

**Report to the Chief Officer (Highways & Transportation)**

**Date: 26 April 2016**

**Subject: Report to Tender the West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs Contract**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

1. This report seeks the approval of the Chief Officer (Highways and Transportation) to tender the West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs Contract.
2. The West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs Contract will be a framework contract to facilitate the purchase and installation of VMS signs as and when required.
3. This is a new contract no current provision is in place.

**Recommendations**

4. The Chief Officer (Highways and Transportation) is requested to approve the request to tender the West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs Contract with an initial contract period of two years, extendable for a further two years.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of the requirement to tender the West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs.

## **2 Background information**

- 2.1 The Urban Traffic Management Control (UTMC) oversees the installation and control of Urban MS4 VMS Signs and these signs have in the past been procured through one-off contracts. The Suppliers require long lead in times for the supply of the signs, average time to manufacture is in the region of 22 weeks, which means therefore that signs cannot be procured quickly. However, with increasing demand for these signs often at relatively short notice the need for a framework contract has been established which would enable call-off orders to be placed with a specialist supplier.

## **3 Main issues**

- 3.1 It is proposed that a new framework contract be established which will enable call-off orders to be placed with suppliers as and when the demand arises.
- 3.2 Discussions have taken place with the West Yorkshire Districts and a specification which meets all needs has been established.
- 3.3 It is proposed the new contract be awarded to all tenderers meeting the contract requirements including the specification for the sign.
- 3.4 The initial contract period will be for two years with the availability to extend for a further two years.
- 3.5 Funding is available through the West Yorkshire Combined Authority for signs to be purchased this financial year.
- 3.6 The contract will be primarily available for use by all the Districts in the West Yorkshire Combined Authority but can also be used all local authorities in the Yorkshire and Humberside Highway Alliance.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The UTMC team have confirmed their need for this contract to be available to deliver their service.
- 4.1.2 Consultation has taken place with the Finance Team who confirm that funding will be authorised from the capital budget of each respective scheme as and when required.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Due consideration to equality will take place as part of the Corporate Procurement Process ensuring for example that the messaging on signs is clearly visible. Such signage is particularly helpful to those with hearing impairment as they are unable to access traffic warnings via the radio. It is not appropriate for an Equality, Diversity, Cohesion and Integration screening/impact assessment to be undertaken at this time. However, equality screenings will be carried out on the individual schemes as appropriate once the contract is awarded.

## **4.3 Council policies and Best Council Plan**

- 4.3.1 The proposed tender of this contract will provide an efficient method of procuring the West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs.
- 4.3.2 The contract will be primarily available for all the West Yorkshire Districts to use but can be used by all local authorities in the Yorkshire and Humberside Highway Alliance.

## **4.4 Resources and value for money**

- 4.4.1 The proposal to invite tenders for a new framework contract is judged to be value for money compared to preparing separate contracts when signs are required and will facilitate the need to order signs quickly. The proposal to include an extension clause will eliminate the costs associated with preparing a new contract and procuring a new set of contractors through a tender process.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no specific legal implications arising from this report. All activities relating to the procurement will be executed strictly in accordance with the Councils Contract Procedure Rules.

## **4.6 Risk Management**

- 4.6.1 The absence of a framework contracts means signs cannot be requisitioned easily and the already long lead in time for the manufacture of a sign means procurement currently takes approximately 9 months.

## **5 Conclusions**

- 5.1 The proposal to invite tenders for the West Yorkshire Supply and Installation of Urban MS4 Variable Message Signs Contract will be an efficient use of Council resources. The subsequent award to up to three contractors shall give the Council's access to specialist resource as and when required to ensure service delivery is maintained.

## **6 Recommendations**

- 6.1 The Chief Officer (Highways and Transportation) is requested to approve the request to tender the West Yorkshire Supply and Installation of Urban MS4

Variable Message Signs Contract with an initial contract period of two years, extendable for a further two years.

**7 Background documents<sup>1</sup>**

7.1 None.

---

<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.