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QUOTATION FOR CONTRACT EXTENSION 2024-25

Date of quotation:

27th March 2024

Quotation reference number:

240319-10080QDW

Contact:

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QUOTE SUMMARY

Contract extension of parking management solutions contract (reference number SPS2054) until 31st March 2025.

Annual costs (payable from 1st April 2024):

Support for software is available from 08:00 to 18:00 Monday to Friday excluding Bank Holidays in England. Where necessary, remote online support is provided.

Note: Prices are subject to an annual index increase in line with the consumer price index (CPI).

Imperial Software Platform

Item Number	Item Description	Quantity	Unit Price	Total Price (01APR24-31MAR25)
3SIXTY	3sixty	16	£1,862.79	£29,804.64
3SIXTY	3sixty - Additional users	15	£143.29	£2,149.35
3SIXTYPCUBE MAINT	3sixty Powercube	1	£1,194.11	£1,194.11
COGNOSMAINT	Cognos licence	1	£348.67	£348.67
LETTERSMARTI	LetterSmarti	1	£5,970.53	£5,970.53
SAAS RIALTO	Rialto PCN	40	£358.23	£14,329.20
SAAS CASHLESSPARKING	Cashless Parking Interface	40	£143.58	£5,743.20
SCANSMARTI	ScanSmarti mobile ANPR	40	£143.58	£5,743.20
GEOSMARTI	GeoSmarti GPS	40	£143.58	£5,743.20
HARDWAREMAINT	Seiko DPU S445 Bluetooth printers	40	£87.98	£3,519.20
COGNOSMAINT	Cognos annual licence and support	3	£331.62	£994.86
	Housing Estates PermitSmarti Annual Support (2023-24 onwards)	1	£3,097.50	£3,097.50

TOTAL - Imperial Software Platform	£78,637.66
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The enclosed costs are exclusive of VAT & delivery. This quotation is valid for thirty days and is subject to our normal [terms & conditions](#). This quotation is provided in confidence. No part of it may be reproduced or communicated to any party, other than the addressee organisation without express written permission of Imperial Civil Enforcement Solutions Limited.

Business Processing Unit (BPU) Transaction costs (payable from 1st April 2024):

Imperial BPU will print and post all statutory document correspondence. We reserve the right to increase postal charges in line with Post Office price increases.

ITEM	COST
Printing Service (excl. Postage)	£0.17 per transaction
Scanning and Indexing	£0.28 per transaction
BPU Postage - 1st Class (charged at prevailing rate)	£1.25 per transaction
CCTV Review	£0.55 per transaction
DVLA Lookups	£0.05 per transaction
Imperial BPU drafting formal representations and other items of correspondence (as required) for Royal Borough of Greenwich approval as part of audit trail.	£4.14 per transaction

BPU items are invoiced monthly in arrears based on actual usage. Note – Based on last year's total transaction volumes the total value of the above items (excluding representation handling which was not activated) for **Apr24-Mar25 will be approximately £374,100 (excl. VAT).**

Videalert Camera Enforcement Platform

Item Number	Item Description	Quantity	Unit Price	Total Price (01APR24-31MAR25)
	Videalert Camera Enforcement Solution - all installed Assets as of end Mar24*			£340,219.00

TOTAL - Videalert Camera Platform	£340,219.00
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***Live Camera assets only - full breakdown has been provided separately**

NOTE there are 13 other Camera Sites not currently Live/Operational and once deployed they would attract annual support/maintenance pro-rata to the end MAR2025 (in addition to any relocation/install fees)

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Assumptions and Exclusions

Hours of Work	Installs and maintenance visits will take place during normal working hours (Mon to Thu, 9:00am to 5:00pm, Fri 9:00am – 1:00pm). If the Council requires installation to take place outside of these hours, this can be quoted for on request.
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You can place an order by email Sales@imperial.co.uk or post. Please address your order and make all payments to Imperial Civil Enforcement Solutions Limited.

The standard project lead time for Imperial implementations is 4 months, though timescales vary from project to project. We can only commit to specific dates upon receipt of a purchase order.

DRAFT

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TERMS OF TRADING

- i. This quotation is valid for 30 days from date of issue
- ii. This quotation is subject to our [standard terms and conditions](#).
- iii. All sums payable under the Agreement are exclusive of VAT, which shall be added, if appropriate, at the rate prevailing at the relevant tax point.
- iv. You must pay our Charges and the expenses incurred by us in providing the Solution as agreed between us and set out in this quotation.
- v. Invoices will be raised as follows:
 - a. All transaction-based pricing will be invoiced monthly in arrears and the other provisions of the Terms of Trading shall be construed accordingly;
 - b. All costs provided in this quotation as being payable in advance will be invoiced before the beginning of the period to which the costs relate so that payment is due to be paid before the beginning of that period;
 - c. For Software and Professional Services:
 - i. 35% of the value of acceptance; and
 - ii. 40% of the value on making the system available for test; and
 - iii. 15% of the value on User Acceptance Testing; and
 - iv. 10% of the value when the Software goes live.
 - d. For Equipment:
 - i. 35% of the value on acceptance; and
 - ii. for 65% of the value upon delivery of hardware to our premises for set-up or to customer premises, whichever occurs first.
- vi. Our terms of payment for all charges are 30 days after the date of the relevant invoice. In the event of late payment we reserve the right to charge interest on the outstanding balance at the statutory rate.
- vii. All Charges are subject to increases in line with the Consumer Price Index (CPI) with effect from each anniversary of the Go-live Date.
- viii. Prices quoted for all services and training that require a site visit exclude travel and subsistence expenses, which will be charged at the Company's standard rates from time to time, which are available on request.
- ix. We reserve the right to suspend the provision of the Solution or any part of it if our Charges or other payments due to us under this Agreement are overdue for payment by you.
- x. Our normal charges do not include work on non-Working Days or outside normal working hours on Working Days. If you would like us to provide our Solution to you at those times there will be an additional charge. Unless otherwise stated, prices are based on working hours of Monday-Friday, 08.00-18.00 on Working Days.
- xi. If we are prevented or otherwise delayed in providing the Solution as a result of your (or your contractors' or representatives') acts or omission you agree to pay us any costs and other reasonable expenses that we incur as a result of such act or omission.
- xii. If you wish to cancel or reschedule any client site-based support activity you must inform us in writing and the following charges will apply:
 - a. If notification is received within 3 to 5 Working Days in advance of the scheduled date of the activity, 50% of the charges and 100% of the expenses incurred will be payable;
 - b. If notification is received within 2 Working Days or less in advance of the scheduled date of the activity, 100% of the charges and expenses incurred will be payable.
- xiii. Pricing excludes any third-party costs unless stated otherwise.
- xiv. Pricing excludes delivery charges, postage & packaging, unless stated otherwise.

POLICY ON RECHARGING EXPENSES FOR SITE VISITS

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Imperial Civil Enforcement Solutions Ltd has a policy of recharging expenses to customers in a fair manner. We endeavour only to cover costs and do not aim to make any profit in the recharging of expenses.

Expense	Note	Inner London	Outside London
Daily allowance	1	£35.00	£30.00
Overnight	2	£160.00	£130.00
Mileage	3	80 pence per mile from Imperial office to site and back	
Tolls, Congestion Charging, etc		As incurred	As incurred

Notes

1. Daily allowance is to cover the cost of lunch and parking.
2. Overnight cost is to cover bed, breakfast and dinner. This will apply when more than one day on site is required or when, because of the distance involved, it is necessary to travel the previous day.
3. This is charged for road journeys. As there are many variables affecting the actual mileage incurred we will make a standard charge using the mileage for services from your nearest Imperial office and for training from the office in which the trainer is based. When long distance journeys are necessary, air travel may be used and the cost of this will be recharged together with the cost of any taxis or hire car.

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