

Report of	Assistant Director of Environment	Author	Richard Block
Title	Contract for Fleet Maintenance		
Wards affected	All wards		

1. Executive Summary

- 1.1 At the Cabinet meeting of 22 November 2017 the Cabinet delegated authority to the Chief Operating Officer in consultation with the Portfolio Holder for Waste and Sustainability to award the fleet maintenance contract. A procurement process has taken place, the results of which are set out in this report.

2. Recommended Decision

- 2.1 It is recommended that the contract for Fleet Maintenance be awarded to Riverside Truck Rental for 7 years with the ability to extend for up to a further 7 years.

3. Reason for Recommended Decision

- 3.1 Following the invitation to tender via the Yorkshire Purchasing Organisation's Framework for Fleet, Riverside Truck Rental submitted a tender which passed the criteria for being able to deliver against the specification. It also allows the Council to maintain fleet from within the existing budget.

4. Alternative Options

- 4.1 No alternative tenders were received so there is not an option to award to an alternative bidder.
- 4.2 If we do not appoint Riverside Truck Rental we would have no maintenance contractor as the current fleet maintenance contract ends in October 2019. Having no supplier to maintain the fleet, would put at risk the Council's health and safety obligations, potentially increase costs and is not practicable from a service delivery perspective.

5. Background Information

- 5.1 Pursuant to minute 219 of the Cabinet meeting of 22 November 2017, Cabinet agreed delegated authority to the Chief Operating Officer in consultation with the Portfolio Holder for Waste and Sustainability to award the fleet contract.
- 5.2 Following a fleet maintenance suppliers open day, a specification and associated contract/bidder documents were prepared. A procurement process was then conducted electronically via the Yorkshire Purchasing Organisation's Framework for Fleet. 7 companies were invited to tender with one tender being received from Riverside Truck Rental, who submitted a maximum tender value.
- 5.3 The bid was evaluated by a group of officers, based on the criteria detailed in the Invitation to Tender. The bid passed the technical and quality criteria. The tender prices are shown in appendix A which is not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial / business affairs of a particular person, including the authority holding information). The contract will be for 7 years with the ability to extend up to a further 7 years.

6. Equality, Diversity and Human Rights implications

- 6.1 There are no equality, diversity or human rights issues in relation to this contract.

7. Strategic Plan References

- 7.1 The decision relates directly to the Responsibility theme of the [Strategic Plan 2018-21](#) through the objective to encourage re-use and recycling to reduce waste to landfill.

8. Consultation

- 8.1 There are no direct consultation requirements as a result of this decision.

9. Publicity Considerations

- 9.1 There are no publicity or communication requirements over and above the normal process of publicising contract awards.

10. Financial implications

- 10.1 The price submitted by Riverside Truck Rental will ensure the service can operate within the Budget agreed for 2019/2020.

11. Health, Wellbeing and Community Safety Implications

- 11.1 The contractor will be required to comply with the Council's processes and procedures whilst on Council property and as such, meet the requirements of the Council's Operators Licence. This licence ensures community safety in relation to fleet operations.

12. Health and Safety Implications

- 12.1 As part of the procurement process Health and Safety was included as a pass/fail response where bidders confirmed that they have a written Health and safety policy and that they operate a Health and Safety at work system. They will abide by the Council's Health and Safety processes and procedures when operating the contract.

13. Risk Management Implications

- 13.1 The Council will seek to mitigate against any potential risks by following the compliant procurement process and putting in place a robust contract.

Appendices

Appendix A – Financial Evaluation of Tenders

Background Papers

There are no background papers.

Appendix A – Financial evaluation

BIDDER	Maximum total value of contract for 7 years.
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Riverside Truck Rental	£5,332,206 (maximum tender value)
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