

Lambeth Transport – Lambeth Bike Markets

1. Summary

- 1.1 Lambeth provides funding for all schools in the borough to do Bikeability schools training. This generally takes place in Years 5 and 6.
- 1.2 At many of the schools that take up the offer (all but 3 primaries) children cannot do the training because they do not own a bike. We do have a store of bikes that we can take to each school for the children to use for their training but this does not create a cycling culture and the children are unable to practise their skills at home.
- 1.3 We would therefore like to offer a bike market to schools in the borough that do Bikeability cycle training to complement their training. We would like to offer schools the market to take place between 1-2 weeks before their training.
- 1.4 The desired outcomes are:
- To provide a means by which parents can purchase quality-assured second hand bikes for their children and themselves.
 - To provide an outlet for parents to sell bikes that have been outgrown.
 - To provide information to parents about cycling and encourage family cycling and a culture of cycling.
 - To provide quality second-hand bikes to people who visit public markets such as Lambeth Country Show and Car Free Day.

2. Specification

2.1 To bring a bike market to schools that request it.

- Be the initial contact for the school requesting a bike market once it has come through from Lambeth. Provide school specific marketing materials for the school to display in advance of the market.
- Store excess bikes.
- Transport these bikes to the schools.
- Set up the market at the school before the children start to arrive.
- Take in bikes that parents bring to sell, assess them and give them a price. Take the parents details.
- An on-site mechanic should be provided and will make sure that all bikes sold are roadworthy throughout the day.
- Bikes are then sold in the afternoon and the money should be transferred to the seller and a process for this needs to be in place.
- Adult bikes should also be provided and parents should be engaged. Lambeth sustainable travel events and campaigns to be promoted.

2.2 To bring a bike market to public events

- Working with Lambeth Sustainable Travel Team to provide a market for public events such as Lambeth Country Show and Car Free Day.

- These will run very similarly to schools markets but will not have take in and sell specific periods.

2.3 Relevant add-on

- There is an optional extra £5k pa for a relevant add-on that may enhance the bike market or its outcomes. This could be an additional way of allowing people to access bikes or an element to promote cycling generally alongside the bike markets for example.

2.4 The start date for this project is 1st April 2017 and will run for 3 years (as long as funding is available).

3. Procurement

3.1 The budget for this project is **£25,000 pa + VAT with an optional extra £5k pa**. The £25k should be broken down into £20k for schools and £5k for public markets.

3.2 Any questions must be submitted to the below officer by 5pm on 6th February by email. Answers will be returned by 5pm on 10th February. All tenders must then be submitted, also to the email below, by 21st February. Tenders submitted after this deadline will not be accepted.

- Suzy Harrison - Sustainable Travel Co-ordinator sharrison@lambeth.gov.uk

3.3 The tender should detail:

- How many schools' markets and how many public markets you intend to provide inc costing per market
- Optional additional element
- A project plan for the programme
- A breakdown of costs
- Include a response to address items listed in Table 1 in Section 4 below (on no more than five sides of A4)

3.4 The criteria to decide the successful tender is:

- **Quality – 90% Price – 10%**

4. Evaluation of Quality

Table 1

Item	Question	Weight 0-5	Max Score	Max Score Available	Minimum Acceptable Score
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Project team experience	A past record of undertaking and completing similar commissions including details of the team to be working with on this project and their involvement in comparable projects and demonstration of satisfactory delivery	5	5	25	3
Management & Methodology	Overall appreciation of the brief, approach and methodology.	5	5	25	3
Timetable / Work Programme	Demonstration of how the project will be delivered by project end date within a clear timetable.	5	5	25	3
Social Value	Demonstration of additional value to the wider community.	3	5	15	3
Total				90	

Evaluation of Price

The authority would expect the supplier to deliver at least 20 schools markets and 5 public markets and this will give them 5 points, any further markets included in the price will gain 1 extra point each up to a maximum of 5 points.

Total possible points – 10 Minimum point requirement - 5

- 4.1 The questions which are indicated with appropriate weightings will be evaluated by the panel and the appropriate score will be agreed and added to form the total Evaluation Mark.
- 4.2 The Authority reserves the right to challenge any information provided in response to the Tender and request further information in support of any statements made therein.
- 4.3 Potential Providers must achieve the minimum acceptable score, as described, for each of the questions in Table 1 above.
- 4.4 Where only one (1) submission is received which does not meet the minimum acceptable score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
- 4.5 Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.

- 4.6 Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
- 4.7 Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- 4.8 Potential providers will be marked in accordance with the marking scheme.

5. Marking Scheme

The scoring matrix:

0	Failed to address the question/issue.
1	An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
2	Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
3	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.
4	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply).
5	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.

The weighting of each criterion is based on a scale of 1 – 5; 1 being low importance and 5 being highest in importance:

1	Low Importance
2	Not Very Important
3	Important
4	Very Important
5	Extremely Important