

	<p>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 4th August 2019</p>
Title	The Provision of Hybrid Vehicles and Car Rental
Report of	Deputy Chief Executive
Wards	All
Status	Public
Enclosures	None
Officer Contact Details	<p>Chris Smith Assistant Director of Estates Tel: 020 8359 2987 Mob: 07713785762 Chris.smith@barnet.gov.uk</p>

Summary

Approval to award a contract via single tender action for the provision of Hybrid Vehicles and Car Rentals to Europcar Group UK Ltd for a 2-year period commencing on the 10th August 2019, with the option to extend for a further period up to one-year subject to budget constraints and performance.

Decisions

1. **Approval to award a contract for the provision of Hybrid Vehicles and Car Rentals to Europcar Group UK Ltd for a 2-year period commencing on the 10th August 2019 with the option to extend for a further period of up to 1 year subject to budget constraints and performance.**
2. **Approval to enable contract commencement interim POs on a monthly basis,**

to facilitate pool car operation pending final contract signature. This is a business continuity option to enable commencement of delivery whilst the contract is finalised and to give a 6-week mobilisation period to the supplier.

1. WHY THIS REPORT IS NEEDED

- 1.1 To approve the decision to award the Hybrid Vehicles and Car Rental contract to Europcar Group UK Ltd at a contract value of £65,067.72 per annum, To approve the total contract value of **£195,204 for a 2-year period commencing on the 10th August 2019** with the option to extend for a further period or periods of up to one year, subject to budget constraints and performance. This cost is based on 10 vehicles and subject to not requiring any additional vehicles or requirements.
- 1.2 The London Borough of Barnet requires a Pool Vehicle fleet consisting of Hybrid Vehicles for 9 cars and 1 van due to the move to Colindale and subsequent car parking availability in the area. As previously agreed by Strategic Commissioning Board, a pool car contract providing circa 20 cars was scheduled to be established in Plot 9a car park. However due to a change in the scope of the Genesis developments in Colindale this car park is no longer a viable option.
- 1.3 TW3 Board in December 2018 agreed that a minimum of 10 hybrid pool cars will be made available for staff to use for work related activities such as travelling to meetings with stakeholders and other Council locations. It was agreed that the cost of the contract will be budgeted from the Estates and the mileage costs will be recharged to service areas.

2. REASONS FOR RECOMMENDATIONS

- 2.1 It is recommended to enter into a contract for 10 pool cars and car rental scheme for staff use, commencing in August 2019. As part of the TW3 programme the pool cars will provide a mode of transport for staff due to the reduction in commuter parking available in Colindale.
- 2.2 Pool cars will play a role in supporting Barnet Council's forthcoming Long-Term Transport Strategy alongside other established and new transport modes.
- 2.3 To ensure business continuity 5 pool cars will be in operation until the contract commences to ensure that staff have access to transport to facilitate service delivery.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 Council does not provide a Pool Car Provision

This option is not recommended as the pool cars will provide transport for key staff that need to travel to and from the office regularly throughout the working day. The lack of commuter parking available in the area would mean that staff will require a mode of transport when attending meetings where they require equipment and for those members of staff meeting residents. As well as providing convenient means of transport, pool cars will also provide a crucial form of transport for our staff to support the Authority's move to Colindale.

4. **POST DECISION IMPLEMENTATION**

- 4.1 10 hybrid cars will be available for staff use from August 2019 to use for work related activities such as travelling to meetings with stakeholders and other Council locations.
- 4.2 The cars will be situated at the Platt Hall campus opposite the Colindale office.
- 4.3 Staff will be provided with information and there will be sessions provided by the supplier on how to use the cars.

5. **IMPLICATIONS OF DECISION**

5.1 **Corporate Priorities and Performance**

5.1.1 Providing the pool cars for staff in Barnet will help promote the Council's Core Values of:

- Fairness: By seeking to balance the needs of different groups of staff and providing a mode of transport that provide access to essential services, education and employment.
- Responsibility: By recognising that the existing traditional travel modes within the Borough are leading to long term issues with air quality and congestion which means that action must be taken to provide and promote alternative travel modes.
- Opportunity: By making this travel mode accessible and practical for staff.

5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 The budget for the contract was approved under line item 73 of Annual Procurement Forward Plan 18-19, as well as 19-20.
- 5.2.2 The contract will be funded from the Estates Managed Budgets, billed to cost-code 11469 and recorded as a miscellaneous cost.
- 5.2.3 To ensure business continuity 5 pool cars will be available to staff for a monthly cost of £2,800 per month. This is anticipated to be for 2 months as the supplier will need to mobilise cars from their fleet.

5.3 **Procurement**

- 5.3.1 The total value of this contract is above the OJEU financial threshold under the Public Contracts Regulations 2015. An open, fair and transparent Invitation to Tender (ITT) procurement process was conducted in accordance with the Council's Contract Procedure Rules and the Public

Contracts Regulations 2015. Authorisation for this procurement was approved on the Forward Plan.

5.3.2 The ITT was advertised on the Council's electronic e-sourcing portal Curtis Fitch on 8th April 2019. 14 providers expressed their interest for this ITT and one bid was received.

5.3.3 The bid was evaluated by an evaluation panel of 2 and went through a rigorous three stage evaluation process comprising:

- Method Statement Questions
- Pass/ Fail Questions
- Quality Moderation
- Pricing

Award

This procurement was conducted under a 50% quality and 50% pricing award criteria. Although there was only one bid received, the Authority still underwent a detailed evaluation process to ensure the bid met expectations for both quality and pricing. An audit trail of all evaluation carried out on both Quality and Price is available and retained within the council's e-Sourcing portal. A full Audit trail is also retained within the relevant service area of the council.

Bidder	Method statement Questions (Out of 50%)	Total Price (Out of 50%)	Final Score (Out of 100%)
EuropCar Group UK Ltd	35%	50%	85%

The bidder scored an overall score of 85%.

Contract term

The contract term is 2-year period with the option to extend for a further period or periods of up to 1 year subject to budget constraints and performance. Contract commencing on 10th August 2019 and expiring on 9th August 2021, if the 1 year extension is exercised the contract will expire 9th August 2022.

5.4 Social Value

5.4.1 Introducing Pool Cars into Barnet will provide staff with a greater level of access to transport to move around the Borough to fulfil their duties. This will reduce the number of cars that are used for commuting and contribute to more parking being available for residents in the area. The decrease in commuting cars will also contribute to the lower vehicle emissions and contribute to a positive environment.

5.5 Legal and Constitutional References

5.5.1 The Traffic Management Act 2004, places a legal duty on the Local Authority to manage the network in the most effective way possible:

It is the duty of a local authority to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their obligations, policies and objectives, the following objectives-

- a. securing the expeditious movement of traffic on the authority's road network; and
- b. facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.

The action which the authority may take in performing that duty includes, in particular, any action which they consider will contribute to securing—

- a. the more efficient use of their road network; or
- b. the avoidance, elimination or reduction of road congestion or other disruption to the movement of traffic on their road network or a road network for which another authority is the traffic authority;

The Transport Strategy will assist the Borough with the successful execution of its Network Management duties as outlined above.

5.4.3 Harrow Public Law are satisfied that a competitive procurement exercise has been carried out in accordance with The Public Contracts Regulations 2015 and the Council's Constitution, including the Contract Procedure Rules.

5.4.4 Under the Council's Constitution, Contract Procedure Rules, Table 1 the relevant acceptance documentation for a procurement with a value of £181,301 - £500,000 which has been authorised via the Policy & Resources Committee Annual Procurement Forward Plan is a Full Delegated Powers Report.

5.4.5 The Council seeks to rely on Rule 6.2 of the Council's Contract Procedure Rules "Where a competition has been undertaken and only a single bid has been received the Commercial & ICT Services Director can approve the award of a Contract, subject to an appropriate review being undertaken and an audit trail being available for inspection". The Commercial & ICT Services Director has so approved this decision.

5.6 Risk Management

5.6.1 A full risk analysis has been performed for the Pool Cars pilot. Identified risks will be managed in accordance with the Corporate Risk Management Framework. There has been Health and Safety guidance developed to ensure staff safety.

5.7 Equalities and Diversity

5.7.1 The Public Sector Equality Duty under section 149(1) of the Equality Act 2010, requires the Authority, in the exercise of its functions to, have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is

prohibited by or under the Act; and to advance equality of opportunity between persons, who share relevant protected characteristics and persons who do not share them.

5.7.2 Having due regards means the need to (a) remove or minimise disadvantage suffered by persons who share relevant protected characteristics that are connected to those characteristics (b) take steps to meet the needs of persons who share relevant protected characteristics that are different from the needs of people who do not share (c) encourage persons who share relevant protected characteristics to participate in public life in any other activity in which participation by such person's is disproportionately low.

5.7.3 The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion and beliefs, sex and sexual orientation.

5.7.4 The development of Pool Cars in Barnet will be taken forward in line with the Equality Act 2010. The provider will promote accessibility and inclusion and will aim to meet the needs of the diverse staff working in Barnet.

5.8 **Corporate parenting**

5.8.1 Not applicable as this is the staff scheme

5.9 **Consultation and engagement**

5.9.1 Not applicable as this is the staff scheme

5.10 **Insight**

5.10.1 Not applicable as this is the staff scheme

6. **BACKGROUND PAPERS**

6.1.1 The budget for the contract was approved under line item 73 of Annual Procurement Forward Plan 18-19, as well as 19-20.

7. **DECISION TAKER'S STATEMENT**

7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision-making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations. The decision is compliant with the principles of decision making in Article 10 of the constitution.*

Chief Officer:

Signed:

Dated: