

Record of officer decision

Decision title:	Award of SEN Transport Contracts – September 2018 (Ref 3107)
Date of decision:	31st July 2018
Decision maker:	Assistant Director Environment & Place
Authority for delegated decision:	<p>1. Key decision of 9 August 2017 by the cabinet member for transport and roads authorised:</p> <p>a) the assistant director environment and place to take all operational decisions necessary to undertake future school transport route reviews and subsequent procurement in accordance with council policies, contract procedure rules and approved budgets and</p> <p>b) for the director of economy, communities and corporate to award contracts for future passenger transport services tendered in accordance with agreed policies and approved budgets. (copy of the written statement of the key decision is attached).</p> <p>2. This is an operational decision with regard to Part 3 Section 7 para 3.7.5 of the constitution.</p> <p>3. The tendering process has been undertaken in accordance with the contract procedure rules at part 4 section 6 of the constitution.</p> <p>4. Scheme of delegation amendment 17 May 2017 All contracts must be approved by Assistant Director level or above.</p>
Ward:	Countywide
Consultation:	Members were consulted during the Passenger Transport Review reported to Cabinet in April 2017 which set out the approach to the provision of services for public, education and special needs transport.
Decision made:	<p>The decision has been taken to:</p> <ol style="list-style-type: none"> 1. Award SEN Transport contract numbers BC680S, WF638S, BM705S and BH146S as follows: <p>Contract BC680S – Barrs Court School. Awarded to N Maddy Coaches for a 3 year term commencing 4th September 2018 at a total contract value of £83,790. BC680S replaces contract BC01S which has reached the end of its contract term. The new contract includes increased passenger capacity of 50%. The annual additional cost is £5,180 per annum. 4 compliant bids were received.</p> <p>Contract WF638S – Westfield School. Awarded to Leominster Travel Ltd for a 3 year term commencing 4th September 2018 at a total contract value of £58,140. WF638S replaces contract WF01S which has reached the end of its contract term. This retender achieved an annual saving of £1,520. 5 compliant bids were received.</p> <p>Contract BM705S – Blackmarston School. Awarded to CM Davies for</p>

	<p>a 5 year term commencing 4th September 2018 at a total contract value of £106,400. BM705S replaces contract BM07S which has reached the end of its contract term. This retender achieved an annual saving of £5,320. 3 compliant bids were received.</p> <p>Contract BH146S – Bishops School Kielder Unit. Awarded to Blue Line Taxis for a 1 year term commencing 4th September 2018 at a total contract value of £11,400. BH146S replaces contract BH05S which has reached the end of its contract term. This retender achieved an annual saving of £15,770. 2 compliant bids were received.</p> <p>The net effect of the retendering of these 4 contracts is a reduction in contract costs of £17,430 per annum.</p> <p>2. Extend SEN transport contract numbers BC36S as follows:</p> <p>Contract BC36S held with CM Davies is extended until 31st July 2021 as allowed within the contract specification. This extension is required to enable the operator to increase the vehicle size operated on this contract from an 8 seat to a 16 seat vehicle. This increase in capacity is needed to cover additional passenger demand. The annual contract costs will remain the same £28,500 per annum.</p>
Reasons for decision:	To ensure that the council manages its transport services effectively whilst also meeting its statutory duties and ensures children are transported to school in line with eligibility.
Highlight any associated risks/finance/legal/equality considerations:	The Passenger Transport Dynamic Purchasing System (DPS) complies fully with current procurement legislation, the Councils contract procedure rules, and established best practice. Applicants to join the DPS have to complete a thorough evaluation questionnaire which is then checked for compliance by Passenger Transport and Commercial Services. Applicants are only allowed to join the DPS if they meet all of the specified criteria. The e-portal used to carry out tendering exercises under the DPS ensures that contracts are securely advertised to all qualifying parties. The Passenger Transport DPS ensures that contracts are awarded fairly and transparently based on specified evaluation criteria. Selection questionnaires, contract specifications and conditions of contract have been written in consultation with legal and commercial services.
Details of any alternative options considered and rejected:	Not to proceed with re-tendering or the award of contracts. This is not recommended as this is likely to result in services being withdrawn and could mean that the council breaches its statutory responsibilities relating to school transport
Details of any declarations of interest made:	None