

# OFFICER DELEGATION SCHEME RECORD OF DECISION



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES  
FOLLOWING COMPLETION OF THE CONTRACT AWARD PROCESS BY  
STRATEGIC PROCUREMENT**

<b>Date:</b>	29 <sup>th</sup> October 2021	<b>Ref No:</b>	574
<b>Responsible Officer:</b> Darren Smith, Transport Services Manager, Department of Operations			
<b>Type of Decision (please refer to MO Guidance):</b>			
<b>Key</b>	<input type="checkbox"/>	<b>Non-Key</b>	<input type="checkbox" value="Y"/>
<b>Freedom of Information Status:</b> <i>(can the report go in the public domain)</i>			
For publication			
<b>Title/Subject matter:</b> Supply of Six Coach Built Accessible buses. 5-year flexible hire arrangement for the provision of transportation of vulnerable passengers to their chosen Persona Day Care Centre location			
<b>Budget/Strategy/Policy/Compliance:</b>			
(i) Is the decision within an Approved Budget?	Yes		
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No		
(iii) Does the decision amend existing or raise new policy issues?	No		
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	It meets the £100,000 threshold for recording		
(v) Has the s151 & MO been consulted? (Please attach any advice)	Yes		
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]			

**Summary:**

As identified in the report that was approved by Cabinet on Wednesday 29th July 2020 has identified the need to replace six of the existing fleet of Coach Built Accessible buses that are used to transport vulnerable passengers who due to their age or disability are unable to travel to their chosen Persona Day Care Centre location under their own direction.

A direct award process was undertaken using the highest ranked bidder under Lot 2 (Hire of Converted accessible and non-accessible minibuses and coaches 5-72 seats) of the Commercial Services Kent Limited (CSKL) Vehicle Rental Framework which is managed by The Procurement Partnership Ltd (TPPL)

Following evaluation of the received bid it is recommended that

London Hire Ltd, 185, Manor Road, Erith Kent, DA8 2AD

At a total cost of £460200.00 for 6 vehicles over a five-year period is selected as the best value option to the Council.

**Please see the attached background note for details**

**Wards affected:** All/None

**Consultations:**

**Scrutiny & Review Committee Interest:**

**Options considered:** Due to the uncertainty of the requirement of the service provision, the decision has been taken to enter in to a 5-year flexible contract hire agreement rather than buy the vehicles.

This arrangement allows the Council to return the vehicles after a minimum term of 12 months with no penalties, should the service requirement be

- a) The service is outsourced to a third party outside Council control
- b) Persona no longer requires the Council to provide the service.





As part of the agreement the Council have entered into a maintenance inclusive contract whereby the vehicles are to be serviced, inspected and repaired at the Councils' Bradley Fold workshops with any costs being charged back to the hire company. This agreement will bring an additional revenue stream back into the Council.

**Decision** *[with reasons]*

**Decision made by:**

**Signature:**

**Date:**

Executive Director of Operations		
Assistant Director of Operations		05.11.21
S151 Officer		11.11.21
Monitoring Officer		11.11.21
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member		13.11.21
Lead Member		
Opposition Spokesperson		

### Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.