**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

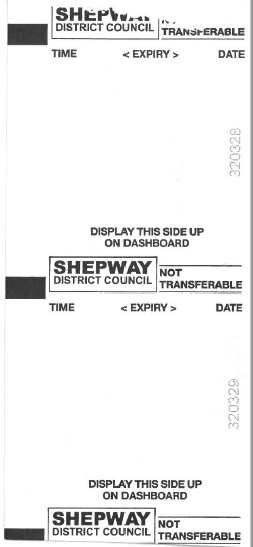
April to June: 159,700

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**

|  |  |  |
| --- | --- | --- |
| **OFF-STREET** | | |
| **Location** | **No. Machines** | **Make of Machine** |
| Tram Road Car Park Tram Road  Folkestone | 2 | Parkeon Stelio |
| Harbourside Car Park Lower Sandgate Road Folkestone | 1 | Parkeon Stelio |
| Upper Payers Car Park Payers Park Folkestone | 1 | Parkeon Stelio |
| Shellons Street Car Park St Eanswythe Way Folkestone | 1 | Parkeon Stelio |
| Foresters Way Car Park Foresters Way Folkestone | 1 | Parkeon Stelio |
| Pleydell Gardens Car Park Pleydell Gardens Folkestone | 1 | Parkeon Stelio |
| Leas Cliff Hall Car Park Sandgate Road Folkestone | 2 | Parkeon Strada |
| Coastal Park Car Park Lower Sandgate Road West Folkestone | 3 | Parkeon Stelio |
| Castle Road Sandgate | 1 | Parkeon Stelio |
| Battery Point Sandgate | 1 | Parkeon Stelio |
| Seapoint Hythe | 1 | Parkeon Stelio |
| Twiss Fort Hythe | 1 | Parkeon Stelio |
| The Paddocks Car Park Prospect Road Hythe | 1 | Parkeon Strada |
| Mount Street Car Park (Aldi’s Supermarket) Mount Street Hythe | 2 | Parkeon Strada |
| Military Road Car Park  Military Road Hythe | 2 | Parkeon Stelio |
| Dymchurch Central Orgarswick Avenue  Dymchurch | 2 | Parkeon Stelio |
| Martello Car Park Dymchurch Road Dymchurch | 1+1 | Parkeon Strada & Parkeon Stelio |
| High Knocke Car Park Dymchurch Road St Mary’s Bay | 1+1 | Parkeon Strada & Parkeon Stelio |
| Church Road Car Park Church Road New Romney | 1 | Parkeon Stelio |
| West Street Car Park  West Street New Romney | 1 | Parkeon Stelio |
| Coast Drive Car Park Coast Drive  Greatstone | 1 | Parkeon Stelio |
| Jolly Fisherman The Parade  Greatstone | 1 | Parkeon Stelio |

|  |  |  |
| --- | --- | --- |
| **ON-STREET** | | |
| **Location** | **No. Machines** | **Make of Machine** |
| Langhorne Gardens Folkestone | 1 | Metric Aura |
| Clifton Gardens Folkestone | 1 | Metric Aura |
| The Leas Folkestone | 4 | Metric Aura |
| The Bayle Folkestone | 2 | Metric Aura |
| Marine Parade Folkestone | 5 | Metric Aura |
| Lower Sandgate Road  Folkestone | 2 | Metric Aura |
| Harbourside Folkestone | 1 | Metric Aura |