**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 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 |
| The Coastal ParkLower Sandgate RoadFolkestone | 1 | Parkeon Strada |
| East Cliff Pavilion Wear Bay RoadFolkestone | 1 | Parkeon Strada |
| Wilberforce RoadSandgate | 1 | Parkeon Strada |
| The LadeLydd on Sea | 1 | Parkeon Strada |
| West Hythe Car ParkWest Hythe | 1 | Parkeon Strada |

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| **ON-STREET** |
| **Location** | **No. Machines** | **Make of Machine** |
| Langhorne GardensFolkestone | 1 |  Parkeon Strada |
| Clifton GardensFolkestone | 1 |  Parkeon Strada |
| The LeasFolkestone | 4 |  Parkeon Strada |
| The Leas bandstandFolkestone | 1 | Parkeon Strada |
| Marine ParadeFolkestone | 5 |  Parkeon Strada |
| Lower Sandgate RoadFolkestone | 2 |  Parkeon Strada |
| HarboursideFolkestone | 1 |  Parkeon Strada |
| Princes Parade | 12 | Parkeon Strada |