

## **APPENDIX 1**

### **SUPPLY AND FITMENT OF TYRES 2015 -2018**

#### **Contract Specification**

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## **Section A – Preliminaries**

### **1. Introduction**

Ipswich Borough Council (the 'Council') is looking for an experienced and competent service provider for the supply and fitment of tyres for its fleet.

For ease of reference the fleet has been spilt into three Schedules:

1. Specialist - this includes all vehicles over 4500kg GVW, Refuse Collection Vehicles (RCV) and mechanical sweepers.
2. Light Commercial – all light commercial vehicles including cars, car derived vans and tippers up to 4500kg GVW.
3. Gardening equipment, Large and Small - to include tractors, mowers, strimmer's, etc.

Full Schedules can be found within Section C of this document.

### **2. Contract Management, Performance and Quality**

<b>Requirements</b>	<b>Further details</b>	<b>Exclusions</b>
Key Performance Indicators (as below)	To be compiled for the Council monthly and communicated within one month	
Time to attend breakdown (one hour max)	Monthly	
Tyre Fleet check	Monthly	
Monthly or bi-monthly contract meetings	Council to host and take minutes	

## **Section B – Vehicle and Plant Maintenance**

### **1. Scope of Services**

The table below sets out the scope of services for all vehicles, plant and equipment set out Schedules 1, 2 & 3.

Requirements	Further details	Exclusions / Other
24 hour all year on call service and response within one hour	24 hour all year. Our normal working day is 0500 to 2000 Monday to Friday and domestic RCV work Tuesday to Friday on 4 day week. The Provider shall supply on site cover 24 hours a day, every day of the year	
The Provider will be required to hold or have readily available tyres for all vehicles and plant, at his own expense to enable the execution of tyre works	To include one set of RCV tyres 315/22.5 for MOT tests	
Records such as fleet inspections, tyre work records and retorque information must be passed to the Council promptly.	Processes must ensure that information on Key Performance Indicators relating to the services provided under the contract is provided to the Council on a monthly basis or daily in the case of tyre work and retorque work	

## 2. Working day

The Council expects all vehicles to be present and ready for work each and every day they are required.

### ***Please Note:***

It is anticipated that the refuse collection service will be working a four day week Tuesday to Friday by the commencement of this contract.

The Council's vehicles and plant as detailed in Schedules 1, 2 & 3 will, except in exceptional circumstances, only have routine tyre work carried out outside of the current working day of 0500-2000 hours Monday to Friday, made available to the Provider. The Provider should be aware that some vehicles are used outside of the working day (eg. Saturdays, Sundays and evenings) and routine work must be scheduled in accordance with this requirement.

The Council's drivers carry out a daily vehicle check and complete a record sheet. The Provider's Manager will be informed, as soon as practicable after this inspection, of any faults with vehicles and plant likely to render the vehicle unroadworthy, unsafe or of a serious nature. When a fault develops, when a vehicle or item of plant is in use, the Council will tell the Provider's Manager as soon as practicable after the incident.

### **3. Supply and Fitment of Tyres**

The Provider will provide all maintenance and support services necessary to keep the Fleet Items, as detailed, in a condition safe and roadworthy condition in respect to tyres, to include tyre replacements, repairs, retorques, turn on rims.

The Provider shall provide a monitoring system such that all requests for attention will be recorded in writing and include the time and date, the name and service area of the caller, the nature of the tyre defect and the location of the vehicle or plant. A copy of this report, endorsed with the time of attention and countersigned by the driver or plant operator, will form the basis of information passed to the Council.

A copy of this report, endorsed with the time of attendance and countersigned by the driver or plant operator, will form the basis of information passed to the Council. The Council's prime purpose is to maintain services in Ipswich, but in the event of work being done outside of the Borough of Ipswich, such breakdowns shall be attended and work carried out in accordance with the Contract save that the response times will be increased

In the event of a breakdown the Council will not move the vehicle or plant from the position reported to the Provider, unless requested by Emergency Services.

Monthly fleet checks reports are to be compiled and given to the Authorising Officer with a list of tyre work required.

The provision of tyres, to agreed specifications, and the regrooving of tyres where possible, is the responsibility of the Provider. Tyres are only to be supplied, repair works and regrooving carried out with the approval of the Authorised Officer or Nominated Officer.

The Provider will present a monthly invoice to the Council along with supporting information (which is to be in a format agreed with the Authorised Officer or Nominated Officer).

If the Council has spare wheels for vehicles, the Provider will store and keep records at no charge. At the completion of the contract these wheels will be returned in good order to the Council.

Where tyre works are required on a vehicle which is not at the Provider's Depot the Provider will at its discretion:-

- i. Take a spare wheel from their store and exchange it with the damaged wheel, return the damaged tyre to their Depot, effect a repair and hold it in store for future use or;
- ii. Exchange the spare wheel with the damaged wheel and return the damaged wheel to the Provider's Depot for repair and subsequent return to the vehicle; or
- iii. Effect a repair of the damaged tyre on site
- iv. Fit a new tyre (after obtaining the approval of the Nominated Officer) if the existing tyre is not repairable.

The Provider shall carry out monthly inspections of tyres for all vehicles within the fleet, at its own expense, and a report shall be provided to Ipswich Borough Council in a format agreed with the Authorised Officer or Nominated Officer.

Special arrangements must be made to check some of the vehicles that may not be available at the time of the check (because they are in use or needed for standby). The cost of such inspections must be included within the Provider's tender price. Any repair works identified, shall only be carried out with the written agreement from the Authorised Officer or Nominated Officer.

Once agreed, the Provider shall carry out works as soon as is reasonably possible, bearing in mind the nature of the defect and the need to ensure the maximum utilisation of the vehicle fleet.

The extent of the service will include a monthly tyre check of all vehicles and a written report. A 24-hour repair/tyre replacement service must be provided as specified, with work which is not urgent being carried out outside of the Council's normal working day (0600 – 1900 Monday – Friday).

#### **4. Response Times/Liquidated Damages**

The response times are the periods of time commencing with the notification to the Provider's Manager of the need for such works of repair or maintenance until the supply) and the completion of the repair. The response times indicated shall be increased by the additional travelling time when attending to vehicles beyond 5 miles of the boundary of the Borough of Ipswich and the increase shall be agreed by the Authorised Officer or Nominated Officer when requested to attend.

Notification will be made by the Authorised Officer or Nominated Officer initially orally, including communication by telephone.

The Provider shall respond at all times in an efficient and professional manner and within the response times indicated.

The Provider shall maintain records relating to response times and these should be indicated by the Provider on the records submitted monthly to the Nominated officer as one of the Key Performance Indicators to be communicated to the Council.

### **Liquidated damages**

Vehicle Type	Failure to attend breakdown within one hour – liquidated damages
RCV	£50
Skip loader	£50
Scarab Merlin sweeper or equivalent	£40
Scarab Minor sweeper or equivalent	£30
Agricultural Tractor, Ransomes HR6010 Mower	£50
Lawn Tractor, Trimax Pegasus Gang Mower	£40
Light commercial tipper	£30
Light commercial van	£30
Light commercial box van with tail lift	£30

## **5. Depot**

The tyre depot must be located within a 5 mile radius of Ipswich Town Centre. The Council may attend tyre depot on occasions for a tyre fleet check or minor tyre work to be carried out.

### **Section C – Vehicle Schedules**

***All Schedules can be found on the e-portal (Suffolk Sourcing)***

#### **1. Specialist Vehicles**

2. Light Commercial

3. Gardening Equipment, Large and Small