**SPECIFICATION**

**SECTION 1: INTRODUCTION**

* 1. **Purpose**

Folkestone & Hythe District Council (F&HDC) maintains 36 off-street parking machines in 27 car parks across the district in addition to 29 on-street parking machines in 7 locations.

The estimated numbers of parking tickets needed to supply these machines are 600,000 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 on- & off-street parking machines.

2.1.2 All tickets are to be non-adhesive and compatible with F&HDC's machines as described in 2.2.

2.1.3 Tickets will be delivered to:

Parking Services,

Folkestone & Hythe 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 F&HDC's approval of the advertising material.

**2.2 On & Off-Street Parking Tickets**

F&HDC requires approximately 600,000 parking tickets for Parkeon Stelio and Parkeon Strada machines.

The quarterly breakdown of that estimate is as follows:

July to September: 175,000

October to December: 175,000

January to March: 175,000

April to June: 175,000

These figures are based on F&HDC's best estimates at May 2022. Actual volumes may vary over the course of the contract if the number of parking machines in place changes, and the volume required is dependent on the level of public demand at F&HDC's car parks.

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 current layout is shown below.



**2.3 Advertising**

2.3.1 The Supplier will have rights to source and sell advertising material on the reverse of the tickets, subject to F&HDC's approval of the advertising material.

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

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

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

2.3.5 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 F&HDC's contracting officer prior to printing.

**2.4 Ordering & Delivery**

2.4.1 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 F&HDC's address in 2.1.3 above or as specified at the time of ordering.

2.4.2 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.

2.4.3 Delivery costs are to be included in the ticket price.

2.4.4 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: PARKING MACHINE LOCATIONS**

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| **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 |
| The Coastal Park  Lower Sandgate Road  Folkestone | 1 | Parkeon Strada |
| East Cliff Pavilion  Wear Bay Road  Folkestone | 1 | Parkeon Strada |
| Wilberforce Road  Sandgate | 1 | Parkeon Strada |
| The Lade  Lydd on Sea | 1 | Parkeon Strada |
| West Hythe Car Park  West Hythe | 1 | Parkeon Strada |

|  |  |  |
| --- | --- | --- |
| **ON-STREET** | | |
| **Location** | **No. Machines** | **Make of Machine** |
| Langhorne Gardens Folkestone | 1 | Parkeon Strada |
| Clifton Gardens Folkestone | 1 | Parkeon Strada |
| The Leas Folkestone | 4 | Parkeon Strada |
| The Leas bandstand  Folkestone | 1 | Parkeon Strada |
| Marine Parade Folkestone | 5 | Parkeon Strada |
| Lower Sandgate Road  Folkestone | 2 | Parkeon Strada |
| Harbourside Folkestone | 1 | Parkeon Strada |
| Princes Parade | 12 | Parkeon Strada |