

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

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Author:

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Department:

**Growth and City Development**

Contact:

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Subject:

**Public Transport operational expenditure 2021/22 and procurements**

Total Value:

**£820,000 (Type: Revenue)**

Decision Being Taken:

- 1. To grant dispensation from Contract Procedure Rule 4.1.1 in accordance with Financial Regulations 3.29 (Operational reasons) to provide services of a value up to £303,000 for Public Transport services (items 1a - 1e below) for the period until a contract is put in place following a tendering process.**
- 2. To undertake a tender process to award contracts for Public Transport services, up to a value of £462,000 as detailed further within the decision form (items 2a - 2c below).**
- 3. To delegate authority to the Corporate Director of Growth and City Development to award and sign the contracts following the tender process.**
- 4. To approve expenditure of £55,000 for the period 1st April 2021 to 31st May 2023 to A Wandless Sign Services Ltd, with procurement through the Nottinghamshire County Council Framework Agreement for the Supply, Installation and Maintenance of electronic bus stop display information.**

**Reasons for the Decision(s)**

The Council provides a number of services to enhance the public transport offer within the City, including infrastructure, the statutory concessionary fare scheme, multi-operator ticketing through the Robin Hood Card, and link bus services. These services are essential to enable a high quality service to continue to be provided to citizens and to assist in the recovery of public transport in Nottingham following the pandemic.

To support this work, there are a number of existing services which will be tendered during the 2021/22 financial year, and require an interim expenditure up to the date that contracts are let, as follows:

In relation to Recommendation 1, interim expenditure during 2021/22 at a value of up to £303,000, as follows:

- 1a Real time information system hosting feeds and communications - £95,000. Init Innovations in Transport.
- 1b Real time information system software maintenance and hotline support - £90,000. NCT.
- 1c Bus stop cleaning, maintenance and inspection - £48,000. Priority Postings UK
- 1d Cleaning, stock management and maintenance of Robin Hood Ticket Machines - £30,000. JSE Ltd.
- 1e Smartcard stock for Robin Hood Card and Concessionary travel cards - £40,000. Universal Smartcards.

In relation to Recommendation 2, Contracts to be tendered during 2021/22 financial year, at a value of £462,000, as follows:

- 2a Bus stop cleaning, maintenance and inspection - £48,000. 3 +1 years (up to £192,000).
- 2b Cleaning, stock management and maintenance of Robin Hood Card ticket machines. £30,000 per annum. 3 + 1 + 1 years (Up to £150,000).
- 2c Smartcard stock for Concessionary and Robin Hood Cards. £40,000 per annum. 3 years (up to £120,000).

A full procurement exercise will be undertaken for each service with the assistance of the Procurement Team.

In relation to recommendation 4, the Council is a named Local Authority on a Nottinghamshire County Council Framework Agreement for the supply, installation and maintenance of electronic bus stop display infrastructure. A Wandless Sign Services Ltd was selected to enter the framework to provide the aforementioned goods and services, with the Framework Agreement available until 31st May 2023. Goods and services that are provided include the supply of bus stop poles, mounting brackets, cables and connections to support the installation or relocation of the electronic displays and also repairs or refurbishment of the displays and associated bus stop infrastructure.

**Briefing notes documents:**

DDM - Public Transport operational expenditure 2021.docx

**Other Options Considered:**

Not approving this spend would mean a loss of key support services for Public Transport, leading to an inability to manage and deliver the services currently provided, poor quality services to citizens through sub-standard maintenance arrangements and a loss of resilience in software systems which underpin statutory Concessionary Fares, the Robin Hood Card and the real time system. Therefore this option was rejected.

**Background Papers:**

None

<b>Published Works:</b>	None
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Dispensation from Financial Regulations:</b>	Yes
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	Taking this decision will minimise any risk of attempted fraud through use of Concessionary Travel and Robin Hood Cards.
<b>Equality:</b>	EIA not required. Reasons: The decision does not relate to new or changing policies, services or functions.
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	<p>This report seeks a number of decisions aimed to continue the provision of an enhanced public transport service within the city.</p> <p>The report details that there are existing contracts in place that to continue for a longer term, require retendering.</p> <p>Decision 1 requires dispensation from Contract Procedure Rule 4.1.1 in accordance with Financial Regulation 3.29 (operational reasons) and the requirement to undertake a quotation process. This will enable the contracts to be extended to allow a continuation of the service provision whilst the applicable tender process, as approved under Decision 2, will be undertaken.</p> <p>The services identified as part of Decision 4 can be procured compliantly using a framework established by Nottinghamshire County Council.</p> <p>For the reasons given in the report, the recommendations are supported. Legal services will assist the report author alongside procurement colleagues to establish the required contractual arrangements arising out of these decisions. Advice provided by Dionne Claire Screamon (Solicitor) on 19/07/2021.</p>

**Finance Advice:**

**Decision 1 seeks to approve 2021/22 financial year interim public transport operational expenditure up to £303,000 until the award of new contracts is supported as the spend will be contained within the Public Transport and Concessionary Fares services' revenue budget.**

**Decision 2 seeks to award contracts for Public Transport services up to a value of £462,000. The contracts are expected to be in place from 2022/23 financial year and will be funded through Public Transport and Concessionary Fares services' revenue budgets. The award of new contracts will therefore place no pressures on the Medium Term Financial Plan.**

**Decision 3 delegates responsibility to the Director of Growth and City Development to award and sign contracts and it must be ensured that value for money is a key consideration when selecting the chosen supplier. Should the contract value exceed £462,000, further approval will be required to approve additional expenditure and identify the corresponding source of funding.**

**Decision 4 seeks to approve £55,000 expenditure to A Wandless Sign Services Ltd and the procurement method through which the chosen supplier has been selected is supported.**

**Procurement Advice:**

**Decision 1: A dispensation from Contract Procedure Rule 4.1.1 in accordance with Financial Regulations 3.29 (Operational reasons) to provide services of a value up to £303,000 for Public Transport services (items 1a - 1e) for the period until a contract is put in place following a tendering process is required for the services to be kept running.**

**Decision 2: Procurement colleagues will provide tender support for the contract requirements during financial year 2021/2022.**

**Decision 3: This decision raises no procurement concerns.**

**Decision 4: The Nottinghamshire County Council contract names Nottingham City Council in the contract documents which allows us to buy the services compliantly, this raises no procurement concerns.**

**Advice provided by Paul Ritchie (Procurement Manager) on 19/07/2021.**

**Signatures**

<b>David Mellen (Leader/ PH Strategic Regeneration Communications)</b>
<b>SIGNED and Dated: 17/08/2021</b>
<b>Michael Wayne Bexton (Interim CD for Growth &amp; City Development)</b>
<b>SIGNED and Dated: 16/08/2021</b>
<b>Clive Heaphy as Chief Finance Officer (Chief Finance Officer) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 27/07/2021</b>
<b>Chief Finance Officer's Comments: Signed but no further exemption from Financial Regulations</b>