



# Cabinet

14 OCTOBER 2010

**DEPUTY LEADER  
(+ENVIRONMENT &  
ASSET  
MANAGEMENT)**  
*Councillor Nicholas  
Botterill*

**CYCLE TRAINING FOR CHILDREN, STUDENTS AND  
ADULTS AND RELATED SERVICES**

**Wards:  
All**

This report seeks approval to accept tenders from Bikeworks to provide:

- cycle training for children at schools across the borough;
- cycle maintenance services and training; and
- all ability cycling events and training.

This report also seeks approval to delegate authority for the award of a contract to provide cycle training to adults in the borough.

The total cost of all four contracts, funded through the Transport Local Implementation Plan (LIP) allocation from TfL, is expected to be £180,000 over three years, as set out in paragraph 5 of this report.

A separate report on the exempt part of the Cabinet agenda provides an analysis of the bids received for each lot.

**Recommendations:**

**CONTRIBUTORS**

DENV  
DFCS  
FCSLs  
ADLDS

1. That the contracts for Lots 1,3 and 4 (as set out in this report) be awarded to Bikeworks Limited for a period of three years, with an option to extend for up to two further years on an annual basis.
2. That authority be delegated to the Director of Environment to award the contract for Lot 2, the contract to run for a period of three years, with an option to extend for up to two further years on an annual basis.

<b>HAS AN EIA BEEN COMPLETED? YES</b>
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## 1. BACKGROUND

- 1.1 Cycle training, which gives cyclists the skills and confidence to cycle in traffic and an understanding of traffic and highway regulations, is a proven method of encouraging more people to cycle and reducing cyclist casualties. People who have received cycle training are less likely to commit offences such as cycling on footways or riding through red traffic signals, and cycle maintenance and training help to keep bicycles in a safe and roadworthy condition.
- 1.2 Encouraging more people to cycle is a key Mayoral priority, and includes a commitment to offer cycle training for people of all ages. The Mayor's Transport Strategy (MTS) includes a target to increase cycling levels by 400% by 2026 (compared to 2000 levels).
- 1.3 The Council entered into cycle training contracts in 2008 with Cycle Training UK for adults and Cycling Instructor Ltd. for children. The borough's cycle training programme has been funded by Transport for London (TfL) through the Local Implementation Plan and has proved popular with trainees and parents. Although TfL no longer ring fences funds for cycle training, we believe that cycle training is a popular and cost effective use of some of the funds which TfL have allocated to us as part of the "Corridors" and "Smarter Travel" programmes. TfL have indicated that funding levels for 2011/12 and 2012/13 will be some 5% lower than in 2010/11. We are proposing to commit a similar level of funding to cycle training as in previous years, i.e. £60,000 per annum. The allocation of a slightly higher proportion of available funds to cycle training is justified by the fact that this is a cost-effective way of increasing the number and safety of cyclists without requiring changes to highway infrastructure.
- 1.4 The previous contracts have now expired and we are seeking to appoint suitably qualified and experienced providers to provide, over a three-year period, with the option to extend for up to two further years, four contracts covering:
  - Child cycle training
  - Adult cycle training
  - Dr Bike services and cycle maintenance training
  - All ability cycling events and training.
- 1.5 Applicants were invited to bid for one, some or all contracts. The contracts are expected to commence on 1 November 2010 and run until 31 October 2013. There will be an option in the contracts to extend for two further years on an annual basis. The Council shall have the right to terminate the agreement, or to terminate the provision of any part of the agreement, at any time by giving three months' written notice to the Service Provider.

- 1.6 Tender documents were published on the London Tenders Portal <https://www.londontenders.org> on 25 April 2010. Seven tenders were received by the deadline of 21 June 2010. Five of these were valid, and two were not because not all the required documentation was submitted.

## **2. DETAILS OF LOTS BID FOR**

### **2.1 Lot 1: Child Training**

Child cycle training to be done in small groups of children (usually about 12 but can vary) in school grounds to Level 1 of the National Cycle Training Standards and on appropriate local quiet streets to level 2 of the National Cycle Training Standards, supplemented by courses at weekends and during school holidays, dependent on demand. All instructors must be qualified in the National Standards for Cycle Training. Bikeability best practice ratios of instructors to children to be observed at all times (1:7 at level 1; 2:7 at level 2).

### **2.2 Lot 2: Adult Training**

The Council is looking for provision of adult cycle training tailored to individual needs, on a one-to-one basis, in two hour sessions, at a location chosen by the trainee. The outcome we seek is trainees to acquire the necessary skills and confidence to cycle in traffic, on roads local to them. Trainees will range in ability from people who have never ridden a bicycle before to those who have some experience of cycling but need help in coping more confidently on busy roads. The training must meet national standards. All instructors must be qualified in the National Standards for Cycle Training.

### **2.3 Lot 3: Dr Bike Services and Cycle Maintenance Training**

The Council wants a provider to provide a monthly Dr Bike session at the Town Hall open to all cycling staff at the Council. The purpose of this session will be to undertake and also teach minor bicycle repairs to H&F staff. This session will also include maintenance of the Council's pool bikes. Additional Dr Bike events may be required during the year, eg at local events and festivals. We may also wish to consider providing some more formal cycle maintenance classes if there is sufficient demand for it.

### **2.4 Lot 4: All ability cycling events/training**

The Council wants a provider to provide a broad range of possible cycling activities, events and training to people with disabilities, and to inspire people who thought cycling wasn't a possibility for them to give it a try. We are open to suggestions as to how we can best provide such services. All instructors must be qualified in the National Standards for Cycle Training.

### 3. TENDER EVALUATION

- 3.1 Seven tenders were received as set out in the report on the exempt part of the Cabinet agenda, five of which were valid:
- 3.2 Tenders were evaluated by a tender appraisal panel of three Council officers on the basis of 50% quality and 50% price in accordance with the successive stages set out below. Each lot bid for was evaluated separately.

Section	Evaluation Criteria
<b>Stage 1: PART A: Background Information</b>	
Section 1: Company Details and Status	Not applicable
Section 2: Probity	Not applicable
Section 3: Eligibility	Pass or fail
Section 4: Financial Standing	Pass or fail
Section 5: Equalities	Pass or fail
Section 6: Health & Safety and Accreditation	Pass or fail
<b>Stage 2: PART B: Method and Resources Statement</b>	
	<b>Maximum Score</b>
Company profile and statement	10
Qualifications of the staff	10
Experience of the bidding organisation	10
Continuity of Service	5
Publicity and evaluation proposals	5
Monitoring proposals	5
Cancellation charges	5
<b>Pricing Schedule:</b>	
Price	50

- 3.3 Lots 1,3,4  
The overall scores for Lots 1,3 and 4 are detailed in the Appendix to the separate report on the exempt part of the Cabinet agenda. The tenderer with the highest score, and therefore deemed to have submitted the most economically advantageous tender for all three lots, is Bikeworks Limited.

The TAP therefore recommend that the contract for lots 1,3 and 4 is awarded to Bikeworks Limited.

### 3.4 Lot 2

There was some ambiguity in the pricing information sought and received from tenderers in relation to Lot 2. The TAP decided to go back to the five organisations which submitted valid tenders to seek further clarification, specifically on how many cycle instructors they would provide for a group of between two and five adults, and whether this would vary depending on the level of the training, eg complete beginner or intermediate. The tenders for Lot 2 will then be evaluated in accordance with published evaluation criteria. It is recommended that Cabinet delegate authority to the Director of Environment to approve the award of Lot 2.

## 4. BUDGET

4.1 The Council has received £60,000 in the Local Implementation Plan (LIP) funding from TfL to deliver cycle training during 2010-11. TfL has indicated that we will receive similar levels of funding over the following two years to 2013.

### 4.2 cashflow

	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>	<b>Total:</b>
	<b>£k</b>	<b>£k</b>	<b>£k</b>	<b>£k</b>
Child cycle training:	30	30	30	90
Adult cycle training	10	10	10	30
Dr Bike and bike maintenance	7	7	7	21
All ability cycling	7	7	7	21
Fees:	6	6	6	18
<b>Totals:</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>180</b>

4.3 In the event that TfL funding is lower than has been indicated in future years, or is withdrawn completely, the Council has the right to terminate the Agreement, or to terminate the provision of any part of the Agreement, at any time by giving three months' written notice to the Service Provider without liability howsoever arising.

## 5. RISK MANAGEMENT

5.1 No material business risks have been identified

**6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES**

- 6.1 £60,000 has been made available from the TfL Corridors allocation in 2010-11. The continuation of the scheme is dependent on the funding being made available by TfL in the next two financial years.
- 6.2 At present, the costs are based on an estimate. This is subject to change once the detail of the scheme has been costed. The funding however is limited to the amount approved by the TfL board plus a contingency. Any variation in costs in excess of the contingency can not be assumed to be funded by TfL unless this is approved in advance. Alternatively, officers may need to manage the workload to ensure that expenditure is contained within the approved provision.

**7. COMMENTS OF THE ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)**

- 7.1. Legal Services have advised the client department during the procurement process and agree with the recommendations in this report.

**8. COMMENTS OF THE ASSISTANT DIRECTOR (STRATEGY, PERFORMANCE AND PROCUREMENT)**

- 8.1 Advice from the division to the TAP has been provided throughout the tendering process. The Public Contract Regulations 2006 (EU procurement rules) do not apply to this procurement, although a contract award notice must be sent to the European Commission. The AD supports the recommendation contained in the report.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS**

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1	TENDER PACK: <ul style="list-style-type: none"> <li>• Instruction to Tenderers;</li> <li>• Method &amp; Resources Statement;</li> <li>• Form of Tender and Pricing Schedule;</li> <li>• Specification</li> <li>• Conditions of Contract</li> </ul>	Richard Evans 3344	ENV/Highways
2	Draft services agreement	Richard Evans 3344	ENV/Highways
3	Contract standing orders	Richard Evans 3344	ENV/Highways
4	Advertisement of tender	Richard Evans 3344	ENV/Highways
5	Tender analysis spreadsheets	Richard Evans 3344	ENV/Highways
6	Tenders from seven bidding organisations	Richard Evans 3344	ENV/Highways
7		Richard Evans 3344	ENV/Highways
8		Richard Evans 3344	ENV/Highways
<b>CONTACT OFFICER:</b>		<b>NAME: Richard Evans</b> <b>EXT. 3344</b>	