

Report of **Head of Fleet Services**

Report to **Director of Environment and Housing**

Date: **21st September 2016**

Subject: **Award of Contracts for purchase of new vehicles for various departments identified on the 2015/2016 replacement programme**

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (3)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. A delegated decision for the purchase of replacement vehicles identified for the financial year 2015/16 was approved on the 28th November 2015.
2. Following recent procurement exercises managed by the Council's Fleet and Procurement, Fleet Services are now ready to award contracts for the supply of up to 9 no. 4 x 4 Double Cab Pickups for various departments including Parks and Countryside.
3. The Fleet Replacement Process ensures that alternative fuel options are considered and vehicle emissions are assessed to ensure that the lowest emission vehicles are identified. Where alternative fuel options have been considered, but suitable options are either not available, or feasible due to electric vehicle charging infrastructure limitations, or operational requirements the lowest emission options will be specified. In order to ensure that the council's low emission strategy is being adhered to Euro 6 diesel versions have been specified as they will meet compliance with DEFRA's proposed Clean Air Zone due by 2020.
4. This is a tender exercise for supplying new vehicles for the Directorates and the evaluation panel have identified which suppliers will have been awarded the

contract, as set out in the tender documents. The total amount for procuring these vehicles is up to £166,500.

Recommendations

To seek approval from the Director of Environment and Housing to award the contract for the purchase of up to 9 no. 4 x 4 Double Cab Pickups to Addison Motors T/A Lookers Ford.

1 Purpose of this report

The Director of Environment and Housing to agree to award the contract for the purchase of up to 9 no. 4 x 4 Double Cab Pickups at a cost of up to £166,500.

2 Background information

2.1 A delegated decision to purchase various vehicles identified for replacement for the financial year 2015/2016 was approved on the 28th November 2015 (D42888).

2.2 This specific tender was advertised in August 2016 on the Council's electronic tendering portal – www.yortender.co.uk, and companies responded with a tender. All tenderers had to meet a desired specification to be eligible to have their price submission evaluated. The successful tenderer will then be awarded the contract.

2.3 Fleet Services have undertaken a competitive procurement on behalf of the various Directorates and this report specifically relates to contract award for up to 9 no. 4 x 4 Double Cab Pickups.

3 Main issues

3.1 A full tender evaluation exercise was completed with each of the suppliers on both tenders required to meet the requirements of the specification complete to meet the latest Euro 6 exhaust emission standards.

3.2 Ten suppliers were invited to tender, out of the ten there were three submissions and seven no responses.

3.3 Submissions are evaluated on a price at 60% and quality of 40%

3.4 The quality evaluation consisted of evaluating method and quality statements to include higher scores for Co2 emissions and fuel economy.

3.5 It is intended to award the contract to the successful tenderer. The intention is that the order will be placed for replacement vehicles with the successful tenderer.

3.6 This procurement is by mini tender from the Vehicle Purchase Framework arrangement.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Fleet Services have consulted with service managers within the Directorates on the specifications of all the vehicles being purchased. The new vehicles will meet the specification required by the service to operate.
- 4.1.2 Fleet Services have worked with the Cutting Carbon and Improving Air Quality Breakthrough project to ensure that vehicles being purchased support the strategic work to reduce emissions from our fleets and make a contribution to improving public health through improving Air Quality. Fleet Services are consulting with senior managers to ensure that vehicles purchased will also be compliant with government legislation to enforce a Clean Air Zone in Leeds.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration screening report was considered as part of the original delegated decision. This concluded a full Equality Impact Assessment was not required.

4.3 Council policies and City Priorities

- 4.3.1 The vehicles have been procured in accordance with the Council's procurement policies.
- 4.3.2 This report draws attention to co-ordinated working that demonstrates a contribution towards the following priorities contained in the Best Council Plan:
- Achieve the savings and efficiencies required to continue to deliver frontline services
- 4.3.3 The report highlights the contribution to the following Council Business Plan priorities:
- Developing Leeds as a Low Carbon city
 - A carbon reduction target of 40% by 2020
 - Improving the city's Air Quality through reductions in harmful pollution from diesel engines
 - Spending Money Wisely – Achieving VFM in respect of its fleet replacement programme
 - Ensuring that Leeds City Council's Fleet will be compliant with the introduction of a Clean Air Zone by 2020 in line with Government Legislation.

4.4 Resources and value for money

- 4.4.1 The expenditure for this procurement exercise is funded through the capital programme.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The contract award is a consequence of a previous delegated decision. As a result, it is classed as an administrative / significant operational decision and is therefore not subject to call in.

4.6 Risk Management

- 4.6.1 There remains the risk that unsuccessful tenderers may present a legal challenge to the results of this procurement exercise. However this risk has been mitigated as the evaluation clearly stated which information or lack of information would constitute a 'fail' through the extensive evaluation programme developed for this tender. They will be given feedback as to why their bid was unsuccessful.

5 Conclusions

- 5.1 A competitive procurement exercise has been completed and the costs of the replacements are within the approved budget.

6 Recommendations

To seek approval from the Director of Environment and Housing to award the contract for the purchase of up to 9 no. 4 x 4 Double Cab Pickups from Addison Motors T/A Lookers Ford.

Background documents¹

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.