



**Report for** Cabinet – 11 July 2023

**Title:** Supply, Installation and Management of Cycle Storage Facilities

**Report authorised by:** Director of Environment and Resident Experience

**Lead Officer:** Andrew Bourke, Parking Policy and Projects Manager

**Ward(s) affected:** All

**Report for Key/  
Non-Key Decision:** Key Decision

**1 Describe the issue under consideration.**

1.1 Approval to award a contract to the preferred Bidder identified in the exempt report for a total value of £980k + VAT to supply, install, manage and maintain cycle storage facilities in the borough on behalf of the Council.

**2 Cabinet Member Introduction**

2.1 London has seen a revolution in the way people get around since the pandemic, with a significant rise in the number of people cycling. The proliferation of protected cycle lanes and low traffic neighbourhoods has made cycling a desirable and safe option and has helped fuel this modal shift.

2.2 Data from Transport for London (TfL) shows the mode share for cycling by Londoners during the pandemic was on average twice as high as pre-pandemic levels, and weekly demand for cycling is now at 140% of pre-pandemic baseline and continues to rise. A 2021 Halfords survey found that 62% of adults who owned a bike in London said they had cycled more often in the past 12 months, compared to past years.

2.3 With the rollout of the low traffic neighbourhoods and the imminent growth in protected cycle lanes in the borough, we expect to see the demand for cycling to grow exponentially. With safer infrastructure, and residents seeing people cycling, we can expect to witness a positive feedback loop.

2.4 However, one of the biggest obstacles to bike ownership is the lack of secure space for storage. With 59% of Haringey residents living in a flat, maisonette or apartment, space is at a premium. Even for many people living in a house, available space is still an obstacle. If we are to meet current demands for storage and its expected growth, secure on-street cycle storage is essential.

2.5 In 2022-23 we delivered 32 new cycle storage units in the borough allowing 192 bicycles to be securely stored. Now that we have secured additional funding, I am keen to surpass this target. We have nearly 2000 people on our waiting list who have requested a cycle storage facility. A rolling programme of delivery over the next few years will play an important part in helping drive our active travel agenda, improve the health and well-being of residents, and tackle climate change by reducing reliance on private motor cars.

2.6 The planet is in the midst of a climate crisis and London is suffering from a congestion crisis. INRIX's 2022 Global Traffic Scorecard revealed that London

remained the most congested urban area globally, with drivers losing 156 hours sitting in congestion, up 5% over the previous year.

- 2.7 INRIX's research highlights solutions to London's congestion problem - reducing the number of vehicles on the road by:
- Improving public transport
  - Encouraging active travel like cycling and walking

Every journey taken by sustainable means has a positive impact for all road users, improving the environment in which we travel. Promoting and supporting bike ownership is key in achieving these goals.

### **3 Recommendations**

It is recommended that Cabinet:

- 3.1 Approves the award of a contract to the preferred Bidder, pursuant to a call-off from a framework agreement set up by Waltham Forest Council, as allowed under CSO 7.01(b), for three years with an option for a two-year extension exercisable at the Council's sole discretion, to supply, install, manage and maintain cycle storage facilities in the borough.

### **4 Reasons for decision**

- 4.1 Encouraging more people to cycle is a vital part of Haringey Council's plan to tackle congestion, improve air quality, promote physical activity and improve accessibility. The Council is committed to the promotion of cycling as a serious mode of transport.
- 4.2 One of the barriers to taking up cycling by residents' is the lack of safe place to store their bicycle. This contract is being awarded to address this barrier by ensuring that more cycle storage units are installed on and off-street at suitable locations across the borough for residents' use.
- 4.3 The scope of work required includes supplying, installing, managing, and maintaining cycle storage facilities and associated equipment.

### **5 Alternative options considered**

- 5.1 A do-nothing approach was considered but this was rejected as it would be against the Council's commitment to providing more secure cycle storage units (cycle hangars) on and off street, for residents' use.

### **6 Background information**

- 6.1 Many residents in the borough, particularly those who live in flats, find it difficult to keep bicycles at home due to a lack of storage space. This is often inconvenient and impractical, meaning that people may not be able to own a bicycle.
- 6.2 In recent years, cycle storage facilities have emerged as a game-changing solution. They offer secure, sheltered cycle parking on residential streets. A cycle hangar is a communal bicycle locker that stores six bicycles whilst only using approximately half a car parking space on street. It is easy to open with a self-

lifting door and protects bicycles from vandalism and wet weather. They can also be adapted to cater for tricycle users when required.

- 6.3 The Council in 2014 embarked on a programme to provide cycle storage units across the borough, and to date 190 have been provided, allowing 1140 bicycles to be stored securely.
- 6.4 The previous contract expired in 2020 and the intention was to bring in a dedicated cycle storage unit supplier but until then the Council's Term Contractor has been providing this service. In early 2022 the procurement of a new contract for up to 5 years was initiated. The value of this contract of up to £1 million over 5 years, was based on last year's funding allocation of 200k. As the value of the contract would exceed the 160k threshold, procurement of the contract is managed by the Council's dedicated procurement team with information and assistance provided by the Parking policy and Projects Team within Highways and Parking Service where required.
- 6.5 The Council's procurement team reviewed all current cycle hangar framework agreements across London and considered these against the Council undertaking its own in-house tender exercise. It was agreed that the use of the existing Waltham Forest Framework would provide Haringey with the most cost-efficient procurement of this service, with the view to establish one provider delivering, managing and maintaining on street hangars. Legal advice, approval, and endorsement was sought for the use of Waltham Forests framework prior to the procurement exercise commencing.
- 6.6 In accordance with the Contract Procedure Rules, the tender documents were issued via the Council's Corporate Procurement System using the HPCS e-procurement portal under the Waltham Forest Council framework agreement; Appendix 1 attached in the exempt report.
- 6.7 The request for quote was advertised on the Council's procurement portal on 7<sup>th</sup> February 2023 and were sent to the Bidders identified in the exempt report, who are in the Waltham Forest framework agreement, to provide quotes.
- 6.8 Officers assessed the submissions and considered quote submitted from Bidder 1, demonstrated the ability to undertake the work and meet the Council's required criteria. Bidder 1 has a proven record of delivering high-quality and cost-effective service.
- 6.9 The contract does not put the Council into any obligation of reaching the total contract value. The preferred Bidder has provided a bid on this basis with the understanding that value of orders will be dependent on funding being available.
- 6.10 The evaluation criteria were based on 60:40 ratio for price and quality.
- 6.11 Quality criteria of the tender was evaluated by officers in Highways, Parking and Procurement. A consensus score was agreed on the submission.
- 6.12 Officer evaluation, and scores for the preferred Bidder were:  
Price 40%, Quality 26.8% - giving a total score of 66.8%.

- 6.13 As the minimum thresholds have been met on quality, the recommendation is to award contract to the preferred Bidder.
- 6.14 Should the contract be approved for award, the cycle storage units will be managed by the preferred Bidder. The current annual rental cost for residents for a space within a cycle hangar is £72, of which half is subsidised by the Council for the first three years. This covers the annual rental, administration and management costs of the storage facilities.
- 6.15 Request from residents for a cycle storage unit (cycle hangar) is made through an online e-form which will be submitted to the preferred Bidder. The list of outstanding requests will be shared with the Council who, following a site assessment, will agree the exact position in which a cycle hangar is proposed. For this contract, locations received from properties with no secure way to park their bicycle off street will be prioritised and the final locations selected will be discussed and agreed with the preferred Bidder. Once a cycle storage unit is provided, the preferred Bidder will offer the rental to the first six people from that street (or nearby streets as appropriate) who requested the hangar.
- 6.16 The preferred Bidder, as part of their management obligations, will be responsible for day-to-day maintenance and cleaning of the cycle storage units. This includes yearly removal of all litter, leaves and general detritus that has gathered in and around hangars, in addition to all weeds or vegetation growing in or around hangars. The preferred Bidder is required to maintain all cycle parking units in accordance with manufacturer's warranty guidelines, ensuring the operation of hangars is as quiet and smooth as possible.
- 6.17 The cost for major repairs required following damage caused due to a vehicle collision or attempted theft, is to be funded by the Council through its annual highways and parking maintenance budget.
- 6.18 The costs for the supply and installation of the storage units will be covered through LIP funding from TfL, Councils Capital and other funding streams. They can also be implemented when introducing new controlled parking zones (CPZs), low traffic neighbourhoods (LTNs) and other schemes such as cycling improvement schemes. The available funding identified at present is detailed in the table below.

Funding	Scheme	2023/24 Allocation (£'000) (£'000)	2024/25 Allocation (£'000)	2025/26 Allocation (£'000)
SCIL LTN Phase2	Residential Cycle Parking	200	400	-
Capital Funding	Capital -Residential Cycle Parking	200	0	-
TfL LIP	Cycle Parking	106		-
<b>Total (£'000)</b>		<b>506</b>	<b>400</b>	

## 7 Contribution to Corporate Delivery Plan 2022-2024 high-level strategic outcomes

7.1 This report supports **Theme 2: Responding to the climate emergency** in the Corporate Delivery Plan 2023 2024. The award of contract will ensure that the Council can increase the number of cycle hangars made available for residents use both on and off street across the borough. This will help incentivise shift towards travelling more sustainably, helping reduce private motor car use.

7.2 The installation of these storage units will also support the objectives set out in the Council's Transport Strategy, Walking and Cycling Action Plan and Climate Change Action Plan, as well as the wider initiatives to improve air quality.

## **8 Statutory Officers comments**

### **8.1 Head of Legal and Governance (Monitoring Officer)**

8.1.1 The Head of Legal and Governance (Monitoring Officer) has been consulted in the preparation of this report.

8.1.2 Cabinet is being asked to approve the award of a contract to the preferred Bidder pursuant to a call off from a framework agreement set up by Waltham Forest Council as allowed under CSO 7.01(b), for three (3) years with an option for a two (2) year extension exercisable at the Council's sole discretion, to supply, install, manage and maintain Cycle Storage facilities in the borough at the locations agreed by council officers. The contract award value is £980k.

8.1.3 The Cabinet may approve the variation under Contract Standing Order 9.07 (d) (contracts valued at £500,000 and above).

8.1.4 This contract is a Key Decision as the aggregate value of the contract is over £500,000. The Council must therefore comply with the governance provisions in the Constitution in respect of Key Decisions, including publication in the Forward Plan (see CSO 9.07.1 (e))

8.1.5 The Head of Legal and Governance (Monitoring Officer) confirms that there are no legal reasons preventing the Cabinet from approving the recommendations in the report.

### **8.2 Finance**

8.2.1 The recommendation to award a contract to the preferred Bidder for the installation of on street cycle storage units will be funded through the approved General Fund capital programme. Whilst future years funding is indicated this is subject to future decisions on the MTFs and decisions of TfL in relation to the LIP allocations.

8.2.2 Day to day revenue maintenance will be undertaken by the preferred Bidder with the Council responsible for major repairs (such as vandalism).

### **8.3 Procurement**

8.3.1 This procurement was carried out using a compliant framework and was supported by Strategic Procurement, and we support this award.

### **8.4 Equality**

8.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

8.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.

8.4.3 The decision to award the contract to the preferred Bidder identified in the exempt report is to provide more secure on street cycle storage units for residents' use, and to encourage the uptake of cycling in the borough.

8.4.4 The installation of these units will support the objectives set out in the Council's Transport Strategy and Climate Change Action Plan, as well as the wider initiatives to improve air quality.

8.4.5 Air pollution is known to disproportionately affect children and young people, older people, pregnant women, and individuals with disabilities and long-term health conditions. Cycling reduces CO2 emissions, improve air quality and also encourage a healthy lifestyle. This decision will therefore help address known inequalities and benefit individuals and groups with protected characteristics.

## **9 Use of Appendices**

9.1 Appendix 1 – London Borough of Waltham Forest Framework Agreement  
EXEMPT

## **10 Local Government (Access to Information) Act 1985**

10.1 This report contains exempt and non-exempt information. The exempt information is not for publication as it contains information classified as exempt under the following categories (identified in the amended Schedule 12A of the Local Government Act 1972):

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).