



## Report of the Cabinet Member for Education Improvement, Learning and Skills

Cabinet - 17 January 2019

### **Contract Award Report Tender for the Provision of Home to School Transport Services**

<b>Purpose:</b>	This report details the outcome of recent tenders for Mainstream Home to School Transport services and seeks approval to award contracts. To comply with Contract Procedure Rules and to allow contracts to be arranged with contractors, and for schools and parents to be notified.
<b>Policy Framework:</b>	Policy on the Provision of Home to School Transport; Contract Procedure Rules.
<b>Consultation:</b>	Legal, Commercial Services, Finance and Access to Services.
<b>Recommendation(s):</b>	It is recommended that:  1) The tender prices recommended by the Tender Evaluation Panel and set out in Schedule B be accepted as representing best value to the Council;  2) Contracts be awarded to the companies as set out in Schedule B.
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## **1.0 Introduction**

- 1.1 Forty four Home to School Transport contracts for mainstream pupils at various primary and secondary schools expire at the half term holiday in February 2019. Tenders have therefore been invited for replacement contracts requiring vehicles of various seating capacities. These contracts are for the term of 3<sup>rd</sup> March 2019 to February 2023, with an option to extend for up to an additional 12 months.
- 1.2 The proposals for replacement contracts include an additional combination option, resulting in forty five Lots being tendered. A summary of the Lots for tender is detailed in Schedule A.
- 1.3 The estimated value of the new contracts over their maximum term of 60 months is approximately £5,940,177. Cabinet approval is therefore sought to award these contracts.

## **2.0 Procurement Process**

- 2.1 The estimated value of the new contracts over their term exceeds the European Union threshold under the Public Contract Regulations 2015. The contracts were advertised in the Official Journal of the European Union (OJEU) via Sell2Wales.
- 2.2 The 'open' procedure was selected.
- 2.3 The Invitation to Tender (ITT) was issued on 2<sup>nd</sup> November 2018 to Public Service Vehicle (PSV) Operators via the eTenderWales Portal.

## **3.0 Tenders Received**

- 3.1 Sixteen companies submitted tenders by the return date of 3<sup>rd</sup> December 2018.
- 3.2 The tenders were opened by Commercial Services in accordance with Contract Procedure Rules.

## **4.0 Evaluation**

- 4.1 Tenders were evaluated by two Officers from the Integrated Transport Unit, with support from an Officer of the Commercial Services Team.
- 4.2 All tenderers submitted compliant tenders.
- 4.3 The evaluation of the tenders received was undertaken in accordance with the criteria set out in the Invitation to Tender documents as a two stage process.

4.4 At stage one of the process, the Council undertook a Quality evaluation to ensure tenderers were able to demonstrate a minimum understanding of key operational requirements. The Quality evaluation was based on the assessment of six Method Statement questions, as follows:

- Staff Training and Competence
- Supervision of Staff
- Staff Resources
- Vehicle Resources
- Emergency Operating Procedures
- Inclement Weather Operating Procedures

4.5 Tenderers were required to achieve a minimum score of 18 from the maximum 30 marks available for the six Method Statement questions in order to proceed to the Price evaluation. Tenderers failing to achieve a score of at least 18 would be rejected without further evaluation.

4.6 At stage two of the process, tenderers who achieved the required marks in the Quality evaluation proceeded to the Price evaluation.

4.7 The Council ranked tenderers for each Lot on the basis of the Price evaluation only (i.e. to the Tenderers attaining the highest score for the Price for each Lot).

4.8 For each Lot, the lowest tender price received was allocated the maximum score of 100 and the remaining tender prices were scored downwards according to their relationship with the lowest price.

4.9 Contracts are to be awarded subject to the tenderers' availability of appropriate PSV Operator Licence discs (such a disc has to be displayed on each vehicle operating a contract).

4.10 In terms of the prices tendered:

Tenderers 10 and 14 submitted the same price for Lot 7. Tenderer 10 attained a higher Quality Score and is therefore the recommended tenderer for this Lot.

Tenderers 10 and 14 also submitted the same price for Lot 45. Again, Tenderer 10 attained a higher Quality Score and is therefore the recommended tenderer for this Lot.

4.11 The contracts recommended for award reflect the number of available PSV Operator Discs for each tenderer and are detailed in Schedule B.

## **5.0 Outcome of Evaluation**

5.1 Forty three of the forty five contracts are to be awarded as individual Lots.

Lots 42 and 43 are not being awarded. This is because each of these provides for a 16 seat minibus from the Port Tennant area to Y G G Y Cwm, whereas Lot 44 provides for a 29 seater midi-coach from the same area, and is a cheaper option.

## **6.0 Equality and Engagement Implications**

6.1 An Equality Impact Assessment Screening Form was completed for the re-tendering exercise, with the agreed outcome that a full Equality Impact Assessment report is not required. This is because all of the current contracts are to be re-let, subject to Lots 42 and 43 being re-let as Lot 44, as detailed in 5.1.

6.2 Our Equality Impact Assessment process ensures that we have paid due regard to the following:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

## **7.0 Financial Implications**

7.1 The total of the tender prices recommended for acceptance is £5,945.98 per day / £1,129,736.20 per annum (based upon 190 Schooldays). The estimated value of the contracts over their full term, including use of the 12 month maximum extension, would be £5,940,177.91, which makes provision for indexation of contract prices at an estimated 3% per annum from September 2020. This compares to current prices of £6,309.12 per day / £1,198,732.80 per annum (based upon 190 Schooldays). The potential savings are therefore approximately £68,996.60 per annum and approximately £344,983 over the maximum five year term, provided all the recommended tenderers accept the contracts.

## **8.0 Procurement and Legal Implications**

8.1 The Responsible Officer is satisfied that the tender process has been undertaken in compliance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules, and recommends approval in accordance with those Rules.

8.2 The contracts are to be prepared by Legal, Democratic Services and Business Intelligence. All contractual liabilities / obligations will be covered by the contract documentation.

**Background papers:** Minutes of the Tender Evaluation Panel held on 12<sup>th</sup> December 2018

**Appendices:** Schedule A – Details of Individual Lots Offered for Tender  
Schedule B – Details of Individual Lots Recommended for Award

## Tender for the Provision of Home to School Transport Services

### Schedule A

#### Details of Individual Lots Offered for Tender

Lot No(s)	Contract No(s)	School(s) Served	Vehicle Specification(s)
1	304	Gowerton	70 seats
2	3330A	Pontarddulais Comprehensive	49 seats
3	330B	Pontarddulais Comprehensive	53 seats
4	341	Y G G Pontybrenin	16 seats (inc PA)
5	342	Y G G Pontybrenin	16 seats (inc PA)
6	343	Y G G Pontybrenin	70 seats (inc PA)
7	345	Y G G Pontybrenin	16 seats (inc PA)
8	357	Ysgol Gyfun Gwyr	49 seats
9	361	Ysgol Gyfun Gwyr	49 seats
10	364	Ysgol Gyfun Gwyr	70 seats
11	366	Ysgol Gyfun Gwyr	70 seats
12	368	Ysgol Gyfun Gwyr	16 seats
13	371	Ysgol Gyfun Gwyr	49 seats
14	601	Bishop Vaughan R C Comprehensive	16 seats
15	603	Bishop Vaughan R C Comprehensive	49 seats
16	605	Bishop Vaughan R C Comprehensive	49 seats
17	608	Bishop Vaughan R C Comprehensive	70 seats
18	615C	Bishop Gore	53 seats
19	617	Bishop Gore	70 seats
20	619	Bishop Gore	49 seats
21	622A	Olchfa	49 seats
22	633	Ysgol Gyfun Bryn Tawe	29 seats
23	634	Ysgol Gyfun Bryn Tawe	16 seats
24	635	Ysgol Gyfun Bryn Tawe	16 seats
25	661	Y G G Y Login Fach	16 seats (inc PA)
26	662	Y G G Y Login Fach	16 seats (inc PA)
27	663	Y G G Y Login Fach	16 seats (inc PA)
28	664	Y G G Y Login Fach	16 seats (inc PA)
29	666	Y G G Y Login Fach	16 seats (inc PA)
30	672	St David's R C Primary	35 seats (inc PA)
31	682	Y G G Llwynderw	16 seats (inc PA)
32	683	Y G G Llwynderw	16 seats (inc PA)
33	686	Y G G Brynymor	16 seats (inc PA)
34	697	St Joseph's Cathedral R C Primary	53 seats (inc PA)
35	699	St Joseph's Cathedral R C Primary	16 seats (inc PA)
36	702	Cila Primary & Olchfa	16 seats (inc PA)
37	720	Bishopston Comprehensive	53 seats
38	729	Bishopston Comprehensive	16 seats
39	735	Pennard Primary	16 seats (inc PA)
40	736	Pennard Primary	16 seats (inc PA)
41	807	Birchgrove Comprehensive	41 seats

42	829A	Y G G Y Cwm	16 seats (inc PA)
43	829B	Y G G Y Cwm	16 seats (inc PA)
44	829	Y G G Y Cwm	29 seats (inc PA)
45	840	Y G G Gellionnen	16 seats (inc PA)

PA = Passenger Assistant

## Tender for the Provision of Home to School Transport Services

### Schedule B

#### Individual Lots Recommended for Award

Lot No(s)	Contract No(s)	School(s) Served	Recommended Tenderer(s)	Daily Rate(s) (£)
1	304	Gowerton	4	174.50
2	3330A	Pontarddulais Comprehensive	13	148.50
3	330B	Pontarddulais Comprehensive	13	148.50
4	341	Y G G Pontybrenin	14	110.00
5	342	Y G G Pontybrenin	14	110.00
6	343	Y G G Pontybrenin	10	200.00
7	345	Y G G Pontybrenin	10	110.00
8	357	Ysgol Gyfun Gwyr	7	168.27
9	361	Ysgol Gyfun Gwyr	13	148.50
10	364	Ysgol Gyfun Gwyr	6	190.00
11	366	Ysgol Gyfun Gwyr	6	195.00
12	368	Ysgol Gyfun Gwyr	2	128.00
13	371	Ysgol Gyfun Gwyr	6	180.00
14	601	Bishop Vaughan R C Comprehensive	2	110.00
15	603	Bishop Vaughan R C Comprehensive	4	147.50
16	605	Bishop Vaughan R C Comprehensive	13	148.50
17	608	Bishop Vaughan R C Comprehensive	4	179.50
18	615C	Bishop Gore	13	148.50
19	617	Bishop Gore	4	179.50
20	619	Bishop Gore	13	177.50
21	622A	Olchfa	13	175.50
22	633	Ysgol Gyfun Bryn Tawe	13	148.50
23	634	Ysgol Gyfun Bryn Tawe	9	96.00
24	635	Ysgol Gyfun Bryn Tawe	2	112.00
25	661	Y G G Y Login Fach	10	93.00
26	662	Y G G Y Login Fach	10	93.00
27	663	Y G G Y Login Fach	10	93.00
28	664	Y G G Y Login Fach	10	93.00
29	666	Y G G Y Login Fach	14	105.00
30	672	St David's R C Primary	10	175.00
31	682	Y G G Llwynderw	2	112.00
32	683	Y G G Llwynderw	2	107.00
33	686	Y G G Brynymor	2	97.00
34	697	St Joseph's Cathedral R C Primary	10	190.00



35	699	St Joseph's Cathedral R C Primary	2	123.00
36	702	Cila Primary & Olchfa	2	132.00
37	720	Bishopston Comprehensive	4	169.50
38	729	Bishopston Comprehensive	2	114.00
39	735	Pennard Primary	10	115.00
40	736	Pennard Primary	2	107.00
41	807	Birchgrove Comprehensive	7	145.71
44	829	Y G G Y Cwm	4	137.50
45	840	Y G G Gellionnen	10	110.00