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Tender

## **Coach & Mini-bus Hire**

Durham University

F02: Contract notice

Notice identifier: 2021/S 000-008758

Procurement identifier (OCID): ocds-h6vhtk-02a9a7

Published 23 April 2021, 2:37pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Durham University

South Road

DURHAM

DH13LE

#### **Contact**

Catherine Chrichard

#### **Email**

[catherine.chrichard@durham.ac.uk](mailto:catherine.chrichard@durham.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKC1 - Tees Valley and Durham

**Internet address(es)**

Main address

<https://www.dur.ac.uk/>

Buyer's address

<http://events.transaxions.com/service.aspx?event=6822>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<http://events.transaxions.com/service.aspx?event=6822>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://events.transaxions.com/service.aspx?event=6822>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Coach & Mini-bus Hire

Reference number

ITT21-010

#### **II.1.2) Main CPV code**

- 60172000 - Hire of buses and coaches with driver

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Durham University organises a variety of student field trips, airport travel and Sports Club travel to a wide range of destinations from the surrounding local area, to as far north as the Isle of Skye and as far south as Exeter throughout the academic year. The requirements of each booking varies according to the individual needs of the trip and its travellers.

The University is looking for tenders to support the supply of its Coach and Mini Bus needs. Looking at spend analysis, Durham University has spent on average £310,000 per annum in hiring coaches and mini buses over the last 3 financial years.

The main objective of the contract is to provide a high quality transport service for staff, students and visitors within the University. The key considerations include, but not limited to, health & safety of all passengers, reliability and flexibility of service, staff, student, and visitor satisfaction, and promoting positive relations with the wider community.

In addition to the above, we are striving to appoint operators who can demonstrate capability in helping us meet our duty of care to our staff and students. The University expects that the successful operators will have a duty of care when carrying passengers and it is essential that passenger safety and passenger care are the top priority for operators to follow.

We are aiming to put together a framework agreement for coach and mini bus hire with a small number of operators so that we can work with coach operators, and increase the

possibilities of creating better working relationships between the University and coach operators.

### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

General Coach & Mini-bus Requirements

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 60172000 - Hire of buses and coaches with driver

### **II.2.3) Place of performance**

NUTS codes

- UKC1 - Tees Valley and Durham

### **II.2.4) Description of the procurement**

Lot 1 - General Coach and Mini-bus Hire

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 August 2021

End date

31 July 2025

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Lot 2a - Coach and Mini-bus Hire for Durham University General Sports Fixtures

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 60172000 - Hire of buses and coaches with driver

### **II.2.3) Place of performance**

NUTS codes

- UKC1 - Tees Valley and Durham

### **II.2.4) Description of the procurement**

This lot is to facilitate the transport needs of Durham University's student sports teams (Team Durham) who travel far and wide for sporting fixtures. It is intended that Lot 2a and Lot 2b will be awarded to a single supplier (not necessarily the same supplier) for the duration of the contract term. Where additional requirements are needed and the appointed supplier is unable to fulfil this request, suppliers appointed to Lot 1 will be approached to fulfil the booking.

To fulfil these requirements the university require coaches and mini buses to transport Team Durham to and from various sporting events that are held over the academic year usually between October and March.

The coach sizes will vary from 8 to 57 seats. On occasion more than one vehicle maybe required per event.

Unless otherwise stated on a given journey, the start and end points will be The Sports and Wellbeing Park, Maiden Castle, Stockton Road, Durham, DH1 3SE. Some destinations may have multiple drop off points, this will be confirmed in the schedule at the beginning of each academic year.

The initial pick up time is usually around 7 am however this will be confirmed.

Team Durham may need to have additional dates added if the team make it to any finals.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 August 2021

End date

31 July 2025

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Lot 2b - Coach Hire for Long Distance Sports Team Fixtures

Lot No

3

**II.2.2) Additional CPV code(s)**

- 60172000 - Hire of buses and coaches with driver

**II.2.3) Place of performance**

NUTS codes

- UKC1 - Tees Valley and Durham

**II.2.4) Description of the procurement**

This Lot is to fulfil bookings for longer distance sports team fixtures currently for the following teams:

Men's Rugby

Women's Rugby

Hockey Teams

Cricket Team

As these journeys are longer the university need to ensure the well-being of their students during this time is taken into account. The successful supplier's coaches should have areas available where students are able to rest and study during travel times. This means there are certain facilities required on the coaches as standard as part of this lot. These requirements are as follows:

Fully Fitted Kitchen

Microwave

Fridges on both upper and lower deck

Separate seating area on lower desk

Tables to enable study on the move

All seats should recline and should be fitted with seat-belts as standard

Tea / Coffee Facilities

Toilet and Wash Facilities

DVD Player with LCD repeater screens

Unless otherwise stated on a given journey, the start and end points will be The Sports and Well-being Park, Maiden Castle, Stockton Road, Durham, DH1 3SE. Some destinations may have multiple drop off points, this will be confirmed in the schedule for the forthcoming year.

Team Durham may need to have additional dates added if the team make it to any finals, these will be confirmed as soon as they are available.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 August 2021

End date

31 July 2025

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

## Lot 3 - International Arrivals

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 60172000 - Hire of buses and coaches with driver

### **II.2.3) Place of performance**

NUTS codes

- UKC1 - Tees Valley and Durham

### **II.2.4) Description of the procurement**

This lot is to enable the transportation of international students to the Durham Campus. This lot will be awarded to a single operator for the duration of the contract to ensure continuity.

In normal non-Covid circumstances the University welcomes a large intake of overseas students. These students arrive into Newcastle Airport and the University operates a Meet and Greet service. Students who are required to complete one of the 2 pre-sessional language courses will normally arrive on a Saturday in both mid-July and mid-August. Students who are not required to attend language courses will normally arrive on a Wednesday and Thursday in late September immediately prior to Induction Week.

In 2020, as a response to the Covid Pandemic there was a requirement for students to quarantine and there were limited flights available which meant that arrival arrangements had to be adapted. Pre-sessional language students were not required to arrive early and instead studied online. The main arrival period was mid-September to mid-October with the Meet and Greet service was offered across 9 days from Newcastle Airport. In addition, over a similar time period, the University chartered flights into Manchester Airport and coaches were required for pick up there.

At present it is not clear how Covid will impact on arrivals in 2021 and thereafter. The period for arrivals is not currently determined nor is it clear as to whether the meet and greet Services will be offered from both Newcastle and Manchester Airports.

Under normal circumstances the University operates a meet and greet service for two different categories of students:

Pre-sessional Students - these are overseas students who are attending pre-term

language courses prior to the autumn term. If the pre-sessional students are arriving early then the University will require coaches and trailers on 2 Saturdays, one in mid-July and one in mid-August from Newcastle Airport; if this is not the case then these students will form part of the main Autumn Arrival.

Autumn Arrivals - this is for the start of the main academic year and students will usually arrive in late September prior to Induction Week; in 2021 this will be Wednesday 22nd and Thursday 23rd September. However, depending on Covid restrictions, coaches, trailers and minibuses may be required over a 4 week period (as in 2020), a shorter period or the normal 2 days from Newcastle Airport and possibly from Manchester Airport as well.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 August 2021

End date

31 July 2025

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Included within tender documentation

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

26 May 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

26 May 2021

Local time

1:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

## **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Durham University

University Office, Palatine Centre

Durham

DH1 3LE

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

This authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to tenderers. The communication will be in the form of a letter which will be issued electronically. The letter will provide a full debrief and contact details should a tenderer wish to appeal the decision.

The timescale for appeals will be detailed in the letter. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2006 (SI2006 No 5) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland).

Any such action must be brought promptly (generally within 3 months). Where a contract has not been entered into the court may order the settling aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the court may only award damages.

