

# Authority to Procure a specialist and associated vehicle repairs supplier framework.

Date: 28 June 2023

Report of: Chief Officer Civic Enterprise Leeds

Report to: Director of Strategy and Resources

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

Fleet Service Vehicle maintenance section carry out repairs to the Council's fleet of vehicles. This ranges from small vans up to 32 tonne refuse vehicles and repairs are completed 7 days per week. Many repairs require additional specialist and associated vehicle repair support either due to spikes in demand for repair work or because of a shortage of specialist skills sets within the in-house team.

Vehicles with their individual complexities often require specialist repairs which can only be provided by external providers.

Fleet services will continue to do as many repairs in-house as time, space and workforce allow.

## Recommendations

The Director of Strategy and Resources is recommended to approve the request for Fleet Services to commence a procurement exercise to put in place a framework contract for specialist and associated vehicle repairs suppliers, which will be split into a minimum of fifteen different lots with an aggregated annual value of £1.029million. The new framework contract will be for two years commencing towards the end of August 2023 with the option to extend for a further two x 12 months. The total value including extensions is £4.112million.

## **What is this report about?**

1. The framework contract will be split into several Lots which will cover key specialist skills as well as those skills that will supplement the in-house resource. It is estimated the annual value of all Lots will be £1,029k per annum.
2. Fleet Services are responsible for ensuring that Leeds City Council's (LCC) Fleet of 1,300 vehicles are fully maintained, serviced, and repaired in full compliance with the Road Vehicles (Construction and Use) Regulations 1986 and Road Traffic Act 1988. To deliver on this Fleet Services has a team of fully qualified engineers to service and maintain their vehicles, but also rely on specialist and ancillary vehicle repair suppliers to compliment the in-house resource and supplement any gaps in specialisms.
3. Leeds City Council's fleet of vehicles are gradually being replaced with more diverse fuel options such as electrical, gas hybrid and petrol hybrid and more technically advanced vehicles which require more specialist repair services in auto-electrical, CCTV and hydraulic, amongst others.
4. To meet the challenge of the technical changes and in the process of maintaining LCC's fleet of vehicles, the service has upskilled its workforce and built up a network of specialist and associated vehicle repair suppliers who can replicate and supplement the skills of the in-house resource and provide those extra skills needed for specialist repairs such as the auto-electrical and CCTV.
5. This report seeks authority to procure a new framework contract to allow the flexibility to engage with these specialist suppliers, as required by the demands of maintenance and repairs of 1,300 vehicles within the Council's fleet.
6. The Service requires a new framework contract to secure the services of specialist and associated vehicle repair suppliers to ensure supplementary skills and service are available to maintain LCC's Fleet and to continue with efficiencies when commissioning these services.
7. This report seeks authority from the Director of Strategy and Resources, for Fleet Services to commence a procurement exercise to develop a framework contract for the supply of specialist and associated vehicle repair suppliers which is detailed in this report. The new framework contract will be for two years commencing towards the end of August 2023 with the option to extend for a further two x 12 months.

## **What impact will this proposal have?**

8. Procuring a new framework contract will allow Fleet Services' vehicle maintenance section to continue to seek additional specialist and associated vehicle repair support to allow continued repair and maintenance of the Council's fleet of vehicles, which ranges from small vans up to 32 tonne refuse vehicles. Repairs are completed 7 days per week due to demand and many repairs require additional specialist and associated vehicle repair support because of a shortage of specialist skills sets within the in-house team. There are also spikes in demand for repair work due to the size of the fleet, which can put pressure on the in-house team.
9. Leeds City Council's fleet vehicles are often complex in nature and there are requirements to call in additional support from specialist suppliers to ensure optimum "up time" of the fleet and minimise "down time".
10. To comply with the Road Vehicles (Construction and Use) Regulations 1986 and Road Traffic Act 1988 vehicles must receive regular services and inspections. Many of the fleet vehicles are

complex with Euro 6 chassis, hydraulic and pneumatic systems and more recently EV electrical and hybrid vehicles, which require additional support from external specialists.

11. A commitment from specialist service providers on the new vehicle framework contract will assist Fleet Services in obtaining efficiencies by providing the additional support and ensure that the Authority's fleet can be serviced and maintained in a timely manner.
12. Pricing schedules will be developed for each lot, to ensure set prices are obtained for standard tasks and services.

### **How does this proposal impact the three pillars of the Best City Ambition?**

Health and Wellbeing       Inclusive Growth       Zero Carbon

13. The contractor will provide evidence through the delivery of the contract how they can contribute to the reduction of carbon emissions during the contract period.
14. Having fully serviced and maintained Council vehicles will improve the air quality around the city, which benefits all citizens.

### **What consultation and engagement has taken place?**

Wards affected:

Have ward members been consulted?       Yes       No

15. Fleet Services have consulted with Procurement and Commercial Service (PACS) and Weekly Assurance Meeting colleagues regarding options for securing these services through similar framework agreements that may be available through other authorities or government sponsored arrangements, but none could be found.
16. An equality, diversity and cohesion screening document has been completed and it is not considered that the content of this report or the recommendations made will have any impact on any specific group or individuals.

### **What are the resource implications?**

17. Fleet Services and PACS have resources available to procure a new framework contract for specialist vehicle repairs.

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

18. Not approving this procurement exercise would mean that there would significant 'non-contract' spend for these vehicle repairs and services.
19. Not to have this additional support could lead to Fleet Services delaying the return of vehicles to client departments, which will impact on service provision.
20. Servicing schedules need to be adhered to so that Fleet Services retain the Council's operators' license.

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

21. The Director of Strategy and Resources is authorised to make this decision to commence the procurement process.
22. Advice regarding any procurement exercise, including terms and conditions of contract, will be obtained from the Procurement and Commercial Services (PACS) to ensure Council procedural compliance is achieved.

23. Due to the value of this framework contract, the approval is a key decision, and is subject to call-in.

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

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

24. Not to procure was considered, but this will expose Fleet Services to significant non-contract spend.

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

25. Success will be measured by having a compliant framework contract in place, that provides specialist vehicle repairs to support fleet services operations.

#### **What is the timetable and who will be responsible for implementation?**

26. The new framework contract needs to be in place towards the end of August 2023.

27. The Head of Catering and Fleet Services will be responsible for implementation.

### **Appendices**

- Appendix A – EDCI Screening Form
- Appendix B – DPIA Specialist Vehicle Repairs

### **Background papers**

- None