**SPECIFICATION**

**SECTION 1: INTRODUCTION**

* 1. **Purpose**

Shepway District Council (the council) wishes to appoint one company on a fixed price contract for a period of 3 years with an option to extend for a further 2 years.

**1.2 Background information**

The Council maintains 31 off-street parking machines in 22 car parks across the district in addition to 16 on-street parking machines in 7 locations.

The estimated numbers of parking tickets needed to supply these machines are 800,000 off-street tickets and 100,000 on-street tickets per year.

**SECTION 2: THE SPECIFICATION**

**2.1 Outline Services**

2.1.1 The Council requires a supply of pre-formatted tickets for use in its off-street parking machines. There is no immediate requirement for tickets for use in its on-street parking machines, but supply for on-street parking tickets is included in this contract so the Council may order these tickets from the Supplier as and when supply is required.

2.1.2 All tickets are to be non-adhesive and compatible with the Council’s machines as described in 2.2 and 2.3.

2.1.3 Tickets will be delivered to:

Parking Services,

Shepway District Council,

Civic Centre

Castle Hill Avenue,

Folkestone,

CT20 2QY

2.1.4 The Supplier will deliver on a quarterly basis or as required. At the time of ordering, the contracting officer will specify the type (on- or off-street tickets) and volume of tickets to be delivered.

2.1.5 The Supplier will have rights to source and sell advertising material on the reverse of the tickets, subject to the Council’s approval of the advertising material.

**2.2 Off-Street Parking Tickets**

The Council requires approximately 800,000 parking tickets for Parkeon Stelio and Parkeon Strada machines.

The quarterly breakdown of that estimate is as follows:

July to September: 197,100

October to December: 103,700

January to March: 108,500

April to June: 159,700

Each ticket will be printed in black ink on the face and each ticket will be numbered sequentially on both sides.

A sample of the layout is shown below.



**2.3 On-Street Parking Tickets**

There is no immediate requirement for the supply of parking tickets for Metric Aura machines; however the Council will order these tickets from the Supplier as and when supply is required.

The estimated number of parking tickets used in a 12 month period is 100,000.

The quarterly breakdown of that estimate is as follows:

July to September: 16,500

October to December: 7,300

January to March: 7,000

April to June: 12,400

Each ticket will be printed in black ink on the face and each ticket will be numbered sequentially on both sides.

A sample of the layout is shown on the right.

**2.4 Advertising**

2.4.1 The Supplier will have rights to source and sell advertising material on the reverse of the tickets, subject to the Council’s approval of the advertising material.

2.4.2 If the Supplier is successful in selling advertisement space on the rear of the tickets, a discount will be provided to the Council as per the Supplier’s Price Schedule.

2.4.3 All additional costs to the Supplier resulting from the printing of advertisements on the tickets will be borne by the Supplier in full.

2.4.4 The Supplier will not print any advertisement on the tickets supplied under this contract where the Council objects to the content of the advertisement. The supplier will issue proofs to the contracting officer for approval prior to printing.

2.4.5 The Supplier may specify tickets bearing certain advertising are used at particular locations and/or at time in accordance with the advertiser’s requirements. The details of these requirements will be agreed with the Council’s contracting officer prior to printing.

**2.5 Ordering & Delivery**

2.5.1 The Supplier will deliver a portion of the annual requirement quarterly or as required. The purchase order will specify the type and annual volume of tickets required and the tickets will be delivered to the Council’s address in 2.1.3 above or as specified at the time of ordering.

2.5.2 Delivery will be made within 12 weeks after the order has been placed to allow the Supplier time to source advertising material; or the contracting officer will specify if delivery is urgent and due immediately.

2.5.3 Delivery costs are included in the ticket price.

2.5.4 The Supplier will issue proofs to the contracting officer prior to printing. Tickets will be printed only after approval has been given for the final proofs.

**SECTION 3: CAR PARKS**

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| **OFF-STREET** |
| **Location** | **No. Machines** | **Make of Machine** |
| Tram Road Car ParkTram Road Folkestone | 2 | Parkeon Stelio |
| Harbourside Car ParkLower Sandgate RoadFolkestone | 1 | Parkeon Stelio |
| Upper Payers Car ParkPayers ParkFolkestone | 1 | Parkeon Stelio |
| Shellons Street Car ParkSt Eanswythe WayFolkestone | 1 | Parkeon Stelio |
| Foresters Way Car ParkForesters WayFolkestone | 1 | Parkeon Stelio |
| Pleydell Gardens Car ParkPleydell GardensFolkestone  | 1 | Parkeon Stelio |
| Leas Cliff Hall Car ParkSandgate RoadFolkestone | 2 | Parkeon Strada |
| Coastal Park Car ParkLower Sandgate Road WestFolkestone | 3 | Parkeon Stelio |
| Castle RoadSandgate | 1 | Parkeon Stelio |
| Battery PointSandgate | 1 | Parkeon Stelio |
| SeapointHythe | 1 | Parkeon Stelio |
| Twiss FortHythe | 1 | Parkeon Stelio |
| The Paddocks Car ParkProspect RoadHythe | 1 | Parkeon Strada |
| Mount Street Car Park(Aldi’s Supermarket)Mount StreetHythe | 2 | Parkeon Strada |
| Military Road Car Park Military RoadHythe | 2 | Parkeon Stelio |
| Dymchurch CentralOrgarswick Avenue Dymchurch | 2 | Parkeon Stelio |
| Martello Car ParkDymchurch RoadDymchurch | 1+1 | Parkeon Strada & Parkeon Stelio |
| High Knocke Car ParkDymchurch RoadSt Mary’s Bay | 1+1 | Parkeon Strada & Parkeon Stelio |
| Church Road Car ParkChurch RoadNew Romney | 1 | Parkeon Stelio |
| West Street Car Park West StreetNew Romney | 1 | Parkeon Stelio |
| Coast Drive Car ParkCoast Drive Greatstone | 1 | Parkeon Stelio |
| Jolly FishermanThe Parade Greatstone | 1 | Parkeon Stelio |

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| **ON-STREET** |
| **Location** | **No. Machines** | **Make of Machine** |
| Langhorne GardensFolkestone | 1 | Metric Aura |
| Clifton GardensFolkestone | 1 | Metric Aura |
| The LeasFolkestone | 4 | Metric Aura |
| The BayleFolkestone | 2 | Metric Aura |
| Marine ParadeFolkestone | 5 | Metric Aura |
| Lower Sandgate RoadFolkestone | 2 | Metric Aura |
| HarboursideFolkestone | 1 | Metric Aura |