

DECISION MAKING REPORT

Report for: Assistant Director Direct Services – Mark Stevens

Title: Extension of Contract – Zenith Motorcycles Ltd

Report authorised by: Mark Stevens, Assistant Director Direct Services

Lead Officer: Ann Cunningham, Head of Highways and Parking

Ward(s) affected: N/A

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

1. Describe the issue under consideration

- 1.1 This report requests the Assistant Director to approve the extension of contract LBH-014236 with Zenith Motorcycles Ltd under CSO 3.01 as allowed under CSO 10.02.1(a) and CSO 10.02.2 by the amount of £25,000. The full value of this contract would be £34,999 and will last until 31st March 2025.
- 1.2 This extension will cover the Council's commercial contractual obligation of £14k to settle outstanding payments (the purchase of four mopeds delivered in August 2024).
- 1.3 In addition, a further £11k has been allocated to the value of the contract to provide for ad hoc essential moped repairs and purchases of safety equipment.
- 1.4 The value of the contract is below the applicable threshold pursuant to the Regulations and is in the Council's overall interest.

2. Cabinet Member Introduction

N/A

3. Recommendations

- 3.1 That the Assistant Director Direct Services approves the contract extension by the amount of £25,000. This will provide sufficient coverage for current and short-term requirements and provide time to procure a replacement contract via the RFQ process.

4. Reasons for decision

- 4.1 Zenith Motorcycles Ltd currently provides goods and services to Haringey Council as laid out in section 1. The current contract value has almost diminished and the residual value of £700 is insufficient to settle outstanding contractual obligations of £14k (for the supply of four mopeds delivered in August 2024).
- 4.2 Parking Enforcement also has an immediate need to source ad-hoc essential repairs and supporting safety equipment or face a reduction in their capacity to provide mobile parking enforcement support.

4.3 Please also see section 6 below.

5. **Alternative options considered**

5.1 **Do Nothing** – This is not an option. Failure to maintain an adequate number of moped based enforcement officers will constrain the ability of Haringey Council to undertake its statutory obligations around parking enforcement. Inadequate service provision will adversely impact ticket issuance and subsequently parking revenue.

5.2 Haringey Council has a commercial contractual obligation to settle outstanding payments of £14k for the supply of four mopeds. This waiver and contract award is necessary to allow payment to be made and to avoid possible litigation.

5.3 **Tender for those services (£10k to £160k)** – This process has been commenced, however for reasons laid out above, this waiver and contract award is required as an interim measure at this point.

6. **Background information**

6.1 Haringey Council's fleet of enforcement mopeds are a vital tool to maintain parking enforcement services, which are essential for the safe management of parking arrangements in the borough.

6.2 Any reduction in the mobile fleet will cause interruption in enforcement operations, leading to an increase in illegal parking, decreased public safety and a loss in revenue for the Council.

6.3 Zenith Motorcycles Ltd has provided mopeds, moped servicing, spare parts and related services to support parking enforcement for several years.

6.4 It has been identified that several supporting £10k contracts were raised throughout the lifetime of this supplier, and that there is a need to tender for those services to comply with the procurement code of practice. This is currently being addressed through a Requisite for Quotes (RFQ) process.

6.5 This waiver and contract extension is required in the interim to allow the Council to settle the outstanding commercial contractual obligation, as well as to provide access to moped repairs and safety equipment, while the RFQ process is complete.

7. **Contribution to strategic outcomes**

Priority 3: Place

7.1 A place with strong, resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green.

7.2 The award of this interim contract is essential to ensure that the Council can maximise deployment of enforcement staff to ensure compliance with parking restrictions, keeping roads safe and traffic flowing.

8. Statutory Officers' comments

Shared Service Centre

8.1 Due to the value, no comments required.

Finance

8.2 Due to the value, no comments required.

Legal

8.3 Due to the value, no comments required.

Procurement

8.4 Due to the value, no comments required.

9. Use of Appendices

None

10. Local Government (Access to Information) Act 1985

N/A