

Application to operate passenger transport contracts for Wiltshire Council

October 2010



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If you are a bus, coach, taxi, private hire operator or section 19 permit holder and would like to operate contracts on behalf of Wiltshire Council, please complete this form and return it by email to:

passengertransport@wiltshire.gov.uk

Passenger transport contracts are normally awarded by competitive tender. If you would like more information about the requirements for these contracts, please contact:

David Gillett

Tel: 01225 713371

Email: david.gillett@wiltshire.gov.uk

Public transport and school/college bus contracts

Contracts for local bus services and school/college bus contracts are normally tendered by area on a four to seven year rolling cycle. Area tenders are normally issued two or three times per year and all operators who have expressed an interest in receiving tenders for local bus services or school bus contracts that operate anywhere in Wiltshire will receive a list of these approximately 5 weeks before the tender closing date.

As the list of tenders will probably include some contracts that you are not interested in, you will be asked to indicate on the list those that you **do** wish to receive tender documents for, and return it to us as quickly as possible. These will then be sent to you, approximately five to ten days later.

Contracts for taxis, small minibuses and specialist vehicles

These contracts normally involve the carriage of passengers who have special needs and whose transport has been requested by education or social services departments. This sort of transport requires a high degree of flexibility and so contracts are arranged in three ways:

- **One-off journeys**

Due to the nature of the work undertaken by these departments, where they are required to deal with emergency situations, short term one-off arrangements are often sourced. We usually try to obtain telephone quotes from three local operators, but unfortunately there will not always be time for us to do this. This work will be booked via the telephone.

- **Regular contract work**

Where these departments require more regular transport to be arranged, quotations will normally be sent by email. These arrangements will usually remain in place until such time as the next planned round of tenders takes place.

- **Planned tender work**

A tender programme is in place where formal written tenders will be posted to organisations that have expressed an interest in receiving them. The method used for tendering these contracts will usually be the same as for public transport and school/college bus contracts (see above).

Company details

Company: _____ Trading name: _____

Parent company: _____

Address: _____

_____ Postcode: _____

Invoice address: _____

_____ Postcode: _____

Contact name: _____ Role: _____

Tel numbers: Working hours: _____ Fax number: _____

Out of hours emergency numbers: _____

Email address(es): _____

Website address: _____

Person to whom correspondence should normally be addressed: _____

Licensing details

If your company operates vehicles with more than eight passenger seats, please advise us of your PSV Operator's Licence Number or your Section 19 Permit Number(s):

PSV Licence Number: _____

Section 19 Permit No's: _____

If your company operates vehicles with less than 8 passenger seats, please advise us which council they are licensed with: _____

If you operate vehicles fitted with exactly 8 passenger seats, Please indicate if these are operated under a PSV Licence, or a section 19 permit, or if licensed as a taxi or private hire vehicle: _____

Person to whom tenders should be sent

Tenders will normally be sent to the person and address you have listed in the 'company details' box. If you would prefer them to be sent to a different person or address, please provide us with the following information:

Please tick this box if details are the same as 'company details'.

Person to whom tenders should be addressed: _____

Address to which tenders should be sent: _____

Postcode: _____

Tel number: _____ Fax number: _____

Email address: _____

Insurance details

Motor insurance policy

Insurer: _____

Address: _____

Postcode: _____

Policy number: _____ Value: £ _____

Extent of cover: Third party only
(please tick) Third party fire and theft
 Comprehensive

Start date: / / End date: / /

Public liability policy

Insurer: _____

Address: _____

Postcode: _____

Policy number: _____

Value of policy: £ _____

Start date: / / End date: / /

Bank details

(to enable contract payments to be paid direct into your bank account)

Name of bank: _____

(sorry – we cannot pay direct into a Building Society account):

Address of bank: _____

Account detail: Name of account holder(s) as shown on your cheque book:

Bank sort code: _____ Account number: _____

I confirm that the details provided above are correct and agree to notify Wiltshire Council of any change to this information in the future. I also agree that payments for any contracts that I am awarded can be made direct into the bank account detailed above.

Name: _____ Position: _____

Signature: _____ Date: _____