

**REPORT TO:** Executive Board Sub Committee

**DATE:** 16<sup>th</sup> October 2008

**REPORTING OFFICER:** Strategic Director - Environment

**SUBJECT:** Special Education Needs and Health & Community Client Transport Contracts

**WARDS:** Borough-Wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To inform the Executive Board Sub Committee of the decision taken by the Operational Director (Highways, Transportation and Logistics) to award several contracts for the supply of client transport services to 'non lowest price' tenderer's and, in accordance with SO3.2, now advises the Board of the circumstances surrounding this decision.

**2.0 RECOMMENDATION: That the Executive Board Sub Committee support the award of several of the client transport service contracts (as set out in Appendix one) by the Operational Director (Highways, Transportation and Logistics) to 'non lowest priced' tenderers.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Transport Co-ordination Section (part of the Environment Directorate) manage a complex range of client transport contracts and arrangements for clients of both the Children and Young People and Health and Community Directorates. These arrangements which, if not provided by the Council's own in house fleet of passenger transport vehicles, are often contracted out for a period of one to three years to external transport providers, typically licensed taxi and minibus operators. Where possible, however, priority is given to arrange transport for clients on the Council's 'In House Fleet' operation.

3.2 During the last round of client transport tendering, which was carried out in July 2008, 50 new contracts were awarded, the vast majority of which to the lowest priced tenderers. However, 15 contracts (30% of contracts) were awarded to 'non lowest price' tenderers. The reasons for these decisions were mostly operational, (with the most typical being the preferred tenderer being unable to accept the contract due to lack of resources). However, in a small number of cases, the adopted tendering scoring process led to the decision being taken to offer the tender to a 'non lowest price' tenderer on the basis of other considerations (such as quality and accessibility of the vehicles offered by the contractor to be

used, and any previous operational difficulties experienced when using the contractor).

3.3 Each tender was scored using the following price / quality criteria:-

- Price = 50%
- Quality = 50%

Details of the individual tenders which have been awarded to 'non lowest priced' tenders are shown in Appendix one.

#### **4.0 POLICY IMPLICATIONS**

None

#### **5.0 OTHER IMPLICATIONS**

5.1 This report summarises those client transport contracts which have been awarded to 'non lowest priced' tenderers. The reasons for these decisions were influenced by a range of operational considerations (mostly the lack of available vehicles by contractors). Close monitoring is made of external passenger transport contracts to ensure quality standards are met. All client transport contracts are tendered and appraised according to quality as well as cost considerations. In appraising each tender, the Authority gives due weight and consideration to the quality of the vehicles proposed to be operated, the training of their staff (driver and escort) and the past record in terms of reliability in operating specialist client transport services.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

##### **6.1 Children and Young People in Halton**

All of the client transport contracts are constantly monitored to ensure a high quality of service is offered to clients of the Children and Young People's Directorate.

##### **6.2 Employment, Learning and Skills in Halton**

Some of the client transport contracts as specified in this report are to provide accessible transport services for vulnerable young people and adults to facilities providing lifelong learning and skills.

##### **6.3 A Healthy Halton**

Many of the client transport contracts identified in this report provide essential access for a wide range of vulnerable children and adults to key facilities across the Borough. Therefore, client transport indirectly helps to ensure vulnerable adults and children live a healthy and active lifestyle.

#### **6.4 A Safer Halton**

No direct implications arising from this report.

#### **6.5 Halton's Urban Renewal**

No direct implications arising from this report.

#### **7.0 RISK ANALYSIS**

None

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

Client transport service contracts are constantly monitored to ensure the operation of these services embrace equality and diversity issues.

#### **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
<b>Tender Book and Contract Files</b>	<b>2<sup>nd</sup> Floor, Rutland House</b>	<b>Jeff Briggs Ext. 3134</b>

## **Appendix One**

### **Details of the client transport tenders awarded to 'non lowest priced' tenderer's**

**Contract 2112A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the lowest bidder having accepted another tendered contract so was unable to fulfil the requirements of this contract. The second lowest tenderer scored poorly on quality. Therefore the tender was offered and accepted to the third lowest priced tenderer.

**Contract 2120A:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder having accepted another tendered contract so was unable to fulfil the requirements of this contract.

**Contract 2150D:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders declining the offer of the contract due to operational reasons.

**Contract 2400B:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder declining the offer of the contract.

**Contract 2603A:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder not being able to submit the acceptance letter with the necessary accompanying documentation in the time period provided (such as proof of CRB cleared drivers and operators licence etc.).

**Contract 2606A:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder not being able to submit the acceptance letter with accompanying documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided. The second and third lowest bidders declined the offer of the contract.

**Contract 2608C:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders declining the offer of the contract.

**Contract 2610C:** This contract was awarded to the tenderer submitting the second lowest bid. This was due to the lowest bidder declining the offer of the contract.

**Contract 2641A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders having accepted another tendered contract so were unable to fulfil the requirements of this contract.

**Contract 2642A:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder declining the offer of the contract. The second lowest bidder had accepted another tendered contract so was unable to fulfil the requirements of this contract. The third lowest bidder was not able to submit the acceptance letter with accompanying documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided.

**Contract 2708A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the first and second lowest bidders declining the offer of the contract.

**Contract 2730A:** This contract was awarded to the tenderer submitting the sixth lowest bid. This was due to the first, third, fourth and fifth lowest bidders having accepted other tendered contracts so were unable to fulfil the requirements of this contract. The second lowest tenderer declined the offer of the contract.

**Contract 2731A:** This contract was awarded to the tenderer submitting the third lowest bid. This was due to the lowest bidder declining the offer of the contract. The second lowest bidder was not being able to submit the acceptance letter with the necessary documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided.

**Contract 2754A:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder having accepted another tendered contract so was unable to fulfil the requirements of this contract. The second and third lowest tenderers declined the offer of the contract.

**Contract 2770D:** This contract was awarded to the tenderer submitting the fourth lowest bid. This was due to the lowest bidder having accepted other tendered contracts so was unable to fulfil the requirements of this contract. The second lowest bidder was not able to submit the acceptance letter with necessary accompanying documentation, (such as proof of CRB cleared drivers and operators licence etc.), in the time period provided. The third lowest bidder scored poorly in terms of quality considerations.