



## Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

**1. Subject and details of the matter** (to include reasons for the decision and detail of any previous cabinet decision)

### **North East Lincolnshire Bus Service Improvement Plan (BSIP) Cabinet Report – 20 October 2021**

On 20 October 2021, Cabinet approved the North East Lincolnshire BSIP, which set out the Council's plans and ambitions for BSIP funding, and enabled the Local Transport Authority and bus operator, Stagecoach East Midlands, to opt into an Enhanced Partnership. Cabinet approved the following;

1. Approves the Bus Service Improvement Plan for submission to the Department for Transport (DfT) by 29 October 2021.

2. Delegates authority to the Executive Director, Environment, Economy & Resources, in consultation with the Portfolio Holder for Environment and

Transport, to:

a. Deliver the Bus Service Improvement Plan from 1 April 2022. Should DfT award the Council a reduced funding allocation, the Executive Director, Environment, Economy & Resources, in consultation with the Portfolio Holder for Environment and Transport be authorised to approve a re-prioritised Bus Service Improvement Plan.

b. Procure measures identified in the Bus Service Improvement Plan or reprioritised Bus Service Improvement Plan.

c. Award contract(s) for the measures within the allocated budget to the project and to carry out all activity to mobilise and fully implement.

3. Authorises the Assistant Director Law, Governance and Assets (Monitoring Officer) to execute all documents in connection with the above.

**Decision notice from 20 October 2021 Cabinet meeting;**

<https://www.nelincs.gov.uk/assets/uploads/2021/08/Decision-Notice-20th-October-2021.pdf>

**BSIP Bus Shelter Project**

Following the successful submission of the BSIP, North East Lincolnshire Council were awarded £4.7m over three years to support local buses. The Council were required to submit a programme to the Department for Transport (DfT) which identified the schemes, estimated costs (to the value of £4.7m) and estimated delivery dates. Within the BSIP programme a capital budget of £105,000 is available for bus shelter schemes which aim to improve the bus passenger waiting environment. Also, within the Local Transport Plan Capital Programme there is a contribution of £32,000 available to assist in the delivery of this project.

A compliant procurement exercise for 7 bus shelters has been completed. The following information provides a summary of the tender evaluation:

**Reason for the Decision:** The Council is required to demonstrate value for money in the procurement of 7 bus shelters under the Public Contracts Regulations 2015.

**Process:** This procurement exercise was conducted under Open procedure. Subject to the Public Contracts Regulations, Regulation 26(3)(a).

**Length of Contract:** The contract is for the supply and installation of 7 bus shelters in North East Lincolnshire.

**Tender ref no:** 92516.

**Date of publication:** 29/10/2024.

**Responses received:** Two compliant tender responses were submitted to the Council.

**Assessment method/basis of award:**

\*Price = 60%

\*Quality = 40%

\*Supplier Questionnaire

**Evaluation:**

An Evaluation Team was formed to undertake the following:

\*Manage the evaluation process;

\*Assess Tenderers

- \*Evaluate Tenders; and
- \*Determine which Tender is the Most Economically Advantageous.

### **The Evaluation Team comprised:**

- \*Senior Transport Officer – EQUANS
- \*Enhanced Bus Quality Partnership Officer - EQUANS
- \*Bus Service Improvement Plan Project Manager - NELC
- \*Procurement and Contracts Officer - EQUANS
- \*Managed Procurement Assistant - EQUANS

### **Non-compliant Bids: 0**

**Name and address of preferred tenderer:** Macemain + Amstad

### **Next steps:**

Following the signature of this report, the pre-standstill notification letters will be issued to all tenderers. This starts the mandatory 10 day standstill period and confirms the identity of the preferred tenderer and the relative advantages of the bid which justified the award.

Post standstill letters will be issued once the stand still period has expired and providing any scrutiny period has passed successfully and the standstill period passed with no sustained challenges being received. The contract documentation will then be released at this point.

## **2. Decision being taken**

The Director of Economy, Environment and Infrastructure in consultation with the Portfolio Holder for Housing, Infrastructure and Transport to award the contract to supply and install 7 bus shelters to Macemain + Amstad which is the Most Economically Advantageous tender submission.

## **3. Anticipated outcome(s)/benefits**

The tender award will deliver 7 high quality stainless steel anti vandal bus shelters in the following locations:

- \* Pelham Road - outside the Academy, Immingham
- \* Pelham Road outside Kennedy Way Shopping Centre, Immingham
- \* Kingsway- opposite Kingsway Kiosks, Cleethorpes
- \* Kingsway - adjacent to Queens Parade, Cleethorpes
- \* Kingsway - opposite Brighton Street
- \* Wingate Road - Opposite Hilary Way, Grimsby
- \* Louth Road - adjacent to Toll Bar School, Grimsby

The delivery of this project will support in the delivery of the Council's BSIP.

**4. Details of any alternative options considered and rejected by the officer when making the decision**

**Option 1** – Do nothing and return £105,000 capital funding to DfT. This option is not recommended as it may conflict with the Governments National Bus Strategy and this option may negatively impact any future DfT funding decisions.

**Option 2** - Award the tender for the supply and installation of 7 bus shelters. This is the recommended option as the National Bus Strategy requires local authorities to provide high-quality public transport infrastructure in order to improve the journey experience for bus passengers.

**5. Background documents considered** (web link to be included or copies of documents for publishing)

North East Lincolnshire Bus Service Improvement Plan Cabinet Report – 20 October 2021;

<https://www.nelincs.gov.uk/assets/uploads/2023/06/4.-Cabinet-Bus-Service-Improvement-Plan-ReportPDF-120KBicon-namepaperclip-prefixfa.pdf>

**6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

N/A

**7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

Type here to enter text.

**8. Monitoring Officer Comments (Monitoring Officer or nominee)**

The decision is an operational decision and within the Constitutional remit of the named Director and Portfolio Holder.

The decision remains consistent with the will and expectation of Cabinet.

A legally complaint procurement process has been conducted and supported by relevant officers.

**9. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The bus shelters are to be funded as part of the Bus Service Improvement Plan, which is included within the Council's approved Capital Investment Programme.

**10. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications arising from the contents of this report.

**11. Risk Assessment (in accordance with the Report Writing Guide)**

In developing this report, a risk register has been developed. The key risks associated with this report will to a great extent depend on which option is chosen. In summary, the key risks are:

\*Should the Council go back out to tender, returned tender prices may not fit within the available budget envelope.

\* Failure to tender may leave the Council being unable to deliver this project which forms part of the BSIP. In the event of the Council being unable to deliver this project, the Council may have to return the available budget from the Bus Service Improvement Plan and it may put future DfT external funding at risk.

**12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?**

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**13. Decision Maker(s):**

Name: Carolina Borgstrom

Title: Director of Economy,  
Environment and Infrastructure

Signed:

Dated: REDACTED

03/02/2025

**14. Consultation carried out with  
Portfolio Holder(s):**

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Housing,  
Infrastructure and Transport

Signed: REDACTED

Dated: 3<sup>rd</sup> February 2025