



**Cabinet**  
6<sup>th</sup> February 2023

**Report from the Corporate Director,  
Resident Services**

**Authority to award contract for the provision and management of bike hangars in Brent**

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Non-Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	Two Appendix A: Tender Evaluation Grid Appendix B: Product Image
<b>Background Papers:</b>	None
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## 1.0 PURPOSE OF THE REPORT

- 1.1 This report concerns the award of a contract for the purchase and management of future bike hangars and the transfer of the management and maintenance of current bike hangars.
- 1.2 Cabinet approved a report titled "Brent Bike Hangars" on 20th June 2022, which detailed the current arrangements, aims and objectives to reduce and standardise the annual costs for future and existing bike hangar users, and the tendering of a contract.
- 1.3 This report requests approval to award contracts as required by Contract Standing Order 88. It summarises the process undertaken in tendering this

contract and, following the completion of the evaluation of the tenders, recommends to whom the contracts should be awarded, setting out the financial savings and benefits associated with the contract.

## **2.0 RECOMMENDATION**

That Cabinet:

- 2.1 Approves the award of a contract for the purchase and management of future bike hangars and the transfer of the management and maintenance of current bike hangars to Lock It Safe Ltd for an initial contract period of three (3) years, with an option to extend for up to a further two (2) years on an annual basis.
- 2.2 Notes that the value of the contract referred to in 2.1 above is estimated to be £90,000 for year 1 but that this value may increase if further funding is made available through S106 developer funding and Transport for London Local Implementation Plan funding in future years.

## **3.0 BACKGROUND**

- 3.1 Following a successful trial in 2016, the Council has continued to install bike hangars when funding has been available, and there are currently 104 bike hangars in Brent which includes 5 on Brent owned housing estates.
- 3.2 Originally Cyclehoop Ltd (“Cyclehoop”) were the main providers for bike hangars in the borough, but due to their limited supply and in order to meet growing demand for bike hangars in the borough, Cabinet approved the use of the Waltham Forest Framework on 9th March 2020, which enabled the use of both Cyclehoop and Falco UK Ltd (“Falco”) as suppliers to provide, install and manage these assets.
- 3.3 Once a bike hangar has been installed the supplier is responsible for the management, maintenance, and any associated repairs. If a bike hangar is damaged and the bikes need to be removed, the supplier will contact the residents to inform them of this and will arrange for the repairs to be completed as soon as practicable.
- 3.4 To date, the Council has received approximately 520 individual requests for bike hangar spaces and this number is increasing on a weekly basis. Information on cycle parking and requesting a bike hangar can be found on the Council’s website at: [Cycle parking, repair stations and maintenance | Brent Council](#)
- 3.5 In 2020, Scrutiny Committee raised concerns about the cost of bike hangars to residents and made comparisons to the cost of a parking permit. Whilst officers are of the view that these are not clearly comparable as the cost of providing, managing, and maintaining a bike hangar would exceed that of a parking space,

it was agreed that officers would explore opportunities to reduce costs to residents, as the numbers increase.

3.6 There are currently 104 bike hangar units installed around the borough. Under the current arrangements, there are three tiers of rental fees for hangars.

- For hangars installed prior to 2022, the full management and maintenance cost is £72 per hangar per year. However, the council agreed to subsidise half of this cost (£36) for 3 years. After the initial 3 years, the council subsidy ceases, and residents are charged the full £72 per hangar per annum.
- For the new hangars installed early in 2022, the council was able to negotiate a reduction in management and maintenance costs of £48 per hangar per annum.

3.7 On 20th June 2022, Officers presented to Cabinet a report seeking approval to tender for the purchase and management of future bike hangars and transfer of the management and maintenance of current bike hangars thereby providing the Council with the opportunity to reduce and remove subsidising costs and standardise the annual costs for future and existing bike hangar users. This was approved.

### **The Tender Process**

3.8 Once confirmation of total funding was received, advertisements were placed on the London Tenders Portal (the council's electronic tendering facility) and Contracts Finder on 28th October 2022.

3.9 Tenderers were required to submit information on the organisation's ability to meet the following criteria:

- Demonstrated ability to provide the service
- Application of relevant experience
- Resources
- Sustainability
- Price

Table 1 below details the criteria and weighting

<b>No.</b>	<b>Technical/ Quality Criteria</b>	<b>Area weighting</b>	<b>Overall weighting</b>
<b>Q1</b>	<b>SERVICE DELIVERY</b>	40%	<b>30%</b>
<b>Q2</b>	<b>RELEVANT EXPERIENCE</b>	30%	

Q3	RESOURCES	20%	
Q4	SUSTAINABILITY – Part 1	5%	
Q5	SUSTAINABILITY- Part 2	5%	
<b>No.</b>	<b>Price</b>		<b>Overall weighting</b>
1.	PRICING SUBMISSION	100%	<b>70%</b>

3.10 Tenderers were also required to submit additional information to confirm their bike hangars can meet the following standards:

- Green in Colour
- Minimum of Solid Secure Gold Standard accreditation
- High Visible margin strip
- Minimum of 6 spaces
- Suitable for adapted bikes (inclusive for all resident's needs)
- Crash tested

3.11 The tendering pack stated that contractors agree the rental fees to be a maximum of £50 per space. Also, that they must be prepared to take over the management of all the boroughs bike hangars including those purchased from Falco and Cycle Hoop.

### **Evaluation process**

3.12 The tender evaluation was carried out by a panel of officers from Healthy Streets and Parking supported by Procurement.

3.13 All tenders had to be submitted electronically no later than 12:00 noon on 11th November 2022. Tenders were opened on 11th November 2022 and one valid bid was received. Each member of the evaluation panel read the tender application and carried out an initial evaluation, considering each of the award criteria and how well the tender addressed such criteria.

3.14 The panel met on 16th November 2022 and the submission was scored by the whole panel against the award criteria.

Table 2 below details the scoring used.

<b>Score</b>	<b>Definition</b>	
<b>0</b>	The information required is either omitted or fundamentally fails to meet the relevant submission requirements to address the Council's requirements. Insufficient evidence to demonstrate that the relevant submission requirements or the Council's requirements can be met.	<b>Unacceptable</b>
<b>1</b>	The information submitted has insufficient evidence that the specified requirements can be met. Significant omissions, serious and/or many concerns.	<b>Major reservations</b>
<b>2</b>	The information submitted has some minor omissions in respect of the relevant submission requirements. The tender satisfies the basic minimum requirements in some respects but is unsatisfactory in other respects and raises some concerns.	<b>Some Reservations</b>
<b>3</b>	The information submitted provides some good evidence to meet the relevant submission requirements and/or the Council's requirements. It is satisfactory in most respects and there are no major concerns.	<b>Satisfactory</b>
<b>4</b>	The information submitted provides good evidence that all the relevant submission requirements and/or the Council's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence.	<b>Good</b>
<b>5</b>	The information submitted provides good evidence that all the relevant submission requirements and/or the Council's requirements can be met, and the proposal is outstanding. Exemplary in the industry, provides full confidence and no concerns.	<b>Outstanding</b>

3.15 The name of sole tenderer is Lock it Safe Ltd. and the scores received by the tenderer are included in Appendix A. It will be noted from the scoring for Lock

it Safe Ltd. that Officers had confidence in the ability of the tenderer to deliver the service and at a price that was realistic based on Officers knowledge of the market. Officers therefore recommend awarding the contract to Lock it Safe Ltd. as it meets the award criteria. Images of their product are included in Appendix B

- 3.16 The contract will commence on 27th February 2022 subject to the Council's observation of a voluntary standstill period.

#### **4 FINANCIAL IMPLICATIONS**

- 4.1 Each bike hangar is estimated to cost £3,034, inclusion of installation and delivery per unit. The annual £250 maintenance and management costs will be met through the income received from users at £50 per space, rental cost per annum. Including Brent Fast Track, the total cost per unit is £3,242.95.
- 4.2 The funding for year one of the contract will be met from £56,000 section 106 development funding and £34,000 from Transport for London, Local Implementation Plan funding.
- 4.3 The award is likely to provide additional cost savings to both the Council and for residents and businesses using the bike hangars over the next 3 to 5 years, as the supplier will fund all repairs, which are currently funded by the council. In addition, residents that have rented a space for 3+ years will benefit from a reduced rental cost.
- 4.4 Officers anticipate that further funding will be made available through S106 and Transport for London over the next few years that can be used for additional bike hangars through this contract.

#### **5 LEGAL IMPLICATIONS**

- 5.1 Planning permission for cycle parking facilities is not required under the Town and Country Planning Act 1990.
- 5.2 The Highways Act 1980 permits local authorities to place objects or structures on a highway for the purposes of providing a service for the benefit of the public or a section of the public.
- 5.3 The requirements for publication and consultation regarding the making of Traffic Management Orders are set out in the Road Traffic Regulation Act 1984.
- 5.4 The estimated value of the proposed call off contract is £90k and as such it falls below the threshold for Supplies and Services under the Public Contracts Regulations 2015 (the "PCR 2015") and the procurement is therefore governed in part only by the PCR 2015.
- 5.5 The procurement is subject to the Council's own Standing Orders and Financial Regulations in respect of Low Value Contracts. Whilst Corporate Directors /

Directors ordinarily have authority to approve the award of the contract, Cabinet approval is required where the decision falls within paragraph 12 of Part 3 of the Constitution, namely is a “Strategic and high-level highways and transportation matter which includes decisions which affect 4 wards or more”. As such Cabinet approval is required for the award of the proposed contract for cycle hangars.

- 5.6 Recommendation 2.2 indicates that the value of the contract may increase if further funding is made available through S106 developer funding and Transport for London Local Implementation Plan funding in future years. Should such funding become available, Officers will need to seek a variation to the contract.

## **6 EQUALITY IMPLICATIONS**

- 6.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 6.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.
- 6.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.
- 6.5 The proposals in this report have been subject to screening and Officers consider that there are no adverse equality implications arising from this report at this time. It should be noted that the successful bidder can provide safe cycle parking for disability bikes / cargo bikes as required. However, an Equality Assessment will be carried out for any future proposals for cycle parking

facilities after the consultation with all affected residents, businesses, and other stakeholders.

- 6.6 An Equalities Assessment will be also included in the Delegated Authority decision report for approval by the Head of Healthy streets and Parking which will take into consideration the results of the consultation process in determining suitable locations for the new bike hangars.

## **7 CONSULTATION WITH WARD MEMBERS AND STAKEHOLDERS**

- 7.1 Prior to installing a bike hangar Officers will consult with Ward Councillors, stakeholders, and local residents to enlist support on the proposed location.

## **8 HUMAN RESOURCES / PROPERTY IMPLICATIONS (IF APPROPRIATE)**

- 8.1 There are no implications for Council staff arising from this procurement. Similarly, there are no property implications arising from the award of the contract.

## **9.0 PUBLIC SERVICES (SOCIAL VALUE) ACT 2012**

- 9.1 The Council is under duty pursuant to the Public Services (Social Value) Act 2012 (“the Social Value Act”) to consider how services being procured might improve the economic, social, and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. This duty does not strictly apply to the proposed contract as it is not primarily a services contract, with the value of goods exceeding the value of services and the total value of this contract is expected to be below the threshold for application of the PCR 2015.

Related Documents:

Cabinet Report titled: Brent Bike Hangars 20<sup>th</sup> June 2022

**Report sign off:**

**Peter Gadsdon**

Corporate Director, Resident Services