

**Report of : General Fleet Manager, Fleet Services**

**Report to: Chief Officer, Civic Enterprise Leeds**

**Date: 12<sup>th</sup> March 2014**

**Subject: Award report for the contract to supply vehicles and specialised equipment with or without maintenance for the next 4 years**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

1. Fleet Services procure vehicles and specialised equipment for Leeds City Council departments either identified by the vehicle replacement programme or by additional requirements supported by an appropriate business case and Capital approvals where required.
2. All vehicles and specialised equipment required are procured through the framework contract for supply of vehicles and specialised equipment without maintenance.
3. The current Framework agreement is due to expire in March 2014.
4. Tenders have now been sought via the Corporate Procurement Unit from suppliers who responded to the advertisement placed in Europe.
5. The new framework includes supply of vehicles and specialised equipment with or without maintenance and also includes whole vehicle supply by a single contractor.
6. The Framework is required by Fleet Services to procure vehicles and specialised equipment for the next 4 years identified on the vehicle replacement programme and any additional requirements
7. This report seeks to approve the award of supply of vehicles and specialised equipment for the next 4 years from the successful tenders received from bidders to start 1<sup>st</sup> April 2014.

### Recommendations

8. The Chief Officer, Civic Enterprise Leeds is requested to award of supply of vehicles and specialised equipment for the next 4 years from the successful tenders received from bidders to start 1<sup>st</sup> April 2014.

## **1.0 Purpose of this report**

- 1.1 This report seeks to approve the award of supply of vehicles and specialised equipment for the next 4 years from the successful tenders received from bidders to start 1<sup>st</sup> April 2014.

## **2 Background information**

- 2.1 Fleet Services procure vehicles and specialised equipment for Leeds City Council departments either identified by the vehicle replacement programme or by additional requirements supported by an appropriate business case and Capital approvals where required.

- 3 All vehicles and specialised equipment required are procured through the current framework contract for supply of vehicles and specialised equipment without maintenance which ends on the 31<sup>st</sup> March 2014.

## **4 Main issues**

- 4.1 The current supply of vehicles and specialised equipment framework without maintenance is due to expire at the end of March 2014.
- 4.2 Tenders have now been sought via the Corporate Procurement Unit from suppliers for a new framework for the supply of vehicles and specialised equipment who responded to the advertisement placed in Europe.
- 4.3 The new framework includes supply of vehicles and specialised equipment with or without maintenance and also includes whole vehicle supply by a single contractor.
- 4.4 A number of submissions have been received and evaluated from manufacturers and vehicle conversion specialists.
- 4.5 The mini tender exercises undertaken on the new framework will be evaluated both on price and quality.
- 4.6 Where required due to service requirements, maintenance may be requested in addition to the vehicle or equipment supply.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

- 5.1.1 Consultation with Procurement and user departments has taken place
- 5.1.2 Consultation will also take place with all departments requiring new vehicles or specialised equipment utilising this framework during any mini tender exercise undertaken.

### **5.2 Equality and Diversity / Cohesion and Integration**

5.2.1 An Equality, Diversity and Cohesion screening document has been undertaken and it is not considered that the content of this report or the recommendations made will have any impact on any specific individuals or groups.

### **5.3 Council policies and City Priorities**

5.3.1 The proposals within this report will contribute to the Local Transport Plan by reducing the Councils business travel CO<sup>2</sup> emissions by the use of newer lower exhaust emission vehicles and alternative fuelled vehicles where suitable.

### **5.3.2 Resources and value for money**

4.4.1 The services will be procured through the standard procedure in accordance with the Council's Contracts Procedure Rules to assure value for money.

### **5.4 Legal Implications, Access to Information and Call In**

5.4.1 This is a key decision and available for call in.

### **5.5 Risk Management**

5.5.1 If the framework for supply of vehicles and specialist equipment is not awarded individual tenders will have to be advertised for all future purchases under EU procurement rules and subsequent time restraints which will have a major impact on resources and delays in vehicle replacements.

## **6 Conclusions**

6.1 Fleet Services are responsible for replacing vehicles and specialised equipment identified on the Councils replacement programme and any additional requirements needed.

6.2 Fleet services are required to procure vehicles as and when required using a framework agreement whereby successful bidders under specific vehicle/equipment categories are invited to bid in a mini tender exercise as and when required.

6.3 Without the framework agreement such services would be difficult to provide.

## **7 Recommendations**

8 The Chief Officer, Civic Enterprise Leeds is requested to award of supply of vehicles and specialised equipment for the next 4 years from the successful tenders received from bidders to start 1st April 2014.

## **9 Background documents<sup>1</sup>**

9.1 DDN.

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<sup>1</sup> The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.