

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Thursday, 21 March 2024</b>
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	Procurement for the Supplying and Fitting of Tyres to Council Fleet
Purpose of Report:	To obtain approval to tender and award a contract for the Supplying and Fitting of Tyres to Council fleet
Report Owner:	Cabinet Member for Neighbourhood and Building Services
Responsible Officer:	Emma Reed – Head of Neighbourhood Services and Transport
Elected Member and Officer Consultation:	Accountant – Environment and Housing Services Legal – Committee Reports Procurement Officer
Policy Framework:	This report is a matter for Executive decision by Cabinet
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The Council currently spend approximately £200,000 per year on the supplying and fitting of tyres to Council fleet vehicles.</li> <li>• The existing contract for this service is due to expire on 30th April 2024.</li> <li>• This Report appries the Cabinet of the need to undertake a tender exercise aimed at appointing a contractor for the supply and installation of tyres for all Council fleet vehicles, effective from 1st May 2024.</li> <li>• The tender process will be executed through the Sell2Wales procurement platform. The objective is to award the contract to the most advantageous bidder.</li> <li>• Cabinet approval is sought to endorse the procurement exercise detailed in the report. Furthermore, it is requested to grant delegated authority to the Head of Neighbourhood Service and Transport and the Cabinet Member for Neighbourhood and Building Services to award the contract to the winning bidder. Approval is also sought to allow the Monitoring Officer/Head of Legal and Democratic Services to execute the necessary contractual agreements.</li> </ul>	

## **Recommendations**

1. That Cabinet approves the tender process outlined in this report, facilitating the award of a 'Supply and Fit of Tyres' contract to the successful supplier(s) from 1st May 2024 until 30th April 2026, with an optional extension for up to two years, subject to mutual agreement.
2. That delegated authority be granted to the Head of Neighbourhood Services and Transport in consultation with the Cabinet Member for Neighbourhood and Building Services, to award the contract to the successful supplier(s).
3. That the Monitoring Officer/Head of Legal Services be given authority to execute and complete the contract (and any other requisite legal documents connected with the contract) with the chosen supplier(s).

## **Reasons for Recommendations**

1. To secure best value for the Council in tyre supply and fit procurement.
2. To guarantee uninterrupted service provision for the Council fleet's operational needs.
3. To establish a legally binding contract between the Council and the selected supplier(s).

## **1. Background**

- 1.1 The Council has a duty under the 'Road Vehicles (Construction and Use) Regulations 1986' and its operating license to ensure all vehicles and plant equipment within the fleet meet required legal standards. Ensuring correct and legal tyres are fitted to all vehicles and plant is the responsibility of the Council's Transport Services Department.
- 1.2 The Council currently spends on average £200,000 on tyres and fitting for its fleet of vehicles per annum.
- 1.3 The current contract with Mobile Tyre Services (MTS) came to an end on 31st December 2023. To ensure continuity, Emergency Powers were obtained and approved by the Chief Executive and Executive Leader of the Council to extend the existing contract until 30th April 2024, to allow sufficient time to gain Cabinet approval to tender, evaluate and award a new contract to the successful Supplier.

## **2. Key Issues for Consideration**

- 2.1 An open invitation to tender for the supply and fit of tyres services has been advertised to the market for a duration of 30 days through the Sell2Wales procurement portal.

- 2.2 Tender submissions will undergo initial scrutiny against a Pre-Qualifying Questionnaire (PQQ). Suppliers must attain a minimum score to qualify for evaluation.
- 2.3 The PQQ will consider organisational information, contract renewal, areas of business, staff, references, health and safety, environmental issues, equalities and modern slavery.
- 2.4 Successful candidates from the Pre-Qualifying Questionnaire will be further evaluated based on 40% quality and 60% price.
- 2.5 Each Supplier will submit a pricing matrix for low value, mid value and high value tyres for every type of tyre that the Council currently requires.
- 2.6 The cumulative prices of all submissions will be aggregated to determine the overall cost to the Council. In instances where a supplier does not provide prices for specific tyres, the rates from the most economical alternative supplier will be incorporated to ensure a fair evaluation. This will make the 60% price evaluation.
- 2.7 The 40% quality score will be based upon methodology, inspections, waste management and reporting.
- 2.8 Contracts will be awarded to the successful supplier(s) with an intended commencement date of 1st May 2024, through to 30th April 2026. An extension option of up to one additional year, plus one year, will be explored subject to mutual agreement among all parties involved.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

Well-being Outcome 2: An Environmentally Responsible and Prosperous Vale

- Objective 4: Promoting sustainable development and protecting our environment.
- 3.1 Long-term: Ensuring a tender exercise for the supply and fitting, with a contract put in place for a potentially four years gives both the Council and the contractor(s) long term satisfaction that both their needs can be met.
  - 3.2 Integration: Integrating the contractor(s) into the everyday workings of the garage workshop will ensure a reliable service.
  - 3.3 Involvement: Involving the contractor(s) into the everyday workings of the garage workshop will ensure a reliable service.
  - 3.4 Collaboration: Working with the contractor(s) over a long period of time and collaborating on processes that can be put in place to reduce tyre damage and save the Council money will be high priority.
  - 3.5 Understanding Root Causes of Issues and Prevention: Working with the chosen contractor(s) will give both the Fleet Department and Council as a whole lesson

on how to prevent root causes of issues and prevention of tyre issues. This will be in part due to regular pressure and tyre conditions checks.

#### **4. Climate Change and Nature Implications**

- 4.1 The tender document will stipulate that disposal of waste products will need to be in line with environmental legislation in operation at the time of the disposal.

#### **5. Resources and Legal Considerations**

##### **Financial**

- 5.1 The contract will be funded from within the relevant transport and vehicle revenue budgets across various departments.

##### **Employment**

- 5.2 There are no Employment implications.

##### **Legal (Including Equalities)**

- 5.3 The Council has a duty to ensure that all its vehicles and plant equipment are fully maintained and in a roadworthy condition at all times, in line with legislation.
- 5.4 There are no Equal Opportunities Implications.

#### **6. Background Papers**

None.