

VEHICLE LEASE & FLEET MANAGEMENT
Framework Agreement BO-VEH1001-AP
Crown Commercial Services reference: RM3710
Customer Briefing Document

Contents

- 1. Background**
- 2. Lotting Structure**
- 3. Suppliers**
- 4. Benefits**
- 5. Call Off Procedure**
- 6. Fleet Portal**
- 7. Supplier Contact Details**
- 8. Fleet Category Overview**
- 9. Standard Charges**
- 10. Contact Details**

1. Background

This agreement was developed to replace the previous Vehicle Lease agreement, which expired on 15 May 2015 and the previous Fleet Management agreement, which expired in November 2013. In developing the new agreement a number of needs were addressed:

- More flexible, clear and concise route to market by consolidating two separate agreements into one and reduction of lots from 11 to 3
- Greater level of transparency of costs to drive through savings initiatives
- Review and development of the fleet portal to improve customer and supplier interfaces to support increased spend and savings
- Introduction of a matrix approach for fleet management in order to attract/retain SMEs and additional customers
- Opportunity for improved technology such as telematics to improve fleet utilisation and manage risk effectively
- Opportunity to introduce improved management information to provide greater visibility of the customers' fleet structure and spend
- Introduction of optional service offerings e.g. salary sacrifice

A stakeholder group of customers across both central government and the wider public sector was formed to shape the requirements of the new agreement.

The procurement was undertaken using the Open Procedure with the OJEU notice and Invitation To Tender (ITT) being published on 13 December 2014 via the CCS eSourcing portal.

The return date for the ITT was 26 January 2015 and following full compliance checks, tenders were evaluated in accordance with the published evaluation process.

The framework agreement will be managed in accordance with the CCS process for Supplier Relationship Management (SRM)

2. Lotting Structure

The agreement provides the lease of vehicles and associated services and fleet management services for the UK public sector across 3 lots:

- **Lot 1:** Lease of passenger motor vehicles and light commercial vehicles up to 3.5 tonnes with the option to convert the vehicle where required.
- **Lot 2:** Lease of commercial vehicles 3.5 tonnes and above including buses, coaches, trailers and municipal vehicles.
- **Lot 3:** Provision of fleet management services including the management, sourcing and supply of passenger cars, motorcycles, light commercial vehicles up to 3.5 tonnes and above.

The associated services include service maintenance and repair, sale and lease back and salary sacrifice.

For further information please see the specification in the documents area via the attached link [RM3710 Vehicle Lease & Fleet Management Framework Agreement](#)

3. Suppliers Awarded

Supplier	Lot 1	Lot 2	Lot 3
ALD Automotive Ltd	<input type="checkbox"/>		
Alphabet (GB) Ltd	<input type="checkbox"/>		<input type="checkbox"/>
Arnold Clark Vehicle Management	<input type="checkbox"/>		<input type="checkbox"/>
Arval UK Ltd	<input type="checkbox"/>		
BT Fleet			<input type="checkbox"/>
Dawsonrentals Truck and Trailer Ltd		<input type="checkbox"/>	
Fleetcare (PSCSM) Ltd			<input type="checkbox"/>
Fraikin Ltd		<input type="checkbox"/>	<input type="checkbox"/>
GMP Drivercare Ltd			<input type="checkbox"/>
Hitachi Capital Vehicle Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inchcape Fleet Solutions	<input type="checkbox"/>		<input type="checkbox"/>
Knowles Associates Total Fleet Management Ltd			<input type="checkbox"/>
Leasedrive Ltd	<input type="checkbox"/>		<input type="checkbox"/>
LeasePlan UK Ltd t/a Automotive Leasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lex Autolease	<input type="checkbox"/>		<input type="checkbox"/>
Lookers Leasing Ltd	<input type="checkbox"/>		
Mercedes-Benz Financial Services UK Ltd (Daimler Fleet Management)	<input type="checkbox"/>		
Ryder Ltd		<input type="checkbox"/>	<input type="checkbox"/>
Volkswagen Group Leasing	<input type="checkbox"/>		
Total	12	5	13

4. Benefits

- Simple vehicle acquisition process for standard specification vehicles in Lot 1. Simply obtain a quotation using the fleet portal and order directly from the winning lease supplier.
- Option to nominate a preferred local dealership for delivery.
- More flexible, clear and concise route to market, together with improved competition as a result of the consolidation of the previous vehicle lease agreement lots and increased number of suppliers.
- Consolidation of vehicle lease and fleet management into single agreement.
- Improved technology such as telematics to improve fleet utilisation and manage risk effectively.
- Supplier access to manufacturer discounts via the Vehicle Purchase agreement (RM1070).
- Provision for reduced pricing based on standardised vehicle specifications and aggregated volumes, supported by CCS Vehicle Purchase eAuctions.
- Opportunity to improve fleet performance and costs through fleet audits, fleet optimisation and utilisation.
- Supports the Clean and Energy Efficient Vehicles Directive 2009-33-EC.

5. Call Off Procedure

For standard specification vehicles from lot 1 you have 2 options:

1. Access the fleet portal for online quotations and make a direct award to your chosen supplier
2. Run a further competition as detailed in Framework Schedule 5: Call Off Procedure

You can register for an account for the fleet portal via the following link:

<https://gpsfleetportal.cabinetoffice.gov.uk>

Note: if your organisation is already set up on the fleet portal you can add additional users but you must ensure the application is linked to your organisation's account.

To do this please select:

1. the relevant organisation type in the applicable drop down box e.g. Department of Health, Local Government, Housing Associations etc; and

2. select your organisation from the applicable drop down box.

Note: you will need to undertake a further competition outside of the fleet portal for all lot 1 vehicles requiring conversion, including fast response vehicles.

For all vehicle requirements that fall under lots 2 and 3 you will need to run a further competition as detailed in Framework Schedule 5: Call Off Procedure.

Please email transport@crowncommercial.gov.uk to request a copy of the framework price schedule for lot 3.

Note: lot 3 prices are a maximum price that the supplier can charge for the service requirements and they may be reduced for the customer's specific requirements as part of a further competition.

When evaluating your bids/quotations, please use the award criteria detailed in the table below as per Framework Schedule 6: Award Criteria:

Criteria Number	Criteria Detail	Percentage Weightings - to be set by the Contracting Body conducting the direct award or further competition
1	Price (life cycle costs, cost effectiveness & price; price and running costs)	0 – 100%
2	Quality (including delivery time, sales service, good value, accessories, service fitness for purpose) Technical merit; coverage, network capacity and performance as specified in relevant service levels	0 – 100%
3	Environmental characteristics	0 – 100%
	Total Weighting	100%

Further competitions can be undertaken via the CCS eSourcing portal or via current methods used by your own organisation.

You can find out more about the eSourcing portal and register for access via the following link: <https://www.gov.uk/government/publications/esourcing-suite-guidance-for-customers>

If you are already registered to use the eSourcing portal you can log on via the following link: <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp>

Call-off contracts, whether as a result of direct award or further competition will be formed by the issue of an order by the customer to the chosen supplier and acceptance by that supplier of such an order. The Call-off contract (Schedule 4: Order Form and Call Off Terms and Schedule 2 Annex 3 Master Lease Call Off) will be on the terms specified in the agreement and may be supplemented as appropriate by additional terms specified by the customer.

When placing an order, you have a number of options:

- Use the order form contained in Schedule 4 or the vehicle agreement contained in Part B of Schedule 2 Annex 3
- Use your own organisation's order form
- Use the supplier's order form ensuring this makes reference to the Framework Agreement RM3710 and does not contain any of the supplier's terms and conditions.

Important Notes:

- **Note 1: If delivery date is critical:** You should ensure that you get confirmation from the chosen Supplier on the delivery date of the vehicles selected and that these delivery dates meet with your requirements. If a delivery date is critical then you should detail this in your order to the chosen supplier, stating the delivery date is critical.
- **Note 2: Lead Times:** Some manufacturing lead-times for less popular models or specific bespoke requirements can in some cases exceed 6 months, so please ensure you clarify with the selected supplier, the delivery date prior to placing the order.
- **Note 3: Relief Vehicle:** Please note that relief vehicles are not an automatic add on as part of the framework agreement and if a relief vehicle is required it has to be requested as part of the vehicle order. : Example if any issues were to occur to the leased vehicle that required an interim relief vehicle to be used by the customer whilst the leased vehicle was being repaired. Clearly detail the requirement of a relief vehicle in the call off order form to the supplier and refer to clause 6.10 in the Framework Agreement Master Lease Terms and Conditions when stating in the order form that a relief vehicle would be required. When setting up your profile on the Crown Commercial Services Fleet Portal also ensure that you tick the box that states relief vehicle required.

All supporting documentation can be found via the following link: <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3710>

6. Fleet Portal

The Fleet Portal is a web-based system, which serves both Vehicle Lease (RM3710) and Vehicle Purchase (RM1070) and allows for instant quotations for standard vehicles within lot 1 for lease and lots 1 and 2 for purchase (cars and light commercial vehicles).

Note: lease quotations are valid for 30 days subject to manufacturer price increases

<https://gpsfleetportal.cabinetoffice.gov.uk>

7. Supplier Contact Details

Supplier	Contact Name	Contact Email	Contact Phone Number
Lot 1: Passenger motor vehicles and light commercial vehicles up to 3.5 tonnes			
ALD Automotive Ltd	Bernard Tomkins	Bernard.Tomkins@aldautomotive.com	07740 433894
Alphabet (GB) Ltd	Public Sector Team	publicsectorquotes@alphabet.co.uk	07815 370572
Arnold Clark Vehicle Management	Angus Gillon	angus.gillon@arnoldclark.co.uk	07808 590040
Arval UK Ltd	Chris Salmon	chris.salmon@arval.co.uk	07966 129099
Hitachi Capital Vehicle Solutions	Alan McCleave	alan.mccleave@hitachicapital.co.uk	07747 765220
Inchcape Fleet Solutions	Public Sector Team	IFSPublicSectorQuotes@ifs.inchcape.co.uk	0870 191 4444
Leasedrive Ltd	David Brown	David.Brown@leasedrive.com	07788 391228
LeasePlan UK Ltd t/a Automotive Leasing	Jessica Chapman	jessica.chapman@automotive-leasing.co.uk	07764 959309
Lex Autolease	Vicky Cooper	vicky.cooper@lexautolease.co.uk	07920 087614

Lookers Leasing	Graham Bish	Graham.Bish@lookersleasing.co.uk	07956 905929
Mercedes-Benz Financial Services UK Ltd (Daimler Fleet Management)	Robert Mills	robert.r.mills@daimler.com	07810 794662
Volkswagen Group Leasing	Marco Capozzoli	Marco.Capozzoli@vwfs.co.uk	07581 070600

Supplier	Contact Name	Contact Email	Contact Phone Number
Lot 2: Commercial vehicles 3.5 tonnes and above including buses, coaches, trailers and municipal vehicles			
Dawsonrentals Truck and Trailer Ltd	Paul Sainthouse	paulsainthouse@dawsongroup.co.uk	07778 819557
Fraikin Ltd	Colin Melvin	colin.melvin@fraikin.co.uk	07836 618547
Hitachi Capital Vehicle Solutions	Alan McCleave	alan.mccleave@hitachicapital.co.uk	07747 765220
LeasePlan UK Ltd t/a Automotive Leasing	Jessica Chapman	jessica.chapman@automotive-leasing.co.uk	07764 959309
Ryder Ltd	Pat O'Brien	Pat_Obrien@ryder.com	07785 588999

Supplier	Contact Name	Contact Email	Contact Phone Number
Lot 3: Fleet management services, including the management, sourcing and supply of passenger cars, motorcycles, light commercial vehicles up to 3.5 tonnes and commercial vehicles 3.5 tonnes and above			

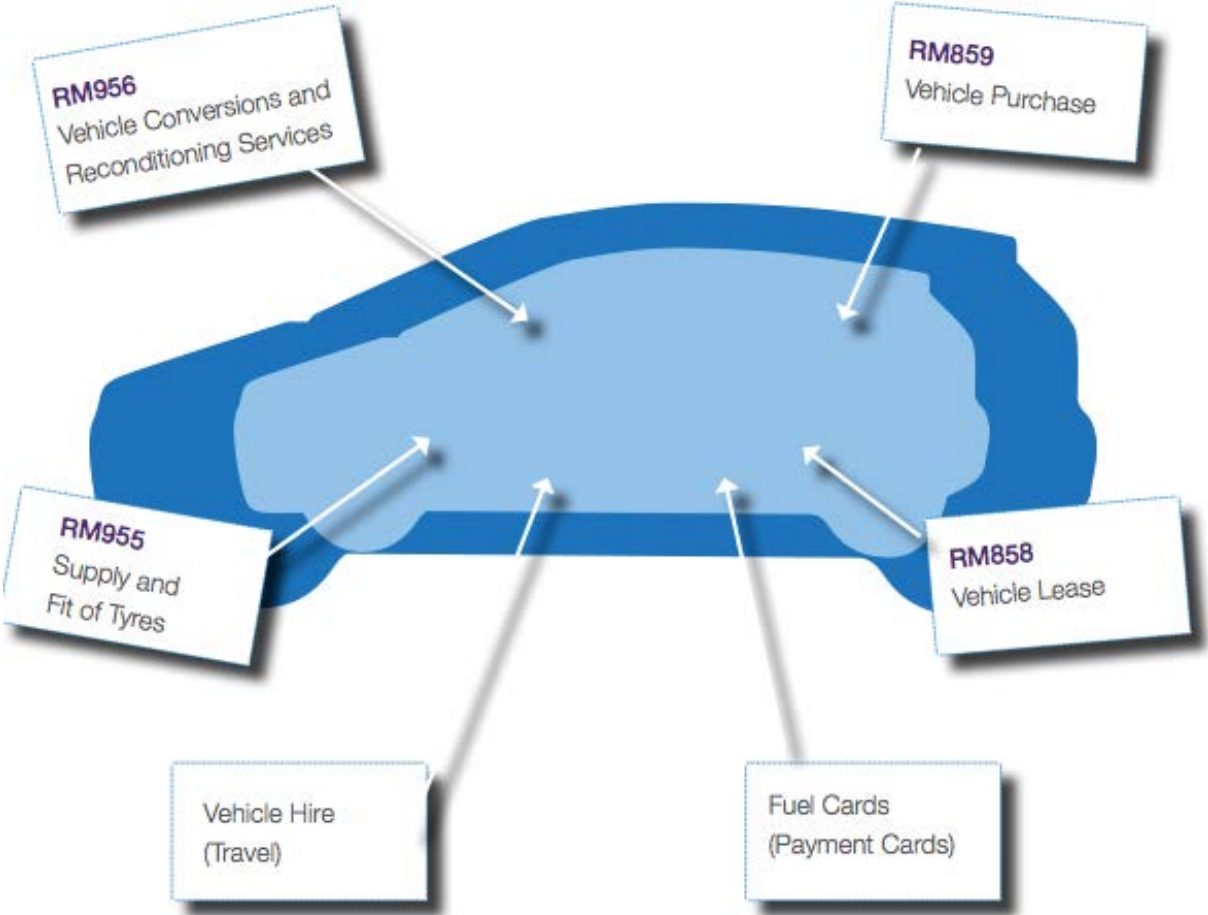
Alphabet (GB) Ltd	Public Sector Team	publicsectorquotes@alphabet.co.uk	07815 370572
Arnold Clark Vehicle Management	Angus Gillon	angus.gillon@arnoldclark.co.uk	07808 590040
BT Fleet	Paul Browne	paul.2.browne@bt.com	07917 020284
Fleetcare (PSCSM) Ltd	Sarah Walker	sarah@fleetcare.org	07917 366004
Fraikin Ltd	Colin Melvin	colin.melvin@fraikin.co.uk	07836 618547
GMP Drivercare Ltd	Scott Felton	scott@gmpdrivercare.co.uk	07956 623217
Hitachi Capital Vehicle Solutions	Alan McCleave	alan.mccleave@hitachicapital.co.uk	07747 765220
Inchcape Fleet Solutions	Public Sector Team	IFSPublicSectorQuotes@ifs.inchcape.co.uk	0870 191 4444
Knowles Associates Total Fleet Management Ltd	Andrew Franklin	Andrew@kafleet.com	07746 925649
Leasedrive Ltd	David Brown	David.Brown@leasedrive.com	07788 391228
LeasePlan UK Ltd t/a Automotive Leasing	Jessica Chapman	jessica.chapman@automotive-leasing.co.uk	07764 959309
Lex Autolease	Vicky Cooper	vicky.cooper@lexautolease.co.uk	07920 087614
Ryder Ltd	Pat O'Brien	Pat_Obrien@ryder.com	07785 588999

8. Fleet Category Overview

The Fleet category covers the purchase and lease of a wide range of vehicles, including passenger cars, motorcycles, car derived vans, light commercial vehicles and heavy & specialist commercial vehicles 7.5 tonnes and above.

Additional services include vehicle conversions, fleet management and the supply and fit of tyres. A full list of our fleet agreements and details of how to access them can be found on our website.

CCS also has other Category teams, which cover the provision of Fuel Cards, Vehicle Insurance and Vehicle Hire Solutions.



9. Standard Charges

The following early termination charges only apply to standard passenger motor vehicles and light commercial vehicles up to 3.5 tonnes ordered through lot 1 and lot 3.

All other charges apply to all vehicles ordered through lots 1, 2 and 3 apart from the excess/under mileage charge which only applies to vehicles up to 3.5 tonnes ordered through lots 1 and 3.

All of the standard charges are fixed and firm for the duration of the framework agreement.

Requirement	Standard Charge
EU Travel Documents	£0

Early Termination (2 year lease)	Year 1: 2 months charge of rental
	Year 2: 1 month charge of rental
Early Termination (3 year lease)	Year 1: 5 months charge of rental
	Year 2: 3 months charge of rental
	Year 3: 1 month charge of rental
Early Termination (4 year lease)	Year 1: 6 months charge of rental
	Year 2: 4 months charge of rental
	Year 3: 2 months charge of rental
	Year 4: 1 month charge of rental
Early Termination (5 year lease)	Year 1: 7 months charge of rental
	Year 2: 4 months charge of rental
	Year 3: 3 months charge of rental
	Year 4: 2 months charge of rental
	Year 5: 1 month charge of rental
Excess/Under mileage charge for petrol and diesel vehicles	Up to 1600cc: £0.04 per mile >1600cc: £0.05 per mile
Driver Pack	No additional cost for standard pack
Administration fee for the management of an infringement fee	£20
Administration fee for private number plate transfer	£20
Administration fee for payment of the congestion charge	£20
Administration fee for re-contracting of the vehicle (e.g. mileage re-writes and contract extensions)	£0
End of life vehicle damage waiver	Suppliers shall not charge the first £150 of any de-hire damage)

10. Contact Details

If you have any queries regarding the vehicle lease and fleet management framework agreement, your requirements or the fleet category in general, please contact:

APUC Contact

Pippa Clark
Tel: 0131 4428948
Email: pclark@apuc-scot.ac.uk

Additional information also available from **Crown Commercial Services (CCS)**
Email: transport@crownccommercial.gov.uk

To find out how CCS can help your organisation to maximise procurement efficiency and value for money, please call our help desk:

Tel: 0345 410 2222

or visit our website:

<http://www.gov.uk/ccs>