

# Authority to Procure a new contract and access a framework for the supply of vehicle lubricating oils, greases and anti-freeze.

Date: 6 October 2021

Report of: Head of Catering

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- vehicle lubricating oils, greases and anti-freeze are an essential element in ensuring that council vehicles are maintained to an optimum level which in turn maximises efficiency and helps to reduce harmful emissions, which in turn reduces the impact the environment.
- Having a compliant contract/framework will demonstrate the market has been tested and any new contract/framework offers very good value for money
- Supply of vehicle lubricating oils, greases and anti-freeze maintains council vehicles allowing front line services to continue to deliver their essential services.

## Recommendations

The Chief Officer Civic Enterprise Leeds is recommended to give the authority to procure a new contract/framework for the supply of vehicle lubricating oils, greases and anti-freeze. The new contract is due to commence on 1 February 2022 for a period of 4 years with an annual estimated spend of £45,000 and £180,000 for the 4 years.

The Chief Officer Civic Enterprise Leeds is recommended to give authority to access ESPO framework 106\_19 for the supply of vehicle lubricating oils, greases and anti-freeze.

### Why is the proposal being put forward?

- 1 The current contract/framework DN496464 for the supply of vehicle lubricating oils, greases and anti-freeze is due to end on 31 January 2022, with no option to extend.
- 2 The current contract was for a one year period, from 1 February 2021 to 31 January 2022. The contract was awarded to a single supplier.
- 3 LCC spent £45,099 (nett of VAT) in the 12 months from 1 July 2020 to 30 June 2021.
- 4 Fleet service require a compliant contract/framework to ensure they can continue to maintain and repair council vehicles
- 5 Not to approve this request to give authority to procure a new contract/framework risks non-compliant spend, higher prices, and potential affect continuity of supply.

### What impact will this proposal have?

**Wards affected:**

Have ward members been consulted?       Yes       No

- 6 Approving the authority to procure a new contract through ESPO framework 106\_19 will ensure fleet services will continue to maintain and repair the council's vehicle fleet to high standards.
- 7 Council vehicle are maintained to high standard, which helps to reduce harmful emissions. Having a compliant contract/framework in place form the supply of vehicle lubricating oils, greases and anti-freeze will ensure fleet services can maintain this service, which in turn allows other council departments to meet their front-line service requirements.
- 8 If a new contract/framework is not in place, the Council will be subject to non-compliant spend and potentially significantly higher prices.
- 9 The tender opportunity will allow the Council to access a proven framework with the view to reduce costs in this area, especially as the Council increases its fleet of electric vehicles and reduces reliance on traditional diesel and petrol vehicles. Approximately twenty five percent of the council fleet are currently electric vehicles, this should lead to savings as fewer moving parts are required for these types of vehicles.
- 10 Fleet services and PACS will seek to identify efficiencies through challenging the specification and reviewing pricing.
- 11 Fleet services are currently maintaining an extra 200 vehicles, from when the current contract was procured. The fleet is also ageing, with some vehicles now over 10 years old, and the initial batch of electric vehicles, now 4 years old.
- 12 Fleet are currently maintaining and serving over 100 vehicles to external clients. This will generate additional incomes, however, will increase the requirements for this new contract.

### What consultation and engagement has taken place?

- 13 Fleet services have confirmed they require a compliant contract/framework to supply vehicle lubricating oils, greases and anti-freeze to continue maintaining and repairing council vehicles.

### What are the resource implications?

- 14 Fleet services and PACS have resources available to procure a new contract/framework for the supply of vehicle lubricating oils, greases and anti-freeze.

### **What are the legal implications?**

15 PACS have advised there are no legal implications to procure a new contract/framework for the vehicle lubricating oils, greases and anti-freeze.

### **What are the key risks and how are they being managed?**

16 i) A key risk is to ensure that a compliant contract/framework is successfully procured. PACS will guide fleet services to ensure risks are minimised in this procurement.

ii) Not to procure a contract/framework risks the council having to incur non-compliant spend with higher costs. PACS and fleet services will ensure a compliant contract/framework is in place by 1 February 2022

### **Does this proposal support the council's three Key Pillars?**

Inclusive Growth

Health and Wellbeing

Climate Emergency

17 i) The new contract/framework will ensure fleet services can continue to maintain and repair council vehicles.

ii) By having vehicle lubricating oils, greases and anti-freeze available to maintain and repair council vehicles means vehicles will operate more efficiently reducing harmful emissions, which can affect both health and the environment.

### **Options, timescales and measuring success**

#### **What other options were considered?**

18 When approval is given PACS and fleet services will confirm that external ESPO framework 106\_19 continues to meet the requirements for fleet services.

#### **How will success be measured?**

19 Success will be measured by procuring a compliant contract/framework that meet the requirements of fleet services for vehicle lubricating oils, greases and anti-freeze, whilst offering excellent value for money.

#### **What is the timetable for implementation?**

20 The new contract needs to be in place for 1 February 2022.

#### **Appendices**

21 Appendix A – EDCI Screening Form

22 Appendix B – DPIA vehicle Parts

#### **Background papers**

None.