

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by Interim Executive Director of Social Work and Health**

**Tendering Committee: 15 June 2010**

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**Subject: Provision of Taxi Services for non-scheduled and scheduled taxi journeys for the Social Work and Health Department**

### **1. Purpose**

- 1.1** This report provides information to Committee regarding the requirement to tender in order to secure contract(s) for the provision of Taxi Services for non-scheduled and scheduled taxi journeys for the Social Work and Health Department.
- 1.2** The report seeks Committee approval to proceed with a tendering process in order to secure Taxi Services for non-scheduled and scheduled taxi journeys for the Social Work and Health Department.

### **2. Background**

- 2.1** Currently taxi contracts are in place for children with Additional Support Needs for long term scheduled journeys coordinated and procured by the Department of Education and Lifelong Learning on either one, two or three year contracts.
- 2.2** Historically Social Work and Health Department arrange for non-scheduled and scheduled taxi usage as required. This requirement also covers a need for escorts depending on clients needs.
- 2.3** There are currently no formal contracts in place for these taxi requirements. In order to secure Best Value in procurement this taxi usage should now be the subject of a tendering process.

### **3. Main Issues**

- 3.1** As a result of this proposed tender, there may be a single contract covering the whole of West Dunbartonshire or alternatively a framework agreement covering the three main geographical areas on a lot by lot basis.
- 3.2** As a result of the anticipated contract spend exceeding the EU Public Procurement threshold (£156,442) the Council must comply with the appropriate public procurement procedure.
- 3.3** The Social Work and Health Department now wish to invite tenders for the provision of this service with the successful bid or bids being chosen via the most economically advantageous tender method.

- 3.4 Given the number of anticipated bidders for the tender and that the contract value will exceed the EU Procurement Threshold it is advised that we adopt the 'Restricted' procurement procedure.
- 3.5 The tender will require to be notified through the Official Journal of the European Union and will also be advertised in the local press and Public Contracts Scotland.
- 3.6 It should be noted that the anticipated duration of the contract(s) will be for 2 years with the option to extend for a further year.

#### **4. People Issues**

- 4.1 There are no personnel issues in this tender. The contracts will be managed by our existing staff.
- 4.2 All taxi drivers and escorts utilised under this contract will require to undergo enhanced disclosure checks.

#### **5. Financial Implication**

- 5.1 In 2010-11 the transport budget for non-scheduled and scheduled taxi usage is in the region of £142,000. Therefore, we are required to follow the guidance relating to the European Procurement Thresholds, as the contract value over the term of the contract exceeds the threshold identified at 3.2 above.
- 5.2 All bids will be required to provide visibility on mileage rates, escort rates, and offer the opportunity to provide volume discounts to the Council.

#### **6. Risk Analysis**

- 6.1 Currently arrangements do not allow the Department to demonstrate Best Value in the procurement of taxi provision. This tendering process will meet this requirement.

#### **7. Equality Impact**

- 7.1 No significant issues were identified in a screening for potential equality impact of this report. A further assessment may be undertaken prior to the contract(s) being awarded.

#### **8. Conclusion and Recommendation**

- 8.1 The Department has a requirement to demonstrate Best Value in the provision of transport to clients. This tendering process will allow Best Value to be achieved.
- 8.2 Members agree that the Department proceeds with the necessary arrangements to secure tender(s) for the provision of Taxi Services for non-scheduled and scheduled taxi journeys for the Social Work and Health Department.

- 8.3** A further report will be presented to this committee once the tendering process is complete.

Stephen West  
Interim Executive Director of Social Work and Health

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**Appendices:** None

**Background:** None

**Wards Affected:** All