

## Nottinghamshire Police and Crime Commissioner Notice of Decision



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

<b>Author:</b>	Leanne Bryant
<b>Telephone number:</b>	0115 9670999 Ext: 800 2308
<b>E-mail address:</b>	Leanne.bryant@emscu.pnn.police.uk
<b>For Decision or Information</b>	Decision
<b>Date received*:</b>	23.08.16
<b>Ref*:</b>	2016.038

\*to be inserted by Office of PCC

### **TITLE: AWARD OF CONTRACTS FOR VEHICLE RECOVERY SERVICES**

#### **EXECUTIVE SUMMARY:**

The purpose of this report is to recommend approval for entering into contract for the Provision of Vehicle Recovery Services for Nottinghamshire Police. This report also seeks approval for such services, from a number of suppliers covering different areas of Nottinghamshire (as referred to later on in this report), for a period of 3 years with the option to extend for a further 3 x 12 months to be extended annually subject to review effective from 1<sup>st</sup> December 2016 to 30<sup>th</sup> November 2019 (Extension up to 30<sup>th</sup> November 2022)

Historically Nottinghamshire Police recover between 6,000 and 6,500 vehicles per year across the County of Nottinghamshire. This is not guaranteed but is quoted to give an indication of potential work flow. Currently the services are carried out through an agent. This tender is being carried out so that the service can be brought back in house. By introducing an in-house vehicle recovery scheme managed by the existing force Vehicle Recovery and Abnormal Load Administrators will bring about cost savings as detailed later in this report. The recovery areas within Nottinghamshire are divided into beat codes. This Lead the procurement strategy to include 5 lots for the five different areas within the county

As a result the following Lot Strategy was decided on:

- Lot 1 – Area 1 Light and Heavy Recovery required
- Lot 2 – Area 2 Light and Heavy Recovery required
- Lot 3 – Area 3 Light and Heavy Recovery required
- Lot 4 – Area 4 Light and Heavy Recovery required
- Lot 5 – Area 5 Light Recovery Required Heavy Recovery desirable

A thorough and detailed tendering process has been conducted, principally involving EMSCU Procurement, Key stakeholders. Assistance of the EM Legal Unit has also been sought as part of the process.

An OJEU Notice and Invitation to Tender was issued in accordance with the Open procedure of the EU Public Procurement Regulations and subsequently six suppliers responded by the Tender return date. The Invitation to Tender set out the full specification for Lots 1-5 and the commercial terms that would be applicable to any contract to be established.

A comprehensive Tender evaluation exercise has been carried out, which has assessed all of the following areas:

- completeness of Tender responses;
- checks for financial and commercial standing, including insurances, financial viability, compliance with the proposed Terms and other mandatory EU issues concerning the legal and economic

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- standing of the organisation;
- technical requirements
  - Site visits

Pricing has not been evaluated as a lot of the fees are statutory therefore pricing wasn't a factor in this tender.

Below is the outcome of the Lots.

Lot 1 Area one			
	Available Percentage	East Yorkshire Motorsport (Sparrow)	Richford Motors (Tuxford site)
Technical	30%	27.50%	27.50%
Service Model	30%	25.00%	25.00%
Support Services	20%	16.11%	16.11%
Capacity	10%	8.33%	8.33%
Business Continuity	5%	5.00%	3.75%
Health and Safety	5%	3.75%	3.75%
<b>Total</b>	<b>100%</b>	<b>85.69%</b>	<b>84.44%</b>

Lot 2 Area two			
	Available Percentage	Burrows (South Normanton site)	Richford Motors (Huthwaite site)
Technical	30%	17.50%	26.25%
Service Model	30%	15.00%	27.50%
Support Services	20%	13.89%	15.56%
Capacity	10%	6.67%	8.33%
Business Continuity	5%	3.13%	3.75%
Health and Safety	5%	3.75%	3.75%
<b>Total</b>	<b>100%</b>	<b>59.93%</b>	<b>85.14%</b>

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**Lot 3 Area three**

	Available Percentage	East Yorkshire Motorsport (Sparrow)	Hampson	Richford Motors (Tuxford Site)
Technical	30%	26.25%	26.25%	26.25%
Service Model	30%	25.00%	27.50%	25.00%
Support Services	20%	15.00%	16.67%	15.00%
Capacity	10%	8.33%	10.00%	7.50%
Business Continuity	5%	5.00%	3.75%	3.75%
Health and Safety	5%	3.75%	3.75%	3.75%
<b>Total</b>	<b>100%</b>	<b>83.33%</b>	<b>87.92%</b>	<b>81.25%</b>

**Lot 4 Area Four**

	Available Percentage	Burrows (Finch Close site)	Richford Motors (Cossall site)
Technical	30%	22.50%	28.75%
Service Model	30%	25.00%	27.50%
Support Services	20%	15.00%	15.56%
Capacity	10%	6.67%	9.17%
Business Continuity	5%	3.75%	3.75%
Health and Safety	5%	3.75%	3.75%
<b>Total</b>	<b>100%</b>	<b>76.67%</b>	<b>88.47%</b>

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**Lot 5 Area Five**

	Available Percentage	Advance Auto Recovery	Burrows	Jacksons	Richford Motors (Cossall site)
Technical	30%	21.25%	23.75%	26.25%	26.25%
Service Model	30%	25.00%	25.00%	27.50%	22.50%
Support Services	20%	13.33%	15.00%	17.78%	15.56%
Capacity	10%	5.83%	8.33%	9.17%	7.50%
Business Continuity	5%	3.75%	3.75%	3.75%	3.75%
Health and Safety	5%	3.75%	3.75%	4.17%	3.75%
<b>Total</b>	<b>100%</b>	<b>72.92%</b>	<b>79.58%</b>	<b>88.61%</b>	<b>79.31%</b>

**INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)**

Tender award report  
 Business case for ELVIS

<b>Is any of the supporting information classified as non public or confidential information**?</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If yes, please state under which category number from the guidance**	3			

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**DECISION:**

(1) That the award of Lots 1- 5 be awarded as per the below table

***Summary of Proposed Awards:***

<b>Tenderer</b>	<b>Lots tendered for</b>	<b>Lots proposed be awarded</b>	<b>Comments*</b>
Richford Motor Services	All Lots	2, 4	Please Refer to TAR document
East Yorkshire Motorsport (Sparrow)	1,3	1	Please Refer to TAR document
Hampson	3	3	Please Refer to TAR document
Jackson Recovery	5	5	Please Refer to TAR document

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**FINANCIAL INFORMATION** (please include if it is capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

By running the scheme in-house, income received from the vehicle management fee received from duty garages could potentially be in the region of £160,000 per annum, therefore, the costs of the software and the costs of recovery of vehicles used in crime could potentially be offset, leaving an annual net income to the force of approx. £92,959 per year. Additionally, the salary costs of the three Vehicle Recovery and Abnormal Load Administrators could be offset, this would leave a surplus of approx. £15,647 per annum.

Currently, the duty garages pay a management fee of £27.00 every time they are called-out, of which £20.00 is retained by The incumbent provider and £7.00 is forwarded to Nottinghamshire Police. Based on the average of 6,000 to 6,500 vehicles recovered per annum, the incumbent supplier receive between £120,000 and £130,000 pa from the arrangement; whilst Nottinghamshire Police receives between £42,000 and £45,500 pa. Over the term of a three year contract, these figures amount to £360,000 - £390,000 for The incumbent supplier and £126,000 - £136,500 for Nottinghamshire Police.

By running the scheme in-house, the full amount of these management fees (approx. £160,000 per annum) would come into Nottinghamshire Police. It should be noted that the force pays for the recovery of vehicles used in crime. The current national NPCC rate for a standard recovery is £65 plus VAT and this charge could also be covered by way of the management fees received by the in-house scheme.

Service credits have also been incorporated into these contracts so if suppliers do not meet response times the force receives funds back.

The agreed contract management fee in the new contract is £32 per vehicle with no management fee for PACE vehicles. Roughly 10% of all recovered vehicles are PACE vehicles that we have to pay the recovery on

Based on 6,000 to 6,500 vehicles we would generate an income of between £172,800 and £187,200.

PACE expenditure (£70 + VAT per vehicle) would be between £42,000 and £45,500

Projected NET income would be between £130,800 and £141,700

Signature:   
Chief Finance Officer

Date: 30<sup>th</sup> August 2016

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**OFFICER APPROVAL**

I have been consulted about the proposals above and confirm that the appropriate 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 Police and Crime Commissioner.

Signature:   
**Chief Executive**

Date: 1<sup>st</sup> September 2016

**DECLARATION:**

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:   
**Nottinghamshire Police and Crime Commissioner**

Date: 2/9/16

\*\* See guidance on non public information