

**TRAFFORD COUNCIL**

**PUBLIC PROTECTION SUB-COMMITTEE – 19<sup>TH</sup> OCTOBER 2016**

**REPORT OF THE HEAD OF REGULATORY SERVICES**

**PRIVATE HIRE AND HACKNEY CARRIAGE VEHICLE TESTING CONTRACT**

**PURPOSE**

To update the sub-Committee on the contract for providing vehicle testing of all proposed and existing Trafford private hire and hackney carriage vehicles.

**RECOMMENDATIONS**

Report to be noted

**IAIN VEITCH**

Head of Regulatory Services

Further Information From:

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## 1. BACKGROUND

- 1.1 The contract to test all Trafford hackney carriage and private hire vehicles is currently undertaken by Essential Fleet Services at the Council's Higher Road Depot in Urmston. This contract is due to expire on the 8<sup>th</sup> January 2017.
- 1.2 In July 2016 the Council's Licensing Section engaged the services of STAR Procurement to oversee the process of awarding a new contract.
- 1.3 It was agreed that the appropriate route to market would be via an invitation to tender process, as this will be a concession based contract with an estimated value of £500,000.00
- 1.4 The agreed timeline for awarding the contract is as follows:
- |                               |  |
|-------------------------------|--|
| Issue of Invitation to Tender | 3 <sup>rd</sup> October 2016                     |
| Submission of Tender          | 4 <sup>th</sup> November 2016                    |
| Evaluation of Tender          | 7 <sup>th</sup> – 11 <sup>th</sup> November 2016 |
| Recommendation to Award       | 14 <sup>th</sup> November 2016                   |
| Award of Contract             | 21 <sup>st</sup> November 2016                   |
| Standstill period (Alcatel)   | Midnight on the 5 <sup>th</sup> December 2016    |
| Final Award                   | 6 <sup>th</sup> December 2016                    |
| Contract commencement         | 1 <sup>st</sup> February 2017                    |
- 1.5 Should Essential Fleet Services be unsuccessful then the current contract will be extended from the 9<sup>th</sup> January until the 1<sup>st</sup> February 2017 to allow a handover of existing bookings and staff to the new provider.
- 1.6 The contract has been advertised on the Chest portal and stakeholders have been notified. Please see attached invitation to tender notice.
- 1.7 The award of the contract is being managed by STAR Procurement and all questions and answers relating to the process will be dealt with by them through the portal.
- 1.8 In terms of the contract specification, the successful Contractor must demonstrate that they can carry out the testing of vehicles in an efficient and cost effective manner; have innovative and flexible ways of dealing with requests for service; and will be able to deal with the expected increase in demand over the next three years. In this way the new contract should ensure competitive pricing coupled with a quality service for both the hackney carriage and private hire trades.
- 1.9 The contract will be awarded for three years with an option to extend for a further two years.
- 1.10 A further report will be presented to the Sub-committee once the contract has been awarded.



Dear Provider,

The tender for Trafford Council's Taxi and Private Hire Testing Service will be advertised via the Chest website ([www.the-chest.org.uk](http://www.the-chest.org.uk)) on or around the 3<sup>rd</sup> October 2016.

If you are interested you will need to register on the Chest website and then, under current opportunities for Trafford Council, register an interest using your user name and password.

The tender is to be called "Trafford Council's Taxi and Private Hire Testing Service" and the Reference number will be "DN179504"

You will subsequently be sent an email from the Chest containing a link that will enable you to download the tender documents.

You will not be sent the tender documentation – it is your responsibility to download the tender documents directly from the Chest.

All completed tender documents and any tender submission will then need to be uploaded back on to the Chest by the deadline date/time of 12:00hrs on 04/11/16

Any questions you may have regarding the tender will need to be raised through the Q&A facility on the Chest website and relevant Q&A's will be shared with all companies that have registered an interest in this tender opportunity.

When Providers register on the Chest please ensure they use the following key word search:

Keyword 1:

Vehicle Services

Keyword 2:

Taxi

Keyword 3:

Testing

Keyword 4:

Inspection

Keyword 5:

Private Hire

Keyword 6:

Hackney Carriage

I have listed some common Categories of Interest that may be useful for Providers to register against:-

181800 - Technical Equipment

181900 - Testing & Inspection

261600 - Travel & Subsistence

360000 - Public Transport

Regards

Chris Conway

Category Manager STAR Procurement