

## **PUBLIC EXPERIENCE – NO. 108**

### **REQUEST**

I'm currently doing some research with regards to fleet management and I was wondering if I could submit a freedom of information request detailing the organisation's vehicle, leasing and maintenance contracts. Im aware that not all organisations will have this particular contract but can you please send the following information with regards to these contracts:

1. Contract Type: Maintenance, Leased, Hire
2. Who is the supplier of this contract? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.
3. A small description of the contract.
4. The expiry date of each individual contract.
5. The contract review date.
6. Can you please send me contact details of the individual within the organisation responsible for this contract? Can you please send me two contact one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager.
7. If the contract above was awarded within the last six months could you please provide me with the suppliers that where shortlisted?
8. I understand that the FOI Act is for recorded information but if you could be so help please include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.

### **RESPONSE**

I therefore list below your questions, together with the answers.

1. Contract Type: Maintenance, Leased, Hire

Answer: Our vehicles are Contract Hired with maintenance for 5 years.

2. Who is the supplier of this contract? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.

Answer: The suppliers of the vehicles are part of a Framework Agreement PROC08-0078 administered by Braintree District Council for commercial vehicles up to 7.5t. The companies involved in this agreement are Lex Autolease, SFS , Translinc (May Gurney) , Automotive Leasing and SHB Vehicle Hire. The Councils annual spend for the Contract Hire of Vehicles with maintenance is £108,390

3. A small description of the contract.

Answer: This agreement is available to all Public Sector Authorities. The potential usage of the Framework extends to in excess of 100 Authorities, Some Districts pay their rentals annually, in advance however other Districts differ. Payment terms should be set out clearly on the request for quotation. When requesting quotations for vehicles the following should be specified; Type of vehicle ,Colour, Annual Mileage ,Period of Contract Hire, Drive configuration, Transmission, Engine type, Wheelbase, Interior/Exterior Extras ,Seating Capacity, Payload Expectation and Gross/Train Weight.

4. The expiry date of each individual contract.

Answer: Our agreement expiry dates are as follows:

- 1x Ford Transit Connect Van Jan 2015
- 4x MWB Ford Transit Tippers Jan 2015
- 1x Toyota Hi-lux 4x4 Jan 2015
- 1x Ford Transit Dropside Jan 2015
- 1x Ford Transit Medium Tipper April 2015
- 3x Ford Transit Utility Cab Tippers Oct 2015
- 1x Ford Transit Connect Van Nov 2015
- 1x Ford Ranger 4x4 November 2015
- 1x Ford Transit Hi-Roof Van Nov 2015
- 2x Ford Transit Connect Vans Sept 2016
- 1x Vauxhall Combo Van May 2017
- 1x Loadhopper Van July 2017
- 1x Ford Ranger 4x4 Sept 2017
- 1x Citroen Berlingo Sept 2017
- 3x Citroen Relay Tippers Oct 2017
- 1x Ford Transit Utility Cab Tipper Dec 2017
- 1x Isuzu Plant Transporter Jan 2018
- 3x Peugeot Bippa Vans Jan 2018
- 2x Renault Kangoo Vans April 2018

5. The contract review date.

Answer: There is no review date in general vehicles are returned at the end of the hire period.

6. Can you please send me contact details of the individual within the organisation responsible for this contract? Can you please send me two contact one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager.

Answer: Jane Taylor Procurement Officer [jtaylor@tendringdc.gov.uk](mailto:jtaylor@tendringdc.gov.uk) has involvement with the framework agreement and myself [tmills@tendringdc.gov.uk](mailto:tmills@tendringdc.gov.uk) for fleet management are Tendring District Councils contacts.

7. If the contract above was awarded within the last six months could you please provide me with the suppliers that were shortlisted?

Answer: All of the above companies are invited to provide quotations for our vehicle requirements.

8. I understand that the FOI Act is for recorded information but if you could be so help please include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.

Answer: At this stage the above companies if they remain on the short list will be invited to provide quotations in the future.