 3 of schedule 2.5 (Security Requirements and Plan) an outline of which is set out in Appendix of schedule 2.5 (Security Requirements)</i>];
"Staff Vetting Procedures"	the Council's procedures and policies for the vetting of personnel whose role will involve the handling of information of a sensitive or confidential nature or the handling of information which is subject to any relevant security measures.

43 STAFFING SECURITY

- 43.1 The Contractor shall comply with the Staff Vetting Procedures in respect of all Contractor Personnel employed or engaged in the provision of the Services. The Contractor confirms that all Contractor Personnel employed or engaged by the Contractor at the commencement of this agreement were vetted and recruited on a basis that is equivalent to and no less strict than the Staff Vetting Procedures.
- 43.2 The Contractor shall provide training on a continuing basis for all Contractor Personnel employed or engaged in the provision of the Services in compliance with the Security Policy and Security Plan

44 SECURITY REQUIREMENTS

- 44.1 The Contractor shall comply, and shall procure the compliance of the Contractor Personnel, with the Security Policy and the Security Plan and the Contractor shall ensure that the Security Plan produced by the Contractor fully complies with the Security Policy.
- 44.2 The Council shall notify the Contractor of any changes or proposed changes to the Security Policy.
- 44.3 If the Contractor believes that a change or proposed change to the Security Policy will have a material and unavoidable cost implication to the Services it may submit a request for the Agreement to be varied in respect of any charges or fees payable under the Agreement. In doing so, the Contractor must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs.
- 44.4 Until and/or unless a change to the charges or costs is agreed by the Council pursuant to this clause the Contractor shall continue to perform the Services in accordance with its existing obligations



INSTRUCTIONS FOR TENDERING

**JMC 031 - Raven Meadows Multi Storey Car
Park Technology Systems**

Shropshire Council Instructions for tendering

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1.0 Invitation to Tender

- 1.1** You are invited to tender for the provision of **JMC 031 - Raven Meadows Multi Storey Car Park Technology Systems** as detailed in the Technical Performance Specification Document. The contract will be for an initial period of 6 years commencing on the 4 January 2016.
- 1.2** Tenders are to be submitted in accordance with the General Terms and Conditions of Shropshire Council, the contract schedule and the instructions outlined within this document and the remainder of the Instruction to tender documents including the Technical Performance Specification.
- 1.3** Tenders must be submitted in accordance with the following instructions. Tenders not complying in any particular way may be rejected by Shropshire Council (the Council) whose decision in the matter shall be final. Persons proposing to submit a Tender are advised to read the Invitation to Tender documentation carefully to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their Tender is accepted.
- 1.4** The Invitation to Tender documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Invitation to tender documents other than on an "in confidence" basis to those who have a legitimate need to know or who they need to consult for the purpose of preparing the tender as further detailed in these Instructions for Tendering.
- 1.5** Tenderers shall not at any time release information concerning the invitation to tender and/or the tender documents for publication in the press or on radio, television, screen or any other medium without the prior consent of the Council.
- 1.6** The fact that a Tenderer has been invited to submit a tender does not necessarily mean that it has satisfied the Council regarding any matters raised in the pre-tender questionnaire submitted. The Council makes no representations regarding the Tenderer's financial stability, technical competence or ability in any way to carry out the required services.
- 1.7** The Invitation to Tender is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a tenderer to submit a tender or enter into a Contract or any other contractual agreement.
- 1.8** Shropshire Council is purchasing on behalf of itself and any wholly owned local authority company or other entity that is deemed to be a contracting authority by virtue of the Council's involvement

2.2 Terms and Conditions

- 2.1** Every Tender received by the Council shall be deemed to have been made subject

to the General Terms and Conditions, the contract schedule and these Instructions for Tendering and the remainder of the Invitation To Tender documentation unless the Council shall previously have expressly agreed in writing to the contrary.

- 2.2** The Tenderer is advised that in the event of their Tender being accepted by the Council, they will be required to undertake the required services and supplies.

3.0 Preparation of Tenders

3.1 Completing the Tender Response Document

- 3.1.1** Tenders should be submitted using the 'Tender Response Document' following the instructions provided in the Tender letter and through the Delta e-tendering portal. The Tenderer's attention is specifically drawn to the date and time for receipt of Tenders and that no submission will be received after the closing time.

- 3.1.2** All documents requiring a signature must be signed;

- a) Where the Tenderer is an individual, by that individual;
- b) Where the Tenderer is a partnership, by two duly authorised partners;
- c) Where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.

- 3.1.3** The Invitation to Tender Documents are and shall remain the property and copyright of the Council

3.2 Tender Preparation and Costs

- 3.2.1** It shall be the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their Tender. No claim arising out of want of knowledge will be accepted. Any information supplied by the Council (whether in the Tender Documentation or otherwise) is supplied only for general guidance in the preparation of tenders.

- 3.2.2** Any Tenderer considering making the decision to enter into a contractual relationship with the Council must make an independent assessment of the Tender opportunity after making such investigation and taking such professional advice as it deems necessary.

- 3.2.3** Tenderers will be deemed for all purposes connected with their Tender submission where appropriate to have visited and inspected the Council, its assets, all the locations in respect of the delivery of the services/supplies/works and to have satisfied themselves sufficiently as to the nature, extent and character of the services supplies/works sought, and the human resources, materials, software, equipment, machinery, and other liabilities and other matters which will be required to perform the contract.

- 3.2.4** The Council will not be liable for any costs incurred by Tenderers in the preparation or presentation of their tenders.

- 3.2.5** Tenderers are required to complete all pricing schedules in the Invitation to tender

documents. The terms “Nil” and “included” are not to be used but a zero or figures must be inserted against each item. Unit rates and prices must be quoted in pounds sterling and whole new pence.

- 3.2.6** It shall be the Tenderer’s responsibility to ensure that all calculations and prices in the Tender documentation are correct at the time of submission.
- 3.2.7** The Tenderer is deemed to have made him/herself acquainted with the Council’s requirements and tender accordingly. Should the Tenderer be in any doubt regarding the true meaning and intent of any element of the specification he is invited to have these fully resolved before submitting his Tender. No extras will be allowed for any loss or expense involved through any misunderstanding arising from his/her failure to comply with this requirement.
- 3.2.8** Any Tender error or discrepancy identified by the Council shall be drawn to the attention of the Tenderer who will be given the opportunity to correct, confirm or withdraw the Tender.
- 3.2.9** The Tender Documents must be treated as private and confidential. Tenderers should not disclose the fact that they have been invited to tender or release details of the Tender document other than on an In Confidence basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

3.3 Parent Company Guarantee

It is a condition of contract that if the tendering company is a subsidiary then its Ultimate Group/Holding Company must guarantee the performance of this contract and provide a letter to that effect signed by a duly authorised signatory of the Ultimate Group/Holding Company if requested to do so by the Council. Where the direct parent company cannot provide an adequate guarantee in the opinion of the Council, the Council will look to another group or associate company, with adequate assets, to be the guarantor. In cases where the contract is with a Joint Venture Company (JVC) or a Special Purpose Vehicle (SPV) company, which may have two or more parent companies and which may not be adequately capitalised or have sufficient financial strength on its own to support the risk and obligations it has under the contract, ‘joint and several’ guarantees / indemnities from the parent companies of the JVC or SPV may be sought.

3.4 Warranty

The Tenderer warrants that all the information given in their Tender is true and accurate. The information provided will be deemed to form part of any contract formed under this contract.

The Tenderer warrants that none of their current Directors have been involved in liquidation or receivership or have any criminal convictions

4.0 Tender Submission

- 4.1** Tenders must be submitted strictly in accordance with the tender letter of instruction accompanying this Invitation to Tender and through the appropriate tender box within the Delta e-tendering portal. Tenders must be submitted by the deadline of **noon, 23 November 2015**.

- 4.2** No unauthorised alteration or addition should be made to the Technical Performance Specification, the Tender Response Document, or to any other component of the Tender documents. If any such alteration is made, or if these instructions are not fully complied with, the Tender may be rejected.
- 4.3** Qualified tenders may be submitted, but the Council reserves the right not to accept any such tender. The Council's decision on whether or not a Tender is acceptable will be final.
- 4.4** Tenderers should note that their Tender must remain open and valid and capable of acceptance for a period of at least 90 days.
- 4.5** Tenderers should note that Tenders and supporting documents must be written in English and that any subsequent contract, which may or may not be entered into, its formation, interpretation and performance, shall be subject to and in accordance with the laws of England and subject to the jurisdiction of the Courts of England and Wales.
- 4.6** Where Tender submissions are incomplete the Council reserves the right not to accept them.

5.0 Variant Bids

- 5.1** The Council is interested in alternative solutions which would provide and develop opportunities for savings in service costs, service improvement or other financial benefits. In particular, the Council wishes to encourage solutions which also deliver benefits and added value to the local economy, residents and the business community.
- 5.2** Tenderers may submit, at their discretion, a Tender offering a different approach to the project as a "Variant Bid". However, to permit comparability, at least one bid must be submitted strictly in accordance with the Invitation to Tender Documents(the "Compliant Tender") . Any Tender variant proposed must clearly state how it varies from the requirements of the Compliant Tender Documents, and be explicit in demonstrating the benefits that will accrue to the Council from adopting this approach. Tenderers will be required to identify which submission, in their view, demonstrates best value to the Council.
- 5.3** Variant Bids must contain sufficient financial and operational detail to allow any Variant Bid to be compared with the standard Tender, permitting its considerations in written form.

6.0 Tender Evaluation

- 6.1** The Tenderers may be called for interview to seek clarification of their tender or additional or supplemental information in relation to their tender. The presentations will not carry any weighting to the final score achieved by Tenderers, but will be used to clarify and moderate issues raised in the Tenderer's submissions. Any areas of discrepancy between submissions and information gained from the presentations will be reviewed and scores previously awarded will be amended if necessary.

- 6.2** If the Council suspects that there has been an error in the pricing of a Tender, the Council reserves the right to seek such clarification, as it considers necessary from the Tenderer in question.

7.0 Clarifications

- 7.1** Tenderers are responsible for clarifying any aspects of the tendering process and/or the Invitation to Tender documents in the manner described below.
- 7.2** If you are unsure of any section and require further clarification, please contact via our Delta Tenderbox.
- 7.3** Where appropriate, the Authorised Officer named above may direct the Tenderer to other officers to deal with the matter.
- 7.4** All queries should be raised as soon as possible (in writing), in any event not later than 16 November 2015.
- 7.5** All information or responses that clarify or enhance the tendering process will be supplied to all Tenderers on a uniform basis (unless expressly stated otherwise). These responses shall have the full force of this Instruction and where appropriate the Conditions of Contract. If a Tenderer wishes the Council to treat a question as confidential this must be expressly stated. The Council will consider such requests and will seek to act fairly between the Tenderers, whilst meeting its public law and procurement duties in making its decision.
- 7.6** Except as directed in writing by the Authorised Officer, and confirmed in writing to a Tenderer, no agent or officer or elected Member (Councillor) of the Council has any express or implied authority to make any representation or give any explanation to Tenderers as to the meaning of any of the Tender Documents, or as to anything to be done or not to be done by a Tenderer or to give any warranties additional to those (if any) contained in the ITT or as to any other matter or thing so as to bind the Council in any way howsoever.

8.0 Continuation of the Procurement Process

8.1 The Council shall not be committed to any course of action as a result of:

- i) issuing this Invitation to Tender;
- ii) communicating with a Tenderer, a Tenderer's representative or agent in respect of this procurement exercise;
- iii) any other communication between the Council (whether directly or through its agents or representatives) and any other party.

8.2 The Council reserves the right at its absolute discretion to amend, add to or withdraw all, or any part of this Invitation to Tender at any time during the tendering stage of this procurement exercise.

8.3 At any time before the deadline for receipt of tender returns the Council may modify the Invitation to Tender by amendment. Any such amendment shall be numbered and dated and issued by the Council to all participating tenderers. In order to give prospective Tenderers reasonable time in which to take the amendment into account in preparing its Tender return, the Council may in its sole discretion, extend the deadline for submission of the tender returns. The Council reserves the right to amend, withdraw, terminate or suspend all or any part of this procurement process at any time at its sole discretion.

9.0 Confidentiality

9.1 All information supplied by the Council in connection with or in these Tender Documents shall be regarded as confidential to the Council unless the information is already within the public domain or subject to the provisions of the Freedom of Information Act 2000.

9.2 The Contract documents and publications are and shall remain the property of the Council and must be returned upon demand.

9.3 Tenderers shall ensure that each and every sub-contractor, consortium member and/or professional advisor to whom it discloses these papers complies with the terms and conditions of this ITT.

9.4 The contents of this Invitation to Tender are being made available by the Council on condition that:

9.4.1 Tenderers shall at all times treat the contents of the Invitation to tender and any related documents as confidential, save in so far as they are already in the public domain and Tenderers shall not, subject to the provisions relating to professional advisors, sub-contractors or other persons detailed below, disclose, copy, reproduce, distribute or pass any of the contents of the Invitation to tender to any other person at any time or allow any of these things to happen;

9.4.2 Tenderers shall not use any of the information contained in this Invitation to tender for any purpose other than for the purposes of submitting (or deciding whether to submit) the tender; and

9.4.3 Tenderers shall not undertake any publicity activity within any section of the media.

- 9.5** Tenderers may disclose, distribute or pass this Invitation to tender to their professional advisors, sub-contractors or to another person provided that:
- 9.5.1** this is done for the sole purpose of enabling an Invitation to tender to be submitted and the person receiving the Information undertakes in writing to keep the Invitation to Tender confidential on the same terms as if that person were the Tenderer; or
 - 9.5.2** the Tenderer obtains the prior written consent of the Council in relation to such disclosure, distribution or passing of the Invitation to Tender; or
 - 9.5.3** the disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract(s) which may arise from it; or
 - 9.5.4** the Tenderer is legally required to make such a disclosure.
- 9.6** The Council may disclose detailed information relating to the Invitation to Tender to its officers, employees, agents, professional advisors or Governmental organisations and the Council may make any of the Contracts and procurement documents available for private inspection by its officers, employees, agents, professional advisors, contracting authorities or Governmental organisations.

9.7 Transparency of Expenditure

Further to its obligations regarding transparency of expenditure, the Council may be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

10.0 Freedom of Information

- 10.1** Please note that from 1 January 2005 under the provisions of the Freedom of Information Act 2000, the public (included in this are private companies, journalists, etc.) have a general right of access to information held by public authorities. One of the consequences of those new statutory responsibilities is that information about your organisation, which Shropshire Council may receive from you during this tendering process may be subject to disclosure, in response to a request, unless one of the various statutory exemptions applies.
- 10.2** In certain circumstances, and in accordance with the Code of Practice issued under section 45 of the Act, Shropshire Council may consider it appropriate to ask you for your views as to the release of any information before we make a decision as to how to respond to a request. In dealing with requests for information under the Act, Shropshire Council has to comply with a strict timetable and it would therefore expect a timely response to any such consultation within five working days.
- 10.3** If, at any stage of this tendering process, you provide any information to Shropshire Council in the expectation that it will be held in confidence, then you must make it

clear in your documentation as to the information to which you consider a duty of confidentiality applies. The use of blanket protective markings such as “commercial in confidence” will no longer be appropriate and a clear indication as to what material is to be considered confidential and why should be given.

- 10.4** Shropshire Council will not be able to accept that trivial information or information which by its very nature cannot be regarded as confidential should be subject to any obligation of confidence.
- 10.5** In certain circumstances where information has not been provided in confidence, Shropshire Council may still wish to consult with you as to the application of any other exemption such as that relating to disclosure that will prejudice the commercial interests of any party. However the decision as to what information will be disclosed will be reserved to Shropshire Council.

For guidance on this issue see: <http://www.ico.gov.uk>

11.0 Disqualification

- 11.1** The Council reserves the right to reject or disqualify a Tenderer's Tender submission where:
- 11.1.1** The tenderer fails to comply fully with the requirements of this Invitation to tender or is in breach of clause 15 of the Council's General Terms and Conditions relating to Bribery and Corruption or is guilty of a serious or intentional or reckless misrepresentation in supplying any information required; or
- 11.1.2** The tenderer is guilty of serious or intentional or reckless misrepresentation in relation to its tender return and/or the procurement process.
- 11.1.3** The tenderer directly or indirectly canvasses any member, official or agent of the Council concerning the award of the contract or who directly or indirectly obtains or attempts to obtain information from any such person concerning any other Tender or proposed Tender for the services. The Canvassing Certificate must be completed and returned as instructed.
- 11.1.4** The Tenderer :
- a) Fixes or adjusts the amount of his Tender by or in accordance with any agreement or arrangements with any other person; or
 - b) Communicates to any person other than the Council the amount or approximate amount of his proposed Tender (except where such disclosure is made in confidence in order to obtain quotations necessary for preparation of the Tender for insurance purposes); or
 - c) Enters into an agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
 - d) Offers or agrees to pay or give or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to

any Tender or proposed Tender for the services any act or omission.

11.2 Any disqualification will be without prejudice to any other civil remedies available to the Council and without prejudice to any criminal liability which such conduct by a Tenderer may attract. The Non-Collusive Tendering Certificate must be completed and returned as instructed.

11.3 The Council reserves the right to disqualify an Applicant from further participating in this procurement process where there is a change in the control or financial stability of the Tenderer at any point in the process up to award of a contract and such change of control or financial stability has a materially adverse effect on the Tenderer's financial viability or ability to otherwise meet the requirements of the procurement process.

12.0 E-Procurement

As part of its procurement strategy Shropshire Council is committed to the use of technology that can improve the efficiency of procurement. Successful Tenderers may be required to send or receive documents electronically. This may include purchase orders, acknowledgements, invoices, payment advices, or other procurement documentation. These will normally be in the Council's standard formats, but may be varied under some circumstances so as not to disadvantage small and medium suppliers.

13.0 Award of Contract

13.1 Award Criteria

The Award Criteria has been set out within the Tender Response Document accompanying this invitation to tender. The Council is not bound to accept the lowest or any Tender.

13.2 Award Notice

The Council will publish the name and addresses of the successful Tenderers in the Official Journal of the European Union (OJEU) where appropriate. The Contracting Authority reserves the right to pass all information regarding the outcome of the Tendering process to the Office of Fair Trading to assist in the discharge of its duties. Additionally, the Council will adhere to the requirements of the Freedom of Information Act 2000 and Tenderers should note this statutory obligation.

13.3 Transparency of Expenditure

Further to its obligations regarding transparency of expenditure, the Council may also be required to publish information regarding tenders, contracts and expenditure to the general public, which could include the text of any such documentation, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act to be determined at the absolute discretion of the Council.

14.0 Value of Contract

Shropshire Council cannot give any guarantee in relation to the value of this contract.

15.0 Acceptance

15.1 Tenders must be submitted strictly in accordance with the terms of the Council's Invitation to Tender documentation and acceptance of the tender shall be conditional on compliance with this Tender Condition.

15.2 The Tender documentation including, the General Terms and Conditions of Contract, the contract schedule, the technical performance specification, the Tender Response document, these Instructions to Tender, together with the formal written acceptance by the Council will form a binding agreement between the Contractor and the Council.

15.3 The Tenderer shall be prepared to commence the provision of the supply and services on the start date of the contract being **4 January 2016**.

16.0 Payment Terms

Tenderers should particularly note that the principles governing public procurement require that, as far as is reasonably possible, payments for Goods, Works or Services are made after the provision. Therefore any indication of a pricing strategy within a Tender which provides for substantial payments at the outset of the Contract will be examined carefully to decide whether or not a Tender in such form can be accepted. If in the opinion of the Council such substantial payments appear excessive in relation to the requirements of the Contract the Council reserves, without prejudice to any other right to reject any Tender it may have, the right to require the Tenderer to spread such proportion of the costs as are considered excessive over the duration of the Contract.

17.0 Liability of Council

17.1 The Council does not bind himself to accept the lowest or any tender.

17.2 The Council does not accept any responsibility for any pre-tender representations made by or on its behalf or for any other assumptions that Tenderers may have drawn or will draw from any pre-tender discussions.

17.3 The Council shall not be liable to pay for any preparatory work or other work undertaken by the Tenderer for the purposes of, in connection with or incidental to this Invitation to Tender, or submission of its Tender response or any other communication between the Council and any other party as a consequence of the issue of this Invitation to Tender.

17.4 The Council shall not be liable for any costs or expenses incurred by any Tenderer in connection with the preparation of a Tender return for this procurement exercise, its participation in this procurement whether this procurement is completed, abandoned or suspended.

17.5 Whilst the Tender Documents have been prepared in good faith, they do not purport to be comprehensive nor to have been formally verified. Neither the

Council nor any of its staff, agents, elected Members, or advisers accepts any liability or responsibility for the adequacy, accuracy or completeness of any information given, nor do they make any representation or given any warranty, express or implied, with respect to the Tender Documents or any matter on which either of these is based (including, without limitation, any financial details contained within the Specification and Contract Documentation). Any liability is hereby expressly disclaimed save in the event of fraud, or in the event of specific warranties provided within the Contract Documentation.

- 18.0** The Contractor agrees that where requested in writing during the term of any Agreement for the supply Goods Works or Services it will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council

19.0 **Declaration**

We, as acknowledged by the signature of our authorised representative, accept these Instructions to Tender as creating a contract between ourselves and the Council. We hereby acknowledge that any departure from the Instructions to Tender may cause financial loss to the Council.

Signed (1) Status.....

Signed (2) Status.....

(For and on behalf of)

Date

Contract Payment Schedule

The table below outlines Contract Payments to be made against the agreed Contract Price at key programme milestones.

System supply, installation and commissioning into operation

Milestone	Payment Due
Factory Acceptance Testing (FAT) – Upon successful completion and Client Sign-off	60% Agreed Contract Price
Site Acceptance Testing SAT (SAT) - Upon successful completion and Client Sign-off	35% Agreed Contract Price
Contract Retention – Period 12 months from date of Successful SAT and Client Sign-off	5% Agreed Contract Price

Optional System Maintenance – Years 2-5 (as selected)

Payment to be made in full, annually in advance for each year selected.

CS001
Issue A
October 2015

**Contract Schedules for Raven
Meadows Multi-Storey Car Park
Technology Systems
(Contract Reference JMC 031)**

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Contract Schedules for Raven Meadows Multi-Storey Car Park Technology System (Contract Reference JMC 031)

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1. Introduction

Scope

- 1.1. This Contract Schedule details the activities expected of the Contractor in the implementation, maintenance and support for the Raven Meadows Multi-Storey Car Park Technology System.
- 1.2. Technical requirements are set out in Technical Specification TS001

Implementation

- 1.3. This Contract Schedule shall be read alongside Technical Specification TS001.
- 1.4. Within this specification, the nature of the requirements is defined as:
 - Must – the requirement is a legal requirement
 - Shall – the requirement is a contractual requirement
 - Should – the requirement is strongly recommended, but not a contractual requirement
 - May – the requirement is optional and at the discretion of the supplier.

2. Pre-Installation

- 2.1. The Contractor shall undertake all necessary site survey and investigation as required to fully plan and execute the works.
- 2.2. The Contractor shall produce and agree the delivery programme with the client.
- 2.3. Consideration shall be given to the nature of works to be undertaken and the programme shall minimise impact on normal operation of the parking facility. Where practicable, works shall be undertaken without interruption to normal facility operation and, as a minimum system, functionality of the existing system shall be maintained throughout.
- 2.4. The Contractor must furnish all relevant Certificates of Conformity for the Car Park Technology System as required by Law or detailed within the Technical Specification TS001 prior to the planning and commencement of the System implementation.
- 2.5. The Contractor shall, during the pre-installation stage, confirm and agree with the Client the approach to the delivery of contract parking functionality. This shall include agreement as to the delivery of interface to existing Chipside Parking Management Back-office system operated by Shropshire Council.
- 2.6. The Contractor shall undertake all necessary contact and correspondence with Chipside to fully establish technical requirements for interface between systems, such that a validated proposal is provided.
- 2.7. Chipside have indicated that they will engage with discussion and dialogue with all Tenderers during the Tender Period such that submissions are technically informed and deliverable. All approaches to Chipside should be made via the following contact:

[REDACTED]
Business Operations Manager
Chipside Ltd.
Unit 7 Callow Park
Callow Hill
Brinkworth
Wiltshire SN15 5FD

Tel: 08454700 9009
Fax: 0845 470 9010
[REDACTED]

- 2.8. The Contractor shall arrange for Factory Acceptance Testing (FAT) which shall comprise the demonstration, testing and verification of the Car Park Technology System (operation and functionality) prior to delivery of the System to site.
- 2.9. The Contractor shall produce FAT test schedules and documentation for review and approval by the Client and Client's Representative prior to execution. Any functionality which cannot reasonably be demonstrated prior to permanent installation shall be notified in advance and agreed with the Client or Client's Representative.

- 2.10. The FAT shall be witnessed by the Client and Client's Representative. Minor non-compliances shall be resolved prior to delivery to site.
- 2.11. Major non-compliances will result in the recording of a FAT failure. In such circumstances a new FAT will be scheduled and agreed.
- 2.12. The FAT (and any required rescheduled or repeat FAT) shall be convened on the Contractor's premises and all costs associated shall be included within the Tender Price.
- 2.13. All Shropshire Council corporate branding and equipment finishes shall be confirmed and agreed with the Client or Client's Representative at Contract commencement. Application of Client logo and branding shall be undertaken in accordance with any council policy and guidance as may exist and be provided at the time of agreement.
- 2.14. Progress beyond the pre-installation stage shall not occur until all activities within this stage have been successfully completed and agreed.

3. Installation and Commissioning

Site Clearance

- 3.1. The Contractor shall remove and dispose existing equipment comprising the current Car Park Technology System (including entry/exit terminal/barrier, pay station, central system and data communications equipment and cabling).
- 3.2. Disposal shall be undertaken in accordance with requirements set out in The Waste Electric and Electronic Equipment (WEEE) Regulations 2013 and the requirements of Directive 2012/19/EU.
- 3.3. The Contractor shall remove all waste materials as produced as a consequence of removal of the current Car Park Technology System and installation and commissioning of the new Car Park Technology System.

Electrical

- 3.4. The Contractor shall provide *The Car Park Technology System* and associated equipment required to provide the functionality set out in Technical Specification TS001.
- 3.5. The Raven Meadows Multi-Storey Car Park has an existing electrical infrastructure.
- 3.6. The existing equipment, apparatus and sub-system installations, that are to be replaced as a part of the contract, have existing electrical supplies provided for via the existing building services electrical infrastructure.
- 3.7. The suitability of this infrastructure is currently under review and will remain the responsibility of the Client for the purposes of this Contract. All remedial works identified as required to comply with the latest edition of BS7671 and its revisions will be the responsibility of the Client and will include all infrastructure up to and including the point of connection.
- 3.8. Tenderers shall provide electrical requirements for the installation and operation of their proposed equipment, apparatus and sub-systems as a part of their tender submission. This information will cover all fixed and portable electrical items as defined within BS 7671. This information will detail but not be limited to the following:
 - 1) Equipment Reference Number
 - 2) Equipment Name
 - 3) Electrical Supply location/Accessory Location
 - 4) Accessory Type/ Isolator/ 13A Switched fused connection unit/ 13A Dual socket outlet
 - 5) Accessory IP Rating
 - 6) Electrical MCB/Fuse Rating (In)
 - 7) Electrical Design Current (Ib)
 - 8) Earth Leakage Protection (mA) if applicable

- 3.9. The Contractor will provide all information that in the view of a suitably qualified and experienced Electrical Engineer is reasonably required to establish the suitability of both the proposed equipment, apparatus and sub-systems, and the suitability of pre-existing electrical infrastructure within the Raven Meadows Multi-Storey Car Park facility.
- 3.10. The Contractor shall visit site and undertake all liaison as necessary with identified parties to ensure all aspects of the installation and electrical testing are deliverable before commencement.
- 3.11. The Contractor shall undertake independent verification of the suitability of all electrical points of connection prior to the commencement of the works and shall advise the Client in writing of any issues or matter arising.
- 3.12. The Contractor shall ensure that the installation and its characteristics are tested and certified in accordance with the requirements of BS7671. This must be recorded and certified through the production of suitable Periodic or Completion Certificates as appropriate to the circumstance and as defined within BS7671, and be undertaken without delay.
- 3.13. The electrical installation shall be carried out to the satisfaction of the Client and their identified asset manager. All installation details shall be confirmed in writing prior to commencements of the works such that all method statements, standard works instructions, sequences of installation, testing and certification process is clearly defined.
- 3.14. The Contractor shall be required to provide a commissioning certificate and declaration of conformance, for all equipment and installations carried out as part of their works.

Communications Infrastructure

- 3.15. The contractor shall supply and install all necessary data communications equipment, apparatus and components required for the interconnection of all supplied parking technology system components allowing the system to operate as designed and intended and as required to fully comply with the requirements of Section 2 of this specification.
- 3.16. The contractor shall supply and install all necessary data communications equipment, apparatus and components required for the interface to external communications infrastructure to be provided by the Client.
- 3.17. The Contractor shall provide details of requirements for external data communications links as a part of the Tender submission. The provision and cost of the implementation of these communications links will remain the responsibility of the Client.
- 3.18. The Contractor shall verify the correct operation of the supplied and installed Parking Technology System, in respect of the external data communications provision. This will form part of the Site Acceptance Test (SAT).

Commissioning and Testing

- 3.19. The Contractor shall arrange for Site Acceptance Testing (SAT) which shall comprise the demonstration, testing and verification of the Car Park Technology System (operation and functionality) once the System has been fully installed on site.
- 3.20. The Contractor shall produce SAT test schedules and documentation for review and approval by the Client and Client's Representative prior to execution.
- 3.21. SAT shall be witnessed by the Client and Client's Representative. Successful SAT shall result in the sign-off of system installation only where all required electrical test certificates have been issued.

Consumables and Re-Usables

- 3.22. The Contractor shall indicate the required level of consumables and re-usables for operation of *The Car Park Technology System* for a period of up to 12 months from the successful sign-off of the system.
- 3.23. The Contractor shall bear the costs associated with consumables and re-usables for the period running from date of installation to 12 months from the successful sign-off of the system.

DDA

- 3.24. *The Parking Technology System* must be installed in accordance with the requirements and guidance contained within both the Disability Discrimination Act 1995 and all subsequent revisions and amendments,
- 3.25. *The Parking Technology System* must be installed in accordance with the Building Regulations 2015 including all subsequent revisions and/or amendments.

Installation Detail and Technique

- 3.26. The method used for installation of *The Parking Technology System* shall allow for the equipment to be removed and re-installed in a new location, without compromising equipment security or integrity.
- 3.27. The method of installation shall not require the replacement of cabinet assemblies, pedestals or fabricated foundations in the event of relocation.

4. Training and Documentation

- 4.1. The Contractor shall provide comprehensive system documentation including but not limited to:
 - a. General System Technical Documentation
 - b. Certificates of Conformity
 - c. As Built installation records
 - d. System Maintenance Manuals
 - e. System Software Installation Manuals and Media
 - f. Operator Manuals
- 4.2. The Contractor shall provide on-site training and associated training materials for up to 5 Shropshire Council Representatives in respect of the following:
 - a. System Operation - Duration 1 Day
 - b. System 'first-line maintenance' - Duration 1 Day

5. Maintenance and Support

- 5.1. The Contractor shall provide maintenance services in respect of *The Parking Technology System* its components and associated equipment for a minimum period of 12 months from the date of successful installation and sign-off of commissioning into operation.
- 5.2. The cost associated with the provision of maintenance services in respect of *The Parking Technology System* its components and associated equipment for the period of 12 months from the date of successful installation and sign-off of commissioning into operation shall be borne by the Contractor and shall be included within the Tendered price.
- 5.3. The Contractor will provide prices for maintenance services for subsequent periods as a part of the Tender Submission and in accordance with the Pricing Schedule contained within the Tender Response document. The Pricing Schedule identifies options for normal working hours, and response times to be achieved in maintenance of *The Parking Technology System*.
- 5.4. For the purposes of the execution of maintenance services as agreed under the cover of this contract, Bank Holidays and Public Holidays shall be considered normal working days. The Contractor shall make all necessary arrangements to ensure that maintenance activities are delivered throughout these periods.
- 5.5. Maintenance undertaken shall comply fully with the maintenance manuals and procedures to be provided by the Contractor for *The Parking Technology System*. Maintenance manuals and procedures shall be subject to agreement with the Client.
- 5.6. The manuals and procedures will account for the requirements of 3rd party suppliers in respect of components forming part of the final system configuration and which are provided by those 3rd party suppliers. Manuals will be subject to the Clients review and approval prior to the commencement of the Contract.
- 5.7. The Contractor shall undertake all maintenance activities, whether planned bi-annual preventative maintenance or responsive maintenance activities in respect of system fault conditions, during normal working hours as identified in the contract.
- 5.8. At the request of the Client, the contractor shall undertake such programmed and responsive maintenance activities outside of normal working hours and shall be entitled to recover agreed additional charges for attendance out of hours on weekdays, evenings and night time; weekends and bank holidays.
- 5.9. The Contractor shall undertake preventative bi-annual maintenance visits addressing preventative maintenance activities required and reasonably anticipated to ensure the successful and reliable operation of the system on an ongoing basis.
- 5.10. The Contractor shall manage and maintain any identified and agreed spares inventory for the control system. Such spares will be used to replace worn or damaged components of the systems during bi-annual preventative visits and responsive maintenance visits.

5.11. The Client shall bear the cost associated with system repair and remediation as a result of vandalism, misuse, collision including vehicular, and other outside influence. The contractor shall use best endeavours to affect system repair and remediation in these cases within the agreed contract performance times. In exceptional circumstances alternative agreement may be made with the Client. The activities undertaken as a part of such bi-annual maintenance visits will include but not be limited to:

- i. Inspection of all system components for damage and wear
- ii. Appropriate disassembly of mechanical components for cleaning and lubrication
- iii. Cleaning of enclosures internally as required to address installation condition
- iv. Re-sealing of cabinet and enclosure openings, bases, and doors as appropriate to ensure continued protection from the ingress of moisture, dust and pests as appropriate to the designed environmental protection rating.
- v. Testing of switchable functionality not operational at time of testing, including cabinet heating and cooling systems as installed.
- vi. Secure and inspect the condition of all internal cabling

5.12. System components subject to the maintenance schedule shall include but not be limited to:

1. Coin and banknote handling modules
2. Bank Card Reader modules including contactless bank card readers
3. Barcode readers
4. RFID readers (where applicable)
5. LCD and other visual display modules
6. Barrier motors, actuators, gearboxes, switches and other control components
7. Receipt and barcode printers
8. System monitoring devices including switches and sensors. (To include enclosure environmental monitoring, consumables low detection, enclosure door switches, etc.)
9. Vehicles detection systems (including inductive loop, overhead microwave or radar, magnetometer or similar as installed to support entry and exit sub-systems)
10. Computer systems, user terminals, local data communications infrastructure including cabling, data switches and routers, and system software.
11. Uninterruptable Power Supplies (excluding battery(s))
12. Concierge / Intercom
13. Entry / Exit Terminal Enclosures
14. Barrier Enclosures and extraneous components
15. Payment Terminal Enclosures

5.13. The Contractor will undertake all necessary and reasonable software and firmware upgrade to the control system, including configuration, to ensure continued system performance and security. Where appropriate and when this does not occur at time of bi-annual maintenance of the system this may be undertaken via remote secure connection. The Client will not be liable for any additional service visits required to affect software and firmware updates outside of bi-annual maintenance visits.

- 5.14. All software and firmware licenses must be provided in perpetuity and beyond the limits of any maintenance and support agreement that the Client may enter into as a part of the ownership or operation of the control system.

6. Warranty

- 6.1. The Contractor shall Warrant *The Parking Technology System* to be free from defects in materials and workmanship, for a period of 5 years (60 months) from the date of System Acceptance as defined by the successful sign-off of SAT and provision of associated and acceptable electrical test certification.
- 6.2. The Contractor shall, for the first 5 years (60 months) from the date of System Acceptance, undertake all repairs and fault rectification arising from defects in materials and workmanship. The costs associated including parts, materials and labour shall be borne by the Contractor.
- 6.3. The Contractor shall Warrant *The Parking Technology System* to be free from fault arising from wear and tear for a period of 5 years (60 months) from the date of System Acceptance as defined by the successful sign-off of SAT and provision of associated and acceptable electrical test certification.
- 6.4. The Contractor shall, for the initial 12 month period from date of System Acceptance, undertake all necessary repairs and fault rectification arising from wear. The costs associated including parts, materials and labour shall be borne by the contractor.
- 6.5. The Contractor shall, for the 48 month period subsequent to the initial 12 month period set out above, undertake all necessary repairs and fault rectification arising from wear and tear. The costs associated including parts and materials shall be borne by the contractor.

TS001
Issue A
October 2015

Technical Specification for Raven Meadows Multi-Storey Car Park Technology Systems (Contract Reference JMC 031)

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Technical Specification for Raven Meadows Multi-Storey Car Park Technology System (Contract Reference JMC 031)

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1. Introduction

Scope

- 1.1. This Technical Specification details the functionality and performance requirements for the Raven Meadows Multi-Storey Car Park Technology System.
- 1.2. Contractual requirements are set out in Contract Schedule CS001

Approval

- 1.3. Within this Technical Specification document "*The Car Park Technology System*" is defined as all components necessary to provide a complete operational system meeting the requirements of this document.
- 1.4. *The Car Park Technology System* shall have its performance required by this specification, for its intended use, declared under the Declaration of Performance and be CE marked in accordance with the relevant British adopted European standard or European Technical Approvals or Assessments and the regulation (EU) No 305/2011. The declared performance of the product shall meet the required performance of all the essential characteristics required by the specification. Declarations of performance required by the above regulation shall be provided to the Overseeing Organisation prior to installation or use or procurement or supply of the equipment.
- 1.5. Where directives 2006/95/EC or 2004/108/EC apply to *The Car Park Technology System* it shall have affixed to it CE marking attesting to its conformity to the provisions of the applicable directives. Declarations of conformity required by the above directives appropriate to *The Car Park Technology System* shall be provided to the Overseeing Organisation prior to installation or use or procurement or supply of the equipment.

Implementation

- 1.6. This Technical Specification shall be read alongside the Contract Schedule CS001.
- 1.7. Within this specification, the nature of the requirements is defined as:
 - Must – the requirement is a legal requirement
 - Shall – the requirement is a contractual requirement
 - Should – the requirement is strongly recommended, but not a contractual requirement
 - May – the requirement is optional and at the discretion of the Contractor.

2. Functional Requirements

- 2.1. This section sets out the functional and performance requirements of *The Car Park Technology System* and details these by system element. It is noted that some elements may form physically connected units.

Barriers

- 2.2. The barriers shall automatically lift and lower to facilitate the passage of a single vehicle at a time during normal operation. The cycle from the lowered to raised position and vice versa shall take no longer than 1.5 seconds.
- 2.3. Triggers to raise the barrier may be received from:
- Ticket / token machines
 - Vehicle / user detection systems
 - Central control system (automatic or manual override)
- 2.4. A detection system shall be employed to prevent the barriers from lowering onto vehicles either passing under or stationary beneath them.
- 2.5. The barriers shall be conspicuous to approaching vehicles, making use of appropriate colours, retro-reflective materials and active opto-electronic elements as appropriate.
- 2.6. Moving parts that form the basis of the barriers must be self-lubricating or of a construction that does not require frequent manual lubrication.
- 2.7. Cut-out mechanisms should be employed by the barriers to prevent damage to the actuator and other moving parts, as well as reducing the likelihood of smoke or fire.
- 2.8. The barriers shall provide a facility to allow manual actuation in the event of a power or control system failure. In the event of a power supply failure a barrier shall fail safe in an open position to allow the access / egress of vehicles.
- 2.9. Detectable faults and actuation count shall be reported to the central control system.

Ticket / Token Machines

- 2.10. A user invoked request for a ticket / token from an entry ticket machine shall result in a ticket / token being dispensed to the user. When the user retrieves the ticket or token this shall trigger the associated entry barrier to raise.
- 2.11. Tickets / tokens should be dispensed to the user within 3 seconds of the request.
- 2.12. A user inserted ticket / token into an exit ticket machine shall invoke a check of its payment status. If a valid payment has been made then this shall trigger the exit barrier to raise. The ticket or token may be returned to the user or retained in a self-contained receptacle. If no payment has been made an alert should be made to the user to that effect. If the ticket / token can't be read an alert should be made to the user to contact customer services.
- 2.13. The ticket / token should be read and, where a valid payment has been made, the barrier should be raised within 5 seconds.

2.14. The entry ticket / token machines should be capable of holding a minimum of 5000 tickets / tokens.

2.15. The use of clear labelling and opto-electronic elements to instruct and guide users should be employed. Audible alerts may also be used.

Vehicle / User Identification System (optional)

2.16. The identification system shall allow a user or vehicle to be recognised at the entry and exit barriers, as well as pay stations.

2.17. Identification may be achieved using the following:

- Number plate recognition
- Tag and beacon
- Radio Frequency Identification (RFID)
- Near-field Communication (NFC)
- Machine readable bar codes (printed / opto-electronic screen)

2.18. The identification system shall provide comparable functionality to the ticket / token machines without the need for dispensed media.

2.19. The identification system shall integrate with the central control system to allow the management of vehicles' / users' permissions and restrictions.

Intercoms

2.20. Intercoms shall be available for use by car park users at the entry and exit ticket / token machines as well as pay stations, to allow them to communicate with customer services.

2.21. The intercom shall allow calls to be invoked by car park users or customer services. Where customer services invoke the call, they shall be able to select the relevant user location.

2.22. The audible output level at either end should be adjustable by customer services and may be adjustable by the user.

2.23. Intercom audio quality shall be no less than telephone quality and echo cancellation should be employed as appropriate.

2.24. *The Parking Technology System* shall provide a facility to divert the intercom traffic to an off-site communications device.

2.25. This facility shall provide the ability to instigate the divert function from both the central control system and the off-site communications device.

Pay Stations

2.26. When a ticket / token is inserted into the pay station it shall calculate the amount payable based on a schedule of rates, the entry time and current time. This value shall be indicated to the user via a display screen.

2.27. The user shall be provided with a choice of payment mechanisms, including:

- Cash, including coins and notes
- Debit and credit cards using chip and PIN or contactless payment

2.28. Payment options may also include:

- Wave and pay
- Account (see Clause 2.66)

2.29. Cash capability shall include all current UK Legal Tender (and notified changes) at the time of commissioning and handover.

2.30. The system shall be capable of upgrade to handle all revisions to UK Legal Tender for the lifetime of the system.

2.31. Where cash is used, the pay station shall provide the appropriate change.

2.32. The pay stations shall provide the facility for promotional vouchers, discount or permit codes to be entered and outstanding balances adjusted as appropriate.

2.33. Users shall be offered the option to print a receipt for their transaction.

2.34. Upon payment of the appropriate parking fee, the customer shall be clearly notified of the applicable grace period during which they must exit the facility to avoid further parking charges.

2.35. The pay station shall provide an English language interface.

2.36. The use of clear labelling and opto-electronic elements to instruct and guide users should be employed. Audible alerts may also be used.

2.37. The pay station shall provide a notification and alert to customer services in the event that the cabinet comes under attack or when the cabinet door(s) or access panel(s) are opened or removed. A local audible warning alarm may also be provided.

Optional Features

2.38. Where applicable, the pay station should facilitate the use of the following user identification mechanisms:

- Number plate
- Tag ID
- Radio Frequency Identification (RFID)
- Near-field Communication (NFC)
- Machine readable bar codes (printed / opto-electronic screen)

Central Control System

2.39. *The Parking Technology System* shall be configured using the central control system.

2.40. The following shall be configurable using the central control system:

- Devices, addresses and IDs
- Fare structure and applicable timetable
- Permit / restrict lists
- Users and permissions

- Reports
- External systems, such as payment portals and car park guidance systems
- Grace periods

2.41. The central control system shall calculate the number of available spaces in real-time and maintain a register of payments. This shall be recorded in the event logs and be available for use by external systems.

2.42. The central control system shall provide a facility to control the operation of the barriers via timetable, as well as an override facility allowing direct control of barrier operation by customer service.

2.43. *The Parking Technology System* shall provide a facility for authorised third-party organisations to validate tickets or apply / issue discounts.

User Configuration

2.44. Operator access to *The Parking Technology System* shall be achieved through the use of usernames and passwords utilising standard ASCII characters.

2.45. Password strength and character requirements associated with user accounts shall be configurable.

2.46. Access levels shall be configurable and allow the segregation of key system data by user or user groups as a minimum and as follows:

- a. Systems Engineering and Configuration
- b. Management and Financial Reporting
- c. System Operation

System Monitoring and Reporting

2.47. *The Parking Technology System* shall log all system and user events and store these for a period of no less than 36 months.

2.48. Logs and system faults shall be stored and retrieved using the central control system, but may also be directly accessed from any part of *The Parking Technology System*.

2.49. *The Parking Technology System* shall record the date and time of fault occurrence. Following the clearance of a fault condition, either automatically, by an operator or engineer intervention, the system shall record that event along with the date and time of the clearance.

2.50. *The Parking Technology System* may provide facility to add faults manually to a fault handling interface within a suitable operator interface within the central control system.

2.51. *The Parking Technology System* may provide facility to append or annotate fault records with narrative within a suitable operator interface within the central control system.

2.52. The central control system shall provide a facility to export the system logs and fault reports to allow them to be supplied to the Contractor / maintenance provider.

- 2.53. The central control system should provide a facility to allow automated reporting of faults to the equipment Contractor / maintenance provider as required to facilitate effective and timely maintenance services.
- 2.54. The central control system should provide a remote access system to facilitate system monitoring, reporting and fault resolution.

System Faults

- 2.55. Faults with *The Parking Technology System* should not result in data loss related to transactions.
- 2.56. Where a component of *The Parking Technology System* has to be shut down or restarted, it shall not affect the continued operation of the remaining system components or require them to be restarted / reset.
- 2.57. *The Parking Technology System* should provide the ability to locally diagnose and resolve faults.
- 2.58. *The Parking Technology System* should be capable of monitoring communications and connectivity between sub-systems, and automatically identifying and recording fault conditions in regards to communications internally and externally.

Video Surveillance – Optional

- 2.59. The Parking Technology System may incorporate CCTV cameras at ticket machines, barriers and pay stations for enhanced customer service, safety and security.
- 2.60. The quality of the CCTV footage should be of a quality suitable for both live interaction with customers and also evidence in the event of criminal activity.
- 2.61. The Parking Technology System may incorporate a video recording system to store captured footage from the incorporated cameras.
- 2.62. Any video recording facility should provide the ability to record all connected cameras simultaneously and store the footage for a period of no less than 7 days.
- 2.63. The video recording facility should allow footage to be exported to external media for long term storage / evidential use.
- 2.64. An operator terminal should provide the ability select the camera required for live viewing and recorded footage. Playback facilities should include the ability to fast forward, rewind, play and pause the footage.

External Systems

- 2.65. *The Parking Technology System* shall incorporate an interface to the Council's Chipside Notice Processing System to facilitate the use of permits and pre-paid parking.

3. Electrical Requirements

- 3.1. Where *Car Park Technology System* makes use of an external power supply that falls within the definitions of Low Voltage Directive, it shall comply with the requirements of the Directive and the requirements of BS 7671.
- 3.2. In the event of a power failure, the central control system shall undertake a controlled shut down and invoke an alert to customer services.

4. Interface and Communications Requirements

- 4.1. *The Car Park Technology System* shall be Urban Traffic Management and Control (UTMC) compliant in accordance with document UTMC TS-003.
- 4.2. Data exchange between *The Parking Technology System* and external systems shall be achieved using the UTMC Car Park Monitor MIB (UM/006) as defined in UTMC TS-004.
- 4.3. Data containing payment or account information shall be encrypted and exchanged in accordance with the PCI Data Security Standard requirements.
- 4.4. Technical and organisational measures must be in place to ensure that the processing (including the capture, storage and transfer) of personal data is in accordance with the Data Protection Act 1998.
- 4.5. *The Parking Technology System* shall adhere to The Council's Information Security Policy (<http://staff.shropshire.gov.uk/media/20328/SC-IS-Policy-November-2012.pdf>).

5. Physical Requirements

Environmental

- 5.1. Pay stations and ticket / token machines shall have a degree of protection rating, as defined in IEC 60529, of no less than IP43.
- 5.2. Barriers shall have a degree of protection rating, as defined in IEC 60529, of no less than IP44.
- 5.3. The Contractor shall advise the Client of any requirements for increased environmental protection ratings as a consequence of site specific characteristics or constraints, prior to the manufacture and installation of system equipment and components.

DDA

- 5.4. *The Parking Technology System* must conform with the requirements and guidance contained within both the Disability Discrimination Act 1995 and all subsequent revisions and amendments,

6. Branding

- 6.1. The Shropshire Council logo shall be incorporated into the customer and user interface in line with the Council's branding guidelines.

7. Normative References

7.1. Where undated references are listed, the latest issue of the publication applies.

British Standards

7.2. The British Standards Institution, London, publishes British Standards.

Contact: +44 (0) 845 086 9001 www.bsigroup.co.uk/en-GB/standards

BS 7671	Requirements for Electrical Installation
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Specifications

7.3. Specifications published by Department for Transport.

UTMC TS-003	Urban Traffic Management and Control Technical Framework
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UTMC TS-004	Urban Traffic Management and Control Objects Registry
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7.4. Specifications published by the Security Standards Council

Contact: +1 781 876 8855 www.pcisecuritystandards.org/security_standards

PCI DSS v3	Payment Card Industry Data Security Standard
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Legislation

Disability Discrimination Act 1995

Low Voltage Directive 2006/95/EC

Electromagnetic Compatibility Directive 2004/108/EC

Data Protection Directive 95/46/EC



Tender Response Document

**JMC 031 - Raven Meadows Multi Storey Car
Park Technology Systems**

Name of TENDERING
ORGANISATION
(please insert)

ACS Business Process Solutions

Shropshire Council Tender Response Document

Instructions for the completion of this document

1. This document must be completed in its entirety with responses being given to all questions. If you are unsure of any section/question and require further clarification, please contact us via our Delta Tenderbox. You are recommended to keep a copy of all tender documents and supporting documents for your own records.
2. Tenderers must also complete and sign the four certificates in Sections A1 to A4. These must be signed;
 - a) Where the tenderer is an individual, by that individual;
 - b) Where the tenderer is a partnership, by two duly authorised partners;
 - c) Where the tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for the purpose.
3. All questions require specific responses from you relating to the organisation named in Section B Question 1.1. All information supplied must be accurate and up to date. The Council reserves the right to refuse to consider your application if the Tender Response Document is not fully completed or is found to be inaccurate.
4. Where copies of certificates and other details are requested **a copy must** accompany the electronic copy of your Tender Response Document.

Contents

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A3	Non-Collusive Tendering Certificate	9
A4	Declaration of Connection with Officers or Elected Members of the Council	10
You must sign all 4 certificates in sections A1 to A4		
B	Supplier Information– For information only	11
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Award Criteria

Tenderers will be evaluated on the answers they provide in the 'Tender Response Document'. The following award criteria is made up of 'pass/fail' (selection) questions and 'weighted marked' (award) questions and shows how each section is to be marked.

Selection Criteria Pass/Fail Questions (Sections B to E)

This information will be provided for proof of compliance and will be judged on a pass or fail basis. Applicants must comply with these issues to demonstrate their proven competence, financial stability, resources and other arrangements. Questions marked 'For information only' will not be assessed; however they must still be answered in full.

Section / Question No.	Selection Criteria
Section B	Supplier Information– For information only
Section C	Grounds for <u>Mandatory</u> Exclusion
Section D	Grounds for Discretionary Exclusion
Section E	Pass/ Fail Technical and Professional ability

In relation to discretionary exclusion grounds (section D & E):-

Financial viability: Responses will be analysed and evaluated by the Authority's Audit sections and will include checks via an independent agency (currently Equifax).

If the financial analysis of the Applicant (please note financial information provided by consortium members will be evaluated to assess the Applicant consortium as a whole) gives cause for concern as to its ability to deliver the Contract, the Applicant will fail this section.

If the financial analysis of the Applicant does not give any cause for concern as to its ability to deliver the Contract – it shall be deemed to have passed the section.

Please note the Contracting Authority reserves the right to further check the Financial Stability and Capacity of an applicant prior to any award of contract in the manner set out above in order to ensure that they still pass that requirement.

For other Discretionary exclusion grounds: If in the opinion of the Contracting Authority the responses provided casts serious doubt on the Tenderer's ability to perform this contract, they may be excluded.

Award Criteria – Weighted Marked Questions

Tenders will be evaluated on the answers provided in this Tender Response Document and judged against the criteria shown in the table below. The following award criteria is made up of 'Quality' and 'Price' and shows how each criteria is to be weighted against each other. There are also additionally mandatory technical requirements which have to be passed.

Section / Question No.	Award Criteria	Weighting / Max Marks Available
Price 40% (67 marks)		
Section F / Q 3	Price	67 max marks
Total for price		67 max marks
Quality 60% (100 marks)		
Section F / Q 1.1	Approach to and methodology of installation.	1 / 10 max marks
Section F / Q 1.2	Benefits and flexibility of proposed system.	1 / 10 max marks
Section F / Q 1.3	Approach to system manufacture, installation and maintenance.	1 / 10 max marks
Section F / Q 1.4	Approach to interfacing with third party systems	1 / 10 max marks
Section F / Q 2	Compliance matrix marked elements	6 / 60 max marks
Total for quality		10/ 100 max marks

Quality marks are divided between the compliance matrix (60% - 60 marks) and approach questions (40% - 40 marks).

The compliance matrix makes use of both pass / fail and scored elements. The pass / fail criteria are used where a requirement is considered mandatory and the tenderer should provide evidence that they are already compliant with the requirement or are able to demonstrate a capability to attain compliance for this commission. Scored elements are used where there is flexibility in the requirement either in its provision or its scalability. The compliance elements which have a score allocated to them will be scored up to the mark stated against each in the tender schedule.

The Council reserves the right to reject Tenders which fail mandatory technical requirements

Quality Questions/ Scoring Scheme for questions 1.1.–1.4

Questions within the quality sections shown above will be scored using the following scoring scheme. Each answer from the questions identified below will be given a mark between 0 and 10 with the following meanings:

Assessment	Mark	Interpretation
Excellent	10	<i>Exceeds the requirement. Exceptional demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	9	
Good	8	<i>Satisfies the requirement with minor additional benefits Above average demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response.</i>
	7	
Acceptable	6	<i>Satisfies the requirement. Demonstration by the Tenderer of how they will meet this requirement by their allocation of skills and understanding, resources and quality measures, with evidence to support the response.</i>
	5	
Minor Reservations	4	<i>Satisfies the requirement with minor reservations Some minor reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with limited evidence to support the response.</i>
	3	
Serious Reservations	2	<i>Satisfies the requirement with major reservations. Considerable reservations regarding how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>
	1	
Unacceptable	0	<i>Does not meet the requirement Does not comply and/or insufficient information provided to demonstrate how the Tenderer will meet this requirement by their allocation of skills and understanding, resources and quality measures, with little or no evidence to support the response.</i>

The use of odd numbers indicates an answer's allocated mark lies between definitions.

The tender receiving the highest initial mark for Quality Criteria overall including the compliance matrix will receive the full 100 marks mark available for Quality as a final mark. Other tenders will receive a final mark that reflects the % difference in the marks between those tenders and the tender receiving the highest mark for Quality overall.

Price Evaluation and scoring

Price will be evaluated on a total basket price. The Basket of Items will comprise the following items from the Pricing Schedule:

- Series 100 – Entire Series as billed
- Series 200 – Entire Series as billed
- Series 300 – Entire Series as billed
- Series 400 – Entire Series as billed
- Series 500 – Entire Series as billed
- Series 600 – Entire Series as billed
- Series 700 – Entire Series as billed
- Series 800 – Entire Series as billed
- Series 900 – Entire Series as billed
- 1 no. Item 1008
- 1 no. Item 1009
- 6 no. Item 1010
- 6 no. Item 1011
- 4 no. Item 1019
- 24 no. Item 1021
- 24 no. Item 1022
- 1 no. Item 1108

The tender with the lowest total basket price will receive the total marks for price being 67 marks with other higher cost tenders receiving a % of the total marks calculated on the % difference between each of those tenders and the lowest tender.

Section A:

1. Form of Tender

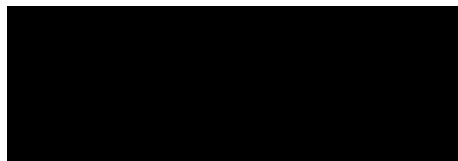
Form of Tender

Shropshire Council

Tender for Raven Meadows Multi-Storey Car Park Technology Systems

We confirm that this, our tender, represents an offer to Shropshire Council that if accepted in whole, or in part, will create a binding contract for the supply of Raven Meadows Multi-Storey Car Park Technology Systems at the prices and terms agreed and subject to the terms of the invitation to tender documentation and the General Terms and Conditions, copies of which we have received.

Signed



Name:



Date

22nd November 2015

Designation

Business Development Manager

Company

ACS Business Process Solutions

Address

Xerox Parking,
Asgard House
Hayward Business Centre
Havant

Post Code

PO9 2NL

Tel No

02392 455 564

Fax No

02392 455 568

E-mail address



Web address

www.xerox.com/parking

Section A:
2. Non – Canvassing Certificate

Non-Canvassing Certificate

To: Shropshire Council (hereinafter called “the Council”)

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Council in connection with the award of this Tender of any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvass or solicit any member officer or employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed (1)



Status Business development Manager

Signed (2)

Status.....

(For and on behalf of ACS Business Process Solutions)

Date 22nd November 2015

Section A:
3. Non – Collusive Tendering Certificate

Non-collusive Tendering Certificate

To: Shropshire Council (hereinafter called “the Council”)

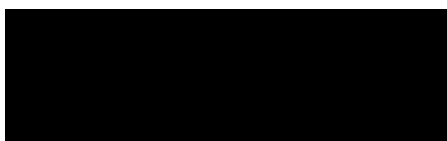
The essence of selective tendering is that the Council shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- (a) communicating to a person other than the Council the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance); or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from Tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Services any act or omission.

Signed (1)



Status Business Development Manager

Signed (2)

Status.....

(For and on behalf of ACS Business Process Solutions)

Date 22nd November 2015

Section A:

4. Declaration of Connection with Officers or Elected Members of the Council

Are you or any of your staff who will be affected by this invitation to tender related or connected in any way with any Shropshire Council Elected Councillor or Employee?

No

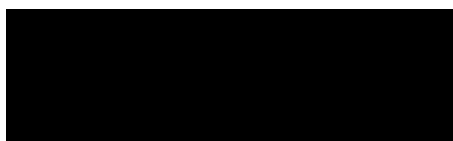
If yes, please give details:

Name	Relationship

Please note:

This information is collected to enable the Council to ensure that tenders are assessed without favouritism. Whether or not you have a connection with elected members or employees will have no bearing on the success of your tender, but your tender will not be considered unless this declaration has been completed.

Signed (1)



Status Business Development Manager

Signed (2)

Status.....

(For and on behalf of ACS Business Process Solutions)

Date 22nd November 2015

SECTION B

1. Supplier Information

1.1 Supplier details	Answer	
Full name of the Supplier completing the Tender	ACS Business Process Solutions	
Registered company address	160 Queen Victoria Street, London EC4V 4AN	
Registered company number	04022569	
Registered charity number	NA	
Registered VAT number	804029365	
Name of immediate parent company	Affiliated Computer Services International BV Registered in Netherlands DUNS- 40-663-8929	
Name of ultimate parent company	XEROX CORPORATION	
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
	ii) a limited company	<input checked="" type="checkbox"/> Yes
	iii) a limited liability partnership	<input type="checkbox"/> Yes
	iv) other partnership	<input type="checkbox"/> Yes
	v) sole trader	<input type="checkbox"/> Yes
	vi) other (please specify)	<input type="checkbox"/> Yes
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes
	ii) Small or Medium Enterprise (SME) ¹	<input type="checkbox"/> Yes
	iii) Sheltered workshop	<input type="checkbox"/> Yes
	iv) Public service mutual	<input type="checkbox"/> Yes

¹ See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

1.2 Bidding model	
Please mark 'X' in the relevant box to indicate whether you are;	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	<input type="checkbox"/> Yes
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	X Yes
c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.	<input type="checkbox"/> Yes
d) Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.	<input type="checkbox"/> Yes <u>Consortium members</u> <u>Lead member</u>
e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.	<input type="checkbox"/> Yes <u>Consortium members</u> <u>Current lead member</u> <u>Name of Special Purpose Vehicle</u>

personal info

1.3 Contact details	
Supplier contact details for enquiries about this tender	
Name	██████████
Postal address	Xerox Parking Asgard House Hayward Business Centre Havant Hants PO9 2NL
Country	United Kingdom
Phone	02392 455564
Mobile	██████████
E-mail	████████████████████

1.4 Licensing and registration (please mark 'X' in the relevant box)		
1.4.1	Registration with a professional body If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide the registration number in this box. ACS Business Process Solutions (ACS BPS) are registered with the British Parking Association 4876
1.4.2	Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.

SECTION C

2. – Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		X
(b) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		X
(c) the common law offence of bribery;		X
(d) bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		X
(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		X
(i) the offence of cheating the Revenue;		X
(ii) the offence of conspiracy to defraud;		X

(iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		X
(iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		X
(v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;		X
(vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		X
(vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;		X
(viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or		X
(ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act;		X
(f) any offence listed—		
(i) in section 41 of the Counter Terrorism Act 2008; or		X
(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;		X
(g) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		X
(h) money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		X
(i) an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		X
(j) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004;		X
(k) an offence under section 59A of the Sexual Offences Act		X

2003;		
(l) an offence under section 71 of the Coroners and Justice Act 2009		X
(m) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		X
(n) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—		X
(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or		X
(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.		X
<p><u>Non-payment of taxes</u></p> <p>2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?</p> <p>If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>		X

SECTION D

3. Grounds for discretionary exclusion - Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		X
(b) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		X
(c) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		X
(d) your organisation has entered into agreements with other economic operators aimed at distorting competition;		X
(e) your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		X
(f) the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		X
(g) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		X
(h) your organisation— (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public		X

Contract Regulations 2015; or		
(i) your organisation has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		X
(bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or		X
(j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		X

Conflicts of interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

'Self-cleaning'

Any Supplier that answers 'Yes' to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self cleans" the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;

- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

4. ECONOMIC AND FINANCIAL STANDING

	FINANCIAL INFORMATION									
4.1	<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>Please indicate your answer with an 'X' in the relevant box.</p> <table border="1"> <tr> <td>(a) A copy of the audited accounts for the most recent two years</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</td> </tr> </table>		(a) A copy of the audited accounts for the most recent two years	<input checked="" type="checkbox"/>	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	<input type="checkbox"/>	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	<input type="checkbox"/>	(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
(a) A copy of the audited accounts for the most recent two years	<input checked="" type="checkbox"/>									
(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	<input type="checkbox"/>									
(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	<input type="checkbox"/>									
(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).										
4.2	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1"> <tr> <td>Name of the organisation</td> <td>Xerox Corporation</td> <td><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td>Relationship to the Supplier completing the PQQ</td> <td>Ultimate Parent</td> <td><input type="checkbox"/> No</td> </tr> </table> <p>If yes, please provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>		Name of the organisation	Xerox Corporation	<input checked="" type="checkbox"/> Yes	Relationship to the Supplier completing the PQQ	Ultimate Parent	<input type="checkbox"/> No		
Name of the organisation	Xerox Corporation	<input checked="" type="checkbox"/> Yes								
Relationship to the Supplier completing the PQQ	Ultimate Parent	<input type="checkbox"/> No								

5. TECHNICAL AND PROFESSIONAL ABILITY

5	Relevant experience and contract examples			
	<p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the Authority's requirement. Contracts for services should have been performed during the past <u>three</u> years. VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>			
		Contract 1	Contract 2	Contract 3
5.1	Name of customer organisation	<div>██████████</div> <div>██████████████████</div> <div>██████████</div> <div>██████████████</div>	<div>██████████████████</div> <div>██████████</div> <div>██████████████</div>	<div>██████ ██████</div> <div>██████████</div>
5.2	Point of contact in customer organisation Position in the organisation E-mail address	<div>██████████</div> <div>██████████████████</div> <div>██████████████████</div>	<div>██████████</div> <div>██████████████</div> <div>██████████</div> <div>██████████████████</div> <div>██████████</div>	<div>██████ ██████</div> <div>██████ ██████</div> <div>██████████ ██████</div> <div>██████████</div>
5.3	Contract start date Contract completion date Estimated Contract Value	<div>██████████</div> <div>██████████████</div> <div>██████████</div>	<div>██████████</div> <div>██████████</div> <div>██████████</div>	<div>██████ ██████</div> <div>██████ ██████</div> <div>██████████</div>

[illegible]

<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
5.5 If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.

SECTION E

6 – Project specific questions to assess Technical and Professional Ability

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes.

Further project specific questions relating to the technical and professional ability of the supplier.

6.1 - Insurance

1.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £5,000,000 * It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
----	--	--

6.2 – Compliance with equality legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2.	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	X Yes <input type="checkbox"/> No

6.3 – Environmental Management

1.	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	<input type="checkbox"/> Yes X No
2.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	X Yes <input type="checkbox"/> No

6.4 – Health & Safety

1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	X Yes <input type="checkbox"/> No
2.	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to	<input type="checkbox"/> Yes X No

	prevent future occurrences or breaches.	
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

6.5 It is a requirement within the terms and conditions for this Contract that where requested in writing during the term of the Agreement that the Contractor will ensure that an appropriately authorised representative of the Contractor shall attend a Committee meeting of the Council upon being invited to do so by the Council. Please confirm your acceptance of this term by ticking the box below.

We confirm acceptance X

☐

SECTION F – TENDER AND PRICING SCHEDULE

Tender Schedule

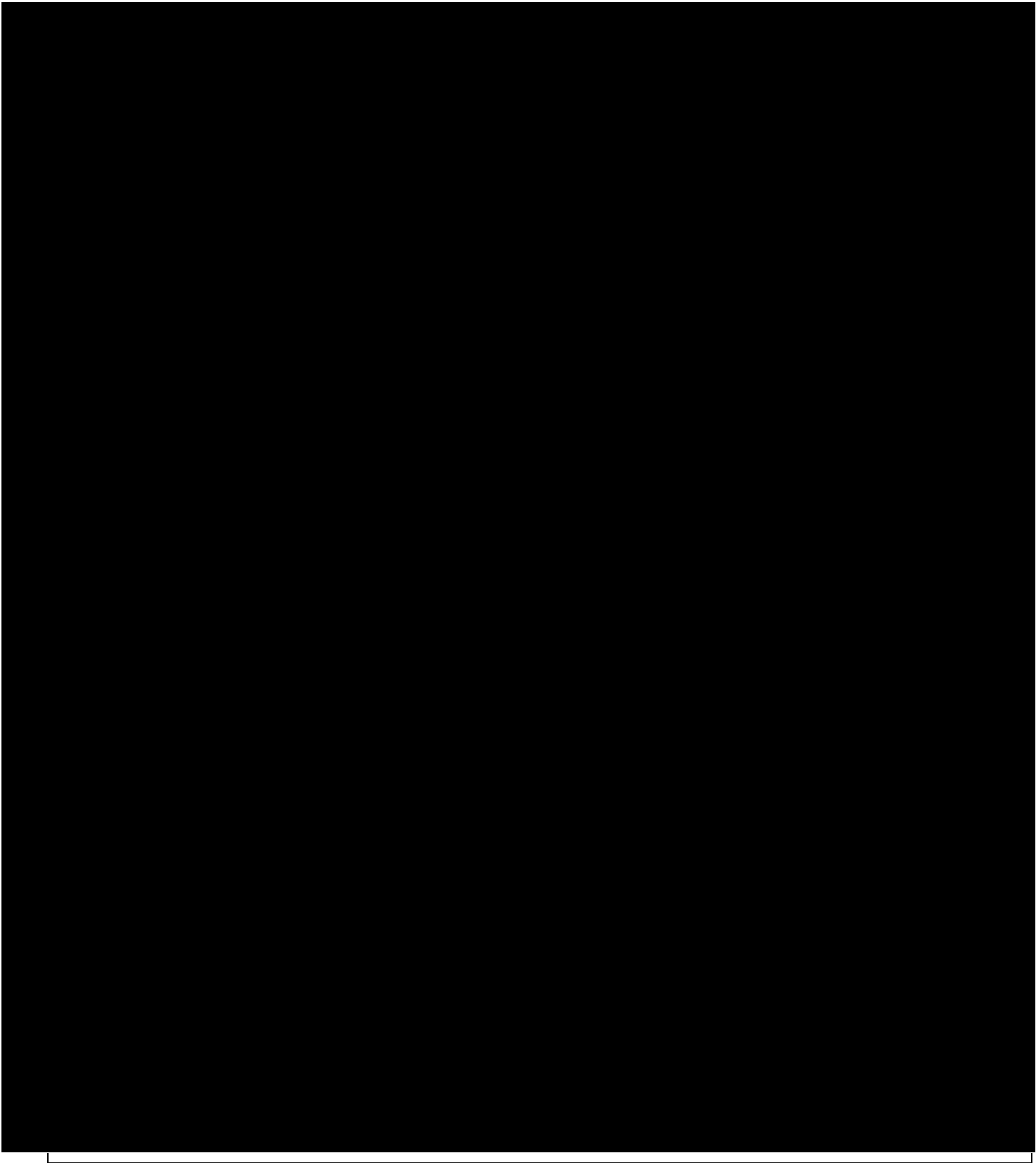
Please respond to all the questions below and also complete the functional compliance table at 2 below.

Quality marks are divided between the compliance matrix (60% - 60 marks) and approach questions (40% - 40 marks).

The compliance matrix makes use of both pass / fail and scored elements. The pass / fail criteria are used where a requirement is considered mandatory and the tenderer should provide evidence that they are already compliant with the requirement or are able to demonstrate a capability to attain compliance for this commission. Scored elements are used where there is flexibility in the requirement either in its provision or its scalability.

1. Methodology/Technical Questions		
Questions	Answers	Scoring
	Please provide your approach and evidence. Please increase the space provided below as you see fit in order to provide a full and comprehensive response.	(each scored out of 10 with a weighting of 1 maximum for each question will be 10)
1.1 Describe your approach to installing the system with minimal disruption to the operation of the car park. The Tenderer shall include detail of their intended approach for the decommissioning of existing system components and installation and commissioning of their offered system. The approach shall detail how the Tenderer intends to maintain car park operation, as a minimum car park payment system functionality offered by the existing system throughout installation, and how inconvenience to car park users will be avoided.		(10)
Attached with this tender is a sample project plan and sample method statements for works to be completed		

[illegible]



[Redacted]

[Redacted]

1.3 Describe your approach to system manufacture, installation and maintenance to minimise the frequency and duration of system downtime. This should detail how planned maintenance frequency is minimised and potential fault conditions addressed prior to realisation, thus reducing the necessity for fault related call-outs.		(10)
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[Redacted]

<p>1.4. Describe your approach to interfacing with third party systems (including parking enforcement and account management back-office from Chipside) for account based payments and permits. The Contractor shall outline how they propose to provide interface to the current Chipside back office management system operated by Shropshire Council, and how such interface shall deliver the function of contract parking. The Tenderer shall</p>		<p>(10)</p>
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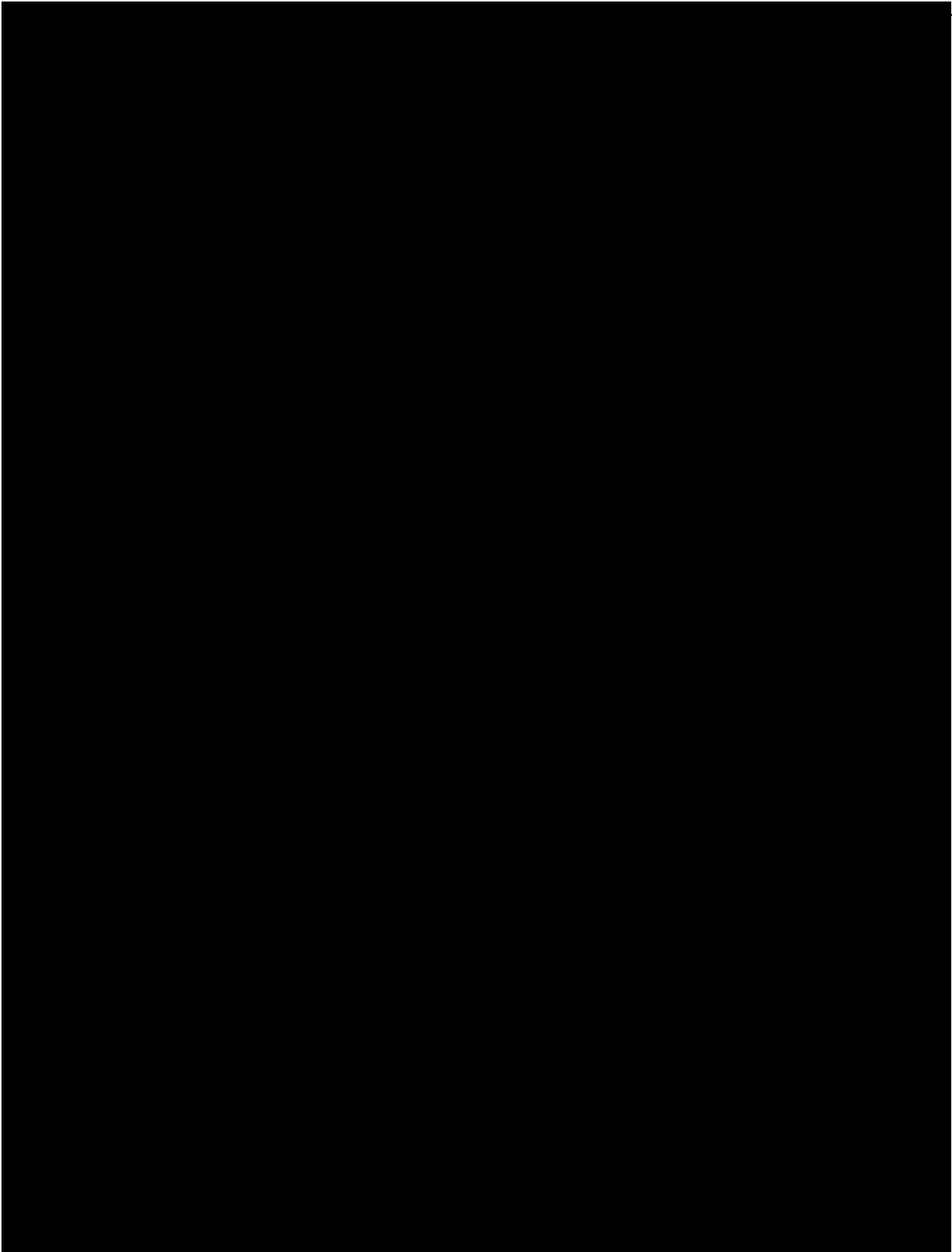
[illegible]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



<p>The Tenderer may provide a proposal for the inclusion of CCTV functionality as a part of the Tender submission. The proposal shall detail in particular, the areas of coverage and quality of CCTV images offered by any such functionality. Where the Tenderer details such functionality the price associated with such optional items shall be identified within the appropriate section of the Pricing Schedule contained within the Tender Response document.</p>		<p>Unscored</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>Total</p>		<p>(40) x 1 weighting</p>

Specification Reference	Compliance (Fully / Partially / None)	Evidence (Brief Description)	Scoring Criteria (Pass / Fail, Scored)
2. Functional Requirements – Compliance matrix			
Barriers			
2.2	Fully	[REDACTED]	Pass / Fail
2.3	Fully	[REDACTED]	Pass / Fail
2.4	Fully	[REDACTED]	Pass / Fail
2.5	Fully	[REDACTED]	Pass / Fail
2.7	Fully	[REDACTED]	Pass / Fail
2.8	Fully	[REDACTED]	Pass / Fail

2.16	Fully	<div data-bbox="579 918 1347 1048"><div data-bbox="579 918 1347 947"></div><div data-bbox="579 947 1347 974"></div><div data-bbox="579 974 1347 1003"></div><div data-bbox="579 1003 1010 1048"></div></div> <div data-bbox="579 1086 1347 1382"><div data-bbox="579 1086 1347 1113"></div><div data-bbox="579 1113 1347 1142"></div><div data-bbox="579 1142 1347 1169"></div><div data-bbox="579 1169 1347 1198"></div><div data-bbox="579 1198 1347 1225"></div><div data-bbox="579 1225 879 1254"></div><div data-bbox="893 1225 1347 1254"></div><div data-bbox="579 1254 740 1281"></div><div data-bbox="754 1254 871 1281"></div><div data-bbox="893 1254 995 1281"></div><div data-bbox="1010 1254 1069 1281"></div><div data-bbox="1083 1254 1275 1281"></div><div data-bbox="1289 1254 1347 1281"></div><div data-bbox="579 1281 1347 1310"></div><div data-bbox="579 1310 1347 1337"></div><div data-bbox="579 1337 1347 1364"></div><div data-bbox="579 1364 791 1382"></div></div> <div data-bbox="534 1397 1355 1816"></div> <div data-bbox="579 1854 1347 1995"><div data-bbox="579 1854 1347 1883"></div><div data-bbox="579 1883 1347 1910"></div><div data-bbox="579 1910 1347 1939"></div><div data-bbox="579 1939 651 1966"></div><div data-bbox="651 1966 659 1984">.</div></div>	(2)
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		[REDACTED]	
2.17	Fully	[REDACTED]	(5)

		<div>[REDACTED]</div>	
2.18	Fully	<div>[REDACTED]</div>	(2)
2.19	Fully	<div>[REDACTED]</div>	(1)
<div>[REDACTED]</div>			

Intercom			
2.20	Fully	[REDACTED]	Pass / Fail
2.21	Fully	[REDACTED]	Pass / Fail
2.22	Fully	[REDACTED]	(2)
2.23	Fully	[REDACTED]	(2)
2.24	Fully	[REDACTED]	Pass / Fail
2.25	Fully	[REDACTED]	(2)
Pay Stations			
2.26	Fully	[REDACTED]	Pass / Fail

		<div></div>	
2.27	Fully	<div></div> <div></div> <div></div> <div></div> <div></div>	(4)

[illegible]

<div></div>			
2.37	Fully	<div></div>	Pass / Fail
2.38	Fully	<div></div>	(2)

		<div>[REDACTED]</div>	
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<div>[REDACTED]</div>			
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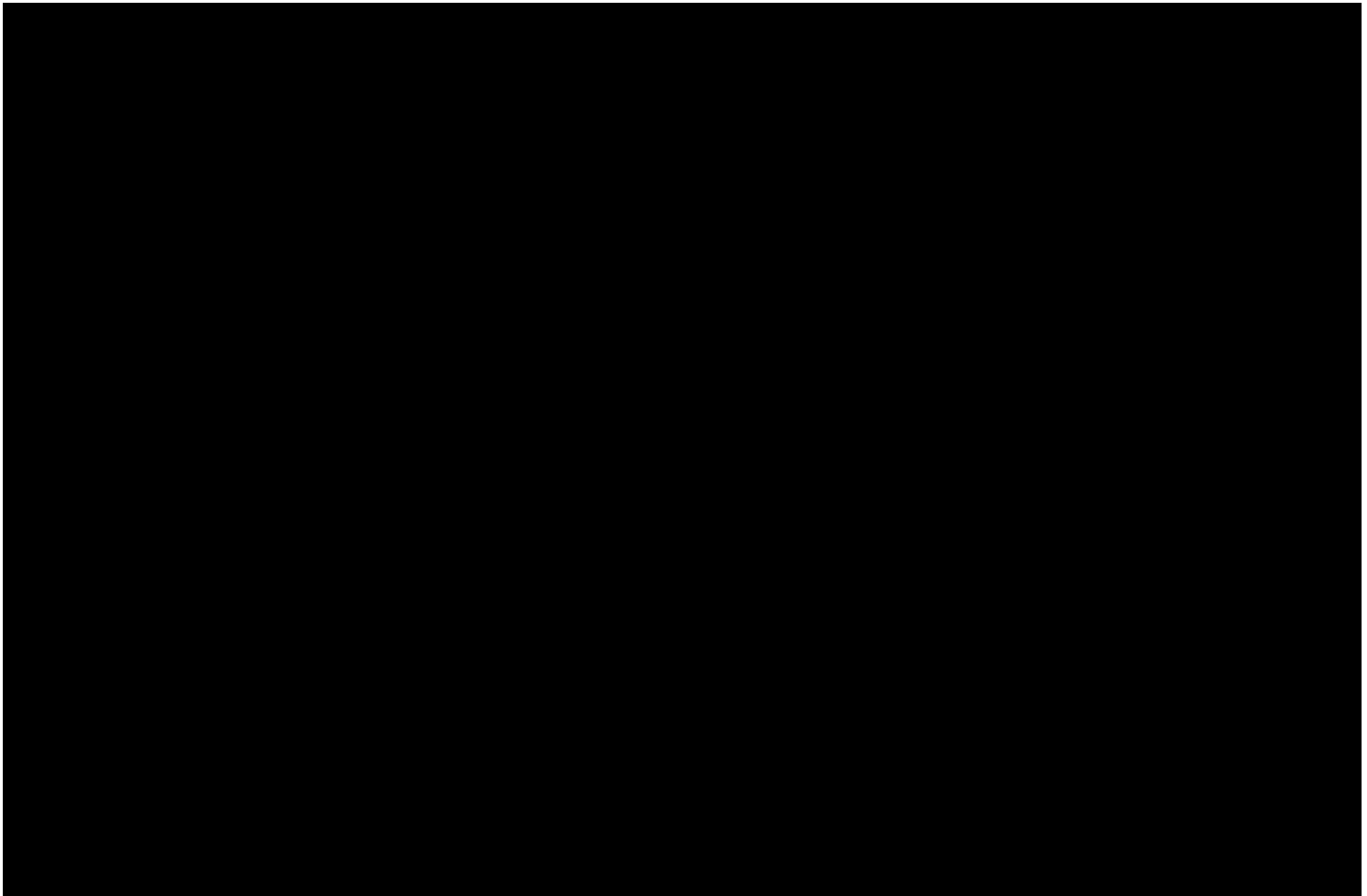
2.41	Fully	<div>[REDACTED]</div>	Pass / Fail
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2.42	Fully		Pass / Fail
2.43	Fully		Pass / Fail
User Configuration			
2.44	Fully		Pass / Fail
2.45	Fully		Pass / Fail
2.46	Fully		(2)
System Monitoring and Reporting			
2.47	Fully		Pass / Fail
2.48	Fully		(2)
2.49	Fully		(2)

		[REDACTED]	
2.57	Fully	[REDACTED] [REDACTED]	(3)
2.58	Fully	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	(2)
Video Surveillance – Optional			
2.59	Fully	[REDACTED] [REDACTED]	N/A
2.60	Fully	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	N/A

2.61	Fully		N/A
2.62	Fully		N/A
2.63	Fully		N/A
2.64	Fully		N/A
External Systems			
2.65	Fully		(3)

3. Electrical Requirements			
3.1	Fully	<div></div>	Pass / Fail
3.2	Fully	<div></div>	(3)
4. Interface and Communication Requirements			
4.1	Fully	<div></div>	Pass / Fail
4.2	Fully	<div></div>	Pass / Fail
4.3	Fully	<div></div>	Pass / Fail
4.4	Fully	<div></div>	Pass / Fail



6. Branding			
6.1	Fully	<div>[Redacted Content]</div>	(2)

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[Redacted content]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Pricing Schedule					
Item	Description	Unit	Qty	Rate	Price
100	Site Clearance				
101	Remove and dispose existing equipment comprising the current Car Park Technology System (including entry/exit terminal/barrier, pay station, central system and data communications equipment and cabling)	Item	1	████	████
200	Central System				
201	Supply and Install Central System Data Server	Item	1	████	████
202	Supply, Install and Configure Central System Software	Item	1	████	████
203	Central System Software Licenses	Item	1	██	10
204	Supply and Install VOIP Intercom system	Item	1	████	████
205	Supply and Install VOIP Intercom Off-site Divert	Item	1	██	██
206	Supply and Install Operator PC and associated software	Item	1	████	████
207	Operator PC Software Licenses	Item	1	██	██
208	3 rd party Ticket Validation System	No	2	████	████
300	Car Park Entry/Exit Equipment				
301	Supply and Install Entry Terminal	No	2	████	████
302	Supply and Install Exit Terminal	No	3	████	████
303	Supply and Install Entry / Exit Barrier	No	5	████	████
	<i>*It is our calculation that the site only requires x4 barriers To provide a compliant price submission, ACS BPS have used the council's x5 for the calculation</i>				
304	Supply and Install vehicle detection per lane	No	5	████	████
	<i>*It is our calculation that the site has x4 lanes. One lane will be a "tandem" lane as the current configuration To provide a compliant price submission, ACS BPS have used the council's x5 for the calculation</i>				
400	Pay Station				
401	Supply and Install DDA Compliant Pay Station	No	5	████	████
500	Consumables and Re-usables				
501	Year 1 Operation Consumables (based upon throughput figures provided)	Item	1	████	████
502	Entry Terminal Ticket (25000 transactions)	Item	1	████	████
503	Pay Station Receipt Medium (25000 transactions)	Item	1	████	████
504	Reusable coin/tag as defined by Contractor's proposal <i>*Prices based on x100 Mifare cards with one colour print and numbered</i>	No	1	████	████
600	Data Communications				
601	Supply and Install Data Communications Infrastructure	Item	1	████	████
602	Supply and Install IP Router / Switch Hardware to	Item	1	████	████

		support all Car Park Technology System functionality.				
		██ ██ ██				
700		Commissioning and Testing				
701		Factory Acceptance Test Documentation and Testing	Item	1	██████	██████
702		Site Acceptance Test Documentation, Testing and Commissioning		1	██████	██████
800		Training and Documentation				
801		Car Park Technology System Documentation and User Manuals	Item	1	██	██
802		Car Park Technology System Maintenance Manuals	Item	1	██	██
803		1 Day On-site training and training course material (5 Staff)	Item	1	██████	██████
900		Delivery				
901		Delivery of supplied equipment, components materials and consumables to site	Item	1	██████	██████
1000		Maintenance				
1001		Annual Maintenance (Mon-Fri / 09:00-17:00 / 24 Working Hour Response) Year 2	Item	1	██████	██████
1002		Annual Maintenance (Mon-Fri / 09:00-17:00 / 10 Working Hour Response) Year 2	Item	1	██████	██████
1003		Annual Maintenance (Mon-Fri / 09:00-17:00 / 6 Working Hour Response) Year 2	Item	1	██████	██████
1004		Annual Maintenance (Mon-Fri / 09:00-17:00 / 4 Working Hour Response) Year 2	Item	1	██████	██████
1005		Annual Maintenance (Mon-Sun / 09:00-17:00 / 24 Working Hour Response) Year 2	Item	1	██████	██████
1006		Annual Maintenance (Mon-Sun / 09:00-17:00 / 10 Working Hour Response) Year 2	Item	1	██████	██████
1007		Annual Maintenance (Mon-Sun / 09:00-17:00 / 6 Working Hour Response) Year 2	Item	1	██████	██████
1008		Annual Maintenance (Mon-Sun / 09:00-17:00 / 4 Working Hour Response) Year 2	Item	1	██████	██████
1009		Recommended Spares Holding (To be Scheduled by the Supplier) Year 2	Item	1	██████	██████
		Spares Holding to include: Magnetic Articulated Boom inc Rear Section Coin Hopper £1, £0.50, £0.20, £0.10 Coin Validator Ticket Reader Entry Terminal inc "X02" burster "X04" Burster (POF) Tool Kit Consumable Kit, Card Reader Cleaner Kit, Note Reader Cleaning Kit, Air Duster				

1010	Out-of-Hours Maintenance Attendance (Incl. first Hour) Year 2	Item	1			
1011	Out-of-Hours Maintenance Rate (on-site hours out with attendance rate) Year 2	Hour	0.5			
1012	Annual Maintenance (Mon-Fri / 09:00-17:00 / 24 Working Hour Response) Year 3 to 6	Item	1			
1013	Annual Maintenance (Mon-Fri / 09:00-17:00 / 10 Working Hour Response) Year 3 to 6	Item	1			
1014	Annual Maintenance (Mon-Fri / 09:00-17:00 / 6 Working Hour Response) Year 3 to 6	Item	1			
1015	Annual Maintenance (Mon-Fri / 09:00-17:00 / 4 Working Hour Response) Year 3 to 6	Item	1			
1016	Annual Maintenance (Mon-Sun / 09:00-17:00 / 24 Working Hour Response) Year 3 to 6	Item	1			
1017	Annual Maintenance (Mon-Sun / 09:00-17:00 / 10 Working Hour Response) Year 3 to 6	Item	1			
1018	Annual Maintenance (Mon-Sun / 09:00-17:00 / 6 Working Hour Response) Year 3 to 6	Item	1			
1019	Annual Maintenance (Mon-Sun / 09:00-17:00 / 4 Working Hour Response) Year 3 to 6	Item	1			
1020	Recommended Spares Holding (To be Scheduled by the Supplier) Year 3 to 6 Spares Holding to include: Magnetic Articulated Boom inc Rear Section Coin Hopper £1, £0.50, £0.20, £0.10 Coin Validator Ticket Reader Entry Terminal inc "X02" burster "X04" Burster (POF) Tool Kit Consumable Kit, Card Reader Cleaner Kit, Note Reader Cleaning Kit, Air Duster	Item	1			
1021	Out-of-Hours Maintenance Attendance (Incl. first Hour) Year 3 to 6	Item	1			
1022	Out-of-Hours Maintenance Rate (on-site hours out with attendance rate) Year 3 to 6	Hour	0.5			
1100	Optional Items					
1101	Operator Cashier System	Item	1			
1102	Entry / Exit Terminal Protection	No	5			
1103	Entry / Exit Barrier Protection	No	5			
1104	Pinhole Camera for Entry Terminal / Exit Terminal	No	6			
	Pinhole Camera for Payment Machine	No	5			

1105	Vehicle / user identification – at entry terminal	No	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	[REDACTED]				
1106	Vehicle / user identification – at exit terminal	No	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	[REDACTED]				
1107	Vehicle / user identification – at pay station	No	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	[REDACTED]				
1108	Interface to Council's Financial System	Item			
	[REDACTED]				

Pricing for any other optional items

[REDACTED]

[REDACTED]

[REDACTED]



personal & confidential info

ACS Business Process Solutions
Xerox Parking
Asgard House
Hayward Business Centre
Havant
Hants
PO9 2NL
Sent by email to: [REDACTED]

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Date: 15th December 2015

Dear Bidder

JMC 031 - RAVEN MEADOWS MULTI STOREY CAR PARK TECHNOLOGY SYSTEMS SHROPSHIRE COUNCIL

SUBJECT TO CONTRACT

This is an Award Decision Notice pursuant to The Public Contracts Regulations (the "Regulations").

We are pleased to inform you that, following the evaluation process, Shropshire Council proposes to accept your offer in relation to the above Contract.

However, this letter is not, at this stage, a communication of Shropshire Council's formal acceptance of your offer. A mandatory "standstill" period is now in force pursuant to the Regulations; this period will end at midnight on 6th January 2016.

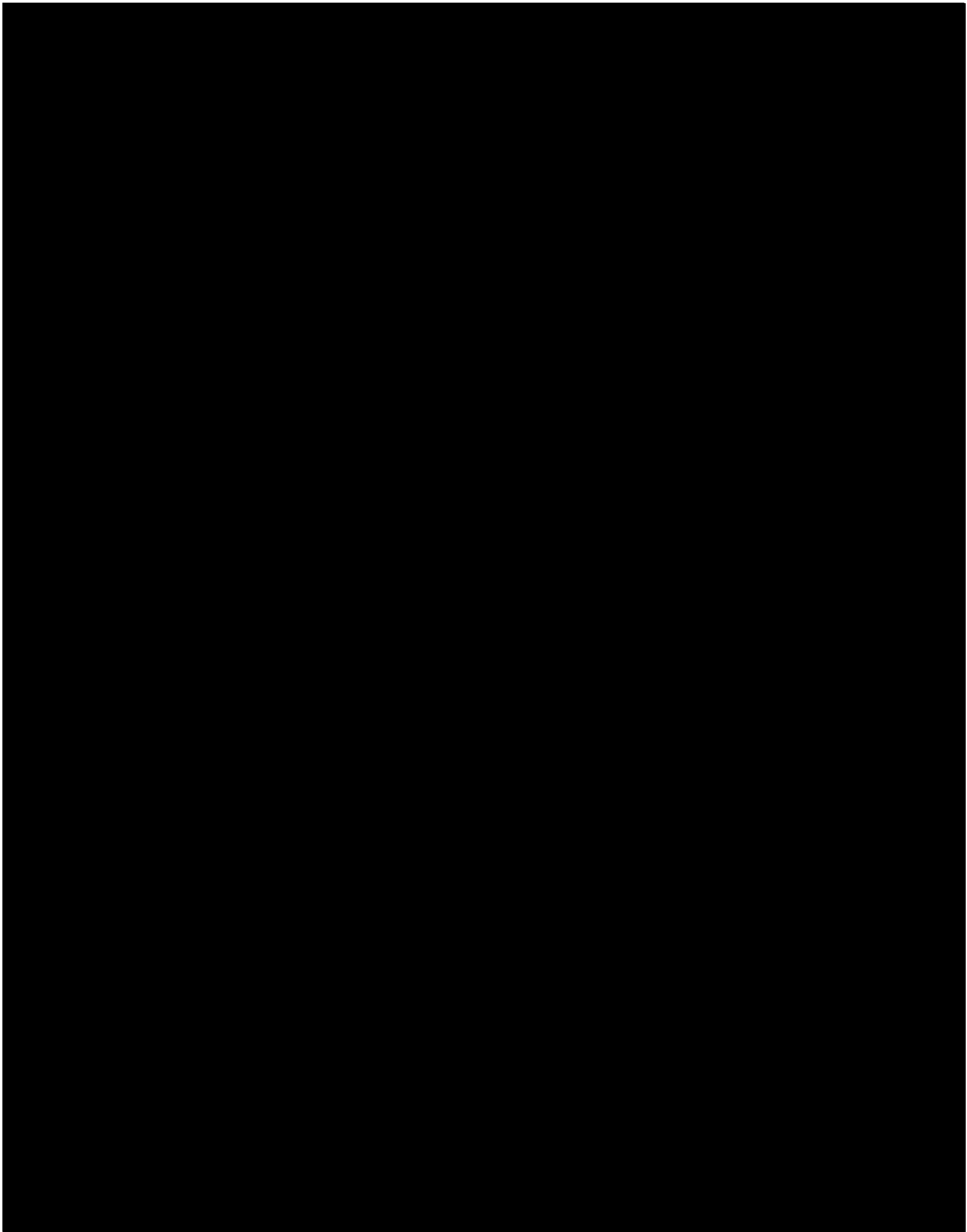
Subject to Shropshire Council receiving no notice during the standstill period of any intention to legally challenge the award process, the Council aims to conclude the award after the expiry of the standstill period.

We can confirm that your tender received the following scores and ranking:-

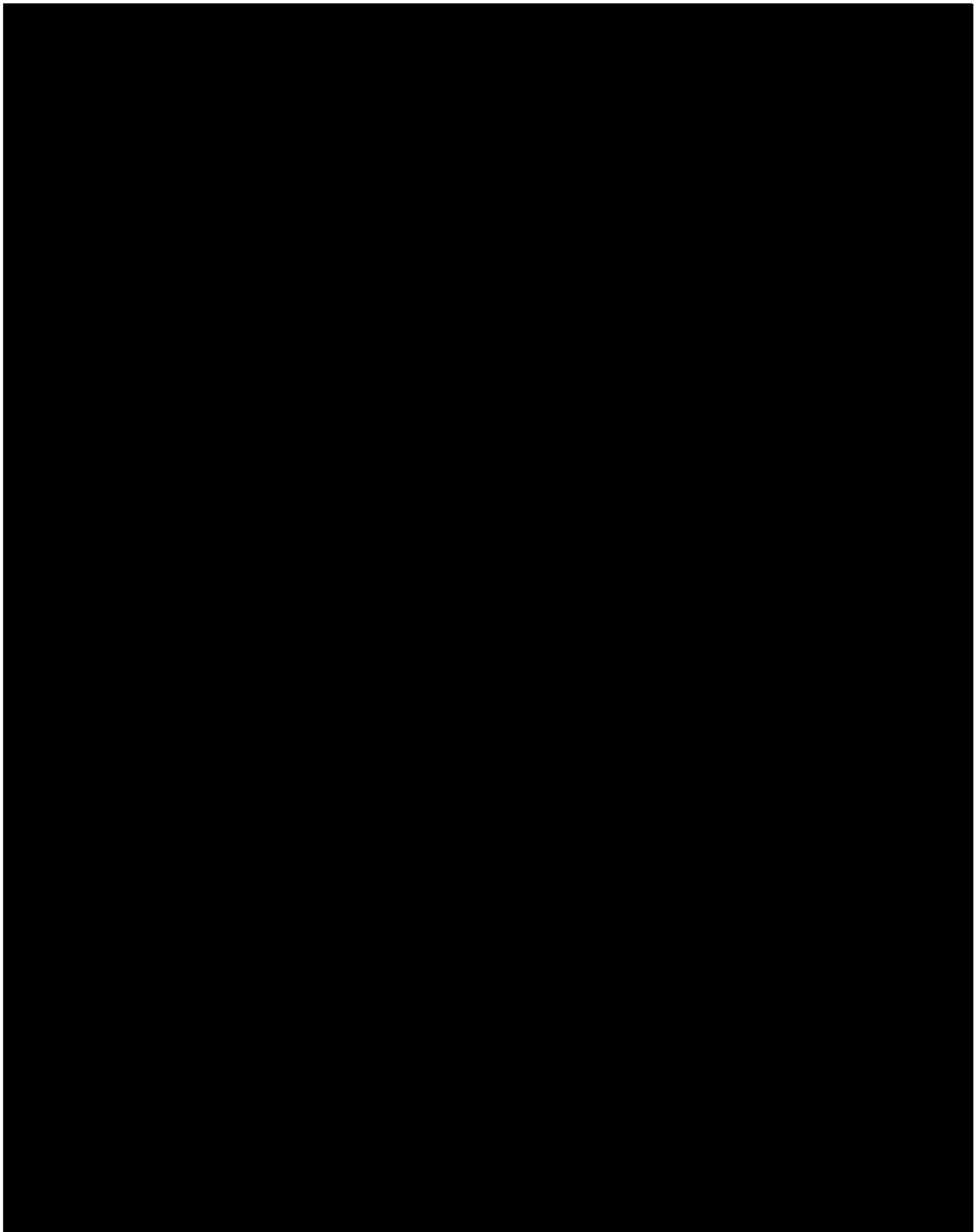
Criteria	Your Weighted Score	Winning Tenderer's Total Weighted Marks	Your Rank (out of all 7 tenders received)
Quality	[REDACTED]	[REDACTED]	[REDACTED]
Price	[REDACTED]	[REDACTED]	[REDACTED]
Overall	[REDACTED]	[REDACTED]	[REDACTED]

For your further information we would confirm that your quality submission was scored against the published 0-10 scoring scheme and the stated award criteria and received the marks as set out on the table overleaf. We have also included some commentary to the marks:-

confidential info



confidential infok



confidential & personal info

We will be in touch with you again at the end of the standstill period.

Your faithfully

Area Commissioner

Group Manager Business Growth & Prosperity