

Report for Resolution

Report to Cabinet
12 October 2011
Report of Head of Procurement and Service Improvement
Subject Award of contract for business travel (taxi services)

Item
11

Purpose

To approve the award of contract for business travel (taxi services)

Recommendations

To award a contract for business travel (taxi services) to 1st Goldstar.

Financial Consequences

There are no immediate financial consequences of this report. Each time a taxi is used there will be a financial implication for the budget holder but any expenditure should be within the approved budget.

Risk Assessment

There is a risk of challenge from unsuccessful suppliers. A full tender process has been conducted following the procedures in the Public Contracts Regulations 2006. At the time of writing no challenge has been received. By the time of the Cabinet meeting the 10 day standstill period will have elapsed and an update can be provided at the meeting as to whether or not any challenges have been received.

Strategic Priority and Outcome/Service Priorities

The report helps to meet the strategic priority “Aiming for excellence – ensuring the Council is efficient in its use of resources, is effective in delivering its plans, is a good employer and communicates effectively with its customers, staff and partners”.

Cabinet Member: Councillor Waters - Corporate Resources and Governance

Ward: All wards

Contact Officers

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Background Documents

None

Report

Background

1. The council has a need for business travel for various people including officers, members and other representatives. As part of this business travel requirement there is a need to have a contract in place for taxi services. Taxi services form part of a variety of forms of business travel including walking, cycling, bus, train, car etc.
2. The overall use of taxis and spend has decreased over the last few years as users seek to travel less or use alternative and cheaper forms of transport.
3. Travel services are covered by the Public Contracts Regulations 2006 and in accordance with these regulations On 21 July 2011 Norwich City Council published an invitation to tender through the following media:
 - a) Official Journal of the European Union (OJEU).
 - b) sending invitation to tender packs directly to 12 local taxi and private car hire firms.

Tender process

4. An “open” tender process was adopted for this requirement. In an open process the advert invites anyone who wishes to apply to request a tender pack and then submit their tender by the deadline set.
5. The specification was developed in conjunction with service users and in particular officers and tenant representatives.
6. Evaluation took place in one meeting with two separate areas being evaluated. There was no short-listing process. For this project the two areas for evaluation were:
 - a) Compliance with the authorities minimum requirements – this was ascertained from the responses to the ten business travel specific questions and business questionnaire submitted by the bidders. This involved checking the suitability of the company from a financial, technical and professional perspective.
 - b) Value of bid – ascertained from the pricing schedules submitted by the bidders.
7. The intention of the evaluation exercise was to award the contract to the lowest priced bidder who could meet the council’s minimum specification.
8. Tenders were received from three suppliers. These were evaluated by a representative each from the procurement team, tenants and the information & data team.
9. All three tenders were compliant with the authority’s minimum requirements and evaluated on cost.

10. The lowest priced tender was submitted by 1st Goldstar Taxis.