

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources		
Contact person:	Mandy Snaith	Telephone number: 0113 3782332	
Subject²:	Approval to award the contract for the hire of sweeper and gulley vehicles		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.)</p> <p>The Chief Officer CEL noted the tender evaluation process and approved the award of a contract to Dawsongroup Environmental Municipal Civil Limited in the total value of £7m (approximately £1.75m per annum) exclusive of VAT for the supply of hired sweeper and gulley vehicles for 4 years, 1st May 2024 to 30th April 2028. This decision is a direct result of a previously taken Key Decision ref D57048 and therefore not open to call-in. Appendix 1 – Tender Analysis Report should be designated exempt from publication in accordance with information procedure rule 10.4(3).</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The hire of sweepers and gulley vehicles are required by Highways, Cleaner Neighbourhood Team (CNT) and Climate, Energy & Green Spaces for cleaning and maintenance activities citywide. The proposed new contract will ensure continuation of service delivery to the community.</p> <p>This report provides details of the tender evaluation process and seeks approval from the Director of Strategy and Resources to award a contract to Dawsongroup Environmental Municipal Civil Limited for the supply of hired</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list


³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>road sweepers, pavement sweepers and gulley vehicles for front-line services of the council.</p> <p>An open, transparent tender process has been undertaken. Seven organisations who expressed interest via TTPL were invited to tender. Two bids were received from Supplier A and Dawsongroup Environmental Municipal Civil Limited prior to the tender deadline. Their submissions were evaluated as outlined in the tender documentation. Dawsongroup Environmental Municipal Civil Limited has been identified as the successful organisation on conclusion of the tender process.</p> <p>An Equality, Diversity and Inclusion (EDI) impact assessment has been undertaken for this service and included as part of the Authority to Procure report. There are not expected to be any negative impacts in relation to the service provision.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Other options for this scheme were considered as part of the Authority to Procure report and the approach applied to use TPPL Framework was deemed to be the preferred procurement option.</p>
Affected wards:	All Leeds City Council wards
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p> <p>Senior Officers in Highways Operations Team, Climate, Energy & Green Spaces and the Cleaner Neighbourhood Team (CNT) and their representatives have been consulted throughout to determine how</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

	<p>requirements will be met and agree with the proposed procurement strategy.</p> <p>Consultation and engagement have taken place with the Fleet Services Team and Procurement and Commercial Services (PACS) when determining the procurement strategy, as well as assessing the tendering options.</p> <p>Procurement and Commercial Services (PACS) legal team have been engaged regarding the suitability of the external framework proposed for use and have confirmed that The Procurement Partnership Ltd (TPPL) framework Lot 3 Contract Hire of Heavy Goods Vehicles is considered to be an 'approved framework' and therefore a compliant procurement route.</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>It is critical that the contract is in place to ensure continuation of the service provision therefore early formation of this contract is essential so that it can be implemented by 1st May 2024.</p> <p>The Deputy Chief Officer, Head of Catering and Fleet Services will be responsible for implementation.</p>
List of Forthcoming Key Decisions⁷	Date Added to List:- 24 th August 2023
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	<p>If Special Urgency Relevant Scrutiny Chair(s) approval</p> <p>Signature _____ Date _____</p>
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	<p>If published late relevant Executive member's approval</p> <p>Signature _____ Date _____</p>
Call-in	<p>Is the decision available⁹ for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:
Approval of Decision	<p>Authorised decision maker¹⁰</p> <p>Sarah Martin, Chief Officer CEL</p>
	<p>Signature  Date 19/04/2024</p>

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.

