

## MINI COMPETITION FOR TRANSPORT SERVICES – REF: SMART CONTRACTS

### ALL SECTIONS MUST BE COMPLETED FOR A BID TO BE CONSIDERED

#### SECTION ONE: TENDER SUMMARY

Derby City Council Home to School Travel Service (HTSTS) is inviting bids from service providers to undertake a SMART contract to transport children and young people (CYP) with special educational needs, disabilities, medical needs, and mobility needs between home and school.

This tender is to commission a SMART contract for 5 Derby City Community Special Schools. Service providers are invited to bid for either:

- Lot 1: St Andrew's School, Ivy House School, St Giles School (including The Hive)
- Lot 2: St Martin's School, St Clare's School
- Lot 3: Comprising all 5 schools

The information contained in the lots below are designed to help service providers plan and cost for the number of vehicles, staff and routes required to deliver the SMART contract. Information will include:

- Service user ID
- Service user postcode
- Groups i.e., who can travel on shared transport and who must travel alone
- Special transport requirements. E.g. Suction support, epilepsy, complex behaviour etc.
- Whether a Passenger Assistant (PA) is required:
  - No = No PA required
  - General = PA can be shared between multiple CYP
  - Dedicated = 1:1 PA support required
- Passenger type
  - SEN Walk on = CYP with no mobility issues
  - Wheelchair user = CYP can transfer safely to a seat in a vehicle (wheelchair must be transported)
  - Must travel in wheelchair = CYP must be transported in their wheelchair
  - Must travel alone = CYP must **NOT** travel with other CYP
- Make and model of wheelchair or mobility aid

Using the template provided at section 4 service providers must explain how they plan to deliver the SMART contract. We can only accept bids using this template.

Lot 1: (St Andrew's School, Ivy House School, St Giles School (including The Hive)) will be awarded to the supplier who submits the most economically advantageous tender.

Lot 2: (St Martin's School, St Clare's School) will be awarded to the supplier who submits the most economically advantageous tender.

Alternatively:

Lot 3: (Comprising all 5 schools) will be awarded to the supplier who submits the most economically advantageous tender.

## SECTION TWO - SPECIFICATION

### **Lot 1: St Andrew's School, Ivy House School and St Giles School (including The Hive)**

#### **Type & Size of Vehicle Required:**

- Minibuses, Private Hire Vehicles and/or Hackney Carriages

#### **Service User(s) Address:**

- Estimated number of pupils requiring transport from September 2023 is:
  - Ivy House School (60 pupils)
  - St. Andrew's (70 pupils)
  - St. Giles' School & Hive (90 pupils)
- All service users reside at addresses within Derby City
- Service user postcodes, as well as specific transport requirements are listed in Section 3 of this specification

#### **Destination Name(s) & Address(s)**

- St Andrew's School, St Andrews View, Oakwood, Derby. DE21 4EW
- Ivy House School, Moorway Lane, Littleover, Derby. DE23 2FS
- St Giles School, Hampshire Road, Chaddesden, Derby. DE21 6BT
- St Giles School, The Hive, Sir Frank Whittle Road, Chaddesden, Derby. DE21 6DA

#### **School start and finish times:**

School	School start time	School finish time
St Andrew's School	09:00	15:20
Ivy House School	09:20	15:40
St Giles School	09:00	14:30
St Giles School, The Hive	09:00	14:30

### **Lot 2: St Martin's School and St Clare's School**

#### **Type & Size of Vehicle Required:**

- Minibuses, Private Hire Vehicles and/or Hackney Carriages

#### **Service User(s) Address:**

- Estimated number of pupils requiring transport from September 2023 is:
  - St. Clare's School (90 pupils)
  - St. Martin's School (95 pupils)
- All service users reside at addresses within Derby City
- Service user postcodes, as well as specific transport requirements are listed in Section 3 of this specification

### Destination Name(s) & Address(s)

- St Clare's School, Rough Heanor Rd, Mickleover, Derby DE3 9AZ
- St Martin's School, Bracknell Dr, Alvaston, Derby DE24 0BT

### School start and finish times:

School	School start time	School finish time
St Clare's School	09:00	15:15
St Martin's School	08:45	14:30

### Lot 3: Comprising all five schools

### Type & Size of Vehicle Required:

- Minibuses, Private Hire Vehicles and/or Hackney Carriages

### Service User(s) Address:

- Estimated number of pupils requiring transport from September 2023 is:
  - Ivy House School (60 pupils)
  - St. Andrew's (70 pupils)
  - St. Giles' School & Hive (90 pupils)
  - St. Clare's School (90 pupils)
  - St. Martin's School (95 pupils)
- All service users reside at addresses within Derby City
- Service user postcodes, as well as specific transport requirements are listed in Section 3 of this specification

### Destination Name(s) & Address(s)

- St Andrew's School, St Andrews View, Oakwood, Derby. DE21 4EW
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- St Giles School, The Hive, Sir Frank Whittle Road, Chaddesden, Derby. DE21 6DA
- St Clare's School, Rough Heanor Rd, Mickleover, Derby DE3 9AZ
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### School start and finish times:

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St Andrew's School	09:00	15:20
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St Giles School, The Hive	09:00	14:30
St Clare's School	09:00	15:15
St Martin's School	08:45	14:30

## Contract Requirements:

- Transport is to be provided between home address and school for the beginning of the school day, and to return home at the end of the school day only. Transport between education settings during the school day, or to enable children to attend extra-curricular activities and other commitments is **NOT** required and will **NOT** form part of this contract.
- The accommodation of part time timetables will NOT form part of this contract.
- A meeting with the school must take place before the contract start date, which the named drivers and named PAs (where applicable) must attend.
- A meet and greet must take place between the named driver, named PA, parents/carers, and student at the service user's home address, before transport starts. Completion of visits will be monitored by HTSTS officers.
- The Service Provider must provide weekly reports, using templates provided by the HTSTS detailing completed journeys, students transported on the run, the named driver, the named PA (if applicable) and vehicle information. Failure to provide accurate data may result in service credits being enforced.
- The Service Provider must provide permanent named drivers and PA's (where applicable) on each run. These can only be changed, in consultation with the HTSTS, and in advance, and these must be from the approved list.
- The Service Provider must submit a list of approved relief drivers and PA's.
- The Service Provider shall ensure that all staff involved in delivering the transport services are able to communicate in English and must wear a valid Identification Badge. The Service Provider shall ensure that all staff delivering transport services maintain a clean and respectable dress code, with a good standard of hygiene.
- The Service Provider will be expected to use approx. 10 Passenger Assistants provided by Derby City Council on particular routes to support students identified by the Council.
- The Service Provider **MUST** adhere to all sections of TD1435 or any subsequent contracts

## ORDER TERM

**Start Date:** 01 September 2023

**Expiry Date:** 31 August 2025

**Option to Extend:** Yes (+2) (+1)

## Drivers and Passenger Assistants (PA):

Drivers and passenger assistants must hold an **enhanced** Child & Adult Workforce DBS certificate with a check of the DBS barred list to cover the role performed (either contract driver or passenger assistant/escort). The Service Provider must obtain the owners authority to supply the Council with a copy of the DBS certificate.

**Please note:** *It is a compliancy requirement for all drivers and passenger assistants to be signed up to the DBS Update Service*

Drivers and PAs must also hold the Derby City Council Safeguarding Awareness for Taxi Drivers / PA's Certificate.

## Requirements at point of contract award

The successful Service Provider will have until Friday 30 June to complete a template provided by the HTSTS to include the following information:

- All routes
- The named driver and PA (if applicable) on each route
- DBS certificates, safeguarding certificates, NVQ certificates, PATS certificates and badges, for all drivers and PAs not already authorised by the HTSTS
- The names of the service users on each route
- The vehicle make, model and colour
- The vehicle registration

This information will be used to complete our **safeguarding register** and it is essential that all information is provided by the specified deadline of Friday 30 June. If any further safeguarding information is required, this must be provided

## We will **NOT** accept:

- Incomplete or missing documents
- Documents which do **NOT** name a specific driver and passenger assistant, e.g. stating 'One of my approved drivers' will **NOT** be accepted.

## **DOCUMENTS REQUIRED BEFORE CONTRACT STARTS:**

### **DRIVERS (Deadline 30 June)**

- Enhanced Adult & Child Workforce DBS Certificate with a check of the DBS barred list to cover the role performed.
- Copy of Drivers Hackney Carriage Licence/Badge or Appropriate Category Driving Licence
- NVQ Level 2 in Road Passenger Vehicle Driving (Taxi and Private Hire) or BTEC in Transporting Passengers by Taxi or Private Hire or a Minibus Driver Assessment Scheme (MiDAS or equivalent accredited course / qualification)
- Safeguarding Awareness for Taxi Drivers Certificate.
- Proof of valid Motor and Public/ Employer Liability Insurance

### **PASSENGER ASSISTANTS (Deadline 30 June)**

- Enhanced Child & Adult Workforce DBS Certificate with a check of the DBS barred list to cover the role performed.
- Passenger Assistant Training Scheme (PATS) Certificate.
- Safeguarding Awareness for Passenger Assistants Certificate.

### **SERVICE PROVIDER**

- Copy of Health & Safety Policy and Risk Assessment
- Proof of valid Motor Insurance Certificate and Public & Employer Liability Insurance
- Copy of Operators Licence

### **TUPE:**

TUPE may apply

**FORM OF TENDER**

**Note: Refusal to give this declaration and undertaking means that your tender will NOT be considered.**

To Derby City Council

Having examined carefully and understood the Conditions of Tender, DPS Terms and Conditions, the Specification and all other documentation issued by the Council in connection with the [order title]

We: .....

Of: .....

hereby offer to supply the Services subject to the terms and conditions set out in such Conditions of Tender, DPS Terms & Conditions, Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule. We will keep our bid valid and open for acceptance by the Council until the expiry of [90] days from the last date for the receipt of tenders.

I/We understand you are **NOT** bound to accept the lowest or any tender you may receive, and you will **NOT** pay any expenses incurred by us in connection with the preparation and submission of this tender.

I/We declare that to the best of my/our knowledge the responses submitted in this ITT are correct and a true representation. I/We understand that the information will be used in the process to assess my/our organisation's ability to deliver the Council's requirement. I/We understand that the Council may reject this ITT if there is a failure to answer all relevant questions fully or if I provide false/misleading information

Unless and until a formal Contract Order Form is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us.

Signature .....

Position held .....

Name and Address  
of Tenderer .....

.....

Dated .....

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.*

**COLLUSIVE TENDERING CERTIFICATE**

**Note to Organisation: Refusal to give this declaration and undertaking means that your tender will NOT be considered.**

**To: Derby City Council**

**In response to [insert order title]**

I/We declare that:

- 1) This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.
  
- 2) I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:
  - a) communicating to a person other than the person calling for those tenders the amount, or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.
  
  - b) entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.
  
  - c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, the Council may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or any body or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature .....

Position held .....

Name and Address .....

Of Tenderer .....

Dated .....

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to resign this form with an original signature.*