

Via email to: request-63568-16a98507@whatdotheyknow.com

Wednesday, 23 March 2011

Dear Mr Middleton

Freedom of Information Act 2000 request - vehicle hire/lease contracts

In response to your request for information regarding vehicle hire/lease contracts, dated 26 February 2011, made under section 1(1) of the Freedom of Information Act 2000 ("the Act"), I am writing to confirm that some of the information you require exists and is included in this letter.

You asked the following:

1. What is your authorities annual cost (excluding VAT) that you spend on the hiring/leasing of vehicles?

A search of our commodity codes has revealed a total spend of around £73,000 on vehicle hire during the 2009/2010 academic year. The commodity code in question includes taxi hire, car hire, etc. and will not reflect accurately spend on any vehicle hire where College staff would drive the vehicle. It should be noted that the figure quoted is inclusive of VAT, therefore, the annual spend excluding VAT is around £62,125.

2. Does or would your authority have a requirement to hire/lease any of the following makes of vehicles:

- a) Mini Bus/ MPV 8-9 Seats.*
- b) Vans of all sizes.*
- c) Refrigerated Vehicles.*

King's College London operates a devolved purchasing function and the requirements of the varied and diverse operations of the College would not be known centrally in any detail. Given the nature of the College's business, it is feasible that vehicles in all three of the above categories might be hired.

3. Are your hire/lease vehicles on a contract term?

There are no College-wide agreements for vehicle lease or hire. Some departments may have local arrangements.

4. If so, when do they expire?

Non-applicable. See response to question 3 above

5. Would an SME contract hire company (up to £30,000 per annum) be allowed to provide your authority with hire/lease vehicles?

All companies are able to bid for the College's business and the College uses its best endeavours to ensure that all prospective suppliers are treated equally and fairly. The College would carry out financial checks on prospective suppliers to safeguard its interests and to ensure that supplier capture issues are taken into account before awarding any contract. Being a SME is not an impediment to doing business with the College.

6. If yes, which person could we contact and what would be their direct telephone contact number?

There is no one person responsible for this supply commodity (See response to question 3 above). All contract opportunities at King's College London would be posted on the area of our website dedicated to our suppliers. Please find information at the following link:

<http://www.kcl.ac.uk/about/structure/admin/purchasing/supply/>

As explained above, the College's Finance department does not hold all the information you have requested centrally. In order to find out the annual cost of vehicle hire/leasing arrangements, we would need to approach the College's nine academic schools and approximately eighty-nine central departments to locate, extract and retrieve information regarding local arrangements.

The College believes that the cost of doing this would exceed the 'appropriate limit' set by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 ('the Regulations'). The Regulations specify that a public authority does not have to comply with a request for information where the cost of complying with the request would exceed the 'appropriate limit', which is set for universities at £450 or the equivalent of 18 hours of staff time. The College's policy is not to provide information where the cost of doing so would exceed the 'appropriate limit'.

This completes your request for information.

If you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. Details of how to make a complaint can be found in our FoI Policy, a copy of which is available on our web site at:

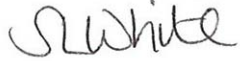
<http://www.kcl.ac.uk/college/policyzone/index.php?id=209>

Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
www.ico.gov.uk

Yours sincerely

A handwritten signature in black ink that reads "S White". The signature is written in a cursive style with a large, looped 'S' and a clear 'White'.

Sarah White
Legal Compliance Officer