

## Document 2 - Specification

---

**NWLDC**

### Procurement Name: Vehicles 2022

#### Information Specific To This Procurement incl. et al

- General Information
- Timetable
- Contract Information
- (Output Based) Specification
- Relevant Policies
- Resourcing and Implementation

**15 August 2022**

# CONTENTS

<b>CONTENTS</b>	<b>2</b>
<b>General Information</b>	<b>3</b>
Procurement Procedure	3
Procurement Timetable	3
Procurement Representatives	3
Tenderer Briefing Event	3
Site Visits by Tenderers	3
Site Visits by NWLDC	3
Demonstrations and Presentations	4
<b>Contract Information</b>	<b>4</b>
Terms and Conditions of Contract	4
Contract Period	4
Insurance	4
TUPE	4
<b>Specification</b>	<b>5</b>
Background	5
Requirements	5
Implementation Plan	5
Resourcing	5

# General Information

## Procurement Procedure

NWLDC is inviting Tenders from suitably capable and qualified providers in response to its Vehicles requirements. All Tenderers that submit a Tender shall be assessed in accordance with the criteria contained in Document 1 and the information contained within it shall be used by NWLDC as the means to make a Contract award decision.

## Procurement Timetable

NWLDC proposes the following timetable<sup>1</sup> for the award of the Contract(s):

Procurement Timetable	
Procurement Stage	Dates
ITT released	30th August 2022
ITT response deadline	NOON 30th September 2022
ITT assessment begins	30th September 2022
Final award	25th November 2022
Mobilisation/Implementation begins	1st December 2022

## Procurement Representatives

No person in NWLDC's employ or other agent, except as so authorised by the NWLDC Authorised Officer or Procurement Representative, has any authority to make any representation or explanation to Tenderers as to the meaning of the Contract or any other document or as to anything to be done or not to be done by Tenderers or as to these instructions or as to any other matter or thing so as to bind NWLDC.

Procurement Representative contact details:
Name - David Whyte Email Address - DAVID.WHYTE@nwleicestershire.gov.uk Phone: 07484 766291

## Tenderer Briefing Event

NWLDC does not intend to hold a Tenderer Briefing Event.

## Site Visits by Tenderers

Site visits by Tenderers will be held by prior arrangement only. Contact the Procurement Representative above for making arrangements.

## Site Visits by NWLDC

NWLDC reserves the right to pay a site visit to the Tenderer's premises and/or exemplar site at which it performs the service required under the Contract.

Tenderers may, or may not, be contacted to be made aware that a site visit will take place. Any notification that is made will detail the date, time and details of those people that are anticipated to attend.

---

<sup>1</sup> NWLDC reserves the right to change the above timetable and Tenderers will be notified accordingly if there is a change.

Tenderers shall grant access to any premises requested to be visited by NWLDC within that allocated time period.

Site visits will be for the purpose of ensuring that Tenderers are appropriately skilled and experienced to deliver the service required under the Contract and that any claims made to that effect are accurate.

## **Demonstrations and Presentations**

NWLDC reserves the right to invite Tenderers, to attend a presentation and/or demonstration at which stage it will be a requirement to reinforce your position by presenting your tender to the key stakeholders involved.

The invitation will detail the date, time and location and the required content of the demonstration/presentation, which will include any specific questions/topics to be covered and the marking system.

Presentations/demonstrations will be for the purpose of ensuring that shortlisted Tenderers have full comprehension of all that is required under this Contract and that all information submitted is accurate.

# **Contract Information**

## **Terms and Conditions of Contract**

**DRAFT** Terms and Conditions of Contract can be found in Doc 3 included within this pack.

## **Contract Period**

The Contract is anticipated to be for three (3) years from Contract Start Date subject to on-going, satisfactory delivery/service performance. Performance and pricing will be benchmarked at 12 monthly intervals during the life of the contract.

## **Insurance**

The successful Tenderer shall maintain Employers and Public Liability insurance cover with a reputable insurance company to the satisfaction of NWLDC and with minimum indemnity limits per occurrence of £10,000,000 (ten million pounds) and £5,000,000 (five million pounds) respectively.

In addition, at the request of NWLDC, the Contractor may be required to maintain Professional Indemnity cover with a minimum indemnity limit of £1,000,000 (one million pounds) per occurrence.

Proof of cover will be produced prior to the Commencement Date and at any time during the contract on demand by NWLDC including the policy and evidence of premium payment.

## **TUPE**

Tenderers are advised that NWLDC considers that the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014, DO NOT apply to this contract.

# Specification

## Background

North West Leicestershire District Council is looking to procure various light commercial and passenger vehicles to replace its ageing vehicle fleet. As a result of, and in line with the council's commitment to zero carbon by 2030, the vast majority of these will be alternative fuel vehicles. Therefore, the council welcomes tenders for all types of alternative fuels. Any diesel vehicle purchased under this contract must be able to run on HVO.

## Requirements

North West Leicestershire district council has a requirement for the following vehicles over the next 3 years

- Lot 1 – Panel Van – approx. 40 off, types A, B, C, D or E
- Lot 2 – Chassis Cab/Tipper – approx. 10 off, types A, B or C
- Lot 3 – Passenger Vehicle – approx. 6 off, types A or B

Please see Document 4b for vehicle breakdown and specification

The tenderer does not need to submit a tender for all Lots, or for all vehicle types within Lots listed.

## Implementation Plan

The Tenderer will provide a thoroughly considered and plausible plan of the specifics they recommend delivering from NWLDC's Requirements, above. The plan will be mindful of the implementation period and the contract period and be scaled to suit what can sensibly be delivered in that period and will provide the associated costs of this. **The plan will demonstrate how the Tenderer intends to continually appraise their service delivery to offer NWLDC best value across the life of the contract. An implementation plan is to be included as part of Document 4a Forms and Response - Quality.**

## Resourcing

NWLDC is seeking a Tender for a fully implemented and working solution in line with the above. NWLDC recognises that there will be different solutions, approaches and management models to achieve this and as such NWLDC is expecting Tenderers to propose appropriate numbers and skilled resource as deemed necessary to fulfil the requirements above.

**END.**