

# LOT 1 PART C – SUSPENSIONS SPECIFICATION

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1. **GENERAL REQUIREMENTS**

1.1 **Responsibilities**

1.1.1 The Council's Parking Shop and Joint Service Centres will administer requests for parking bay suspensions. They will grant permission for suspensions and, subject to the applicant meeting specified criteria and paying any fees due, issue authorisation documents to the applicant. The Parking Shop or Joint Service Centre will instruct the Lot 1 Enforcement Contractor, by copy of the above documentation, to implement each authorised suspension

1.1.2 The Contractor shall implement the parking bay suspensions as authorised. This shall include the placement, maintenance and ultimate removal of all notices, coning and signage and other equipment necessary for the suspension. The Contractor shall monitor and enforce each suspension during the routine PA patrols and by a specific visit at the start of each suspension to ensure the site is clear, utilising removal trucks if necessary.

1.1.3 The Contractor is to note that the Police have powers under Schedule 4, Part 27 of the Road Traffic Act 1991 to suspend any parking place for 7 days maximum. If the police should choose to use their powers they will arrange to effect the suspensions themselves.

1.2 **Procedure**

1.2.1 The Contractor is to supply and maintain all signs, cones, notices and equipment required to undertake, maintain and remove suspensions. The Contractor is to carry out all site work associated with suspensions

*Notification*

1.2.2 Details of approved suspensions will be forwarded to the Contractor in advance by the Parking Shop or Joint Service Centre, together with a copy of the suspension authorisation documents.

1.2.3 The Contractor should note that any suspension requests from the Lambeth Film Office should be confirmed in writing by the Authorised Officer (in this case the Street Operations Manager). If this is not attached to the instruction from the Parking Shop or Joint Service Centre then the Street Operations Manager should be telephoned immediately for instructions.

*Advance Warning Notices*

1.2.4 Where parking bays, other than meter bays, are to be suspended, the Contractor is to produce an advance warning notice, of a type to be approved by the Client. These should include the start date and time, precise location(s) and reason for the suspension.

1.2.5 The warning notice(s) is to be attached to suitable posts within the bay prior to the suspension coming into effect. In the case of a:-

- a) resident, shared use or business bay this shall be 5 days prior
- b) pay and display bay this shall be 3 days prior

These warning signs are to be removed when replaced by the active suspension signs – see 1.2.5 below

- 1.2.6 In the case of an emergency the Authorised Officer will give instructions for the advance warning period to be dispensed with.

*Suspension Signage*

- 1.2.7 Active suspension signs are to be put in place the evening before the suspension comes into force.

- 1.2.8 Parking meter suspensions are to be implemented by covering the meter head with an approved bag carrying the legend "Bay Suspended, NO Waiting, NO Loading, NO Unloading" with the No Waiting roundel; the bag is to be securely fixed to the meter. The bag is to have a clear window into which is inserted details of the suspension start date and time together with the reason for the suspension.

- 1.2.9 Pay and Display bays are to be suspended by covering the bay identification plates with an approved sign advising of the suspension including its anticipated start and end dates and times, precise location(s) and the reason for the suspension and by placing cones marked "No Waiting or Loading" within the parking bay.

- 1.2.10 If all the bays controlled by the Pay and Display Machine are to be suspended, then the Pay and Display machine is also to be covered with an approved bag carrying the legend "Bay Suspended, NO Waiting, NO Loading, NO Unloading" with the No Waiting roundel; the bag is to be securely fixed to the meter.

- 1.2.11 Permit bays are to be suspended by covering the bay identification plates with an approved sign advising of the suspension including its anticipated start and end dates and times, precise location(s) and the reason for the suspension and by placing cones marked "No Waiting or Loading" within the parking bay.

*Prior Parked Vehicles Record*

- 1.2.12 When implementing suspensions the Contractor is to note the registration numbers of all vehicles parked in the bay at the time the suspension signs are installed and, if appropriate, any unexpired paid for parking time. These details are to be recorded on the bay suspension record.

- 1.2.13 In the case of an emergency suspension, the person implementing the suspension shall arrange for any vehicles within the area to be removed, but with instructions that the keeper/driver is not to be charged for the vehicle's release.

*Suspension Start*

- 1.2.14 At the time the suspension is due to start the Contractor shall ensure that a PA checks that the suspended area is clear of vehicles and is available for the use for which it is intended.

- 1.2.15 If the suspended area is not clear the PA shall inform the Operating Base immediately and begin enforcement using PCNs. If there are significant numbers of vehicles the PA shall call for assistance in dealing with them as quickly as possible.

- 1.2.16 The Operating Base shall contact the person who applied for the suspension and in the hour before their expected occupation of the site shall arrange for removal vehicles to remove any remaining unlawfully parked vehicles.

*During the Suspension*

- 1.2.17 On a daily basis the PA responsible for patrolling the suspension as part of his beat shall check that all signs, bags, covers and cones are still in place and have not been altered, defaced or obscured in any way. Any deficiencies shall be radioed to the operational base for the suspension team to correct within 2 hours.
- 1.2.18 Unless the suspension applicant has occupied the space in a way which prevents access, enforcement shall be arranged such that the space is cleared on a daily basis in the hour before the suspension applicant is due to arrive.

*Suspension End*

- 1.2.19 If an extension has been granted the Contractor shall visit the site and change the end dates on all the signs, bags or covers
- 1.2.20 Provided that no extension has been applied for the Contractor shall remove all signs, bags, covers, cones etc. within 2 hours of the stated end time of the suspension.
- 1.2.21 If the Suspension applicant confirms in writing that no more use is required of the space prior to the stated end time then the Contractor shall remove all signs, bags, covers, cones etc. within 2 hours of such notification.

1.3 **Equipment**

- 1.3.1 The Contractor is to maintain a supply of meter bags, pay and display machine bags, sign cover signs, traffic cones and all other necessary equipment for implementing suspensions, signing special events or emergency situations.
- 1.3.2 The bags, signs and traffic cones shall bear the "No Waiting" roundel (Diagram 636) and "No Loading" wording (Diagram 636.1). Diagrams are as set out in the Traffic Signs Regulations and General Directions 2002.
- 1.3.3 In circumstances where large numbers of parking bays are to be suspended, the Contractor may be required to produce warning notices to be fixed to cars parked in the spaces to be suspended when the advance notices are placed. The Authorised Officer may also require the Contractor to notify affected residents and businesses.
- 1.3.4 Bags and signs should be padlocked or otherwise securely fastened to the meter/machine/sign.

2. **MANAGEMENT INFORMATION**

- 2.1 The Contractor is to maintain a complete audit record of all bay suspensions.
- 2.2 At the end of each Monthly accounting period the Contractor is to provide the Client with a summary schedule, in an agreed format, of all suspension operations carried

out within the month. This information is to be provided in accordance with the requirements set out in General Specification Part D Clause 3.8

**Method of Measurement**

**5. Bill No. 5 Parking Bay Suspensions : Variable Costs**

**Item 1 Bay Suspensions**

Unit: Number of Suspensions. To be paid monthly in arrears in accordance with the level of activity measured.

Unit: Days. Maintenance of Suspensions To be paid monthly in arrears in accordance with the level of activity measured.

Item Coverage: The rates and prices inserted shall include for:-

1. Receipt of instructions.
2. Signing and coning as required for suspension.
3. Bagging off meters/ pay & display machines.
4. Advance signing.
5. Removal of suspension and clearance of site.
6. Maintaining records and provision of management information.
7. Inspection, monitoring and maintaining cones and signs as appropriate.

**Bill of Quantities and Schedule of Rates**

The quantities entered here for tendering purposes only. There are around 1,400 suspension sites per annum.

ITEM	DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
1	Implement, Maintain and Remove a suspension				
	1-3 bays				
	a) 1-3 days	500	Items per annum		
	b) 4-9 days	200	Items per annum		
	c) 10 days or more	1500	Days per annum		
	4-9 bays				
	d) 1-3 days	400	Items per annum		
	e) 4-9 days	150	Items per		

			annum		
	f) 10 days or more	750	Days per annum		
	10 or more bays				
	g) 1-3 days	150	Items per annum		
	h) 4-9 days	25	Items per annum		
	i) 10 days or more	300	Days per annum		
	SUSPENSION TOTAL		Per Annum		