



Report of **Head of Fleet services**

Report to **Julie Meakin, Chief Officer Civic Enterprise Leeds**

Date: **6th January 2017**

Subject: **Approval to extend the contract YORE-9BWK7H for the Supply of Motor Vehicle Parts from 1st February 2017 to 31st January 2018.**

Are specific electoral wards affected? If yes, 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: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. Fleet Services tendered for a 3 year contract for the supply of motor vehicle parts.
2. The terms and conditions of the contract allow for a twelve month extension.
3. The report seeks approval to allow the contract to be extended up to 31st January 2018.
4. The current contracts are with S&W Services (Yorkshire) Limited (lot 1) and North East Truck Spares Limited (lots 2 & 3).
5. The current contract annual spend is around £120,000 per year across all 3 lots.
6. The contract ensures that Fleet Services maintain Leeds City Council (LCC) vehicles which allow them to remain compliant within the necessary regulations.

Recommendations

1. The Chief Officer Civic Enterprise Leeds is recommended to approve the extension of the existing contract YORE-9BWK7H for the supply of motor vehicle parts in accordance with the contract terms and conditions for a period of 12 months from 1st February 2017 to 31st January 2018.

1. Purpose of this report

- 1.1 This report seeks approval from the Chief Officer Civic Enterprise Leeds to extend the existing contract for the supply of motor vehicle parts in accordance with the contract terms and conditions from 1st February 2017 to 31st January 2018.

2. Background information

- 2.1 In February 2014a contract was let for 3 years to 31st January 2017 for the supply of motor vehicle parts.
- 2.2 The current suppliers are S&W Services (Yorkshire) Limited (lot 1) and North East Truck Spares Limited (lots 2 & 3).
- 2.3 The terms and conditions of the contract allow for an extension of 12 months.
- 2.4 The contract is required to ensure that fleet of vehicles remain compliant with the necessary regulations.
- 2.5 The current organisations provide a reliable and cost effective supply of parts providing a saving of £15,000 per year from previous contract, so the intention is to recommend the extension of the contract.

3. Main issues

- 3.1 The existing contract allows for an extension in compliance with the terms and conditions, and will ensure continuity of service and allow Fleet services to provide a cost effective service.
- 3.2 The current contractors are providing a good service in line with the tender specification and providing the required management information as requested.
- 3.3 Feedback from operational departments is positive with no major complaints or issues.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation has taken place with the Projects, Programmes & Procurement Unit (PPPU) and client departments on the contract extension.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An equality, diversity and community cohesion assessment was completed with respect to the contract. There is no adverse impact to service users or the wider community.

4.3 Council policies and best council plan

- 4.3.1 The supply of motor vehicle parts is crucial to all departments to ensure all vehicles are fully legal and compliant on a daily basis. This is achieved by Fleet service action on any vehicles requiring attention.

4.4 Resources and value for money

4.4.1 The existing contract has demonstrated savings from the previous supply contract, and consequently if the contract were extended, then further savings will be realised.

4.5 Legal implications, access to information, and call-in

4.5.1 There are no legal implications or any exempt or confidential information.

4.6 Risk management

4.6.1 The extension is required to allow Fleet services and client departments to continue to supply a fully compliant service.

5. Conclusions

5.1 The contract allows for a 12 month extension.

5.2 The contract suppliers are providing an effective service that is providing savings based on the last contract.

6. Recommendations

6.1 The Chief Officer Civic Enterprise Leeds is recommended to approve the extension of the existing contract YORE-9BWK7H for the supply of motor vehicle parts in accordance with the contract terms and conditions for a period of 12 months from 1st February 2017 to 31st January 2018.

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.

