

Finance and Resources Committee

10.00am, Thursday, 4 March 2021

Hire Car Fleet Review 2020-23 (CT0794)

Executive/routine	Executive
Wards	All
Council Commitments	

1. Recommendations

- 1.1 Finance and Resources Committee is asked to approve the award of a contract to Jacobs UK Limited, to provide a report on the findings of a full taxi demand survey and associated research on the licensed vehicle fleet in Edinburgh.

Paul Lawrence

Executive Director of Place

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Report

Hire Car Fleet Review 2020-23 (CT0794)

2. Executive Summary

- 2.1 This report seeks approval from the Finance and Resources Committee to award a contract to Jacobs UK Limited to provide a report on the findings of a full taxi demand survey and associated research on the licensed vehicle fleet in Edinburgh.

3. Background

- 3.1 The Council currently operates a limitation on the number of taxis licensed in the city using powers under the Civic Government (Scotland) Act 1982 ('the 1982 Act').
- 3.2 The limitation policy has been in place since the early 1990s and is generally reviewed every three years. The last review took place in 2017.
- 3.3 The three yearly reviews are underpinned by interim demand surveys to ensure that there is no significant unmet demand.
- 3.4 The current limit is 1,316 and this number has been stable since 2012.
- 3.5 The Council passed a motion in [October 2019](#) calling for an assessment of 'overprovision' of Private Hire Cars (PHCs) in the city following a change to the Act in March 2017 which allows the Council to limit the number of Private Hire Cars if it is satisfied that there is overprovision. Regulatory Committee approved the use of consultants and instructed that this work be undertaken as one project. Preparations for the tendering of this contract were delayed due to the public health emergency.

4. Main report

- 4.1 Commercial Procurement Services conducted a procurement process by way of a mini competition utilising the Scotland Excel Consultancy Framework for Engineering and Technical Consultancy Services Lot 2 Transportation and Traffic. The tender opportunity was published on Public Contracts Scotland (PCS) portal, on 18 November 2020.
- 4.2 To identify the provider offering best value, the tender evaluation included an emphasis on quality as well as price and submissions were assessed on the most

economically advantageous tender. A cost quality ratio of 40% price, 60% quality was applied to achieve a quality and the most economical price.

- 4.3 A single compliant bid was received from Jacobs UK Limited. A summary of the evaluation process is provided in Appendix 1.
- 4.4 The tender submission was evaluated by officers from Regulatory Services, placing an emphasis on quality, as well as price, with the aim of ensuring that the tender is the most economically advantageous. The quality analysis was based on weighted award criteria questions, which were scored using a 0 to 4 matrix.

5. Next Steps

- 5.1 Subject to Committee approval, the contract will commence on 5 March 2021. It is expected that the work will take no longer than nine months however this may be extended if the restrictions related to COVID-19 do not permit this work to be carried out.
- 5.2 The contract will be managed by Regulatory Services.

6. Financial impact

- 6.1 The prices will be fixed for the duration of this contract. This will make contract management easier and provide financial stability for the Council.
- 6.2 The estimated contract value is £34,240 and is contained within the revenue account for Licensing Fees. Further provision of £26,540 has been made should the survey need to be repeated.
- 6.3 The costs associated with procuring this Contract are estimated to be below £10,000.

7. Stakeholder/Community Impact

- 7.1 The contract recommended for award is compliant with procurement regulations and the Council's Contract Standing Orders.
- 7.2 In 2017 the Regulatory Committee agreed that the next full demand survey should take place in three years. The objective of this process is to provide an optimum balance between supply and demand for taxis in the city.
- 7.3 The Council's aim is to create a top-quality transport network that is green, healthy and accessible to all. This includes taxis and PHCs.
- 7.4 The contractor pays the Living Wage rate and intends to become a Living Wage accredited employer.
- 7.5 Community benefits constituted part of the quality assessment score involving the promotion of job opportunities via the Edinburgh Guarantee and Joined Up for Jobs and engagement with the third sector to ensure that they can contribute to the

study. The contractor will also promote through their STEM Ambassador programme Science, Technology, Engineering and Maths as a career route.

8. Background reading/external references

- 8.1 [Survey of Demand for Taxis Within the City of Edinburgh \(Regulatory Committee, 21 August 2017\)](#)
- 8.2 [Taxi and Private Hire Licensing: Best Practice for Licensing Authorities, Second Edition, April 2012 <https://www2.gov.scot/Publications/2012/04/3534>](#)

9. Appendices

- 9.1 Appendix 1 Summary of Tendering and Tender Evaluation Processes

Appendix 1 Summary of Tendering and Tender Evaluation Processes

Contract	CT0794: Hire Car Fleet Review 2020-23	
Contract Period	Nine months from 5 March 2021	
Estimated Total Contract Value (including extensions)	£34,240 to £60,780	
Procurement Route Chosen	Scotland Excel Framework Mini-Competition, Quick Quote.	
Quotations Returned	1	
Price / Quality Split	Quality 60	Price 40
	Criteria	Weighting (%)
Evaluation Criterion and Weightings	Contract Implementation & Delivery	25%
	Project Delivery Team	25%
	Added Value	10%
	Quality	10%
	Contract Management	10%
	Fair Work Practices	10%
	Community Benefits	10%
Evaluation Team	Officers from Regulatory Services.	