

Three Rivers District Council

**Committee Report –
Contract Award
Vehicle Maintenance
Provision**

Date: 09/03/2026

POLICY AND RESOURVES COMMITTEE 9th MARCH 2026

PART I

CONTRACT AWARD FOR VEHICLE MAINTENANCE PROVISION (ADE)

1 Recommendation

That the Committee approves the contract award for the Supply of Vehicle Maintenance Services to Contractor 1

2 Summary

2.1 The report seeks approval to award a contract for maintenance of the council's frontline fleet following a competitive tender process.

3 Details

3.1 The current vehicle maintenance contract is due to expire on 31st July 2026 and therefore a procurement exercise was undertaken to secure a new contract to ensure continuity of fleet operations, compliance with statutory maintenance and safety requirements, value for money and continued quality and reliability.

4 Conditions of Maintenance

4.1 The Contractor will be contracted to carry out the whole life maintenance and repair function for the refuse and recycling freighters, other vehicles and associated equipment over the full years stated within the contract. The work includes but is not limited to:

- Routine preventative maintenance
- Mechanical failure and repair / replacement
- Replacement of worn components / parts
- Emergency repairs
- Pre-MOT inspection and servicing
- The MOT to include delivery / collection of vehicles for MOT testing

5. Procurement Process

5.1 The procurement was carried out in accordance with the Council's Contract Procedure Rules and the Public Contracts Regulations.

5.2 Key stages are outlined in the table below

Market Request for Information	August 2025
Competition Issue Date	December 1 st 2025
Deadline for receipt of Clarification Questions	December 12 th 2025
Response to clarification questions	December 23 rd 2025
Further Competition Close	January 16 th 2026
Evaluation Period	23 rd January to 17 th February 2026
Estimated Contract Award Date	25 th February 2026
Contract Start Date	August 1 st 2026

6. Evaluation criteria set out in the ITT

Price	40%
Quality – Contract Delivery	40%
Contract implementation and mobilization	10%
Supply chain and social value	10%

6.1 Responses were required by January 16th 2026.

6.2 Two tender submissions were received and evaluations were carried out by the Associate Director for Environmental Services, the Waste and Assistant Waste Service Managers.

6.3 The outcome of the evaluation is shown below and shows that the moderated outcome of the tender process indicates Contractor 1 as the winning bidder both in terms of price and quality.

	Total Cost	Pricing Score	Contract Delivery		Contract Implementation and Mobilisation		Supply Chain and Social Value		Meeting of Specification	Quality Score	Total Score	Rank
		40	0-5	40.0	0-5	10.0	0-5	10.0	Pass/Fail	60		
Contractor 1	£57.50	40.00	4	0.80	4	0.80	4	0.80	Pass	2.40	42.40	1
Contractor 2	£93.50	24.60	3	0.60	3.2	0.64	3.3	0.66	Pass	1.90	26.50	2

6.4 Approval is required from Policy and Resources Committee for this contract to be formally awarded as the contract value exceeds £25,000.

7. Options and Reasons for Recommendations

- 7.1 Contractor 1 has submitted the lowest financial bid. The response also provides a clear and concise method of contract transition and mobilization.
- 7.2 The option exists to deny contract award, however this is not the recommended option as this would be catastrophic to the continued frontline service provision such as waste and recycling collection, street cleansing and grounds maintenance.

8. Policy/Budget Reference and Implications

- 8.1 The recommendations in this report are within and support the Council's agreed policies.
- 8.2 The recommendations in this report relate to and support the achievement of the following objectives within the Corporate Plan:
- A well-run council
 - A green and sustainable future

9. Financial Implications

- a. The recommendations in this report are within the Council's agreed revenue budgets.
- b. The contract will be awarded through a Direct Purchasing Organisation tendered under the TPPL Framework that includes the contractual arrangements required to cover this work.

10. Equal Opportunities Implications

- 10.1 None specific to this report

11. Climate Change and Sustainability Implications

- 11.1 A sustainability impact assessment has been undertaken resulting in a score of 3.3. The contract is critical to supporting the councils delivery of its waste collection and recycling services.

12. Community Safety, Public Health, Customer Service Implications

- 12.1 The award of the vehicle maintenance contract will ensure a seamless continuation of frontline environmental services such as refuse collection, street cleansing and grounds maintenance. This will ensure that community safety and public health responsibilities are adhered to and current customer service levels are maintained.

13. Risk Register

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating Post mitigation)
Failure to provide maintenance to frontline vehicles	Inability to provide public facing services such as waste collection, street	Award the contract as proposed	Treat	4

	cleansing and grounds maintenance. Revocation, suspension or curtailment of operators license.	Regular performance meetings with contractor Monitor adherence to KPI's	Treat	4
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Parameters Likelihood Very Likely	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
	Impact Low -----> Unacceptable			

Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

Report prepared by: Craig Thorpe, Head of Waste and Environment

