

<b>Committee</b>	<b>Date:</b>
Culture, Heritage and Libraries Committee	25 March 2019
<b>Subject:</b> Request for Urgent Decision – Report of Action Taken	<b>Public</b>
<b>Report of:</b> The Town Clerk	<b>For Information</b>
<b>Report author:</b> Chloe Rew, Committee and Member Services Officer	

### Summary

This report provides details of a decision taken under urgency procedures since your last meeting.

### Recommendation

Members are asked to note the report.

### Main Report

#### **REQUEST FOR DECISION UNDER URGENCY – COMPLIANT WAIVER FOR DIESEL VAN REPLACEMENT**

1. The Head of Barbican and Community Libraries wishes to replace one diesel vehicle with an electric equivalent prior to the Ultra Low Emission Zone (ULEZ) tariffs coming into effect on 1 April 2019.
2. The library van transports; books, CDs, DVDs and other items including furniture between libraries. The van is also used for twice daily collection and delivery service to the three lending libraries, the City's two reference libraries (Guildhall and City Business Library), the Cultural and Development team, the City Information Centre, Tower Bridge and Monument. It also provides ad hoc journeys for example, to support exhibitions at Guildhall and Barbican Libraries.
3. The LDV EV80 Electric Panel Van, supplied by Heathrow LDV Limited, was identified as the most appropriate choice to replace the diesel van, due to the quality of the vehicle, warranty and after sales support provided by Heathrow LDV Limited.
4. Approval was granted for the use of a Sole Supplier waiver to rule 15 of the Procurement Code.
5. Approval was granted to award a contract to Heathrow LDV Limited for £71,467.60 (£67,786.00 plus £3,681.60 for 60 months maintenance).
6. Approval was granted under urgency procedures in order for the library to purchase the vehicle and provide driver training in advance of the 1 April 2019 ULEZ tariff date.

#### **Chloe Rew**

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