

## 1.SCOPE OF THE DESIRED SOLUTION

To appoint one (1) service provider to provide Parking and Bus Billing Management services at Johannesburg Park Station for a period of 12 months.

## 2.BACKGROUND

The current parking and bus billing management contract with “**Servest Facilities Services (Pty) LTD**” is coming to an end and a new service provider is required to manage Park Station Parking and Bus Billing Management systems

## 3.Detailed Scope of works and Specification of the work or Products or Service required:

### Extent of the scope of work: Parking management system

- Total management of the parking system at park station for the following parking
  - Main Rissik parking at Rissik Street mezzanine parking
  - Lower ground floor parking entrance at Leyds entrance
  - Tenants parking lower ground
  - Tenants parking Rissik Street.
  - Slipway parking

**NB: Plan must be submitted to cover the following: private vehicles entries, SBV, Hotel, Emergency cars, day to day parking.**

- Extent of works for parking includes but not limited to the following:
  - Manage the parking facility on 24 hours seven days a week including public holidays.
  - Bank the cash from pay point machines into PRASA Cres Bank account daily. -PRASA currently having a First National Bank, no FNB branch at Park Station must provide plans of how the money will be deposited.
  - Oversee and facilitate the maintenance of the parking system in accordance with the manufacturer's requirements

- Mend and administer the parking control room.
- Attend to clients with queries or have lost tickets
- Compile and manage a business continuity management plan in case the systems are down and not fully functional. -e.g., if no power at Park Station or if the system is not operational a full plan must be submitted of how operations will continue.
- Conduct daily reconciliation – Report to be submitted on a daily, weekly and monthly basis to Prasa. Parking revenue collected for the previous days and current collections.
- Compile and submit weekly incidents reports to centre management
- Compile and submit daily, weekly and monthly performance reports to centre management.
- Compile and recommend operational efficiencies and effectiveness intervention to centre management as and when opportunities arise for continuous improvement.
- Emptying of pay station as and when required on daily basis, - A full plan of action must be presented that will cover the risk factors, time slots must also be presented.

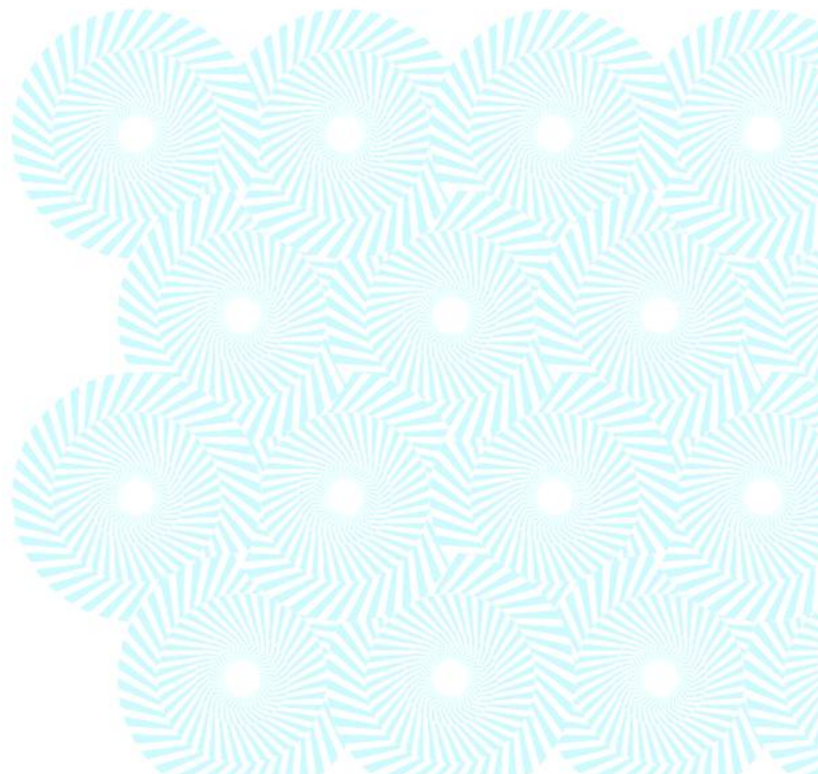
**NB: The Current Parking Equipment onsite is Designa OEM.**

#### **Extent of the scope of work: Bus Billing system**

- Total management of Bus billing system at park station for the following:
  - Bus entrance –Leyds entrance and exit
  - Bus exit –Rissik exit
- Extent of works for bus billing system include but not limited to the following:
  - Provide cashless tariff collection methods. Buses to be billed on monthly basis
  - Provide effective software for automation of the system
  - Consolidate and send daily, weekly and monthly reports to Centre management office per bus operator
  - Manage the loading facility and system 24hours seven days a week including public holidays.
  - Attend to bus operator's queries
  - Design and present full process flow in respect of access, loading, exit points, billing
  - in line with the current traffic flow within the facilities.



- You must quote on bus billing using Creative Tension tablet.
  - Advise on the hardware required for improvement of the operations.
  - Compile and management a business continuity management plan
  - Conduct daily reconciliation of system reports
  - Compile and submit weekly incident reports to Centre management
  - Compile and submit monthly performance reports to Centre management
  - Compile and recommend operational efficiencies and effectiveness interventions to Centre management as and when opportunity arise for continuous improvement
  - Oversee and facilitate the maintenance of the Bus billing system in accordance with the manufacturer's requirements
- **NB: Park Station is currently using the Euphoria system; it will be advisable to contact the service provider directly for costs that must be included in your monthly pricing.**



## 4. PRICING SCHEDULE



# Parking Management Services

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## Staff Cost

Description	Qty	Shift Hours	Rate Per Month per Staff	Total Per Month Excluding Vat
Onsite Contract Manager	1	06h00 to 18h00 (12hrs)		
Onsite Supervisor	2	06h00 to 18h00 (12hrs)		
Parking and Bus Billing attendants	6	06h00 to 18h00 (12hrs)		
Onsite supervisor	1	18h00 to 06h00(12hrs)		
Parking and Bus Billing attendants	3	18h00 to 06h00(12hrs)		
<b>Total Parking Management (staff Compliment) (excl vat)</b>				

## Equipment and Operational Expenses

Description	Quantity	Monthly rate	Total Cost-Excl Vat
Office Furniture	12		
Computer Equipment	12		
Telephone and Cellphone	12		
Cleaning	12		
Two-way radios	12		
<b>Office Consumables</b>			
Tickets	12		
Seals and Bags	12		
Ribbons	12		
Receipt Rolls	12		
Print and stationery	12		
<b>Other Expenses</b>			
Bus Billing software	12		
Bus Billing Hosting and support	12		
consumables	12		
Signage	12		
Cash in Transit	12		
IT infrastructure	12		
Monthly reports expenses	12		
<b>Equipment and operational cost (excl vat)</b>			





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### Maintenance of Equipment

Description	Quantity	Monthly rate	Total Cost-Excl Vat
Maintenance of Equipments	12		
		Maintenance cost (excl vat)	

### Summary of Total Cost Summary

Description	Total Annual Cost
Total Parking Management (staff Compliment) (excl vat)	
Equipment and operational cost (excl vat)	
Maintenance (excl vat)	
Sub total	R
Vat @ 15%	R
Grand Total	R

