



Supply and Installation of Bus Shelters and Groundworks - Call Off Contract

Committee Operations

Date of meeting 28 April 2023

Date of report 18 April 2023

Report by Chief Executive

1. Object of report

To request the Committee approve the award of a call off contract for supply and installation of bus shelters and associated groundworks to Commutaports Ltd.

2. Background

SPT currently operates bus shelter supply and maintenance agreements with ten Local Authorities (East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Ayrshire, North Lanarkshire, South Ayrshire, South Lanarkshire and West Dunbartonshire).

A contract is therefore required to enable SPT to call off the required bus shelters when funding is available. The contract will cover the supply and installation of shelters throughout the SPT area (including council areas where councils do not have agency agreements with SPT for shelters). It should also be noted that in addition to SPT's bus shelter agreements, a number of councils have further bus shelter agreements, typically with advertising firms.

Over the past four years under the current bus shelter supply contract, an average of 150 shelters per year have been supplied and installed which have mostly been replacements of old shelters. Each installation is specified in consultation with Local Authorities, considering factors including site constraints, weather protection, bus information provisions, illumination, safety, etc, in support of an improved passenger experience. It is anticipated that around 150 shelters per year will be installed over the next few years, subject to available funding.

SPT have recently reached agreement to increase the number of shelters SPT handle on North Lanarkshire Council's behalf, and an agreement with Glasgow City Council to begin replacement of non-advertising shelters (which are of a bespoke design in Glasgow) with standard products from SPT's supplier. In both areas there is a requirement to replace many of the older shelters. During the life of this contract these Local Authority areas are likely to be the main areas of focus for shelter replacements, although other areas will benefit where required.

SPT manage 11,400 bus stops, 3,400 shelters and 860 Real Time Passenger Information signs on behalf of Local Authority partners across the SPT area together with 13,800 SPT-owned information cases at these locations. A further 1,600 shelters exist across the SPT area which are directly managed by the Local Authorities. The current supplier for shelter installations is Commutaports Ltd.

3. Outline of proposals

The contract was advertised via the OJEU process indicating the evaluation methodology of MEAT (Most Economically Advantageous Tender). A 4-year contract was proposed with the tender evaluation criteria weightings of 60% commercial and 40% quality. The qualification envelope contained Scottish Procurement Document (SPD) questions that may exclude potential bidders from bidding on compulsory and discretionary grounds as well as on failure to demonstrate comparable experience. The quality criteria were further split into maintenance method statements, mobilisation, methodology, critical supply chain, service level agreement and contract management elements.

Tenderers completed a pricing schedule based on the current estimates for the supply and installation of a total of 1046 shelters of varying sizes and configurations, over a four-year period. This included shelters provided with and without illumination, shelters with illuminated advertising units, shelters with solar power, shelters with 'green' roofs, and also the provision of groundworks of various specification for 100 sites.

The quality, commercial and overall combined scores are detailed in the table below:

Tenderer	Quality Score %	Tender Price*	Commercial Score %	Combined Tender Score
Externiture	39	£4,947,141	58	97
Commutaports Ltd	40	£4,769,902	60	100

Note: Tender prices are the total for the 4-year contract period inclusive of any inflation as included by each tenderer.

4. Committee action

Members are recommended to approve the award of the supply and installation of aluminium bus shelters and groundworks call off contract to Commutaports Ltd, for a total price of up to £4,769,902 for the 4-year period.

5. Consequences

Policy consequences	<i>The provision of high-quality bus infrastructure supports the RTS objective to improve the accessibility, availability and safety of the transport system.</i>
Legal consequences	<i>The contract will be subject to the terms and conditions contained within the Invitation to Tender.</i>
Financial consequences	<i>The call-off contract costs for the supply and installation of bus shelters and groundworks will be accommodated within the capital budget, under project 10044 "Bus Stops and Shelters Upgrade Programme".</i>
Personnel consequences	<i>None directly.</i>
Equalities consequences	<i>An EqIA Screening was undertaken and there are no direct consequences.</i>
Risk consequences	<i>None directly.</i>

Climate Change, Adaptation &
Carbon consequences

The production of bus shelters and infrastructure has negative impact on carbon emissions. Mitigations include the use of local suppliers by the manufacturer to minimise transport emissions and solar lighting to minimise energy consumption.

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