

Report to: Executive Board - Monday 27th May 2002

CONTRACT FOR THE PROVISION OF CASH COLLECTION SERVICE

	WARDS AFFECTED
Report of: Ralph D Adams	All
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Lead Member Responsible: Cllr. Hollingsworth, Leader of the Council	
Overview and Scrutiny Committee Responsibility: Finance and Performance Management	
Key Decision: Yes	
SUMMARY AND RECOMMENDATIONS	
<p>This report seeks approval to secure a contract for the delivery of the Cash Collection Service for a period of up to three years from 1st October 2002.</p> <p>The report has no staffing implications.</p> <p>The Cash Collection Service is key to ensuring the maximisation of the financial resources available to the Council, thereby enabling the Authority to deliver its other strategic aims.</p> <p>Executive Board is ASKED to agree that:</p> <ol style="list-style-type: none"> 1. major contract approval is granted for this project 2. expressions of interest be sought and tenders obtained for the Service in compliance with EU Restricted Procedure requirements 3. the Director of Finance is authorised to accept the lowest suitable tender up to £105,000 	

1. Cash is collected on a daily basis from car park machines and City Council leisure centres in Oxford and brought to the Payments and Parking Shop in High Street for processing and onward transmission. The vehicle used for cash collection also collects and delivers post and stationery to various City Council premises during its rounds.
2. The Council originally provided an in-house Cash Collection Service, but a decision was made by the Authority to discontinue its in-house service following

an armed robbery in December 1997. Since that time, the Service has been delivered by an external contractor.

3. The current contract expires on 30th September 2002 and it is necessary now to commence the process of ensuring the new Service delivery arrangements from 1st October 2002 as the provisions of EU service procurement law apply. The present budget for the service is £87,823 per annum, plus inflation this year will be £90,018 per annum and it is considered that the additional funding for up to £105,000 can be found from additional external cashier service income.
4. It is proposed that the EU Restricted Procedure be utilised in this instance.
5. To recommence an in-house Service would require the acquisition of two security cash vans and cash in transit insurance as well as the recruitment of additional staff to a high risk and specialist environment. This alternative is therefore not considered viable.
6. In the short and medium term there is no alternative to cash collection from car parks. Although the Council supplies pre-paid cards for parkers these are not popular.
7. There is no capital expenditure involved in procuring and running the Cash collection Service contract. As regards revenue expenditure, the estimated value of the proposed contract is up to £105,000 per annum.
8. As the Westgate multi-storey car park may be closed in about 1 year, the contract will need to be reviewed at that time. A flexible time period is therefore felt to be most appropriate and the proposal is for a 1 year contact with a possible extension of up to 2 further years.

THIS REPORT HAS BEEN SEEN AND APPROVED BY

Alex Hollingsworth, Portfolio Holder
Mark Luntley, Strategic Director
Paul Sheppard, Directorate Finance Accountant
Lindsay Johnston, Legal Services
Ralph Adams, Payments & Parking Shop

BACKGROUND PAPERS: NONE