SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR 4x4 ALL-TERRAIN VEHICLE (ATV)

Strategic Procurement

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Evaluation Criteria Questions to be Scored

The following questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document. The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Please do not reference your submitted price(s) within any responses to the below criteria unless expressly asked to. Where a response to an evaluation criteria references the price without it being expressly asked within the question, the response may be rejected and the score for that evaluation criteria scored zero.

Page Limits Per Question

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Supplier Information document.

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Criteria Number	Evaluation Criteria
E1	**Technical Specification** The table below presents the technical specification. In the table below please self-assess whether you meet each requirement of the technical specification and if you do not then please provide an explanation.

Sub-Section	Item	Do you meet this requirement in full?
E1.1	**Vehicle Type & Quantity**	
E1.1.1	John Deere 4x4 Gator XUV865M, or equivalent	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.1.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.1.2	Quantity of 1 (one)	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.1.2 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.2	**Engine**	
E1.2.1	Minimum 20 BHP	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.2.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.3	**Transmission**	
E1.3.1	Diff lock	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.3.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.4	**Air Quality**	
E1.4.1	Min stage 3 complaint	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.4.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	

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E1.4.2	Please state CO2 (g/km) emissions figure for this vehicle	**CO2 (g/km)**
	If you cannot provide this information, please complete your response as to why within a separate document. Once you have finished your response, please save the document as 'Response to E1.4.2 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.5	**Safety**	
E1.5.1	Operator training (FOC). This training is required for 6 (six) officers.	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.5.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.5.2	Hard copy service manuals issued with the vehicles and maintenance training (FOC). This training is required for 3 (three) officers.	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.5.2 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.5.3	Front wipers and washers	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.5.3 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.5.4	Pair can mounted spot lamps	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.5.4 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.5.5	4 x corner flashing amber LED's	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.5.5 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.5.6	Switchable white noise alarm	**Yes / No**

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	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.5.6 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.6	**Security & Comfort**	
E1.6.1	Floor mats	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.6.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.7	**Registration**	
E1.7.1	Include 1st registration fee and 12 months road fund licence	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.7.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.8	**Additional Requirements**	
E1.8.1	CMS SupaTrak solution – • Vehicle track and trace (GPS) • Variable ping rate • Driver ID by key fob or tacho (option) • Comprehensive reporting suite	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.8.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.9	**Suspension**	
E1.9.1	Fully independent suspension	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.9.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	
E1.10	**Options**	
E1.10.1	Cargo box extension kit	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.10.1 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	

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E1.10.2	Cargo box tool rack	**Yes / No**
	If no, please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1.10.2 - Supplier Name' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.	

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Criteria Number	Evaluation Criteria
E2	**Complaints procedure** Please detail your procedure for complaints regarding, but not limited to: • vehicle quality, including delivery of a vehicle not to full specification, • vehicle durability, • variance between initial delivery promise and actual delivery. Include details of your escalation procedure if complaints are not resolved to our satisfaction including, but not limited to: • names, • roles, • contact details.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E2 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages. Appendices and attachments will not be evaluated.
E3	**Overdue delivery or unfit for purpose** In the event the vehicle(s) is overdue for delivery, or delivered unfit for purpose, please detail: • how you will notify the Council of impacts to the delivery resulting in delays, • your vehicle handover process, including the provision for the Council to sign-off that the vehicle is fit for purpose, • how you would compensate the Council in the event of an overdue delivery or unfit for purpose vehicle, • the business continuity options you would make available to the Council to enable service demands to be met, • relevant lead times and processes for implementing your business continuity solutions.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E3 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages. Appendices and attachments will not be evaluated.
E4	**Delivery period** Please state the delivery period for the vehicle(s) to the specification that you have tendered, from the date of our purchase order, measured in weeks. • Please include details for, but not limited to: • a basic timeline, in stages, which the vehicle build will follow from purchase order to delivery, • staged contact with a named Council Officer, updating them with progress reports at set stages in the vehicle build and delivery period, • parts being subject to manufacture lead times, • elements of the build which are to be sub-contracted,

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	• your time spent on our site on delivery of the vehicle for sign-off, • your time spent on our site delivering Operator training.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E4 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages. Appendices and attachments will not be evaluated.
E5	**Extended warranty options** Please provide details of any available extended warranty options for the vehicle or fitments specified within your tender response. Please include details for, but not limited to: • extended options and costs, • inclusions and exclusions, • additional costs, any costs not covered by the extended warranty chargeable to the Council.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E5 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 5 A4 pages. Appendices and attachments will be evaluated.
E6	**Local engineering support** Please state how you will provide after sales support. Please include details of, but not limited to: • service centres, • mobile engineers, • response times, • travelling distance, • contact information, • contact availability, • out of hours support.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E6 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages. Appendices and attachments will not be evaluated.
E7	**In-house routine maintenance and servicing** The Council wishes to carry out in-house routine maintenance and servicing utilising our own skilled staff and modern facilities. Please explain how you will support the repair team in achieving this, including, but not limited to: • your commitment to warranty validation, • repair team training, • your process for approving warranty repairs.
	Please complete your response to this question within a separate document. Once

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	you have finished your response, please save the document as 'Response to E7 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages. Appendices and attachments will not be evaluated.
E8	**Integration with parts supplier** The Council has an on-site and contracted parts supplier, Adams Morey, and uses a mixture of OE / OEM & factor parts to support the fleet maintenance. Please provide details for, but not limited to: • how you would ensure parts are readily available to our supplier as appropriate, • your supply network, • stock options (with our supplier), • your policy on the use of non-OE parts with regards vehicle warranty.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E8 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages. Appendices and attachments will not be evaluated.

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