


DELEGATED DECISION NOTIFICATION

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Deputy Chief Executive
SUBJECT ⁱⁱ :	Authority to Procure a contract for the supply and maintenance of tyres
DECISION DETAILS ⁱⁱⁱ :	<p>1. The Chief Officer CEL authorises a procurement exercise to be conducted, in order that a contract may be awarded, to the value of (est.) £550,000 per annum, for the supply and maintenance of tyres.</p> <p>2. The Chief Officer CEL approves the tender evaluation criteria/methodology as follows - the maximum amount of marks available for price will be 800 Points (80%). The maximum amount of marks available for quality will be 200 Points (20%).</p>
TYPE OF DECISION:	<input type="checkbox"/> Council function (not subject to call-in) <input checked="" type="checkbox"/> Executive decision (Key) <p>Is the decision eligible for call-in?^{iv} <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the decision exempt from call-in?^v <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input type="checkbox"/> Executive decision (Significant Operational ^{vi} – not subject to call-in)
NOTICE ^{vii} / CALL-IN (KEY DECISIONS ONLY):	<p>Date the decision was published in the List of Forthcoming Key Decisions: 24th March 2014</p> <p>If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-</p>
AFFECTED WARDS:	none
DETAILS OF CONSULTATION UNDERTAKEN:	<p>Executive Member Date consulted: Interest disclosed?^{viii}</p> <p><input type="checkbox"/> Yes (Date of dispensation:)</p> <p><input checked="" type="checkbox"/> No</p>

	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input checked="" type="checkbox"/> No
	Others ^{ix} Corporate Procurement Unit	Date consulted: 13/1/2014	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input checked="" type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name:) (Title:)	Capital Scheme Number: XXXXX / XXX / XXX Date:	
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Terry Pycroft, Head of Fleet Services Timescales for implementation ^x 29 th April 2014		
CONTACT PERSON:	Terry Pycroft, Head of Fleet Services	Telephone number ^{xi} : 0113 3781440	
DECISION MAKER / AUTHORISED SIGNATORY ^{xii} :	(Name:) 	Date: 21 March 2014	

ⁱ The Leader of the Council may also make executive decisions and should be specified as the Lead Director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is Key and has appeared on the List of Forthcoming Key Decisions, the title of the decision should be the same as that used in the List.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the Executive and Decision Making Procedure Rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant Scrutiny Board. This includes a decision which has been modified by the decision maker following a recommendation by a Scrutiny Board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'Notice / Call-In' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a Key decision but for an exception set out in Article 13.6.1, please refer to the connected Key decision in the decision details (either by the title or the reference number).

^{vii} All Key decisions should appear on the List of Forthcoming Key Decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

^{viii} No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

^{ix} This may include other elected Members, officers, stakeholders and the local community.

^x Please include proposed timescales for commencement and / or completion of implementation as appropriate.

^{xi} Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the Council.

^{xii} The signatory must be duly authorised by the Lead Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For Key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.



Report of: General Manager, Fleet Services

Report to: Chief Officer, Civic Enterprise Leeds

Date: 19th March 2014

Subject: LCC 19305R Authority to Tender Supply and Maintenance of Tyres

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: 10.4 (3) Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. In January 2014 Fleet Services extended the contract LCC19305R supply and maintenance of tyres to 31st July 2014.
2. The contract extension was the result of changing market conditions, possibly resulting in the reduction of costs for rubber.
3. The historical contract was for a fixed price per vehicle/equipment for tyre supply fitment and maintenance.
4. The new contract for 2 years with the option to extend for a further 2 x 12 months will commence 1st August 2014 until the 31st July 2016 with the options of fixed price or PAYG services.

Recommendations

5. The Chief Officer CEL is recommended to approve the new tender process for supply and maintenance of tyres for a period of 2 years with the option to extend a further 2 x 12 month periods from August 2014 to 31st July 2016.
6. The Chief Officer CEL is recommended to approve the tender evaluation on 80% price and 20% quality split.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to re-tender the existing LCC 19305R supply and maintenance of tyres contract due to end July 2014.

2 Background information

- 2.1 In January 2014 Fleet Services extended the contract LCC 19305R supply and maintenance of tyres until 31st July 2014.
- 2.2 The contract extension was to enable Fleet Services to test the current market for anticipated cost reductions around the contract.
- 2.3 In addition the contract tender offers to LCC the opportunity to analyse costs for both fixed price and pay as you go services.

3 Main issues

- 3.4 The decision has been made to retender for the supply and maintenance of tyres split between HGV and light commercial under either fixed or pay as you go options to get the best value achievable.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The decision to re-tender the contract has been discussed with both Procurement, Parks and Countryside and the current contract provider.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 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 group or individuals.

4.3 Council policies and City Priorities

- 4.3.1 The services provided under this report will contribute to the Councils business plan through spending money wisely.

4.3.2 Resources and value for money

- 4.3.1 The contract is to be re-tendered to enable market testing to take place and ensure best value is achieved.

4.4 Legal Implications, Access to Information and Call In

- 4.4.1 Contract Procedures allows the contract to be re-tendered before its expiry date July 31st 2014.

4.5 Risk Management

- 4.5.1 Not carrying out a contract renewal would exclude LCC from testing the current market.

5 Conclusions

- 5.1 A full re-tender exercise to be undertaken for the supply and maintenance of tyres.

6 Recommendations

- 6.1 The Chief Officer CEL is recommended to approve the new tender process for supply and maintenance of tyres for a period of 2 years with the option to extend a further 2 x 12 month periods from August 2014 to 31st July 2016
- 6.2 The Chief Officer CEL is recommended to approve the tender evaluation on 80% price and 20% quality split.

7 Background documents¹

- 7.1 None.

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

