



Report of Sustainable energy and air quality team

Report to Chief Officer Sustainable Energy and Air Quality

Date: 29th October 2019

Subject: Electric vehicles telematics and training – contract award report (contract ref: DN4371236)

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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) Appendix number: Appendix 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary

1. Main issues

1. Leeds City Council has received £1.98 million grant funding from Highways England to work in partnership to offer electric vehicles to trial for free to organisations in West Yorkshire.
2. A competitive procurement exercise has concluded for a provider of telematics devices and of mobilisation training and ongoing support for the council's EV Trials service which offers fleet reviews and free electric vehicle trials to organisations in West Yorkshire.
3. The successful tender will provide up to 200 telematics devices to be used in customer vehicles and the EVs that will be used on the scheme. They will also provide training for the LCC delivery team ahead of the launch of the scheme in December this year and ongoing support for the duration of the scheme until its scheduled end point of 31st October 2021.
4. Bids were submitted by 14th October 2019 and were evaluated on the basis of price and quality resulting in the recommendation that EB Charging Ltd are awarded the contract as the option offering best value for the council based on the agreed evaluation criteria.

Recommendations

- 1.1 The Chief Officer of Sustainable Energy and Air Quality is requested to:
- Note the contents of this report
 - Approve the award of the electric vehicles telematics and training contract to EB Charging Ltd from 12th November 2019 to 31st October 2021 at a cost of £135,647, with an option to extend for 12 months.

1. Purpose of this report

- 1.1. Contract Procedure Rule 18.6 requires that a decision to award is made by the relevant Officer through the delegated decision process. The delegated decision should outline why any tenders were disqualified and reasoning for the selection of the contractors.
- 1.2. This report advises the Chief Officer of Sustainable Energy and Air Quality of the organisation recommended for the award of the EV telematics and training contract and sets out the process to be undertaken for awarding the contract.

2. Background information

- 2.1 In spring 2019 Leeds City Council successfully secured funding of £1.98 million from Highways England to deliver a scheme providing free trials of electric vehicles promote take up of these vehicles in commercial fleets.
- 2.2 The EV Trials service will be delivered in-house by an internal Leeds City Council team. It offers participants the chance to review an existing fleet vehicle and compare its performance with that of an electric vehicle they can trial for free for a period of around two months. Carrying this out requires the procurement of telematics devices which will be installed both on the customer vehicle and the EV trial vehicle and which will provide data to enable comparison between these vehicles.
- 2.3 Operating an electric vehicle trials service in-house is a novel approach for the council so a partner is required to provide mobilisation support and training to the in-house delivery team. They will also need to provide training on installation and usage of the telematics devices themselves and on-going support and advice for the duration of the project.
- 2.4 An open competitive procurement exercise was undertaken to find a provider of the above described goods and services. The tender was published on 2nd October with a deadline for bids to be submitted by 10th October, later extended to 14th October after a number of bidders requested an extension to the deadline.
- 2.5 The evaluation of tender was carried out as described in the invitation to tender documentation.
- 2.6 This report sets out the basis on which the contract is to be awarded.

3. Main issues

- 3.1 Bids were evaluated using a consensus scoring process, with the evaluation panel reaching an agreed score for each of the seven quality criteria set out in the tender documentation.

- 3.2 Each bidder's responses to the quality criteria were marked from 0-10, with bidders required to meet a minimum score threshold of 50% of the overall quality points available as well as a minimum of 50% for 3 of the individual criteria.
- 3.3 Evaluation was undertaken by a panel officers from the sustainable energy and air quality team.
- 3.4 The evaluation process concluded with EB Charging Ltd achieving the highest scoring bid and consequently this report recommends that they be awarded the contract.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 No consultation has taken place with key stakeholders as to whether the contract should be awarded to the winning bidder or not as this is determined by the evaluation of the tender received. However, consultation with key stakeholders was undertaken when the particular procurement route was chosen.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An EDCI screening was conducted for this procurement exercise and found that no impact was likely to occur requiring mitigation.

4.3 Council policies and the Best Council Plan

- 4.3.1 The electric vehicle centre of excellence forms part of the council's work to improve air quality in the city, which is one of 20 priorities listed in the Best Council Plan. Our vision is for Leeds to be a healthy city in which to live, work and visit and we are working with partners to reduce emissions which will bring about health and wellbeing benefits including reducing premature deaths, improving health, promoting physical activity and reducing obesity levels

Climate Emergency

- 4.3.2 The EV trials service aims to increase the uptake of electric vehicles which will contribute to the council's climate emergency priorities by reducing fossil fuel consumption in road transport. When combined with grid decarbonisation, electric vehicles have a significant role to play in a low carbon future, with a battery electric car currently estimated to have less than half the whole life carbon emissions of an equivalent diesel fuelled vehicle.

4.4 Resources, procurement and value for money

- 4.4.1 The overall budget for the EV Trials service is funded entirely through external grant consisting of £1.98 million and £0.91 million Clean Air Zone early measures grant. The invitation to tender specified the maximum budget for the telematics and training contract is £180,000, and the successful bidder's submission comfortably meets this threshold.

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

- 4.5.1 Legal officers from PACS have been consulted throughout the procurement exercise to ensure that all relevant legislative requirements have been adhered to.
- 4.5.2 The award of the contract will not be subject to a standstill period.
- 4.5.3 This decision is a significant operational decision and as such is not subject to call-in.
- 4.5.4 By virtue of Access to Information Rules 10.4 (3) Appendix 1 attached to this report is restricted as confidential. This is on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council.
- 4.5.5 It is considered that the public interest in maintaining this information as exempt outweighs the public interest in disclosing the information, as disclosure may prejudice the outcome of the procurement process, whilst the details of the tender proposals within the appendices also contain the financial details/business affairs of individual companies.

4.6 Risk management

- 4.6.1 The procurement has been undertaken in line with the regulations set out in the Public Procurement Regulations 2015 and the council's own CPRs.
- 4.6.2 The procurement was carried out in line with the instructions that were published in the invitation to tender.
- 4.6.3 The evaluation team scored the quality submissions using a consensus scoring approach to reach a final conclusion on scores and records have been created and saved on file electronically. In line with the new procurement process, notes from each member of the evaluation team have been saved, together with justification for any amendments to initial scores.

5. Conclusions

- 5.1 The evaluation of the Electric Vehicle Telematics and Training has been concluded with the result that the bid from EB Charging Ltd offers the best value to the council under the agreed evaluation criteria. Consequently, the contract should be awarded to Electric Blue.

6. Recommendations

- 6.1 The Chief Officer of Sustainable Energy and Air Quality is requested to:
- Note the contents of this report
 - Approve the award of the electric vehicles telematics and training contract to EB Charging Ltd from 12th November 2019 to 31st October 2021 at a cost of £135,647 with an option to extend for 12 months.