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|------------------------------------|--------------------------------|--|---|
| Item No. | Classification: Open | Date: August 2017 | Meeting Name: Strategic Director of Environment and Social Regeneration |
| Report title: | | Gateway 2 - Contract Award Approval Light Commercial Vehicles for the Traded Services Division | |
| Ward(s) or groups affected: | | Electoral ward(s): All | |
| From: | | Deborah Collins, Strategic Director of Environment and Social Regeneration | |

RECOMMENDATION(S)

1. That the Strategic Director for Environment and Social Regeneration approves the award of the contract for supply of light commercial vehicles for the Traded Services Division to Essential Fleet Services Limited with a total value of £1.88million for a period of 5 years.

BACKGROUND INFORMATION

2. The Gateway 1 Procurement Strategy Approval - Commercial Fleet report to Cabinet in October 2015 recommended the provision of commercial fleet under lease arrangements up to a value of £9.2m over a period of six years through the use of fleet framework agreements.
3. The Gateway 2 Procurement Strategy Approval – Commercial Fleet report to Cabinet in February 2016 recommended the use of;
 - the Halton Housing Trust framework agreement, including any new framework that directly replaces this, to procure light commercial vehicles up to a total value of £5.96m for a period of six years commencing 1 March 2016; and
 - the use of the Bath & North East Somerset Council framework agreement, including any new framework that directly replaces this, to procure heavy commercial and specialist vehicles up to a value of £3.42m for a period of six years commencing 1 March 2016.
4. This report relates to procurement of light commercial vehicles under the Halton Housing Trust framework agreement. It should be noted that since Cabinet approved the use of this framework agreement in February 2016, it has been replaced with a new framework agreement lasting four years which commenced on 11 January 2017 – the use of the new framework agreement was allowed for in the Cabinet recommendations that were approved in February 2016.

Procurement project plan (Key Decision)

| Activity | Completed by/Complete by: |
|---|---------------------------|
| Forward Plan for Gateway 2 decision | 31/07/2017 |
| Briefed relevant cabinet member (over £100k) | 13/07/2017 |
| Approval of Gateway 1: Procurement Strategy Report – to approve procurement through lease arrangements and also to approve the principle of procurement using fleet frameworks | 20/10/2015 |
| Approval of Gateway 2: Procurement Strategy Report – to approve the choice of fleet framework to be used for procurement of light commercial vehicles and for heavy commercial vehicles | 09/02/2016 |
| Invitation to tender | 18/05/2017 |
| Closing date for return of tenders | 09/06/2017 |
| Completion of evaluation of tenders | 15/06/2017 |
| DCRB Review Gateway 2: | 04/07/2017 |
| Approval of Gateway 2: Contract Award Report | 01/08/2017 |
| Scrutiny Call-in period and notification of implementation of Gateway 2 decision | 09/08/2017 |
| Debrief Notice and Standstill Period (if applicable) | 09/08/2017 |
| Contract award | 22/08/2017 |
| Add to Contract Register | 25/08/2017 |
| Contract start | 30/10/2017 |
| Publication of award notice on Contracts Finder | 28/08/2017 |
| Contract completion date | 29/10/2022 |
| Contract completion date – if extension(s) exercised | n/a |

KEY ISSUES FOR CONSIDERATION

Description of procurement outcomes

- The objective of the procurement is to award a contract for the supply of a total of 105 light commercial vehicles of up to 3.5 tonnes required by the in-house Traded Services Division, through lease arrangements for a period of five years.

Key/Non Key decisions

- This report deals with a key decision

Policy implications

7. Procurement of fleet must take into account the requirement to comply with the current London-wide Low Emission Zone and should have regard to the Mayor's Air Quality Strategy. As part of this a new Ultra Low Emission Zone (ULEZ) covering the congestion charge zone is due to be introduced on 7 September 2020.
8. The Mayor has just completed a consultation on the earlier introduction of the new ULEZ from 8 April 2019. As part of the same consultation the Mayor consulted on the revision of the ULEZ emissions standards to include particulate matter (PM) emissions from diesel vehicles from that date - the ULEZ standards currently only relate to nitrogen oxides (NOx). The proposed change will align with the Government's proposed Clean Air Zone Framework, which forms part of the national plan to meet legal limits for NO2 concentrations and sets emissions standards for both NOx and PM. The Mayor's consultation closed on 25 June 2017.
9. Commercial fleet procured under the proposed arrangements with lease periods of five years that need to enter the congestion charge area must comply with current ULEZ requirements. It would be prudent to ensure that new commercial fleet is also compliant with the ULEZ standards for PM emissions proposed in the Mayor's consultation both from a service provision perspective and to ensure the council is contributing towards better air quality.
10. All vehicles supplied under this contract will have appropriate cycle safety warning signs affixed to them. The specification for the two 3.5 tonne flat bed vehicles will include provision of safety measures where appropriate to minimise the risk of cyclists being trapped under the body of the vehicles.

Tender process

11. The Traded Services Division undertook a review of overall commercial fleet requirements to determine what would be needed to provide efficient and effective services, this review included all light and heavy commercial vehicles requirements. Table 1 below sets out a summary of the type and number of light commercial vehicles that were identified for this tender process.

Table 1 – type & number of light commercial vehicles required - Traded Services

| Type | Number |
|--------------------------------------|--------|
| Small vans (various specifications) | 38 |
| Medium vans (various specifications) | 65 |
| 3.5 tonne flat bed with crane | 2 |

12. A number of universal specifications were identified for all vehicles included in the tender process, for example a 70 mph speed limiter, deadlocks, stop/start capability on petrol and diesel engine vehicles and the requirement to comply with ULEZ. For each type of vehicle and variant the Traded Services management

team produced specifications that captured their specific needs. All of this information was laid out in the tender specification document.

13. The tender was issued on behalf of the council by Capita Asset Services, who manage the Halton Housing Trust framework agreement, using the Delta e.procurement web portal. Tenders were issued on 18 May 2017 with a closing date of 9 June 2017. All eight of the framework agreement suppliers received the invitation to bid and submissions were received from seven suppliers.

14. A number of clarifications were made in relation to the bids received.

- Due to the requirement for most Traded Services vehicles to carry tools, all bidders were asked to confirm their ability to provide relief vehicles with deadlocks. The responses from suppliers was mixed, but Essential Fleet Services confirmed they would do so.
- One bidder offered in their bid the option at additional cost of driver-operated manual cleaning of Diesel Particulate Filters, which reduce harmful emissions and aid ULEZ compliance, thus avoiding the cost and inefficiency of workshop time to carry out cleaning that may otherwise be needed. The other six bidders were asked to clarify whether they could offer this option and if so at what additional cost. Three bidders confirmed they could do so on all or all but one of the diesel vehicles specified in their bids, one bidder confirmed they could so on a small proportion of the diesel vehicles offered in their bid, and two bidders did not respond.
- One bidder, was asked to clarify arrangements for relief vehicles and clarification was provided.

The responses to these clarifications have been taken into account in the evaluation process.

Tender evaluation

15. Evaluation of the overall suitability of suppliers to provide commercial fleet to public organisations had already been undertaken by the Capita Asset Services as part of the OJEU procurement process that was undertaken to establish the Halton Housing Trust framework.

16. The evaluation of tenders was based on the council's standard 70:30 price to quality ratio.

17. The score awarded for price was based on the lowest price submission being awarded a score of 70 and all other submissions being awarded a lower score linked proportionately to how much more they were than the lowest price.

18. To assess the quality of submissions, suppliers were asked to provide three method statements to detail how they would address the following:

- how they will provide, manage and monitor performance of local maintenance support for the council (15 marks);
- how vehicle downtime for forced diesel particulate filter regeneration will be managed (10 marks); and
- what account management structure is in place and how this will work, including customer complaints handling process, fleet reports and the intended frequency for local meetings (5 marks)

19. The council's standard scoring system of 0 to 10 was used to score the quality of method statements from suppliers. Weightings were applied to the quality scores to take account of the relative importance of each method statement, overall marks available for each method statement were as indicated in the bullet points above. The quality of submissions was evaluated by the Operations Manager of Traded Services, the Head of Waste and Cleansing and the Transport Manager. The quality of submission was generally high. The highest overall quality score was from Essential Fleet Services Limited.
20. Detailed information showing the prices from each bidder are shown in the closed part of the report. Table 2 below sets out the price and quality scores of each submission along with the overall outcome in order of the highest score first and the lowest score last. This shows that Essential Fleet Services Limited achieved the highest overall score. The names of other bidders are provided in the closed part of the report.

Table 2 – Traded Services Fleet tender submission evaluation positions

| Supplier | Price | Quality | Overall outcome |
|--------------------------|-------|---------|-----------------|
| Essential Fleet Services | 65.92 | 30.00 | 95.92 |
| Bidder B | 70.00 | 24.80 | 94.75 |
| Bidder C | 65.45 | 28.50 | 93.95 |
| Bidder D | 65.31 | 27.00 | 92.31 |
| Bidder E | 67.75 | 24.50 | 92.25 |
| Bidder F | 63.43 | 28.5 | 91.93 |
| Bidder G | 64.07 | 12.5 | 76.57 |

21. Based on the price and quality evaluation, it is recommended that Essential Fleet Services Limited is awarded the contract to supply light commercial fleet to the council for the use of the Traded Services Division.

Plans for the transition from the old to the new contract

22. The previous commercial fleet supply contract with London Hire Ltd expired in November 2014. No new commercial fleet leases have been entered into since contract expiry. The commercial fleet has continued to be provided to business units through original leases that remain in force, through extended leases or through short term hire. These arrangements will continue until the new fleet arrives. Based on the current indicative lead-in times, this is likely to be October/November 2017.
23. There is a risk that demand from business units for supply of new commercial fleet will create difficulties for the Fleet Services Team, both in terms of delivery administration and restricted depot space. This risk will be actively managed to create an even flow of vehicle delivery. If necessary deliveries will be prioritised so

that delivery of fleet with relatively high cost short term hire arrangements, receive new vehicles as early as possible.

Plans for monitoring and management of the contract

24. The client management of the framework arrangements and lease contracts will be undertaken by the Fleet Services Team. Framework agreements have some key performance indicators built-in that relate specifically to the operation of the agreement itself, for example the time allowed for submission of bids for a mini-tender. There is flexibility within framework agreements and leases to set out local key performance indicators to meet any specific needs that the council may have. The requirement for local key performance indicators, especially any that might be requested by particular business units, need to be carefully managed to avoid building in unnecessary additional cost. The following KPIs were included in the tender specification documents:

- Adherence to vehicle delivery dates and times
- Compliance with vehicle specifications
- Adherence to agreed collection dates and times for return of vehicles
- Vehicle downtimes
- Response times to information requests
- Adherence to breakdown and tyre repair response times
- Availability of spare vehicles

Identified risks for the new contract

25. The identified risks for the procurement and how they will be managed are set out in the Table 5 below.

Table 3 - Risks for Fleet Procurement

| | Risk | Risk level | Mitigation |
|---|--|---------------|--|
| 1 | Risk that vehicles will have to be returned before full lease term has expired due to budget pressures or changes in the way that services are delivered. | Low to medium | Business units will be required to address this risk as part of the vehicle ordering process. Potential for unwanted vehicles to be re-assigned to other business units instead of ordering new vehicles. |
| 2 | Fragmentation of supplier base making fleet management more complex. | Medium | Manage the pipeline of vehicle requests from business units to minimise the number of mini-tenders conducted and group as many similar vehicle types together as possible. |
| 3 | Risk that suppliers or their agents do not provide the required levels of support and back up to ensure vehicles and/or relief vehicles are available – impact on service provision. | Low | Suppliers were asked to address this risk in the method statements provided with their submissions. This has been taken into account in the evaluation process and award decision. |

26. A performance bond is not needed for this contract. This is because the nature of the contract for supply and maintenance of fleet is relatively straightforward. Should vehicles not be available for any reason, the Fleet Services Team would be able to make alternative arrangements for provision of fleet through short term hire from a number of different suppliers in the market.

Community impact statement

27. The proposals in this report relate only to the provision of the council's fleet procurement arrangements and do not impact on service design, outcomes or access. Therefore, there is no community impact arising from this report.

Social Value considerations

28. The Public Services (Social Value) Act 2012 requires that the council considers, before commencing a procurement process, how wider social, economic and environmental benefits that may improve the well being of the local area can be secured. The social value considerations included in the tender (as outlined in the Gateway 1 report) are set out in the following paragraphs in relation to the tender responses, evaluation and commitments to be delivered under the proposed contract.

Economic considerations

29. It is not likely that local, small and medium sized enterprises have the capacity to bid successfully for inclusion in fleet framework agreements. However, the submission from the supplier recommended for award of this contract provides detail that demonstrates the use local businesses for various service and maintenance requirements.

Social considerations

30. The operation of the contract will be in due regard to section 149 of the Equality Act 2010 under which the council has a duty in its decision making processes to;
- Eliminate discrimination, harassment, victimisation or other prohibited conduct;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not
 - Foster good relations between those who share a relevant characteristic and those that do not share it.

31. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The Public Sector Equalities Duty also applies to marriage and civil partnership. There are no equality implications associated with this procurement.

32. The London Living Wage is not applicable due to the supply nature of this contract.

Environmental/Sustainability considerations

33. Air quality, and the effect of poor air quality on health, is a major issue in London. One of the main causes of poor air quality in the urban environment is vehicle emissions. This is the driver behind the consultation currently being undertaken by

the Mayor to introduce the ULEZ early and to include PM emissions from diesel vehicles in ULEZ standards, as referred to the Policy Implications section above. Impact on air quality is a significant factor in the selection of vehicles to be procured under this contract for use by the Traded Services Division.

34. The following have been factored into the vehicle selection process:

- Minimise the number of vehicles procured
- Use electric or hybrid vehicles where these are available and meet the needs of the service and provided that charging facilities are available
- Where electric and/or hybrid vehicles are not suitable or available, use petrol engine vehicles
- Use diesel engine vehicles only where there is no viable alternative
- Availability of stop/start engine option

35. Taking into account these factors three small electric vans and thirty five small petrol vans will be procured. It is not possible to procure a higher proportion of small electric vans at the current time for the following reasons:

- Distances travelled are too far
- Home parking arrangements mean there is not guaranteed and safe access to home electrical installations, also home electrical installations may not be certificated
- Current depot infrastructure is not set up for en-masse electric vehicle charging, this would require capital investment
- Widespread use of electric vehicles remains something of an unknown and so caution is required before committing to a fleet that is too heavily reliant on them

36. The remaining sixty seven light commercial vehicles required under this contract, consisting of medium size vans and flat bed 3.5 tonne vehicles, will be diesel engine as there is no viable alternative option for these.

37. All vehicles procured under this contract will comply with the current London-wide Low Emission Zone, the new Ultra Low Emission Zone (ULEZ) covering the congestion charge zone due to be introduced in September 2020, as well as the ULEZ standards for PM emissions from diesel vehicles currently being consulted upon by the Mayor.

38. Vehicles procured under this contract will enable the council to meet requirements relating to wider road safety issues, for example those of the London Cycling Campaign's "Safer Lorries, Safer Cycling" pledge.

39. All vehicles procured under these arrangements will meet the requirements of the Fleet Operators Recognition Scheme, Gold Accreditation standard.

Market considerations

40. There are eight suppliers to the Halton Housing Trust framework agreement and seven of these provided tender submissions. All of the submissions were from well-known and reputable operators in the vehicle lease market. The quality of submissions received was good and the range of pricing was relatively close. This

demonstrates that pricing is realistic and that the council will achieve best value with the contract that is awarded.

41. The supplier recommended for award of the contract, Essential Fleet Services, is a limited company that employs over 250 employees and operates throughout the whole of the UK.

Staffing implications

42. As this is a supply contract there are no TUPE implications.
43. There is the potential that awarding contracts for commercial fleet to different suppliers following a number of mini-tenders within the framework agreements could require increased input from the Fleet Services Team. It is anticipated that if this does happen this can be managed within existing staffing levels.

Financial implications

44. Table 4 below sets out the current annual costs across the whole fleet for the types of vehicles that are being procured within this contract along with the average cost for each vehicle type. Also shown is the number of these vehicle types used by the Traded Services Division and the current annual cost based on the average cost per vehicle.

Table 4 – Current fleet costs

| Vehicle types | Number in operation (whole fleet) | Annual cost (whole fleet) £000 | Average price per vehicle per annum £000 | Number in operation (Traded Services) | Annual cost (Traded Services) £000 |
|---------------|-----------------------------------|--------------------------------|--|---------------------------------------|------------------------------------|
| Small vans | 115 | 327.9 | 2.85 | 38 | 108.3 |
| Medium vans | 38 | 158.0 | 4.12 | 38 | 156.6 |
| Large vans | 39 | 125.9 | 3.23 | 27 | 87.2 |
| Total | | | | | 352.1 |

45. Table 5 compares the current annual cost of light commercial vehicles in the Traded Services Division with the anticipated cost of vehicles through a new contract with Essential Fleet Services. Note that the mix of vans included in this contract for the Traded Services light commercial fleet will change. The relatively even mix of medium and large vans will be replaced with all medium vans. Also note that the two 3.5 tonne flat beds included in the new contract are not shown in the Table 5 for comparison because there are no such vehicles in the current fleet.

Table 5 – Traded Services, comparison of current and anticipated costs

| Vehicle types | Number in operation (Traded Services) | Current annual cost £000 | New annual cost £000 | Annual cost difference |
|---------------|---------------------------------------|--------------------------|----------------------|------------------------|
| Small vans | 38 | 108.3 | 116.2 | 7.9 |
| Medium vans | Current 38 | 156.6 | | 91.3 |
| | New fleet 65 | | 247.9 | |
| Large vans | Currently 27 | 87.2 | | (87.2) |
| | New fleet 0 | | 0 | |
| Totals | | 352.1 | 364.1 | 12.0 |

46. Table 5 shows that the difference between the lease costs of the current light commercial fleet used by the Traded Services Division and the comparable cost of this fleet through a new contract with Essential Fleet Services is £12k per annum or 3.4% higher.

47. A number of other factors will impact of the overall cost of operating the fleet, these are as follows:

- The use of small electric vans instead of petrol or diesel engine small vans will result in lower fuel costs
- The use of petrol engine small vans instead of diesel engine small vans will result in higher fuel costs
- The additional cost of maintenance on some of the current fleet on extended leases will end when those vehicles are returned on delivery of new fleet, resulting in lower on-going costs
- Diesel engine fleet requires the use of diesel particulate filters (DPF) needed to comply with ULEZ requirements. DPFs become blocked when vehicles are operated constantly at the speeds typical of urban driving and may require workshop time to regenerate them, this will result in higher costs.

48. The overall impact on the budget from the replacement of fleet currently used by the Traded Services Division is likely to be a net overall higher cost due to the higher lease costs, impact of higher fuel costs from use of petrol engine vehicles instead of diesel engine vehicles, and also due to the cost of workshop-based DPF regeneration when required. The impact on cost will be monitored by Traded Services as part of the budget monitoring process. Any overall increase in costs

should be weighed against the positive environmental benefits that will be achieved from the new fleet.

49. Information from the suppliers indicates that the supply of all of the vehicles in this contract will be through operating leases and as such will be charged to the income and expenditure of the services benefiting the use of the leased vehicle.
50. The overall cost of the proposed procurement of the light commercial vehicles, together with the running costs, will be contained within revenue budgets for the Traded Services Division.
51. Staffing and other related costs from the proposed procurement will be contained within current revenue budgets.

Legal implications

52. Users of the Halton Housing Trust framework are required to enter contracts based on the suppliers' own master lease contract. Under arrangements put in place by Capita Asset Services there is a standard addendum to terms and conditions that applies to master lease contracts for all suppliers that gives advantageous terms to users covering:

- Lease contract extensions
- Mileage pooling
- Excess mileage charges
- Tyre replacement
- Vehicle excise

53. In order to ensure that any contract entered into by the council using suppliers' own master lease is compliant with the Contract Standing Orders and other matters relevant to the council, a further addendum was written by the council's Legal Team which was issued with the tender documents and this will be incorporated into the successful bidder's contract.

Consultation

54. There has been no consultation undertaken in tendering this contract.

Other implications or issues

55. There are no other implications or issues.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Strategic Director of Finance and Governance (ESR17/013)

56. This report is requesting the Strategic Director of Environment and Social Regeneration to approve the award of the contract for supply of light commercial vehicles for the Traded Services Division to Essential Fleet Services Limited with a total value of £1.88million for a period of 5 years. Full details and background is provided within the main body of the report.

57. The financial implications section provides details of the anticipated costs and the Strategic Director of Finance and Governance notes that the cost of the proposed contract will be contained within existing divisional budgets.
58. Staffing and any other costs connected with this contract to be contained within existing departmental revenue budgets.

Head of Procurement

59. This report seeks the approval of the Strategic Director for Environment and Social Regeneration for award of the contract for supply of light commercial vehicles for the Traded Services Division to Essential Fleet Services Limited. This contract has a total value of £1.88million over the 5 years of the contract from 1 November 2017.
60. The contract was procured according to the 70/30 price/quality thresholds as set out in this report following a mini-competition from the Halton Housing Trust Framework agreement.
61. London Living Wage is not applicable to this contract due to the supplies nature of the goods being supplied. Paragraph 24 outlines the detailed plans for the management and monitoring of the contract that will be undertaken.

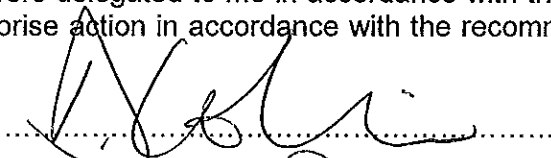
Director of Law and Democracy

62. This report seeks the approval of the Strategic Director of Environment and Social Regeneration to the award of contract for supply of light commercial vehicles for the traded services division to Essential Fleet Services Limited, as further detailed in paragraph 1. As the decision falls within the circumstances noted in contract standing order 6.5.2(f) it must be taken by the relevant chief officer or under their delegated authority after consideration of the report by the relevant DCRB.
63. As the value of this contract exceeds the EU threshold for supplies, it is subject to the full tendering requirements of the Public Contract Regulations 2015. However, the Halton Housing Trust framework, through which these vehicles will be procured, was established following an EU compliant OJEU process, and therefore satisfies those EU tendering requirements. The Halton Housing Trust framework was awarded on the basis that other local authorities were able to procure light commercial vehicles through it, and is therefore available for Southwark use. As noted in paragraph 13, a mini-competition was undertaken, inviting all 8 organisations on the framework to bid. Seven of those organisations submitted a bid which were evaluated. The council, using the evaluation methodology set out in the mini-competition documents has identified that the most economically advantageous tender has been submitted by Essential Fleet Services, and is therefore recommended for award.
64. Contract Standing Order 2.3 requires that no steps are taken to award a contract unless the expenditure involved has been included in approved estimates, or otherwise approved by the council. Paragraphs 44-51 confirms the financial implications for this award.

PART A – TO BE COMPLETED FOR ALL DELEGATED DECISIONS

Under the powers delegated to me in accordance with the council's Contract Standing Orders, I authorise action in accordance with the recommendation(s) contained in the above report.

Signature



Date 16-08-17

Designation

Strategic Director, Environment & Social Regeneration.

PART B – TO BE COMPLETED BY THE DECISION TAKER FOR:

- 1) All key decisions taken by officers
- 2) Any non-key decisions which are sufficiently important and/or sensitive that a reasonable member of the public would reasonably expect it to be publicly available.

1. DECISION(S)

As set out in the recommendations of the report.

2. REASONS FOR DECISION

As set out in the report.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED BY THE OFFICER WHEN MAKING THE DECISION

Not applicable.

4. ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET MEMBER WHO IS CONSULTED BY THE OFFICER WHICH RELATES TO THIS DECISION

5. NOTE OF ANY DISPENSATION GRANTED BY THE MONITORING OFFICER, IN RESPECT OF ANY DECLARED CONFLICT OF INTEREST

If a decision taker or cabinet member is unsure as to whether there is a conflict of interest they should contact the legal governance team for advice.

6. DECLARATION ON CONFLICTS OF INTERESTS

I declare that I was informed of no conflicts of interests.*

or

~~I declare that I was informed of the conflicts of interests set out in Part B4.*~~

(* - Please delete as appropriate)

BACKGROUND DOCUMENTS

| Background documents | Held At | Contact |
|---|---|--|
| Title of document(s) Gateway 1 – Procurement Strategy Approval - Commercial Fleet | Title of department / unit Address Waste and Cleansing Team | Name Michael McNicholas Phone number 020 7525 3449 |
| Link: (Insert hyperlink here) Included in report pack at: http://moderngov.southwark.gov.uk/mgChooseDocPack.aspx?ID=5140 | | |
| Title of document(s) Gateway 2 – Procurement Strategy Approval - Commercial Fleet | Title of department / unit Address Waste and Cleansing Team | Name Michael McNicholas Phone number 020 7525 3449 |
| Link: (Insert hyperlink here) Included in report pack at: http://moderngov.southwark.gov.uk/documents/g5144/Public%20reports%20pack%20Tuesday%2009-Feb-2016%2016.00%20Cabinet.pdf?T=10 | | |
| Title of document(s) Mayor's consultation on changes to the central London Ultra Low Emission Zone | Title of department / unit Address | |
| Link: (Insert hyperlink here) https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-2/?intcmp=47032 | | |

APPENDICES

| No | Title |
|------------|-------|
| Appendix 1 | |

AUDIT TRAIL

| | | |
|---|---|--------------------------|
| Lead Officer | Ian Smith, Director of Environment | |
| Report Author | Michael McNicholas, Head of Waste and Cleansing | |
| Version | Version 3, draft | |
| Dated | 18 th July 2017 | |
| Key Decision? | Yes | |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER | | |
| Officer Title | Comments Sought | Comments included |
| Strategic Director of Finance and Governance | Yes | Yes |
| Head of Procurement | Yes | Yes |
| Director of Law and Democracy | Yes | Yes |
| Director of Exchequer (for housing contracts only) | No | n/a |
| Cabinet Member | No | n/a |
| Contract Review Boards | | |
| Departmental Contract Review Board | Yes | Yes |
| Corporate Contract Review Board | n/a | n/a |
| Cabinet | No | n/a |
| Date final report sent to Constitutional/Community Council/Scrutiny Team | Date/Month/Year | |

BACKGROUND DOCUMENT – CONTRACT REGISTER UPDATE - GATEWAY 2

| | |
|--|--|
| Contract Name | |
| Contract Description | |
| Contract Type | |
| Lead Contract Officer (name) | |
| Lead Contract Officer (phone number) | |
| Department | |
| Division | |
| Procurement Route | |
| EU CPV Code (if appropriate) | |
| Departmental/Corporate | |
| Fixed Price or Call Off | |
| Supplier(s) Name(s) | |
| Contract Total Value | |
| Contract Annual Value | |
| Contract Start Date | |
| Initial Term End Date | |
| No. of Remaining Contract extensions | |
| Contract Review Date | |
| Revised End Date | |
| SME/ VCSE (If either or both include Company Registration number and/or registered charity number) | |
| Comments | |
| London Living Wage | |

This document should be passed to the member of staff in your department responsible for keeping your departmental contracts register up to date.

