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Report of Head of Service

Report to Director of Resources and Housing

Date: 1st November 2018

Subject: Award Report for the extension of the Hire of Vehicles Framework 9W2D-4UXM2K for a further 24 months from the 7th February 2018 to the 6th February 2020

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: Appendix number: Appendix 1 – List of Organisations	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. The Council's current framework for Hire of Vehicles expires on 6th February 2018, and has an option to extend a further 24 months.
2. The current spend on hire is around £1,250,000 per annum.
3. The framework provides hire of various standard and specialist vehicles to Council departments and some schools.
4. Hire vehicles are required for vehicles in for routine maintenance and additional short term requirements for services and departments who have additional work requests which are time limited or emergency requirements.
5. The framework includes pricing for the provision of alternative fuelled vehicles.
6. The report seeks to approve the extension of framework for the hire of vehicles for an additional 24 months.

Recommendations

7. The Director of Resources and Housing is recommended to approve the extension of the Hire of Vehicles framework (9W2D-4UXM2K) for a further 2 years (7th February 2018 – 6th February 2020) to the list of organisations in Appendix 1.

1 Purpose of this report

- 1.1 The report seeks to approve the extension of the framework (9W2D-4UXM2K) for the hire of vehicles for an additional 24 months.

2 Background information

- 2.1 Fleet Services hire vehicles for Leeds City Council departments as and when required.
- 2.2 Hire vehicles are required for vehicles in for routine maintenance and additional short term requirements for services and departments who have additional work requests which are time limited or emergency requirements.
- 2.3 All vehicles are currently hired via this framework (9W2D-4UXM2K).
- 2.4 The contract is valued at £1,250,000 per year.

3 Main Considerations and Reasons for Contract Extension

- 3.1 A procurement exercise was run by PPPU and Fleet Services which was advertised in OJEU and via YORtender.
- 3.2 The open procedure was used and a total of 27 bids were received.
- 3.3 The framework includes a lot for alternative fuelled vehicles which bidders were able to price as required.
- 3.4 Pre-qualification submissions were first assessed and 26 organisations passed this element. Tender quality submissions were then assessed and 20 organisations achieved the necessary minimum score.
- 3.5 The 20 organisations then had the pricing assessed and each bid was ranked on the pricing submitted, lowest ranked first, and so on across each individual category of vehicle and hire time period
- 3.6 Pricing has been monitored during the primary contract period and it is deemed to be better than or comparable to current market pricing for these type of vehicles and hire periods.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Consultation with PPPU and user departments has taken place.
- 4.1.2 Consultation will also take place with all departments requiring a hired vehicle at the time the hire is required.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no particular implications for Equality and Diversity/Cohesion and Integration.

4.3 Council Policies and City Priorities

4.3.1 This decision supports the Council's Core Value of 'Spending Money Wisely'.

4.4 Resources and Value for Money

4.4.1 The framework was procured through the LCC standard procedure in accordance with the Council's Contracts Procedure Rules to assure value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Contract Procedure Rule 25.1, allows the contract to be extended before its expiry date where it is in accordance with its terms and has proved to delivery best value for money.

4.6 Risk Management

4.6.1 If the framework for the hire of vehicles is not extended a full EU procurement exercise will have to be undertaken.

5 Conclusions

5.1 Fleet services are required to hire vehicles as and when required using a framework agreement.

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

5.3 The framework has resulted in a selection of organisations that have been vetted and provided pricing that is very comparable to current market prices.

6 Recommendations

7 The Director of Resources and Housing is recommended to approve the extension of the Hire of Vehicles framework (9W2D-4UXM2K) for 2 years (7th February 2018 – 6th February 2020) to the list of organisations in Appendix 1.

8 Background documents¹

Appendix 1.

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.