

**RECORD OF DECISION TAKEN UNDER
DELEGATED AUTHORITY FROM
EXECUTIVE/COUNCIL/COMMITTEE**

**DELEGATED POWERS OUTLINED IN
THE CONSTITUTION**



DELEGATED OFFICER DECISION TAKEN BY:	Strategic Director of Environment & Operations
DELEGATED BY:	Executive (date of delegation)13-11-23
IN CONSULTATION WITH:	Executive Member
PORTFOLIO AREA:	Environment

SUBJECT: Procurement Strategy - Supply of Tyres & Associated Services

1. DECISION

To approve the procurement strategy for the supply of Tyres & Associated Services.

2. REASON FOR DECISION

The Council spends approximately £95,000 per year on the purchasing and fitting of tyres and associated services. Therefore, it is essential that a tendering exercise is conducted to ensure the Council achieve best value for money. The tender will be advertised on Find a Tender Service, The Chest e-tendering portal and Contracts Finder.

3. BACKGROUND

The Council currently has a contract for the Supply of Tyres & Associated Services however, this contract is due to expire on the 31st March 2024. This contract has run smoothly over the past four years and the Council has subsequently developed a strong working relationship with the incumbent supplier (Lodge Tyre Company).

Due to the success of the current contract, a very similar approach to the procurement is recommended for the upcoming tendering exercise. This will involve an open tender process, which will be advertised on Find a Tender Service, The Chest e-tendering portal and Contracts Finder. An open tender process will help maximise competition and give local suppliers the opportunity to bid.

It is proposed that an initial 3-year contract is established with an option to extend for a further 12 months.

Tenders will be evaluated against the following criteria:

- Price - 50%
- Quality - 35%
- Social Value - 15%

Depending on the level of interest in the contract the Council may run an e-auction to achieve the best possible price.

4. KEY ISSUES AND RISKS

The current contract for the Supply of Tyres & Associated Services expires on 31/03/2024. Failure to procure a new contract by this time will leave the Council outside a formal agreement, putting the Council at risk of not able to demonstrate it is achieving value for money.

5. FINANCIAL IMPLICATIONS

- No major financial implications, the cost of the services to be undertaken will be met from within existing budgets
- The successful contractor(s) will be required to fix their prices for 12 months and any future price increases will be capped at no more than CPI.

6. LEGAL IMPLICATIONS

The procurement process will be carried out in accordance with the Council's Contract and Procurement Procedure rules and the Public Procurement Regulations. Contracts will be in a form approved by legal officers.

7. RESOURCE IMPLICATIONS

Members from the Contracts and Procurement Team and the Environment Department will be required to develop the tender documents, evaluate the bids received and award the subsequent contract.

8. OPTIONS CONSIDERED AND REJECTED

The use of a national framework such as YPO or ESPO – This option was rejected due to the framework being split into multiple lots. The success of the Council's previous approach to encompass the whole requirement into one has been evident throughout the life of the contract. Splitting the requirement into lots would open up the possibility of awarding contracts to multiple suppliers and potentially failing to create the strong working relationship with one supplier that has worked so well previously. Our due diligence also suggests that there are multiple suppliers available that can provide the full extent of the Council's requirements.

Further information is available via the following link [] or from the report author

9. CONSULTATIONS

The Executive member for Environment has been consulted about this decision

10. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
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CONTACT OFFICER:	Mark Hailwood/Joanne Byrne
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DATE:	13 November 2023
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BACKGROUND DOCUMENTS:	None
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