



To: **Procurement Sub-Committee**

On: **11th November 2015**

Report by:

Joint Report

by

The Chief Executive and the Director of Community Resources

Heading:

**Contract Authorisation Report:
CCS Fuel Cards and Associated Services RM1027**

1. Summary

- 1.1 The purpose of this paper is to seek approval of the Procurement Sub Committee to enter into a contract for Fuel Cards and Associated Services under Crown Commercial Service framework for Fuel Cards and Associated Services RM1027 from 26th November 2015 to 13th May 2018.
 - 1.2 A direct call off award will be made to Allstar Business Solutions Ltd.
 - 1.3 Fuel cards are used by the drivers of Council vehicles to purchase fuel at fuel stations and the Transport Manager in Community Resources controls and monitors the fuel cards and the consumption of fuel.
 - 1.4 This strategy for fuel purchase was agreed as part the Corporate Review of General Transport.
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2. Recommendations

2.1 It is recommended that the Procurement Sub-Committee authorise:

- The Head of Corporate Governance to award the Contract for Fuel Cards and Associated Services to Allstar Business Solutions Ltd from 26th November 2015 to 13th May 2018.
 - Spend under the call-off contract will be in the region of £1.1 million pounds.
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3. Background

3.1 The Crown Commercial Service provides commercial services putting in place national contracts for central government and the wider public sector to utilise in order to make savings.

3.2 The Council utilises these contracts where possible.

3.3 A direct award can be made from the Fuel Cards and Associated Services Framework RM1027.

3.4 The framework's Document Suite provides the contract details for all of the suppliers. Analysis of the framework was undertaken by officers of Community Resources and the Corporate Procurement Unit to determine best value for the Council.

3.5 The Allstar Business Solutions Ltd fuel card provides the best coverage of fuel stations for the Renfrewshire area with no transaction charge and fuel pricing will be set weekly at Platts pricing (market based price information on the oil industry) rather than fuel pump prices.

3.6 Savings from utilising the call-off contract with Allstar Business Solutions Ltd will be in the region of £14,500 per annum.

3.7 The majority of the fuel will be purchased locally within the Renfrewshire Council area.

Implications of the Report

1. Financial

Financial costs in respect of this Contract will be met from the Service's revenue budget.

2. HR & Organisational Development

None

3. **Community Planning**
The majority of the fuel will be purchased locally in the Renfrewshire Council area.
4. **Legal**
Utilising the Crown Commercial Service call-off contract is carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 27.5.
5. **Property Assets**
None
6. **Information Technology**

None
7. **Equality & Human Rights**
None.
8. **Health & Safety**
None
9. **Procurement**
The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.
10. **Risk**
None.
11. **Privacy Impact**
Not Applicable

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