

Report to the Chief Officer (Highways and Transportation)

Date: 14 March 2017

Subject: Extension of Contract – Supply of Traffic Census Enumerators to 26 April 2018.

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 type="checkbox"/> Yes	<input checked="" 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. The Supply of Traffic Census Enumerators contract was awarded to JES Traffic, Nationwide Data Collection, Tracsis Traffic Data Ltd, Streetwise Services and Traffic Watch UK Ltd. on 27 April 2015 to provide traffic census enumerators across Leeds and expires on the 26 April 2017.
2. The contract can be extended by 2 x 12 months extension; giving a total contract period of 4 years.
3. This report seeks the Chief Officer’s approval to extend the Supply of Traffic Census Enumerators Contract for a period of 12 months, in accordance with Contract Procedure Rule 21.1 and utilising Clause C4 incorporated within the Contract.

Recommendations

4. The Chief Officer (Highways and Transportation) is requested to approve the extension of the Supply of Traffic Census Enumerators Contract for 12 months to 26 April 2018 in accordance with its terms and conditions.

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 extend the Supply of Traffic Census Enumerators Contract.

2 Background information

- 2.1 Policy Monitoring use this contract to supplement their current labour resource for the collection of traffic data in the form of Manual Classified Pedestrian and Vehicle Counts, Registration Plate Surveys, Roadside Interviews, Journey Time Surveys and Public Transport Surveys. Where the layout of road junctions prevents the use of enumerators camera systems are employed.

3 Main issues

- 3.1 The current Supply of Traffic Census Enumerators Contract expires on 26th April 2017. There is provision within the contract to extend it for a further period of 2 x 12 months.
- 3.2 The contract was awarded to all tenderers that submitted a compliant priced schedule of rates on a 'no guarantee of works basis'.
- 3.3 When work is required under the Contract, Tenderer's rates will be applied to estimated quantities and the Tenderer whose rates provide the lowest price will be awarded the work subject to availability and all other contractual requirements being fulfilled. If the lowest Tenderer is unable to carry out any items of work within the Schedule of Rates or is unavailable for whatever reason, the work shall be awarded to the Tenderer who had submitted the next lowest price.
- 3.4 The average annual expenditure is £40,000 issued via call-off orders.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Transport Policy Team is satisfied with the performance of the contract and are agreeable to the contract being extended.
- 4.1.2 Consultation has taken place with the Finance Team who confirmed that funding is available through the Transport Policy Team budget.
- 4.1.3 The H&T Procurement Team have also looked into the appropriateness or otherwise of the proposed extension and concluded that it is justifiable.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Due consideration to equality has already taken place as part of the Corporate Procurement Process before this contract was originally awarded. It is currently not applicable to carry out an EDCI screening or impact assessment at this time, as it is a strategic administrative proposal and that does not have a direct impact on the equality characteristics.

4.3 Council policies and City Priorities

4.3.1 The proposed extension of this contract will provide an efficient method of procuring the services to maintain the pumping stations and other facilities included in this contract.

4.4 Resources and value for money

4.4.1 The proposed extension to this contract will maintain an efficient method of procuring these essential services and offers very good value for money in comparison to the cost involved in a new procurement.

4.4.2 Within the contract there is an annual price review although the percentage increase shall not exceed the percentage change in the Consumer Price Index (CPI) between the commencement date of the contract and the date 6 months before the end of the initial contract period; this represents an increase of no more than 0.8%. 3 firms have agreed to maintain their current rates and only 2 firms have agreed to the increase of 0.8%. which further represents good value for money.

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 proposed extension have been executed strictly in accordance with the Council's Contract Procedure Rules.

4.6 Risk Management

4.6.1 The incumbent contractors have already submitted competitive rates and a new tender exercise is not expected to bring any further savings and would incur costs associated with a new tender process.

5 Conclusions

5.1 The extension of this Contract is an efficient use of Council resources and offers best value for money whilst ensuring the supply of Traffic Census Enumerators can continue to be delivered.

6 Recommendations

6.1 The Chief Officer (Highways and Transportation) is requested to approve the extension of the Supply of Traffic Census Enumerators Contract for 12 months to 26 April 2018 in accordance with its terms and conditions.

7 Background documents¹

7.1 None

¹ 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.