

Report to:	Cabinet	Date of Meeting:	11 January 2018
Subject:	Tender for Park & Ride Bus Service		
Report of:	Head of Regulation and Compliance	Wards Affected:	(All Wards);
Portfolio:	Cabinet Member - Regulatory, Compliance and Corporate Services		
Is this a Key Decision:	Yes	Included in Forward Plan:	Yes
Exempt / Confidential Report:	No		

Summary:

To seek Cabinet approval to invite tenders through the appropriate procurement route for the provision of a park and ride bus service for Southport.

Recommendation(s):

That Cabinet:

1. Approves the tender process to procure the provision of a park and ride bus service as outlined in the report.
2. Authorises the contract period of 5 years from 1st August 2018.
3. Gives delegated authority to the Head of Regulation and Compliance to award the Contract resulting from the procurement in consultation with the Cabinet Member Regulatory, compliance and Corporate Services.

Reasons for the Recommendation(s):

To allow the continued delivery of the Southport Park and Ride Service which is an important part of the parking offer in Southport.

Alternative Options Considered and Rejected: (including any Risk Implications)

Not to award a contract which would mean no park and ride service was provided for in Southport.

What will it cost and how will it be financed?

(A) Revenue Costs

At this stage it is not anticipated that the currently approved budget provision in respect of the cost of delivering the service we will require adjustment following this process.

A variety of lots offering different levels of service will be advertised to ensure that the cost of the service remains within or below the budget envelope.

(B) Capital Costs

Implications of the Proposals:

Resource Implications (Financial, IT, Staffing and Assets):
Legal Implications: The size of the contract is such that it requires an OJEU compliant procurement process to be adhered to.
Equality Implications: There are no equality implications. (Please delete as appropriate and remove this text)

Contribution to the Council's Core Purpose:

Protect the most vulnerable: not applicable
Facilitate confident and resilient communities: not applicable
Commission, broker and provide core services: The service will continue to be delivered as part of the overall parking offer in Southport .
Place – leadership and influencer: not applicable
Drivers of change and reform: not applicable
Facilitate sustainable economic prosperity: The service will help provide a low cost, accessible means of parking for employees and customers of Southport town centre.
Greater income for social investment: not applicable
Cleaner Greener: The service will result in fewer cars entering the town centre

What consultations have taken place on the proposals and when?

(A) Internal Consultations

The Head of Corporate Resources (FD.4977/17) and Head of Regulation and Compliance (LD.4262/17) have been consulted and any comments have been incorporated into the report.

(B) External Consultations

Not Applicable

Implementation Date for the Decision

Immediately following the Committee meeting.

(Please delete as appropriate and remove this text)

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Appendices:

There are no appendices to this report

Background Papers:

There are no background papers available for inspection.

1. Introduction/Background

- 1.1 The current contract for the provision of a park and ride service in Southport was due to expire on 31st March 2018.
- 1.2 For some time representations have been made for the service to serve Ocean Plaza and it is suggested that lots be included in the tender for the provision of such a service.
- 1.3 However, in order for such a service to be provided it would be necessary to change the whole method of operation of the park and ride service. Currently, a fee is paid by motorists to park and passengers travel on the service by showing the parking ticket to the bus driver. No cash changes hands.
- 1.4 If the service is to pick up at other places then a separate fare (£1 per person per journey) would have to be charged to people boarding at these points. If a separate fare is charged then just as with any other local service, Merseytravel would ask the operator (Sefton Council) to accept concessionary travel passes and Sefton Council cannot refuse this request.
- 1.5 Discussions are still on-going with Merseytravel about how this would work in practice. This includes if and how Sefton would be reimbursed for concessionary passes and if other Merseytravel passes (TRIO, Saveaway, etc) should also be accepted on the service.
- 1.6 The discussions with Merseytravel have also included concerns that if concessionary passes are accepted on the service and if "free" parking remains available on the route, then this may reduce the usage of the park and ride car park and have a consequent impact on income.
- 1.7 If the option to operate differently than at present is pursued, then it does increase the financial risk to the Council. Officers are currently able to predict usage and income based on previous years performance. However, with a new service, taking individual fare paying passengers and with concessionary fares income not known, there can be less certainty about income levels. This risk will be taken into account during the tender process, with an option being included to allow the Council to amend the service during the contract period
- 1.8 Other matters for consideration for any change to the Service are;
 - Route to be taken
 - Capacity of the Service
 - Frequency of the Service
- 1.9 In view of the complexities involved in any change and to allow discussions with Merseytravel to continue, the contract expiry date of the current service has been extended to 31st August 2018

2.0 Procurement Process

2.1 It is proposed that the process to be followed will be an open competition through the North West Opportunities portal 'The Chest'.

2.2 An Invitation To Tender (ITT) document will be created and issued to all providers who express an interest. A number of assessment criteria will be developed in order to determine Contractors' ability to deliver a contract of this nature. These will include

- Provision of Suitable Vehicles
- Provision of Trained Staff
- Maintenance Facilities
- Ability to supply replacement vehicles in case of breakdown

2.3 Tenders will subsequently be invited and assessed using a 'cost/quality' methodology on the basis of 80% cost, 20% quality.

2.4 In view of the above and in addition to the suggestion for a service to serve Ocean Plaza, whilst bearing in mind the current budget situation, it is likely that lots will be sought for:

- The current level of service
- A reduced service level for Sundays, particularly during the winter period
- The service to serve Ocean Plaza
- The service to serve Ocean Plaza but at a reduced service level for Sundays, particularly during the winter period
- The service to serve Ocean Plaza on a twelve months trial basis with the option to revert back to the existing service if required

3.0 The Way Forward

3.1 It is suggested that

- Officers continue with discussions with Merseytravel around the details of operation and in particular on concessionary fares
- Subject to the agreement of the Cabinet Member - Regulatory, Compliance and Corporate Services, that tenders be sought on the options indicated in 2.4 above
- Delegated authority be granted to the Head of Regulation and Compliance, in consultation with the Cabinet Member – Regulatory, Compliance and Corporate Services, to award the Contract resulting from the procurement.