

## Contract Award for Supply of 6 new Passenger Vehicles

Date: 25<sup>th</sup> March 2024

Report of: Deputy Chief Officer, Head of Catering and Fleet Services

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

### Brief summary

This report seeks approval to direct award a contract to Taxi & Bus Conversions Ltd T/A TBC Conversions to supply six new 17 seater Accessible Minibuses for Passenger Services to replace old vehicles as part of the 2023/24 Vehicle Replacement Programme £7.8m approved funding.

A direct award tender process has been carried out using the Council's approved third-party framework provider The Procurement Partnership Ltd (TPPL).

The new vehicles are required urgently to replace existing fleet vehicles due to age and condition.

### Recommendations

The Chief Officer Civic Enterprise Leeds is requested to approve the direct award of a contract for the supply of six replacement vehicles under the approved Vehicle Replacement Programme 2023/24 to Taxi & Bus Conversions Ltd T/A TBC Conversions for the sum of £488,652.18.

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

- 1 This report seeks approval to direct award a contract to Taxi & Bus Conversions Ltd T/A TBC Conversions for the supply of six new 17 seater Accessible Minibuses for a total capital cost / contract value of £488,652.18 following a recent tender exercise.
- 2 These replacement vehicles for Passenger Transport are part of the approved Vehicle Replacement Programme 2023/24.
- 3 Passenger Transport are in urgent need of new/replacement vehicles to replace their existing aging fleet vehicles.
- 4 An early market engagement exercise across several approved suppliers determined that Taxi & Bus Conversions Ltd T/A TBC Conversions have some vehicles in stock to suit Passenger Transport requirements.
- 5 Taxi & Bus Conversions Ltd T/A TBC Conversions has been identified as the top ranked supplier under Lot 2 (Accessible Van Conversions) of TPPL's Bus & Coach Procurement Framework and is therefore recommended for a direct award process permitted under the TPPL framework Call-off procedure.
- 6 The tender submission was evaluated on a price only approach and the bidder was also required to submit a response to quality criteria for information only. The evaluation team comprised of officers from Civic Enterprise Leeds (CEL) Fleet Services team.
- 7 The tender closed Friday 15<sup>th</sup> March 2024. As a direct award, no standstill notice is required in line with the Public Contracts Regulations (PCR) 2015.

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

- 8 The new vehicles are urgently needed as replacements for Passenger Transport's aging fleet.
- 9 Renewing these vehicles will also reduce the likelihood of increasing the reliance on external hire vehicles.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 10 These vehicles will be replacing older vehicles with greater maintenance requirements with more modern vehicles with up-to-date emission technology which will contribute towards improving local air quality, and the latest additional safety technologies to satisfy new EU safety regulations in a bid to cut fatal and serious injuries caused by traffic accidents – for the benefit of everyone's health, safety and wellbeing.
- 11 These vehicles will contribute to the continued safe transport requirements of some of the most vulnerable people of the city to reinforce the care of society obligations and promote inclusive growth.
- 12 These vehicles will provide a positive contribution towards the carbon net zero target by the inclusion of the latest Euro standard emissions technology on these vehicles – minimising tailpipe emissions to the latest standards and contributing towards improved local air quality.

## What consultation and engagement has taken place?

Wards affected: All Leeds City Council

Have ward members been consulted?       Yes                       No

- 13 Consultation has taken place between the end user (Passenger Transport) and Fleet Services on the specification and suitability of the proposed vehicles and the correct processes have been applied to procure.
- 14 Fleet Services have undertaken a direct award tender exercise using the Council's approved third-party vehicle framework provider – TPPL.
- 15 Additionally, a Passenger Transport Vehicle Replacement Working Group has been set up consisting of stakeholders and senior colleagues which meets regularly to determine vehicle replacement needs.
- 16 The procurement strategy was presented and discussed with senior colleagues from CEL and PACS during the Civic Enterprise Leeds Weekly Assurance Meetings (WAM).

## What are the resource implications?

- 17 The firm price following a direct award tender exercise totals £488,652.18 for the outright purchase of six 17 seater Accessible Minibuses.
- 18 The expenditure for this procurement exercise has previously been approved through the 2023/24 vehicle replacement programme.
- 19 These vehicles will be procured from the approved capital budget of £7.8m available to spend under the 2023/24 essential fleet replacement programme which was approved 22 June 2023 (Ref: D56489).
- 20 Since the base vehicles are already in stock at the supplier, they can be made available for delivery in a much reduced timeframe.

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

- 21 The direct award of this contract has no legal or procurement risks as Fleet Services in conjunction with TPPL have undertaken a procurement exercise in compliance with the terms of the third party TPPL framework agreement, the Council's Contract Procedure Rules (CPRs) and Public Contracts Regulations 2015.

## What are the legal implications?

- 22 The decision set out in this report is a Significant Operational Decision and is not subject to Call-in and flows from the original Key Decision ref D56489 giving approval to procure a contractor organisation from the compliant external third-party framework The Procurement Partnership Ltd (TPPL) to supply these vehicles. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 23 The procurement has been undertaken in line with the Council's Contract Procedure Rules and the PCR 2015 as relevant. The tender has been evaluated in accordance with the evaluation criteria set out in the tender documents and following the evaluation process Taxi & Bus

Conversions Ltd T/A TBC Conversions have been identified as the proposed successful contractor.

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

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

24 Other options for this scheme were considered as part of the original Authority to Procure report and the approach applied to use TPPL was deemed to be the preferred procurement option.

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

25 Success will be achieved with the renewal of six aging passenger fleet vehicles.

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

26 Upon approval of this award of contract, the vehicles will be ordered and Taxi & Bus Conversions Ltd T/A TBC Conversions have stated a delivery time of up to 12 weeks.

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

## **Appendices**

- None.

## **Background papers**

- None.