

**Invitation to Tender— Competitive Procedure with  
Negotiation: Henley Town Local bus routes comprising  
151, 152, 153 & 154.**

**Invitation to Tender issued December 1<sup>st</sup> 2017**

**Closing date January 19<sup>th</sup> 2018**

**Bid opening and scoring January 22<sup>nd</sup> 2018**

**Negotiations with Successful Bidder**

**Service Start March 5<sup>th</sup> 2018**

**CONTRACT Henley 1**

**Route Summary:** A network of services radiating from Henley Town Centre linking all parts of the town.

**Days of Operation:** Monday to Friday with Saturday operation as an additional option

**To Commence:** Monday 05 March 2018

**Duration:** 5 Years, with a possible extension of a further 3 years, subject to availability of funding, satisfactory performance and passenger need.

**Standard Route Details:** *Routes expected to be in bids* **151, 152, 153 & 154**

Please see Appendix 1.(The Existing Timetable)

**Service 151:** summary route details

**Service 152:** summary route details

**Service 153:** summary route details

**Service 154:** summary route details

**Ideally any new routing should include:-**

**Highlands Farm because this is a site for 170 new homes.**

**The Rugby Club, Tesco's, The Henley Station and Townlands Memorial Hospital.**

*Other routes may be included in tender bid at service provider's discretion, although these would form part of any negotiation.*

**Minimum Timetable:**

Please refer to indicative timetables at Appendix 1. Assuming all routes are covered, Henley Town Council is looking for a minimum of an hourly service. Further quotations are sought for future expansion to operate every 30 minutes or 15 minutes.

The 30 and 15 minute options will include having additional vehicles operating the routes and this will need to be taken into account in the tender bid.

A further option is requested for provision of a Saturday service to the same timetable as weekdays.

The successful Service Provider would be expected to provide timetables that ensure all journeys can be operated punctually and reliably. Suitable variations to fulfil this obligation will be considered.

**Variations to Route and timetable:**

Any variations will be considered on their merit. Tenderers may wish to consider alternative routing depending on the proposed vehicle type.

**Fares:**

The Council is inviting Minimum Cost Tender Bids only (revenue from ticket sales and from any re-imburement due for participation in the concessionary travel schemes from Oxfordshire County Council will be retained by the Council). The Council shall therefore set the fares and the successful service provider must adhere to these and to any other fare schemes that may be introduced, such as a residents' Henley Bus Card.

**Vehicles:**

Low Floor Service Buses with accessibility features that are fully compliant with the Disability Discrimination Act (DDA – now subsumed within the Equalities Act 2010).

Ideally a passenger carrying capacity of 31 (seated passengers is required for all services at peak times. In the off peak it may be possible that smaller vehicles can operate on these services, subject to agreement with the Council.

The driver of the bus should be “passenger friendly” to cater for the needs of the bus users which does include the “Elderly”.

Low emission vehicles and newer vehicles will score more points in the quality assessment aspect of the tender submission.

Full specification of the proposed vehicle(s) to be used on this contract must be detailed in the Form of Tender.

**Bus Purchase and or Lease**

Henley Town Council is entitled to CIL levy and S106 contributions for Bus services in Henley. These are to mitigate the effects of 500 new houses in Henley in terms of extra car journeys and associated air quality and pollution issues. Henley Town Council may be minded to enter into an agreement to purchase the low emission bus to be used on the route and to enter into a lease back arrangement over the period of the contract. This may form part of the tendering bid.

If the bus is leased back to the successful bidder, the successful bidder will be responsible for the maintenance and operation of the vehicle(s) for the period of the contract.

**Patronage and Revenue**

See the Bus study produced by our associate consultant.

**Ticket Machine**

It is the successful Tenderer's responsibility to ensure that a fully-functional electronic ticketing machine (ETM) that is fully compliant with the ITSO standard for interoperable ticketing (incorporating fully-functional ITSO smartcard reader and interacting fully and correctly with relevant ITSO supporting systems is correctly configured by, deployed and used by the successful Tenderer for the acceptance of valid ITSO smartcards and sale of tickets on all journeys secured under this contract. The successful Tenderer shall also ensure that sufficient back-up ETM equipment is available, to allow for hardware and software faults. These costs, it is believed, may be off-set by claiming the uplift on Bus Service Operators Grant from the Department for Transport for having ITSO smart ticketing.

The ticketing system shall be capable of rapid and accurate exporting, in accessible electronic formats (Excel spreadsheet and PDF), of relevant patronage data to meet the Council's requirements.

The successful Tenderer will supply these machines as part of the contract.

**Real Time Passenger Information**

Bus journeys secured under this tender should be tracked by Real Time Passenger Information systems.

The successful Tenderer may optionally install audio-visual variable message displays (customer information screens), driven by the

RTPI system, on vehicles at their own expense with the appropriate graphics and audio for these screens being funded by the bus operator and the content for these screens being agreed in advance with the Council.

The successful Tenderer is responsible for the timely provision (at least 14 days in advance of the change date) of accurate source data (schedules, journey / trip numbers and driver duty information) to the Council or the Council's nominated agent to ensure accurate tracking of journeys operated and the provision of Traveline data.

### **Traveline**

The successful service provider shall bear appropriate costs relating to the Services provided under this contract to the National Traveline System. They are expected to be in the region of £350 per annum.

### **Bus Service Operators Grant**

The services will not be eligible for Bus Service Operators Grant.

#### **TENDER PRICING NEEDED FOR:**

Core Bid HTS1	Mon-Fri (Hourly)
HTS2	Additional Saturday (Hourly)
HTS3	Mon-Fri (30 Minute)
HTS4	Additional Saturday (30 Minute)
HTS5	Mon-Fri (15 Minute)
HTS6	Additional Saturday (15 Minute)
HTS7	Additional Peak Vehicle (Mon-Fri)
HTS8	Additional Peak Vehicle (Mon-Sat)

Also operators may wish to take into account the school busses which service Gillotts School. These buses from Caversham serve the school at the start and end of the school day.