### Invitation to Tender (ITT)

### Scheduled bus services transport provision for visitors to Wasdale, Lake District 2024

Created by: Emma Moody

Created on: 4th April 2024

**Please read the document carefully and fully understand the timescales etc.**

**The Lake District National Park Authority are seeking bus operators to run a scheduled bus services in Wasdale in the Western Lake District under contract to the LDNPA.**

CONTENTS:

1. BACKGROUND
2. SCOPE OF THE PROJECT
3. PROCUREMENT PROCESS
4. SUBMISSION OF TENDER DOCUMENTS
5. TENDER INFORMATION
6. SERVICE SPECIFICATION
7. APPENDICES

A Company Information

B Form of Tender

C Declaration of non-collusion

D References

8.0 SUPPORTING DOCUMENTS: Conditions of contract.

**1.0 Background**

The Lake District National Park Authority (LDNPA) are working with Cumberland Council and the other multi-agency partners in the Strategic Visitor Management Group (SVMG) to procure a bus service in the Wasdale valley to alleviate parking and traffic issues in the valley and enable visitors to experience the valley without the use of a car.

The bus service which we are tendering is specified in detail in Section 6, including timetable options, for which we are seeking quotations.

The tenders have to be returned by 9th May 2024 and a decision on their award will be made by 13th May 2024. The service will start on 25th May 2024.

It should be noted that funding for this service is not yet confirmed so two options are provided, and there is a small risk we may not be able to award either service.

**2.0 Scope of the project**

 We are looking for a contractor who will work with us to deliver quality bus services that will provide an attractive alternative to travelling by car. As most passengers will be visitors, or residents on a day out who are unfamiliar with the area or with bus travel a high level of customer care, local knowledge and good information is essential. The contract is for one year, but may be extended for a further year with the agreement of both parties to the contract.

**3.0 Procurement Process**

The LDNPA are using a one stage process for this tender. We are using The Chest to be as inclusive as possible as it is free for suppliers to join and express an interest.

Each tender will be evaluated and competitively marked by a team of LDNPA and Cumberland Council staff.

If you have any questions that you wish to ask the LDNPA, you must submit them via The Chest. Where responses give information that could be advantageous to all tendering then the answer will be made available to all parties.

**3.1 What we need back from you (the supplier) at this stage**

A thorough quote that will stand up to bid scrutiny based upon the service specification in section 6 and uploaded onto the Chest by **12 noon on 9th May 2024.**

The daily bid prices must be completed in the last section of this document. We are asking for prices per day to operate the bus services specified by LDNPA. You may also submit a non-conforming tender, if you feel a variation on the timetable specified would be an improvement to passengers, or would reduce your operational costs. You may also wish to submit a tender where the ‘dead mileage’ at the start and end of the day is registered for public use. However, if you submit a non-conforming tender you must also submit a conforming tender.

The tender submitted must be a Word document and saved as: your company, tender and the month (for example the file name for acme consultancy would be: - ACME ITT APRIL). Please do not submit any other brochures or supporting documentation at this stage unless specifically asked for. If we receive additional documentation, if your tender is not saved correctly, or if it is saved in the wrong format, we may not be able to review and evaluate your tender.

Please make sure you have completed the form of tender, including the evaluations questions and prices, the declaration of non-collusion, references, and company information forms.

We will not consider any documentation that is late. We often receive documents uploaded onto The Chest that are on the borderline. We would encourage you to submit your tender well in advance of the deadline. It is important to remember it takes time to upload documents onto The Chest, if you encounter technical difficulties, please contact Due North (The Chest software provider) who will be able to offer assistance.

These measures ensure there is consistency in the way that questions are presented, making the process fair for all applicants.

**4.0 Submission of Tenders**

**4.1 Tenders to be received by 12 noon on the 9th May 2024.**

The tender is to be uploaded to The Chest by **12 noon 9th May 2024.** Tender documents uploaded late will not be considered.

**4.2 Evaluation**

All tenders received will be evaluated based on the information they have submitted in their tender. Evaluation will be based upon the following criteria:

| **Criteria** | **Potential Score** | **Weighting** | **Max Score** |
| --- | --- | --- | --- |
| Cost | 1-5 | 16 | 80 |
| Vehicle Specification | 1-5 | 2 | 10 |
| Vehicle Back up and Maintenance | 1-5 | 2 | 10 |
| References | 1-5 | 1 | 5 |
| Marketing input | 1-5 | 1 | 5 |
| Relevant experience and knowledge  | 1-5 | 1 | 5 |
| **Maximum Possible Score** | **115** |

**4.3 Award of tender**

The LDNPA will decide to whom the contract shall be awarded based on the evaluation criteria outline above. The LDNPA does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole or parts of tenders/quotations. The LDNPA will notify acceptance of the tender to the successful tenderer as soon as is reasonably practicable.

If you have any difficulties submitting your invitation to tender or if you have any technical difficulties please contact Due North (support@due-north.com 01670 597120).

**5.0 Tender Information**

**5.1 Confidentiality**

The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the Tender process and funding application.

**5.2 Freedom of Information**

The LDNPA is committed to meeting its legal responsibilities under the Freedom of Information Act 2000. Accordingly all information submitted to the LDNPA may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

**5.3 Anti-Fraud, Theft and Corruption Policy**

The LDNPA has an Anti-Fraud, Theft, and Corruption Policy which sets out the responsibilities of officers and action to be taken in cases of theft, corruption, irregularity, or when damage is suspected. The Confidential Reporting Code, (Whistle Blowing Policy), provides a mechanism for staff to report suspected wrong doings confidentially.  In the event of such an issue, an investigation would be carried out and action taken as necessary.

**5.4 Costs and expenses**

The LDNPA will not be responsible for, or pay for, expenses or losses which may be incurred by a tenderer in the preparation of their tender. The LDNPA does not bind itself to accept any of the tenders as a result of the tendering process.

**5.5 Preparation of Tenders**

For the preparation of their tender and entering into a contract with the LDNPA, tenderers must ensure that they have all the information required and must satisfy themselves of the correct interpretation of terminology used in these documents.

**5.6 Queries on the tenders**

If any points in these tender documents are considered by the tenderer as unclear, the tenderer should address their queries via the Chest. Their query will be responded to via The Chest and the answer sent to all tenderers, but it shall not be construed in a way that adds to, modifies or takes away from the meaning and intent of the contract and/or the obligations and liabilities of the contract.

**5.7 Alterations**

None of these documents may be altered by the tenderer. If the tenderer wishes to propose modifications to any of the documents (which they may consider would provide a better way to achieve the contracts objectives) they must provide details in a separate letter accompanying the tender response on The Chest.

**5.8 Prices**

All prices must be net and, where applicable, carriage paid with all cash and trade discounts allowed for.

**5.9 VAT**

All prices and/or rates shall be exclusive of Value Added Tax.

**5.10 Validity of tenders**

Tenders shall be valid for a minimum of three calendar months from the closing date for receipt of tenders.

**5.11 Sub-contractors**

The names and addresses of any sub-contractors the tenderer proposes to employ must be provided with the tender.

**5.12 Quality of goods / services**

Tenderers must ensure that the persons responsible for completing work tendered for have the necessary experience and skills as outlined in this tender brief.

**5.13 Conflict of Interest**

The LDNPA requires all tenderers to confirm whether any actual or potential conflicts of interest that exist which may prevent them undertaking this work, and a description of measures they would adopt if a potential conflict of interest arose during or following completion of this work.

**5.14 Treatment of tender**

The acknowledgement of receipt of any submitted tender shall not constitute any actual or implied agreement between the LDNPA and the tenderer.

**5.15 Debriefing**

All unsuccessful bidders will be offered the opportunity to be given a debriefing. Requests for debriefing are to be made in writing (or by email).

**Contact:** Emma Moody, Lead Strategy Adviser, Lake District National Park, Murley Moss, Oxenholme Road, Kendal LA9 7RL emma.moody@lakedistrict.gov.uk

**6.0 SERVICE SPECIFICATION**

Vehicles should be between 16 and 24 seats and vehicles and drivers should operate in compliance with all relevant UK law. The service should be registered with the Traffic Commissioners. A letter of support for short-notice registration can be supplied by Cumberland Council.

**Timetable**



This service is operated by two vehicles, A and B refer to the two vehicles used.

**Dates of operation**

The period of operation depends on prices received through this tendering process and funding received.

1. Saturdays, Sundays and bank holidays May 25th to August 26th
2. Saturdays, Sundays and bank holidays May 25th to September 29th.
3. Saturdays, Sundays and bank holidays May 25th to September 29th, plus school holidays 28th to 31st May and 22nd July to 30th August.

In the form of tender (Appendix B) we ask for a price per day for the two vehicles for these options.

You may also submit a non-conforming tender with timetable to fit better with your operations. Please include details in Appendix B.

**APPENDIX A**

**COMPANY INFORMATION**

**For the bidding company to complete**

**About your company**

|  |  |
| --- | --- |
|  | **Company information**  |
|  | What was your turnover in each of the last two financial years (if you are a consortium please state aggregated turnover) | £………… for year ended --/--/---- | £……… for year ended --/--/---- |
|  | Please indicate which of the following you would you be able to provide (please tick a minimum of one) |
| A copy of your audited accounts for the most recent two years (if this applies) |  |
| A statement of your turnover, profit & loss account and cash flow for the most recent year of trading |  |
| A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position |  |
| Alternative means of demonstrating financial status if trading for less than a year |  |
|  | If requested, would you be able to provide a banker’s reference? | Y/N  |
|  | Is your organisation: | i) a public limited company? |  |
| ii) a limited company? |  |
| iii) a partnership |  |
| iv) other (please specify)  |  |
| 1.15b | Are you acting as the lead organisation for a consortium? | Yes/No |
|  | Please confirm whether have or you would be willing to take out the appropriate level of insurance cover as set out in the Statement of Requirement if you are successful in winning the contract? | Yes/No |

|  |  |
| --- | --- |
|  | **Professional and business standing**  |
| Do any of the following apply to your organisation, or to (any of) the director(s) / partners / proprietor(s)? |
|  | Bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings | Yes / No |
|  | A conviction (or convictions ) for a criminal offence related to business or professional conduct | Yes / No |
|  | Legal or administrative finding of commission of an act of grave misconduct in the course of business | Yes / No |
|  | Failure to fulfil obligations related to payment of social security contributions | Yes / No |
|  | Failure to fulfil obligations related to the payment of taxes | Yes / No |
|  | Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise | Yes / No |
|  | Failure to obtain and maintain relevant licences or membership of an appropriate trading or professional organisation where required by law | Yes / No |
|  | If the answer to any of these is **“Yes”** please give brief details below, including what has been done to put things right. |
|  |

|  |  |
| --- | --- |
|  | I declare that to the best of my knowledge the answers submitted in this ITT are correct. I understand that the information will be used in the process to assess my organisation’s suitability to tender for the Authority’s requirement. I understand that the Contracting Authority may reject this ITT if there is a failure to answer all relevant questions fully or if I provide false/misleading information  |
| **Form completed by** |
|  | Name: |  |
|  | Position (Job Title): |  |
|  | Date: |  |
|  | Telephone number: |  |
|  | Signature: (for electronic submissions, please type name or provide an e-signature and ensure compliance with any further instructions issued by an Authority regarding the use of an e-signature) |  |

**Appendix B – Evaluation criteria and form of tender**

**To gain best value the tenders will be evaluated using the criteria detailed in section 4.2. your answers below will be used to calculate the scores. Please answer all the questions. No answer should be longer than 50 words.**

**Vehicles**

1. Where would the vehicles to be used be based?
2. What back-up arrangements do you have? (include details of spare vehicles availability)
3. Please outline your vehicle maintenance policy.

**Drivers**

1. Do your drivers have CRB checks? If so please state whether standard or enhanced.
2. Do your drivers undertake customer care training? If so please outline details.

**What makes your company good value?**

1. How would you help us promote the services?
2. Please outline what measures your company takes to reduce carbon emissions
3. Please outline what experience you have in operating visitor- focussed public transport services in rural areas?
4. Please provide details of the vehicle(s) to be used on the service including size, age, model and Accessibility.

**Prices to operate the service**

1. Cost per day to operate the service according to the timetable specified in Section 6 excluding any on bus revenue. We are looking for the combined cost for the two vehicles for each of the three options. If you do not have driver/vehicle availability for any of these options, or the daily cost will be different for the different options please state.
2. Saturdays, Sundays and bank holidays May 25th to August 26th
3. Saturdays, Sundays and bank holidays May 25th to September 29th.
4. Saturdays, Sundays and bank holidays May 25th to September 29th, plus school holidays 28th to 31st May and 22nd July to 30th August.

**Cost per day option a) £**

**Cost per day option b) £**

**Cost per day option c) £**

1. If you are also submitting a non-conforming tender for this service please provide details, including daily costs below.

**APPENDIX C**

**DECLARATION OF NON-COLLUSION**

To: Lake District National Park Authority

The essence of selective tendering is that the Authority shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not and will not (either personally or by anyone on my/our behalf):-

1. Fix or adjust the amount of the tender (or the rate and prices quoted) by agreement with any other person.
2. Communicate to anyone, other than the person calling for this tenders, the amount or approximate amount or terms of the proposed tender (except other than in confidence, where essential to obtain professional advice or insurance premium quotations required for the preparation of the tender).
3. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tenders to be submitted.
4. Canvass or solicit any member, officer or other employee of the Authority in connection with the award of this or any other Authority contract or tender.
5. Offer, give or agree to give any inducement or reward in respect of this or any other Authority contract or tender.

|  |  |
| --- | --- |
| Signed (as in Tenders) duly authorised to sign  | ………………………………………………………………………… |
| For and behalf of  | ………………………………………….…………………………….. |
| Date | ………………………………………….…………………………….. |

**APPENDIX D – REFERENCES**

Potential suppliers are required to submit details of three organisations **where you have carried out similar work before**

This is so that references may be obtained. If you are currently supplying to other Local Authorities, please include these.

Please note that all information will be treated in the strictest confidence and will be used purely as a means of obtaining references.

|  |  |
| --- | --- |
|  | **Experience and references** |
| Please provide details of up to three contracts public or private, in the last three years that are relevant to the Authority’s requirement. (The customer contact should be prepared to speak to the purchasing organisation if we wish to contact them). |
|  |  | Contract 1 | Contract 2 | Contract 3 |
|  | Customer Organisation (name):Website (if available) |  |  |  |
|  | Customer contact name, phone number and email |  |  |  |
|  | Date contract awarded: |  |  |  |
|  | Date contract completed: |  |  |  |
|  | Brief description of contract (max 100 words) |  |  |  |
|  | Value: |  |  |  |