

Information Released under Freedom of Information Act

Subject: Request for details of Companies House vehicle, leasing and maintenance contracts

Date Released: 27 November 2015

Summary of request: The enquirer requested details of Companies House vehicle, leasing and maintenance contracts

I have answered your questions in the order they appear in your request.

1. Contract Type: Maintenance, Leased, Hire

Companies House has one single fleet vehicle. This is on a lease contract arrangement.

2. Who is the supplier of this contract? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.

The supplier is Lookers who were appointed via the Government Procurement Service Framework.

3. A small description of the contract.

The vehicle is primarily used by IT staff to transport back-up media on a daily basis between our main location in Cardiff to Newport. It is also used for other ad-hoc business use by staff when available.

4. The expiry date of each individual contract.

The contract expires 31 March 2016

5. The contract review date.

The contract will be reviewed in February 2016.

6. Can you please send me contact details of the individual within the organisation responsible for this contract? Can you please send me two contact one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager.

Steve Davies, Procurement and Contract Manager

Tel: 02920 380 575.

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7. If the contract above was awarded within the last six months could you please provide me with the suppliers that were shortlisted?

N/A

8. I understand that the FOI Act is for recorded information but if you could be so help please

include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.

If Companies House still require a lease vehicle it will be sourced through the Crown Commercial Service Framework.