HIRING A COACH OR MINIBUS (WITH DRIVER) FOR AD HOC UNIVERSITY BUSINESS

The following user’s guide provides an overview for staff in relation to processing bookings to book a coach or a minibus for University business. The guide supports the coach and minibus framework agreement 30th January 2017 to 29th January 2020 (with an option to extend for 1 year).

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1 DEFINITIONS

Words and phrases defined in this guide shall have the same meaning as those defined in the Terms & Conditions of the Framework Agreement. However, for ease of reference please find a number of key terms defined below:

- a “User” is the representative of the University who is raising the “Call-off Contract”.

- a “Call-off Contract” means a Purchase Order from a User to the Provider for the provision of the Services for the benefit of that User.

- the “Framework Agreement” means the agreement as set out in the Contract Documents together with the relevant Official Call-off Contract and Purchase Order for the performance of the Services as required from time to time throughout the Term.

- the “Terms and Conditions” means the terms and conditions set out in the Framework Agreement (which are available on request).

2 OVERVIEW

The Framework Agreement is for the provision of an Ad Hoc Coach and Mini Bus Service (with driver only) and has been awarded to the following Providers:

Lot 1 (Over 16 Passengers) Medway Area - ASD, Buzzlines, Kings Ferry & Regent

Lot 2 (Up to 16 Passengers) Medway Area - ASD, Buzzlines, Kings Ferry & Regent

Lot 3 (Over 16 Passengers) East Kent Area - ASD, Buzzlines, Kings Ferry, Regent & ASM

Lot 4 (Up to 16 Passengers) East Kent Area - ASD, Buzzlines, Kings Ferry, ASM & Hayden

In exceptional circumstances Providers may need to sub-contract some of the requirements but this should be made clear to the User and all orders and invoicing will need to be in the name of the Provider named on the Framework Agreement.

Users must obtain quotations from ALL Providers for each lot in order to call-off services.

This Framework Agreement is for the use of the following organisations also:
The Framework Agreement term is 3 years with the option to extend the Framework Agreement by 1 year, making the maximum possible Framework Agreement Term 4 years. Extension will be at the sole discretion of the above organisations and subject to annual reviews of performance.

3 BENEFITS OF USING THE FRAMEWORK AGREEMENT

Procurement can be a costly and time consuming process. This Framework Agreement can reduce that time and costs by offering a means for calling off services that have already been competitively tendered.

The main benefits are:

- Providing a simple and streamlined route for all Users to access a Coach and Mini Bus Service.
- Standard terms & conditions that save Users time in developing and negotiating terms for each procurement undertaken.
- Providing a degree of control over contract pricing for Users.
- Any economies of scale in relation to pricing have been realised.
- Central monitoring of the service provided (including usage, environmental impact and ensuring health & safety requirements are met).

4 ROLES AND RESPONSIBILITIES

The University of Kent

- The award of the Framework Agreement to the successful Providers;
- Provision of guidance; and
- Overall Management of the Framework Agreement;
- Promote the Framework Agreement to all internal Users and try and ensure orders are not placed outside of the Framework Agreement;

Users

- Setting up and managing their own Call-Off Contract (as per the procedure outlined in this guide);
• Treat all Providers equally and fairly;

Providers

• Maintain driver licences, operator licences and insurance required under law;
• Notify Users of any sub-contracting of services;
• Maintain records of all journeys carried out under the terms of the Framework Agreement;
• To provide a quotation within 3 days of a request to quote or site visit if applicable.

5 HOW TO USE THE FRAMEWORK AGREEMENT

The University of Kent has established this Framework Agreement via a fully EU compliant tendering exercise. Therefore, you do not have to go through the full procedural steps prescribed by the EU Procurement Rules again. However, the relevant EU Treaty provisions and Treaty-based principles, including non-discrimination, still apply at this stage, and you must ensure that nothing is done which is discriminatory, improper or which distorts competition.

Once you have decided which lot applies, you must request a quotation from all the Providers on that Lot.

Once you have received quotations you should select your Provider based on lowest price, availability, quality or a combination of these but you should not base your decision on price alone.

You should first ensure the Provider can meet your requirements and then evaluate price.

Where possible, you should provide feedback to all Providers as to why they were not successful as this will assist them in bidding in the future.

You can call-off for individual bookings as and when they arise or for a period of time but only provided you know exactly what your requirement is for that period of time.

You should then raise a purchase order for the services required.

6 CONTACT DETAILS

If you have any further queries regarding the Framework Agreement, your call-off contract or the process for calling-off services, please contact:

Transport@kent.ac.uk or Daren Mills, Senior Category Manager d.mills-509@kent.ac.uk
7 YOUR CALL-OFF CONTRACT

Your Call-Off Contract will be based on the terms and conditions set out in the Framework Agreement.

Users shall be entitled to share information relating to the Call-off Contract it places, pricing information and any Supplementary Terms with any other Users or organisations who are able to use this agreement.

8 ESTABLISHING A CALL-OFF CONTRACT

Ordering Procedures

If you decide you would like to procure a coach and mini bus service through this Framework Agreement, then you will need to place an order in accordance with this guidance.

As and when a User wishes to call-off services, it shall issue a Purchase Order and a contract will thereupon come into existence between the Provider and the relevant User for those services.

A User shall be entitled at all times to decline to place an order.

Nothing in the Framework Agreement shall oblige any User to place any order with the Provider.

Responsibility for Orders

The Provider acknowledges that each User is independently responsible for orders and it’s Call-Off Contract under the Framework Agreement.

Form of Order

Each User may place an order with the Provider by serving an order in writing.

The Parties agree that any document or communication (including any document or communication in the apparent form of a Call-Off Contract), which is not an official Purchase Order shall not constitute an order under this Framework Agreement.

9 FRAMEWORK MANAGEMENT
Annual review meetings will be undertaken and chaired by representatives from the University of Kent and the Providers, with representation from Users.

Review meetings will include:

- Progression and development of scheme.
- Sharing best practice.
- Price benchmarking.

10 APPENDIX A – STEP BY STEP GUIDE TO BOOKING A COACH OR MINI BUS