

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Education Officer

Tendering Committee: 26 June 2019

Subject: Contract Authorisation Report - School Transport Session 2019/2020

1. Purpose

- 1.1** The purpose of this report is to seek approval of the Tendering Committee to authorise the Chief Education Officer in liaison with Strathclyde Partnership for Transport (SPT) to conclude and award contracts for mainstream school transport from August 2019 and up to end of school session 2023/24.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Chief Education Officer in liaison with SPT to conclude on behalf of West Dunbartonshire Council, the award of the provision of mainstream school transport contracts from August 2019 as detailed in appendix 1;
- b) Note that the contracts shall be for a maximum period of 5 years and at the cumulative value of £295,811 (ex VAT);
- c) Authorise the Chief Education Officer in liaison with SPT to approve any further contracts during school term 2019/2020 for contracts not exceeding £50,000.

3. Background

- 3.1** The Education Services Committee at its meeting on 6 March 2019, approved arrangement to secure mainstream school transport contracts in liaison with SPT for session 2019/2020 and up to school session 2023/2024 where contracts are for a 5 year duration.
- 3.2** The procurement exercise was conducted on the Council's behalf by SPT under their Dynamic Purchasing System which offers open access to suppliers and enables the Council to take advantage of supplier competition and capacity. The procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 (above the EU threshold).
- 3.3** Members will be aware that:
- a) Contracts for sums not exceeding £50,000 may be awarded by the appropriate Strategic Lead following appropriate procurement processes; and

b) Contracts for sums exceeding £50,000 require to be notified to Members for approval.

3.4 As contracts are aggregated for European Procurement purposes, they have been reported here regardless of their individual values.

4. Main Issues

4.1 Tender submissions were evaluated by representatives from SPT (as laid down in West Dunbartonshire Council's mainstream school transport agency agreement) against pre-determined selection criteria forming part of the published tender documents which assessed contingency planning, presentation and livery and community benefit. Eight tender submissions passed the selection criteria.

4.2 Tender submissions were evaluated against a set of award criteria which was based on a Total Cost of Ownership (TCO) / Quality ratio of 90% / 10 %. The quality element reflects 80% contingency planning, 10% relating to presentation and livery and 10% relating to community benefit.

4.3 Lists of contracts are appended showing:

a) those for sums exceeding £50,000 for Members approval (Appendix 1); and

b) comparison report (Appendix 2).

4.4 The contracts recommended for award are for a range of 36 and 60 month period and include dedicated vehicle provision and service bus passes. Where dedicated contracts are approved, all vehicles must be fitted with seatbelts. The annual value of the contracts recommended as listed at appendix 1 is £68,191 (exc VAT) which represents a saving of £8836 compared to current contract cost.

The award of contracts will be subject to meeting the terms and conditions as stated in the Conditions of Contract.

10% of the available quality marks (20% weighting overall) were attributed to community benefits and this will be explored further with the appointed contractors under the terms of the contract and in consultation with SPT.

5. People Implications

5.1 There are no people implications related to this report.

6. Financial and Procurement Implications

6.1 Financial:

Financial costs in respect of these particular contracts will be met from the approved revenue budgets of Education, Learning and Attainment. As noted in

4.4 above, there will be an overall decrease in annual cost of £8836 for the recommended contracts as referenced in appendix one.

6.2 Procurement:

This procurement exercise was conducted in accordance with the relevant procurement legislation.

7. Risk Analysis

7.1 There is a risk that the Authority will not deliver its statutory duties under the Education Scotland Act (1980) should the committee decide not to proceed as recommended.

7.2 The successful contractors have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities impact assessment screening has been carried out which confirmed there is no negative impact on any protected characteristic.

9. Consultation

9.1 Legal, Finance and Corporate Procurement have been consulted in relation to the content of this report.

10. Strategic Assessment

10.1 Proper procurement is a cornerstone of good governance and supports Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council.

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Appendices: As attached

Background Papers: Report on school transport to Education Services Committee
on 6 March 2019;
EIA screening

Wards Affected: All

Appendix 1: Contracts recommended for award:

Contract No	Contract details	Contractor	Duration of contract	Value of Contract (per annum)
0579K1	Glasgow Gaelic Primary (Dumbarton/Clydebank)	Clydebank Taxis	36 Months	£18,810
2147M1	St Peter the Apostle High/St Mary's Primary, Duntocher (Old Kilpatrick areas)	Clydebank Taxis	60 Months	£20,482
2695M5	Clydebank High (Cochno Road areas)	Clydebank Taxis	36 Months	£3,762
2785F1	Clydebank High (Whitcroft/Linnvale areas)	First Glasgow (No 1) Ltd	60 Months	£17,955
8008Q1	Dumbarton Academy (Milton)	First Glasgow (No 2) Ltd	60 Months	£5,586
8154D1	Our Lady and St Patrick's High (Milton/Dumbarton East)	First Glasgow (No 2) Ltd	60 Months	£1,596
			Total	£68,191

Appendix 2: Comparison report:

Contract	Contractor	Duration of contract	Range of Contract Values per annum
0579K1 - Glasgow Gaelic Primary (Dumbarton/Clydebank)	Clydebank Taxis	12 – 36 months	£18,810 - £56,701
2147M1 -St Peter the Apostle High/St Mary's Primary, Duntocher (Old Kilpatrick areas)	Clydebank Taxis	36 – 60 months	£20,482 – £22,800
2695M5 – Clydebank High (Cochno Road areas)	Clydebank Taxis	36 months	£3,762
2785F1 -Clydebank High – (Whitcrook/Linnvale areas)	First Glasgow (No 1) Ltd	36 – 60 months	£17,955 - £40,850
8008Q1 - Dumbarton Academy (Milton)	First Glasgow (No 2) Ltd	36 – 60 months	£5,586 – £26,600
8154D1 – Our Lady and St Patrick's High (Milton/Dumbarton East areas)	First Glasgow (No 2) Ltd	36 – 60 months	£1,596 - £22,800