

**Invitation to Tender**

**Tender – School Transport**

**Date of Issue 10.06.25**

**INTRODUCTION**

Details of the requirements can be found in this document and should be read in conjunction with the Contract Conditions outlined in Appendix 1. Failure to comply with the instructions in this document may result in a tender not being considered.

**BACKGROUND**

Calday Grange Grammar School has been in existence since 1636, and we offer a free Grammar School education to over 1,500 students aged 11 to 18 years of age. The School has for many years contracted a daily bus service on behalf of Calday Grange and West Kirby Grammar School. West Kirby Grammar School also offers a free Grammar School education to students aged 11 to 18 years of age and currently has over 1200 students. Students of both schools are drawn from a wide catchment area including Wallasey, Ellesmere Port, Chester and North Wales.

Tenderers should demonstrate within their Bid that they have sufficient flexibility and capacity within their vehicle fleet to support changes in demand over time.

The principal aim of this tender is:

* To provide a dedicated bus service for students attending Calday Grange Grammar School and West Kirby Grammar School from the Ellesmere Port and Chester areas.

**GENERAL**

Recipients of the tender documentation shall treat the details in it as private and confidential. Any Bid received by the Customer in response to the Invitation to Tender shall be treated likewise by the Customer.

Tenderers are expected to examine all of the tender documentation and ensure they return all the information requested. Incomplete tenders will be deemed to be non-compliant and eliminated from evaluation.

A tender received after the due date and time for submission will not be considered.

The Customer will not be liable for, or pay for, expenses or losses that may be incurred by the Tenderer in the preparation of the tender.

The Customer does not bind itself to accept the lowest or any tender.

No tender will be deemed to have been accepted unless such acceptance has been notified to the Bidder in writing.

Whilst the information in this document has been provided in good faith, it does not purport to be a comprehensive review of all matters relevant to the requirements, and neither the Customer nor any of its employees or advisers accept responsibility for its adequacy, accuracy or completeness, nor do any of them make any representation or warranty, express or implied, with respect to the information contained in this document.

**CONTRACT**

The Customer intends to award a 1 year contract for the Services for academic year 2025-26.

**GLOSSARY**

| Tenderer | A company or other legal entity that has completed or will complete and submit a tender for the services specified in the requirements |
| --- | --- |
| Contractor | The Company awarded the Contract for delivering the requirements as set out in this Invitation to Tender |
| Customer | Calday Grange Grammar School |
| Customer’s Representative | Sofia Palios (Chief Financial Officer) |
| Services | To provide a dedicated bus service for students attending Calday Grange Grammar School and West Kirby Grammar School from the Ellesmere Port and Chester areas. |

**TENDER EVALUATION**

Bids will be assessed against the following criteria:

|  | **Criteria** | **Contribution to the overall score %** |
| --- | --- | --- |
| 1. | Evidenced ability to deliver the Services according to the requirements and to meet the Contract Conditions | 20% |
| 2. | Total cost of Services | 80% |

**QUESTIONS AND CLARIFICATIONS**

If Tenderers have any questions about the requirements of the Services or the contents of the Tender document, please submit this in writing to Ms Sofia Palios [sofia.palios@calday.co.uk](mailto:sofia.palos@calday.co.uk)

Questions and responses will be shared with all Tenderers.

**THE TENDER**

The Tender should include the following information:

* A full breakdown of costs for each daily bus route;
* Details, specification and age of all vehicles to be used to provide the Services;
* Information about the flexibility of your additional fleet of vehicles that may be available to deliver the Services, should this be required to manage changes in student numbers i.e. confirmation that other vehicles that may be used to deliver the Services are subject to the same Health & Safety requirements and contain the same features such as seat belts;
* Confirmation that seat belts are fitted on all vehicles that that they propose to use to deliver the Services;
* Copies of the Tenderers Health & Safety policy and compliance documentation;
* Copies of the Tenderers policy for ensuring that all drivers are subject to an Enhanced DBS check;
* Copies of the Tenderers policy for Driver’s Use of Mobile Phones.

| **PROPOSED TIMETABLE** | |
| --- | --- |
| **DATE** | **STAGE** |
| 10/06/2025 | Tender Issued |
| 20/06/2025 at midnight | Closing Date and Time for Responses to the Tender |
| 23/05/2025 | Notification of Proposed Appointment to Contract |
| 01/09/2025 | Contract Start Date |

**SUBMISSION OF TENDER**

Tender documents may be submitted via email to sofia.palios@calday.co.uk We will **not** accept tenders that arrive beyond this date and time.

You may tender for any or all of the elements.

Successful Contractors will be notified on Monday 20th June 2025 a

**Ellesmere Port/Chester**

Vehicles provided must be coaches – see Appendix 1 for further conditions.

Vehicles must arrive at Calday Grange Grammar School no later than 08:30 and West Kirby Grammar School no later than 08:40 each morning.

Vehicles will leave Calday Grange Grammar School not before 15:35 and West Kirby Grammar School not before 15:45 each afternoon. There should be flexibility to offer a lunchtime finish time three times a year at Christmas, Easter and Summer.

Journeys should be arranged so that students are travelling for the minimum time possible. The existing bus routes may be used as a guide to arrange these Services.

Contractors should offer the operation of Calday Grange Grammar School and West Kirby Grammar School separate buses where this is financially feasible for the Contractor and Customer.

Contractors should check bus passes are valid on each journey through either visual inspection or use of card scanners.

190 school days per school year (this may vary, as there will be some days when one school may be closed whilst the other is open).

Price per journey to be given on your tender.

Annual bus passes are released for sale in June each year and actual figures will not be released until July each year.

**MANDATORY REQUIREMENTS**

The table below sets out the Client’s Mandatory Requirements (MR) relating to this further competition.

| **MANDATORY REQUIREMENTS** | | | |
| --- | --- | --- | --- |
| **Ref** | **Requirement** | **Insert (x) into the appropriate box** | |
| MR 1 | Please confirm that you can meet the specification stated in Element 1 and the Contract Conditions. | YES (PASS) |  |
| N/A |  |
| MR 2 | Tenderers are required to ensure that their tendered prices are correct and sufficient for the requirements set out in the relevant element and all obligations under the contract conditions. Tenderers should ensure that they are satisfied that they have obtained all information pertaining to risks as contained within the contract and have priced accordingly. Please confirm your acceptance. | YES (PASS) |  |
| N/A |  |
| MR 3 | Prices tendered must include all costs and there must be no additional charges either quoted or added to invoices. Please confirm your acceptance. | YES (PASS) |  |
| NO  (FAIL) |  |
| MR 4 | Tenderers are required to provide prices for year 1. Tenderers must also state what mechanism they would look to increase (or decrease) prices on each annual review e.g., ‘RPI’.  Prior to any price increase, the Successful Tenderer must put forward this request in writing to the Client at least 60 days before any proposed changes and must be backed up with evidence to support any price variations. Please confirm your acceptance. | YES (PASS) |  |
| NO  (FAIL) |  |
| MR 5 | All charges/prices must be expressed in pounds sterling and should be exclusive of VAT. Please note that all pricing information will form the basis of any resultant Contract. Please confirm your acceptance | YES (PASS) |  |
| NO  (FAIL) |  |
| MR 6 | The Client reserves the right to reject any submissions where prices are deemed abnormally low or unsustainable. Please confirm your acceptance. | YES (PASS) |  |
| NO  (FAIL) |  |
| MR 7 | Tenderers are required to agree to the Conditions of contract included with the documentation.  **Please note that the client will not accept any amendments to the conditions of contract that have not been raised as part of the clarification question stage in accordance with the process.**  **Any Tenderer raising queries outside of this period or submitting amendments with their tender submission will be deemed to have failed this mandatory criteria resulting in them being disqualified and their tender submission not being evaluated further.**  Please confirm your acceptance. | YES (PASS) |  |
| NO  (FAIL) |  |
| MR 9 | The Client requires the Successful Tenderer to meet Key Performance Indicators (KPIs) to effectively manage the contract.  The KPIs that are applicable to this contract are listed in point 24 of the contract conditions in Appendix 1. Please confirm your acceptance. | YES (PASS) |  |
| NO  (FAIL) |  |

Dear Madam,

To: Ms Sofia Palios

Chief Financial Officer

Calday Grange Grammar School

Grammar School Lane

West Kirby

CH48 8GG

I / We the undersigned do hereby undertake and agree to execute and complete the whole of the work required at the above in accordance with the tender specification, schedules and contract preliminaries on a FIRM PRICE BASIS, for the sum of:

(in words)

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£ : p

If my/our tender is accepted we undertake to deliver the service, in accordance with the tender documentation, by the 2nd September 2025.

Signature of Contractor ............................................................................

Registered Office ............................................................................

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Signature of Witness ............................................................................

Address ............................................................................

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Date .............................................................................

I / We declare that I / we have not superseded or excluded the contract preliminaries by conditions of contract imposed or sought to be imposed by himself / ourselves at any time in so far as such terms and conditions are inconsistent herewith or additional thereto.

ACCEPTANCE OF FIRM PRICE TENDER

(1) The client does not bind themselves to accept the lowest or any firm price tender or any part thereof and will not be responsible for any cost incurred by the contractor in preparing same.

(2) The firm price tender shall remain open for acceptance by the client for a period of 20 weeks from the date stated for the receipt of same.

(3) The acceptance of the firm price tender is conditional upon all requirements concerning insurances being complied with and a formal contract being executed with the client. Until such time there is no binding obligation on either party

Name of Contractor ............................................................................

Registered Office ............................................................................

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Signature and position ............................................................................

of person signing ............................................................................

CERTIFICATE OF NON-COLLUSION

SUPPLY SCHOOL TRANSPORT SERVICE FOR THE 2025/26 ACADEMIC YEAR

TO BE RETURNED

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do so, at any time before the returnable date of this tender, any of the following acts:-

(a) Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender.

(b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering, or as to the amount of any tender to be submitted.

(c) Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender for the said work any act or thing of the sort described above.

In this certificate the word "person" includes any persons and anybody or association, corporate or unincorporate and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed .................................................................................

On behalf of .................................................................................

Full name of tenderer .................................................................................

Address (in the case of Limited Company the address of the Registered Office)

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Date ................................................................................

**APPENDIX 1**

**CONTRACT CONDITIONS:**

1. The contract is for 1 year and will commence on 01/09/2025 and expire on 31/08/2026.
2. Vehicles are required on school days and we will provide the term dates of both schools before the end of the preceding term. Please note that there will be some days when one school may be closed whilst the other is open.
3. All vehicles will have fully operational seatbelts.
4. All vehicles will comply with all Heath, Safety and Transport regulations relevant to the provision of a school transport service.
5. All vehicles must be less than 15 years of age at the date of providing the Service.
6. All vehicles must comply with the Public Service Vehicle Accessibility Regulations 2000 (as amended), allowing access on the vehicle for disabled persons. All drivers must be trained in the use of Public Service Vehicle Accessibility equipment and in working with people with disabilities.
7. It is a requirement that all drivers will have Enhanced Disclosure and Barring Service (DBS) clearance which is reviewed every 3 years. All drivers should receive recognised safeguarding training that is updated at least every 3 years.
8. It is a requirement that all vehicles will have fully operational CCTV covering all areas of the vehicle.
9. CCTV footage must be provided if requested within two working days of a request being made.
10. The Contractor must organise their use of vehicles to provide the best value to the Customer and ensure that the utilisation of vehicle capacity provides a financially effective service.
11. A “School Bus” sign will be displayed on the front and rear of the vehicle.
12. Vehicles will arrive at Calday Grange Grammar School and/or West Kirby Grammar School, ten minutes prior to the agreed departure time so that students can board quickly.
13. Cancellation of individual runs:
    1. By the School:-

* Cancellation with more than one week’s notice of runs - No charge to school
* Cancellation within one week and more than 24 hours of runs - 50% of agreed fees
* Cancellation on day before runs - 75% of fees due
* Cancellation on day of runs - full fees due (unless due to unforeseen circumstances, e.g. dangerous weather conditions, then there will be no charge to the school).
  1. By the Bus Company:
* If, due to unforeseen circumstances, e.g. dangerous weather conditions, the service is cancelled by the Bus Company then there will be no charge to the school.
* If a bus is delayed due to breakdown and arrives at school more than 30 minutes late (morning or evening) then there will be a 50% reduction of agreed fees.

1. Invoices to be produced on the first day of each month for the number of days the service was used in the previous month.
2. Calday Grange Grammar School will make payment within 30 days of receiving an invoice.
3. We reserve the right to amend the details of this agreement following consultation with you.
4. The service number and destination will be displayed at all times.
5. The vehicles must be equipped with an on board communication facility (e.g. mobile phone) and vehicle tracking. The on board communication facility must only be used in accordance with the Contractors Use of Mobile Phone Policy, must be hands-free and meet all aspects of the Highway Code and Government guidance.
6. The agreed route and designated stops must be adhered to at all times.
7. Circumstances preventing adherence to the agreed route must be logged by the driver (these are likely to include reasons such as road diversions etc.). All known changes must be communicated to the Customer in advance in order that parents of students can be advised of any changes to bus stops.
8. If any incidents happen during a journey you will inform the Office Manager at Calday Grange Grammar School as soon as is practically possible. Telephone 0151 625 2727 between 08:00 and 17:00. The school may request a report, which should be provided in writing within 48 hours.
9. If an incident relating to student behaviour happens on the bus, then a member of staff at the appropriate school must be informed as soon as is practically possible. This may be upon arrival at the school, or by telephone/email if the behaviour incident happens in the afternoon.
10. Students will be travelling with a prepaid annual or daily pass. Students must board the bus that they have been allocated, this is marked on the front of the bus pass. **Students must not be allowed to travel if they do not produce a valid bus pass. Bus operators must check that bus passes are valid for each journey by visual inspection or use of card scanners.**
11. The Contractor and Customer will meet on a termly basis, i.e. 3 times each school year, to review the Contractors performance in the delivery of the contract. Performance measures to be discussed at the review meeting will include:

* Review timetable and time-keeping
* Vehicle compliance and Health and Safety
* Driver courtesy
* Cleanliness of vehicles
* Review of student adherence to the Code of Conduct.

During the performance review meeting the Customer and Contractor will agree to the necessary actions that the Contractor will make to remedy any areas of under-performance. The Customer will give a reasonable period of 20 school days for any actions to be implemented.

If, following this reasonable period, the Contractor fails to implement the agreed actions, the Customer reserves the right to terminate the contract.

1. The Customer has the right to terminate the contract in the circumstances outlined below:

* In the event that the Contractor fails to remedy the performance issues, as per clause 24. The Customer will give 20 school days notice of termination of the contract.
* In the event that there is a material breach of the contract conditions, e.g. non-compliance with Heath, Safety and Transport regulations, the Customer reserves the right to terminate the contract with immediate effect.