

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cabinet Member for Public Realm, Cllr Sharon Holder

Date: 22/11/2023

Subject: Procurement Strategy for Residential Cycle Hangar Roll Out

Report of: Masum Choudhury, Assistant Director for Transport

Report author: Philippa Robb, Senior Smarter Transport Officer

Responsible Director: Bram Kainth, Strategic Director for Environment

SUMMARY

There are more than 3,000 residents on the waiting list for secure cycle parking facilities in H&F, many of whom have been on the list since 2020. To meet this demand, the Council needs to provide an additional 500 cycle hangars. It is expected that these will be rolled out over a 3-year period (average 167 hangars per year).

The recommended procurement strategy is to secure one provider from the Waltham Forest Framework through a mini competition via CapitalEsourcing. As part of the Council's commitment to mitigating the climate and ecology emergency, consideration will also be given to the carbon footprint of the hangars in terms of their manufacture and installation.

RECOMMENDATIONS

1. To approve the recommended procurement strategy, to run a mini competition on the Waltham Forest Framework for the provision of up to 500 new cycle hangars over a 3-year period from 2024 to 2027, for the total contract value of £3m.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Values
Building shared prosperity	Access to secure cycle storage on the public highway allows more residents to participate in active travel regardless of their ability to store a cycle.
Creating a compassionate council	By meeting the requirements of residents' cycle storage needs we are demonstrating our value as a compassionate council
Doing things with local residents, not to them	There is currently a waiting list of at least 3,000 residents wanting secure roadside cycle storage local to their homes. By rolling out up to 500 hangars over 3 years, we will be

Our Values	Summary of how this report aligns to the H&F Values
	meeting our current waiting list, thereby working with local residents. Placing of hangars is carefully thought out with Highways to ensure they are away from residents' doors or front windows and to ensure that pavements are wide enough for bikes to be wheeled in to and out of the hangars. Residents are sent letters up to a month ahead of installation to inform them of our plans and invited to comment before we install hangars.
Being ruthlessly financially efficient	This mini competition will ensure the highest long term quality of product for residents and the borough at the best price.
Taking pride in H&F	The cycle hangars will help to remove street clutter by space to park six bikes in tidy, secure, aesthetically pleasing containers.
Rising to the challenge of the climate and ecological emergency	H&F is committed to zero carbon by 2030 and motorised transport contributes around a fifth of carbon emissions. Offering secure cycle storage would encourage residents to consider ditching the car for short journeys and taking up zero carbon cycling instead. H&F will consider the carbon footprint of providers' hangars, from manufacture to installation in our final decision

Financial Impact

This report recommends the procurement strategy to secure a provider of up to 500 cycle hangars across the borough over a 3 year period 2024 to 2027. There are no financial implications directly attributable to the development and management of the procurement strategy, as this will be managed by existing staff resource.

The financial impact of the resulting contract award will be considered as a separate decision. For information, the resulting contract is expected to be funded from existing capital budgets, which includes existing reserves, the Council's green investment scheme and external grants (e.g. from Transport for London's LIP funding). Although the contract will be awarded for the supply and installation of up to 500 cycle hangars, the number purchased and installed will be aligned to the funding available.

Kellie Gooch, Head of Finance (Environment), 22nd November 2023
Verified by James Newman, AD Finance, 22nd November 2023

Legal Implications

The Council has power to provide hangars for cycles under s63 of the Road Traffic Regulation Act 1984.

The supply and installation of ready-made cycle hangars is a public supply contract for the purposes of the Public Contracts Regulations 2015 (PCR). The Council is therefore obliged to follow the advertising and competition rules set out in the

regulations. The Council is entitled to call-off under the Waltham Forest framework and is intending to conduct a mini-competition. This complies with the requirements of the PCR.

This is a high value contract under the Council's Contract Standing Orders. The use of a suitable framework in accordance with its terms is a permissible method of procurement for a contract of this value. CSO 18 will therefore be complied with.

This is a key decision under the Council's constitution. It therefore needs to be included on the key decision list on the Council's website.

John Sharland, Senior solicitor (Contracts and procurement), 20th November 2023

Background Papers Used in Preparing This Report

None

DETAILED ANALYSIS

Background

1. H&F declared a climate emergency in July 2019 and is committed to reaching net zero carbon by 2030. A key contributor to the poor air suffered in H&F is motorised road traffic. Therefore, the council wants to enable as many residents as is possible to switch local journeys from driving to active travel, including cycling. Providing secure, dry cycle storage within a few metres of where they live help to enable and encourage behaviour change.

Reasons for Decision

2. The reason for the decision is to meet considerable demand from H&F residents for secure, dry, clean roadside cycle storage. In making its decision, H&F has followed the criteria in the Framework. In mitigating the climate and ecological emergency H&F wants to work with providers who are actively seeking to minimise their carbon footprint from manufacturing decisions to delivery and installation of goods.
3. We are procuring up to 500 ready-made cycle hangars over three years. Each hangar fits six bicycles inside. The hangars will be installed by the provider, at locations decided by the borough and off drawings provided by the borough.
4. The recommended length of the contract is three years with an option to extend if there is increased demand for cycle hangars with commensurate budget,

Procurement Route Analysis of Options

5. We are procuring through the Waltham Forest Framework and running a mini competition between the only two suppliers on the framework, Cyclehoop and Falco.

6. The Waltham Forest Framework is a compliant route that has been used by a number of boroughs across London to successfully roll out large numbers of cycle hangar provision, to meet significant resident demand in a timely fashion. The key benefit to using the Framework is ease of procurement through an existing, trusted channel.

Timetable

7. The estimated timetable with indicative dates of the competition process through to contact commencing.

Key Decision Entry (Strategy)	09.11.2023
Contracts Assurance Board (Strategy)	24.11.2023
SLT/Cabinet Member/Cabinet Sign off (Strategy)	27.11.2023
Publish Invitation to Tender on capE	27.11.2023
Deadline date for Bidder clarifications	30.11.2023
Deadline date for clarification responses	01.12.2023
Closing date for submissions	06.12.2023
Evaluation & Moderation of Tenders	07.12.2023
Key Decision Entry (Award)	20.11.2023
CAB (Award)	13.12.2023
SLT/Cabinet Member (Award)	18.12.2023
Find a Tender Service Contract Award Notice	January 2024
Contract engrossment	January 2024
Contract mobilisation and implementation	January 2024
Contract Commencement date	January 2024

Selection and Award Criteria

8. This document outlines how we will base our decision on the quality of the product being procured: [Volume B specification \(lots 4 - 6\).docx](#)
9. The Framework requires an evaluation split of Quality: 50% Social Value:10% and Price 40%
10. The criteria to be used to score Bidder responses.

Criteria	Item	%
Quality	Carbon net zero	10
Quality	Life Cycle	20
Quality	Product Aesthetics	10
Quality	Maintenance	10
Social Value	Disabled resident schemes H&F	5
Social Value	Wider sections of H&F community	5
Commercial/Price	Most Economically Advantageous Tender	40

11. The relative weightings being given to each of the criteria and sub-criteria. The units will be assessed on how their aesthetic complements existing street furniture and improves local streetscape.
12. Social Value would include help to create hubs for inclusive cycle training which might be the provision of specialised cycles and training hours for disabled residents to use. This would enable a wider section of the local population to engage in cycling, offering them opportunities to learn how to ride and to gain more independence in their own personal transport choices.

Contract Management

13. KPIs that will be used to measure successful delivery include an agreed number of high-quality cycle hangars delivered and installed in H&F per quarter.
14. The H&F Senior Smarter Transport Officer will manage the relationship and will meet monthly with the provider online and quarterly in person on site.

Equality Implications

15. This provision of cycle hangars is anticipated to have a neutral impact on equalities.

Risk Management Implications

16. The key risk for the procurement is the provider's ability to supply due to circumstances outside their control, for instance pandemic/warfare that affects supply chains. Proposed mitigations include ordering up to 50 hangars one quarter ahead and internally planning up to 50 hangars two quarters ahead of installation.
17. Should the company fail the mitigation is that we will not pay for the order as payment is in arrears.
18. A failure by the company to meet the contractual requirements; mitigation follows the dispute process outlined in the Framework document.
19. There are no additional risks than those identified in the Risk Assessment and Proposed Mitigations above.

Jules Binney, Risk and Assurance Manager, 17/11/2023

Climate and Ecological Emergency Implications

20. Rolling out a comprehensive programme of cycle hangars offers residents secure, dry, local and affordable roadside cycle storage which would encourage an increased uptake in cycling over driving short journeys. Choosing a supplier that seeks to mitigate its carbon footprint from manufacturing to installation and servicing the contract would contribute positively to the borough's stated goal of reaching net zero carbon by 2030.

Approved by Hinesh Mehta, Assistant Director Climate Change, 21 November 2023

Local Economy and Social Value Implications

21. It is a requirement that all contracts let by the council with a value above £100,000 propose and commit to social value contributions that are additional to the core services required under the contract. These contributions must amount to at least 10% in value of the price of the contract proposed. Suggestions for these contributions are in paragraph 13.
22. It is recommended that the commissioner works closely with Legal Services to ensure appropriate social value clauses are included in the contract, so that the council can enforce its right to remedies if social value commitments are not delivered.

Oliur Rahman, Head of Employment and Skills, 23 November 2023

List of Appendices

None