# ‘Newark Cycle Town’ – folding bike hire service

# Market engagement exercise

Newark & Sherwood District Council require a folding bike hire service for Newark on Trent.

The Council has published this Early Engagement Notice on Contracts Finder to determine whether there is a competitive market for these services.

# Deadline for responses

The deadline for responses to this engagement exercise is 12 noon Wednesday 8th December 2021, (late submissions will not be accepted). Please note that all responses must be submitted via ProContract i.e., via the East Mids Tenders portal <https://www.eastmidstenders.org/> from which you have downloaded this document.

# Declaration

If your company meets all the requirements listed below, please complete, sign and return the Declaration document that accompanies this notice before the Deadline for responses. Thank you.

# Requirement

The Council is looking to procure a supplier of folding bike hire services i.e., a provider of:

1. Foldable bikes for hire, capable of being transported on public transport at peak times,
2. Compact docking stations/storage lockers with minimal footprint (and therefore suitable where space in the public realm is limited) and with a
3. Proven track record of operating folding bike hire schemes for other councils in the UK including the operation and management of an online subscription and hire service.

# Funding approval

Subject to final approval in Jan/Feb 2022, the Council should have funding to establish such a folding bike hire service in Newark on Trent i.e., fund a supply of folding bikes, their storage lockers/docking stations and their installation at four locations across Newark town centre.

# Concession contract

The Council intends to grant a concession contract renewable annually for up to five years subject to performance and Council policy.

The Council hope to provide start-up funding for the initial capital costs of the service, including a supply of folding bikes, lockers and their installation but no other funding on-going e.g., to subsidise operating costs.

The Provider will be expected to operate and manage the necessary subscription and booking service. This will require compliance with GDPR obligations on processing and storing personal data including financial information.

The Council and Provider will work jointly to promote the scheme both to the public and local businesses.

# Contract start date

The anticipated start date of the service is 1st April 2022.

# Procurement process or exemption

Subject to the response to this market engagement exercise and compliant with local procurement rules and national Regulation, the Council reserves the right either to exempt itself from conducting a competitive process or to launch a competitive process as soon as possible upon conclusion of this market engagement.

NB: Should the Council conduct a competitive tender process, this will commence promptly on conclusion of this market engagement exercise, with award of contract subject to approval of the Outline Business case for this project by, respectively, the Council and the Dept for Levelling UP, Housing & Communities (formerly the MHCLG) in Jan/Feb 2022.

# Caveat

Please note: Responding to this market engagement exercise does not confer any advantage or disadvantage upon respondents should they choose to participate in a procurement for supplies services or works that stem from the subject of this engagement. Also, the Council makes no commitment to proceed with any procurements. The Council will not meet any costs incurred by any respondent to this engagement exercise or any costs incurred by any respondents to any further market engagement or subsequent or related procurements.

# In confidence

All submitted responses will be treated in strictest confidence by the Council and no responses submitted as part of this engagement or the identity of the contributor or anything that identifies the contributor or the source of the submitted response will be shared deliberately or otherwise made available or accessible in the public domain by the Council without the prior consent of the contributor.

## Expression of Interest

# Newark Cycle Town - folding bike hire service for Newark on Trent

## Requirement

The Council is looking to procure a supplier of folding bike hire services i.e., providers of:

1) Foldable bikes for hire, capable of being transported on public transport at peak times,

2) Compact docking stations/storage lockers with minimal footprint (and therefore suitable where space in the public realm is limited) and with a

3) Proven track record of operating folding bike hire schemes for other councils in the UK including the operation and management of an online subscription and hire service.

## Specification

Also, please refer to the accompanying draft document ‘Newark Cycle Town - Specification’.

This outline’s the Council’s requirements to date more fully.

Please note, the Specification is confidential and must not be shared, communicated or otherwise made available to anyone but the respondent or placed in the public domain by any means (electronic or otherwise).

## Declaration

I hereby declare that the company I represent:

* Can meet all of the specified minimum requirements for this contract stated above
* Would participate in a competitive process for the services in question
* Have the necessary resources to provide the specified service and for the services to be operational from 1st April 2022
* Would require a lead time of no less than … … weeks to resource the contract as specified to meet the specified commencement date of 1st April 2022.

Company name:

Company website:

Contact person:

Contact email:

Signature:

Date and time:

## Please note

Signing this declaration does not create any binding relationship with Newark and District Council (the Council) or with its appointed agents, nor does signing this declaration confer any rights, obligations, advantages or disadvantages in respect of any subsequent procurement process or contract award by Newark and Sherwood District Council in respect of the services that are the subject of this market engagement.

## A REMINDER

Please ensure you respond by no later than 12 noon Wednesday 8th December 2021

You must ONLY submit your response via the tender portal (and on which you registered to download this document):

<https://www.eastmidstenders.org/>

This is to maintain the probity and confidentiality of this process and otherwise comply with the Public Contract Regulations 2015 and Concession Contract Regulations 2016 as applicable.

Paul Large

Welland Procurement

pp Newark and Sherwood District Council