



### **Bus shelter repair, maintenance, removal and installation - proposed award of call off contract – 16-088 (Lot 1)**

**Date of meeting** 9 December 2016

**Date of report** 29 November 2016

#### **Report by Assistant Chief Executive (Operations)**

##### **1. Object of report**

To recommend the Partnership approve the award of a bus shelter maintenance call off contract to maintain specified bus shelters within the Glasgow City Council area.

##### **2. Background**

SPT has an agency agreement with Glasgow City Council (GCC) which includes the requirement to maintain a specific group of the council owned bus shelters. This agreement is until 31 March 2020.

GCC allocates a maintenance budget at the commencement of each financial year based on estimates supplied by SPT, and this supports the cleaning, contracted repairs and management costs of the council owned shelters.

##### **3. Outline of proposals**

The contract was advertised as an OJEU notice in Europe and all companies tendering were required to complete a Quality questionnaire and a pricing schedule. The advertisement notice advised an open tendering exercise with the tenders to be evaluated on a 30/70 Quality/Price basis.

The Quality elements included experience in the field of bus shelter maintenance, technical ability, quality systems, and demonstration of commitment and understanding of call out volumes and glass stock control.

Three companies submitted tenders: Commutaports, Externiture and Trueform.

In order to achieve a comparative cost for each tenderer, the pricing schedule comprised a list of items and quantities indicative of the quantities we estimated will be called off during the first 12 month period of the contract. A total cost for each tenderer was calculated by adding the totals of each of the items on the schedule. The prices are fixed for 3 years.

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Tender Assessment results -

Tenderer	Tendered Cost (estimated for one year)	Weighted Cost Score (70%)	Weighted Quality Score (30%)	Total Score	Rank
Commutaports	£171,246	54	7	61	3
Externiture	£131,979	70	26	96	1
Trueform	£199,965	46	30	76	2

#### 4. Further information

From assessment of the tenders the offer from Externiture achieves the highest total combined price/quality score and provides the most economically advantageous tender.

#### 5. Partnership action

The Partnership is recommended to agree to the award of call off bus shelter maintenance contract to Externiture for 3 years based on the tendered rates as detailed above, with option to extend up to a further two years. Contract extensions for years 4 and/or 5 will be subject only to CPI increase.

#### 6. Consequences

Policy consequences: *None.*

Legal consequences: *Contract will be subject to the SPT terms and conditions contained within the tender documentation.*

Financial consequences: *Funding from Glasgow City Council for bus shelter maintenance has been agreed for the financial year 2017/18.*

Personnel consequences: *None.*

Social inclusion: *It is essential that a maintenance operation is in place to ensure the integrity of the bus stop and bus shelter network for the benefit and safety of the travelling public.*

Risk consequences: *There is a health and safety imperative to maintain passenger shelters in a safe and serviceable condition.*

**Eric Stewart**  
**Assistant Chief Executive (Operations)**

**Gordon Maclellan**  
**Chief Executive**

*for further information, please contact Gerry Irvine, Operations & Security Manager (Bus), ext 3217*