

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director of Neighbourhood Services

**Service Area:** Environmental Services

**Title of Decision:** Award of contracts for the supply of Light Commercial Vehicles

**Decision made and reasons:**

**Decision:**

To approve the award of contracts for the supply of 'light commercial vehicles' against the following Lots.

Lot 1 – Supply 6 3.5 ton caged tipper with crew cab (**Ford Retail Ltd T/A Trustford**)

Lot 2 – Supply 1 3.5 tone Luton-bodied van (**Ford Retail Ltd T/A Trustford**)

**Reason:**

The 'light commercial vehicles' are required for use by the Clean, Safe and Green team to replace existing vehicles that are close to the end of their natural working life.

**Reports considered:**

None

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Operations Manager (Clean, Safe and Green)  
Group Manager Environmental Services  
GM Commissioning, Procurement & Compliance  
Team Leader Financial Planning & Analysis  
Accountant Finance & Operations

**Financial Comments:**

The total budgeted amount for the light commercial vehicles to be purchased was set at £175,000. The full cost of the light commercial vehicles has been confirmed at £207,894, leaving £32,894 of funding to be identified and applied.

Vehicle/Plant	2015/16 Budgeted Amount	Full Cost	Variance to budget	Trade in Value
Caged Tipper (6)	£150,000	£179,262	£29,262	N/A
Luton Body	£25,000	£28,632	£3,632	N/A
	£175,000	£207,894	£32,894	N/A

The Transport and Green Fleet Group meet on a regular basis to ensure the budgeted values for vehicles, plant and equipment are kept up to date with the latest information available at the time of budget setting.

Lucy Tash (Accountant: Finance & Operations)

**Deputy Monitoring Officer Comments:** The contract awards followed a tender

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process which utilised a framework agreement and a 'mini competition' to ensure value for money. I therefore have no further comments to add to the report

**Deputy S151 Officers Comments:** The budget holder will have to identify additional funding to match the shortfall before the purchase is authorised.

**Implications:**

**Value for Money:**

The tender returns were evaluated against quantitative criteria which included 'purchase & delivery costs of equipment', and qualitative criteria which consisted of 'lead time', 'warranty type & period' and 'technical capability'. The successful bidders scored the highest total in the combined quantitative and qualitative areas of the evaluation.

**Financial:**

The overall cost of the plant and equipment will be £207,894

The breakdown of the costs are as follows:

Caged Tipper (6)	– £179,262
Luton Body (1)	– £ 28,632

**Risk:**

The current light commercial vehicles are nearing the end of their natural working life, if these vehicles are not renewed, then this will have an impact on the capacity of the relevant teams to carry out the services that they deliver. This will also lead to unhappy residents as well as having an impact on the Council's reputation.

**Officer Signature:**

Date: