

## REQUEST FOR DMPC DECISION – PCD 272

**Title: Fleet Maintenance Workshop Supplies**

### Executive Summary:

The MPS are seeking approval to initiate procurement action to seek a supplier and award a contract for Fleet Maintenance Workshop Supplies, with an anticipated commencement date of the 1st August 2018.

The MPS also seeks approval for an unforeseen extension for time and value to be applied to one of the four existing core service contracts (under the Fleet Maintenance Workshop Supplies) for the Provision of Vehicle Workshop Tools, Consumables & Cleaning Materials which is due to expire 31st December 2017.

### Recommendation:

The DMPC is asked to approve;

- the undertaking of a full procurement action to seek a supplier for Fleet Maintenance Workshop Supplies;
- An unforeseen extension for time and value to be applied to one of the four existing core service contracts (under the Fleet Maintenance Workshop Supplies), for a seven month period at a cost of £132,000.

### Deputy Mayor for Policing And Crime

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. Any such interests are recorded below.

The above request has my approval.

Signature

*Eyad Under*

Date

*16/10/17*

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE DMPC**

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1. The Retained Fleet comprises of all discreet, specialist and marine assets maintained within the MPS by Retained Fleet Services.
- 1.2. The replacement of vehicle and vessel parts is essential for Retained Fleet Services to deliver the required levels of availability. As well as ensuring the fleet remains safe and legal to operate, parts are replaced at scheduled intervals, when worn or damaged. The replacement of workshop tools and equipment is essential for continued efficient operation of the three maintenance workshops that manage repairs to the Retained Fleet.

#### **2. Issues for consideration**

- 2.1. Three existing contracts for the provision of workshop paint, tools, cleaning materials, consumables, calibration and equipment cleaning are due to expire on the 31st July 2018. A fourth existing contract requires approval of an unforeseen extension to enable all four core contracts to expire at the same date (31st July 2018) whilst a full OJEU process is undertaken in relation to a re-tender of services.

#### **3. Financial Comments**

- 3.1 Detail is included in part 2.

#### **4. Legal Comments**

- 4.1. This report is submitted to MOPAC for approval in accordance with paragraph 4.13 of the MOPAC Scheme of Delegation and Consent that provides the DMPC must approve all unforeseen variations and extensions to a contract with an original value of £500k or above, or when the variation or extension is greater than 10% of the original value and/or is for a period of more than 12 months.
- 4.2. DMPC approval is also required for the request to go out to tender in accordance with paragraph 4.13 of the MOPAC Scheme of Delegation and Consent, as the contract value is to be above £500,000.

#### **5. Equality Comments**

- 5.1. There are no direct equality or diversity implications arising from this report

#### **6. Background/supporting papers**

- 6.1. Report.

**Public access to information**

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the MOPAC website within 1 working day of approval. Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would compromise the implementation of the decision being approved.

**Part 1 Deferral:**

Is the publication of Part 1 of this approval to be deferred? NO

**Part 2 Confidentiality:** Only the facts or advice considered as likely to be exempt from disclosure under the FOIA should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a **part 2** form – Yes

If yes, for what reason: EXEMPT under article 2 (2) (a) of the Elected Local Policing Bodies (Specified Information) Order 2011

Exempt under Section 43 paragraph 2 Commercial Interest of the Freedom of Information Act 2000.

**ORIGINATING OFFICER DECLARATION:**

<b>Head of Unit:</b> The Head of Strategic Finance and Resource Management has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.	✓
<b>Legal Advice:</b> The MPS legal team has been consulted on the proposal.	✓
<b>Financial Advice:</b> The Chief Financial Officer has been consulted on this proposal.	✓
<b>Equalities Advice:</b> No Equality and Diversity issues identified.	✓

**OFFICER APPROVAL****Chief Executive Officer**

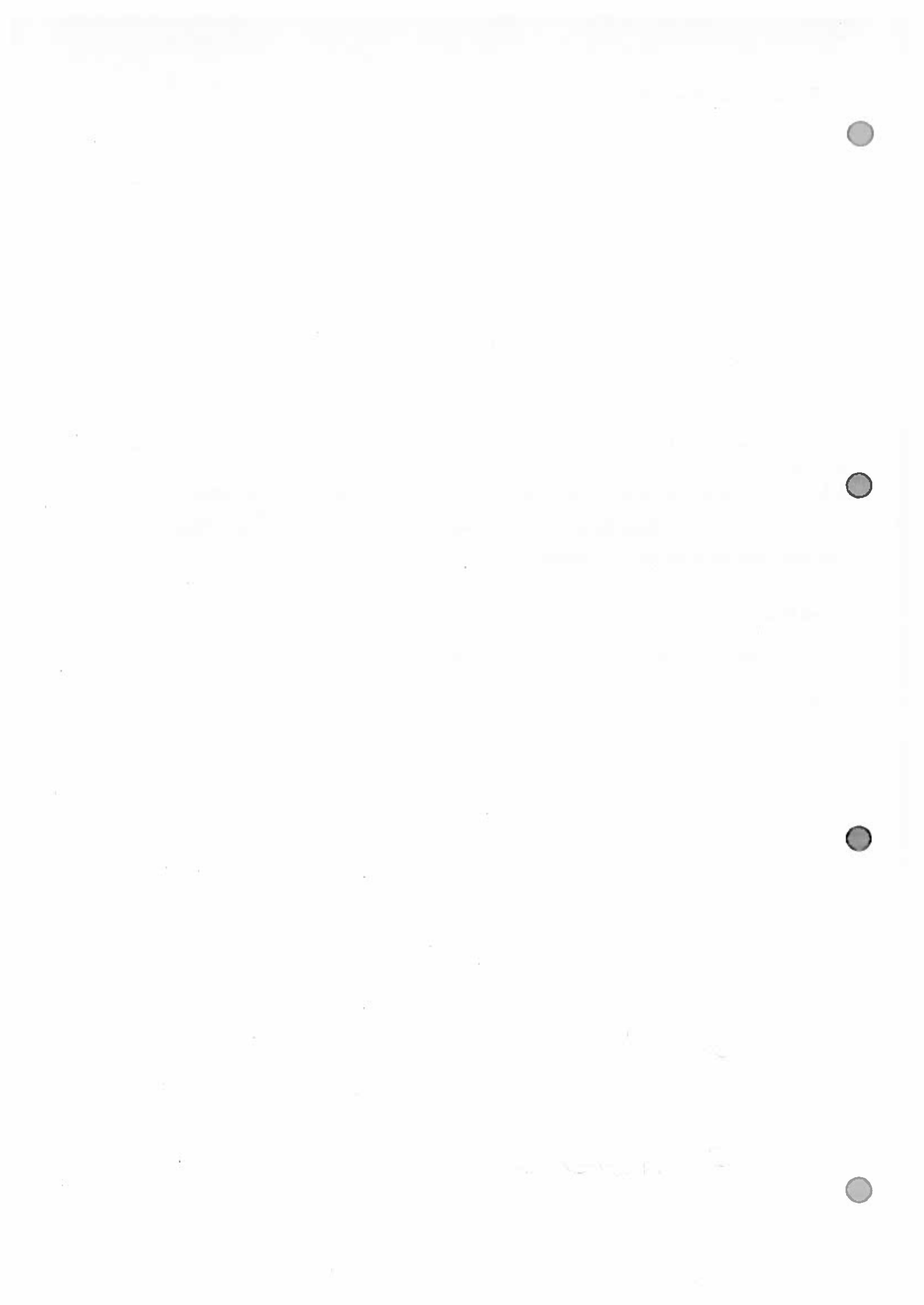
I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Deputy Mayor for Policing and Crime.

Signature

*R. Lawrence*

Date

*12/10/17*





**Investment Advisory Board**

**5<sup>th</sup> October 2017**

**Business Justification for Fleet Maintenance Workshop Supplies – Part 1**

**Report by Assistant Commissioner Helen Ball, Professionalism Directorate  
on behalf of the Commissioner**

**EXECUTIVE SUMMARY**

The Metropolitan Police Service (MPS) are seeking approval to initiate procurement action to seek a supplier and award a contract for Fleet Maintenance Workshop Supplies, with an anticipated commencement date of the 1st August 2018.

The MPS also seeks approval for an unforeseen extension for time and value to be applied to one of the four existing core service contracts (under the Fleet Maintenance Workshop Supplies) for the Provision of Vehicle Workshop Tools, Consumables & Cleaning Materials which is due to expire 31st December 2017.

**TIME-SENSITIVITY**

A decision is required by 20<sup>th</sup> October 2017 to allow sufficient time to complete the required commercial activity and award contracts to facilitate the timely replacement of the fleet.

**A. A. RECOMMENDATIONS – That the Deputy Mayor for Policing and Crime:**

1. Approves the undertaking of a full procurement action to seek a supplier for Fleet Maintenance Workshop Supplies;
2. Approves an unforeseen extension for time and value to be applied to one of the four existing core service contracts (under the Fleet Maintenance Workshop Supplies).

**B. SUPPORTING INFORMATION**

- 3.1. The Retained Fleet comprises of all discreet, specialist and marine assets maintained within the MPS by Retained Fleet Services, which is part of Fleet Services.
- 3.2. The replacement of vehicle and vessel parts is essential for Retained Fleet Services to deliver the required levels of availability. As well as ensuring the fleet remains safe and legal to operate, parts are replaced at scheduled intervals, when worn or damaged.
- 3.3. The replacement of workshop tools and equipment is essential for continued efficient operation of the three maintenance workshops that manage repairs to the Retained Fleet.
- 3.4. The supply of consumables (e.g. screen wash) is for the wider MPS to enable local officers and staff to procure items for daily use when using the fleet.



- 3.5. Three existing contracts for the provision of workshop paint, tools, cleaning materials, consumables, calibration and equipment cleaning are all due to expire on the 31st July 2018 having followed a compliant extension process and approved under local MPS governance procedures.
- 3.6. A fourth existing contract requires approval of an unforeseen extension to enable all four core contracts to expire at the same date (31st July 2018) giving consistency and efficient contract management whilst a full OJEU process is undertaken in relation to a re-tender of services.
- 3.7. The new contract will be met from within existing revenue budgets.

## **C. OTHER ORGANISATIONAL & COMMUNITY IMPLICATIONS**

### **4. Equality and Diversity Impact**

- 4.1. Suppliers will be assessed prior to entering into agreements to ensure they comply with relevant legislation. It will be the responsibility of user departments to ensure that the MPS Equality and Diversity policies are adhered to through the life of the contract. Procurement Services have a contract management toolkit that contains a section on Responsible Procurement which encourages contract managers to work with their suppliers, signposting them to support services. Additionally, suppliers may be asked to sign up to the Diversity Works for London Programme which assesses suppliers against the Equality and Diversity framework.
- 4.2. Fleet Services acknowledges its responsibilities towards its staff and the members of London's diverse communities and will engage with, and value the contributions of, communities and our partners and continue to nurture positive relationships of constructive support.

### **5. Financial Implications**

- 5.1. The cost of the contract for Fleet Maintenance Workshop Supplies is contained in Part 2 of this report. Budgets to meet the cost of the contract are available within Fleet Services for the purchase of workshop paint, tools, cleaning materials, calibration and equipment cleaning and within other MPS Business Groups to purchase consumables.
- 5.2. The cost of the proposed unforeseen extension for the provision of Vehicle Workshop Tools, Consumables & Cleaning Materials for the 7 month period (1st January 2018 to 31st July 2018) will be met from within existing Fleet Services budgets. This meets part of the service delivery requirement from the new contract and is as a result of misalignment of the contract end dates.

### **6. Legal Implications**

- 6.1. The report requests approval to initiate a full OJEU tender action due to the contract value, in addition to approval for an extension to a contract for a period of 7 months.
- 6.2. This report is submitted to MOPAC for approval in accordance with paragraph 4.13 of the MOPAC Scheme of Delegation and Consent that provides the DMPC must approve all unforeseen variations and extensions to a contract with an original value of £500k or above, or when the variation or extension is greater than 10% of the original value and/or is for a period of more than 12 months.



6.3. DMPC approval is also required for the request to go out to tender in accordance with paragraph 4.13 of the MOPAC Scheme of Delegation and Consent, as the contract value is to be above £500,000.

## **7. Risk (including Health and Safety) Implications**

7.1. Fleet Services will continue to work with the MPS Safety and Health Risk Management Team [SHRMT] (and other agencies as appropriate) to ensure that all significant H&S risks have been quantified, and that suitable and sufficient controls are in place aimed at mitigating the risk to the MPS as follows:

- Compliance with health and safety at work statutory provisions including codes of practice
- MOPAC/MPS Safety Management System and
- Service delivery that may impact officer, staff or public safety

## **8. Consultation Undertaken**

8.1. This matter has been considered and agreed by MPS Portfolio and Investment Board, further detail on specialists consulted is included in Part 2.

## **PART 2: Exempt Section of the Report**

9.1 The full Business Justification Paper is included as Part 2 and is exempt from publication under article 2 (2) (a) of the Elected Local Policing Bodies (Specified Information) Order 2011 pursuant to Schedule 43, paragraph 2 of the Freedom of information Act 2000 (Commercial Interests).

9.2 The exemption will stand until after the contracts have been awarded where a review will be undertaken.

**Report author:** Jiggs Bharij, Head of Fleet Services

