

LICENSING COMMITTEE
17 September 2020



Derby City Council

Report sponsor: Tracey Blackwell, Interim
Director of Public Protection & Streetpride

ITEM 05

Report author: Michael Kay, Head of
Environmental Protection, Housing Standards,
Licensing, Emergency Planning and Business
Continuity

Approval of Testing Stations for Hackney Carriage and Private Hire Vehicle Inspections

Purpose

- 1.1 The contracts for the existing approved testing stations that undertake the testing of hackney carriage and private hire vehicles are due to expire on 30 September 2020.
- 1.2 The testing of vehicles will be for the annual inspection at the renewal of the vehicle licence, six-monthly inspection of vehicles 5 years or older, new vehicle applications, and subsequent re-tests if required, and the testing of vehicles following the relevant enforcement action by licensing officers, (spot checks), accident damage checks and meter checks.
- 1.3 The new contracts last initially for 2 years, with the option to extend for a further 12 months. The contracts will expire on 30 September 2022, unless extended for the optional year.
- 1.4 The approval of testing stations involves inviting interested parties to tender. This is in line with the Council's current Financial Procedural Rules.
- 1.5 Each application is measured against specific award criteria

Recommendation(s)

- 2.1 To approve those testing stations which meet the required criteria for inclusion on the Council's list of Specified Testing Stations.

Reasons

- 3.1 To award a contract to those testing stations meeting the Council's required standards to undertake the testing of Hackney Carriage and Private Hire Vehicles until 30 September 2022.

Supporting information

- 4.1 In August 2020, invitations to tender were sent out to existing testing stations and other garages that had expressed an interest previously. This involved providing a link to Source Derbyshire where all Council tenders are advertised.

- 4.2 The tender document was designed by, and approved by the Council's Procurement Team.
- 4.3 Following the tender process, 5 applications were received.
- 4.4 Each application was scored in accordance with the award criteria outlined in the tender document. The responses in each tender document were evaluated, and each testing station was then subjected to an on-site inspection by two officers from the Licensing Team.
- 4.5 Applicants were requested to submit their pricing schedules as part of the tender process. These are set out at Appendix 1.
- 4.6 The scoring system is based on the responses made by each applicant in the tender document to selected questions. The questions cover facilities for testing, on-site and customer facilities, levels of service, compliance with the specification, waste management and staffing. The totals are reflected as the quality score.
- 4.7 The price score compares the price submitted for a spot check. Adding the price score and the quality score together gives the overall ranking. The summaries for each score and overall ranking can be found at Appendix 2.
- 4.8 All 5 applications have met the standard requirements of the tender.

Public/stakeholder engagement

- 5.1 Not applicable.

Other options

- 6.1 None. The existing contracts will not be able to run beyond the end of September 2020.

Financial and value for money issues

- 7.1 None directly arising from this report.

Legal implications

- 8.1 As set out in the report and appendices.

Other significant implications

- 9.1 None.

This report has been approved by the following people:

| Role | Name | Date of sign-off |
|----------------------------|------------------|-------------------------|
| Legal | Olu Idowu | 02/09/2020 |
| Finance | Linda Spiby | 02/09/2020 |
| Service Director(s) | | |
| Report sponsor | Tracey Blackwell | 03/09/2020 |
| Other(s) | | |

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| Background papers: | None |
| List of appendices: | Appendix 1 – Pricing Schedules from each Applicant Appendix 2 – Overall Scoring Summary |