



**Appendix A - SPECIFICATION
For**

Cash and Valuables in Transit (CVIT)

REFERENCE: DN318145

PROCUREMENT PROCEDURE: UK OPEN

Deadline for submission: (UK date and time)	DATE:	Wednesday 21st February 2018
	TIME:	23:30

Status:	ISSUED
Version:	1.00
Date:	31/01/2018

1. Security of Cash and Valuables in Transit - General Requirements:
 - 1.1. The Contractor shall collect and transit cash and valuables in a safe and secure manner and the Contractor shall be liable to the Council for any such cash and valuables in their possession and shall indemnify the Council against any loss thereof.
 - 1.2. In the event that scheduled collection(s) from parking ticket machine(s) are delayed and/or omitted by the Contractor acting without corresponding instructions from the Council to delay and/or omit such collection(s) then the Contractor shall be liable for damage to corresponding parking ticket machine(s) and for loss of corresponding cash.
 - 1.3. Time is of the essence for the delivery of the Services.
 - 1.4. Where any loss of cash and/or valuables occurs the Contractor shall immediately reimburse the Council.
 - 1.5. Upon becoming aware that for whatever reason a collection will be delayed and/or omitted, the Contractor shall immediately notify the Service Unit of the Council whom will suffer impact.
 - 1.6. Upon becoming aware that for whatever reason the banking of a collection will be delayed and/or omitted, the Contractor shall immediately notify the Service Unit of the Council whom will suffer impact.
 - 1.7. All written reports must be delivered in an agreed electronic format. Emails with Microsoft Word, Microsoft Excel and/or PDF attachments are acceptable. Web-based solutions enabling controlled access to reports may be acceptable subject to review. Paper is not acceptable.
 - 1.8. Various factors may reduce the Council's cash collection requirements during the term of the contract including but not limited to:
 - 1.8.1. The affordability of (new) technology.
 - 1.8.2. Channel shift by the public away from cash and cheque payments and to electronic or mobile payment solutions.
 - 1.9. There may be a requirement to extend the service to additional functions during the term of the contract including but not limited to:
 - 1.9.1. Youth Centres
 - 1.9.2. Day Care Centres
 - 1.9.3. Work Place Nursery for Borough of Poole Staff
 - 1.9.4. Poole Housing Partnership
 - 1.10. Any change to the Service required, including any addition or discontinuation of a Service, or part of a Service, will be advised as soon as possible in writing and no cancellation or administration fee shall be payable by the Council nor shall there be any change to the price of any other service.