

INVITATION TO TENDER

Sustainable Transport in Cornwall (STiC)

STiC Lot 1 – Supply of Electrical Vehicles

August 2018

1. Background and Context

Age UK Cornwall and The Isles of Scilly has successfully secured European Regional Development (ERDF) funding to contribute towards the purchase of 6 electric vehicles and 12 charging points, which are to be located in a mixture of community locations in Cornwall (such as village halls and GP practices). The main purpose of the vehicles is to help get vulnerable people in the county to and from services, in particular hospital appointments and will be capable of carrying wheelchair users.

The management of the electrical vehicles from charging, insurance, to booking and finding a local driver will be run by Age UK Cornwall in the same way as its current *Transport Access People* (TAP) services works. TAP arranges door-to-door transport for people who have difficulty accessing other forms of public transport. It specialise in non-emergency healthcare appointments, trips to the library, memory cafes, meeting friends for lunch and shopping excursions. TAP perform an invaluable role in the community, providing individuals, organisations and groups the opportunity to find out what transport is available, identify the cost and to book and co-ordinate the service with ease. Last year through the TAP scheme Age UK Cornwall provided over 120,000 journeys.

Age UK Cornwall has worked in partnership with Cornwall Rural Community Charity (CRCC), an independent community development charity, to develop the STiC project and will be continuing to do so as it moves into the delivery phases. CRCC is leading on the project management and community engagement elements.

There are two separate tender opportunities associated with the STiC Project, which are:

- Lot 1 – Supply of 6 Electrical Vehicle
- Lot 2 – Installation of 12 Electrical Vehicle Chargepoints

This tender opportunity is for Lot 1.

2. Vehicle Specification

The supplier is requested to supply costs and supplementary information as requested to procure, convert and supply 6 Nissan e-NV200 combi vehicles converted to carry 5 seated passengers and one wheelchair seated passenger. The detail of requirements is in the following sections.

2.1 Base Vehicle Specification

At this time the only battery electric vehicle being converted for use by a passenger using a wheelchair for mobility is the Nissan e-NV200. The following specification for the base vehicle is required:

2.2 Nissan e-NV 200 Evalia 5-seat (40kWh)

This includes as standard the following equipment:

- 6.6kW charger
- Rapid charger

- EVSe (13A) cable
- Mode 3 (32A) cable
- Drivers, passenger & side airbag
- Intelligent key
- Front electric windows
- DAB Radio, single CD, MP3, USB, Bluetooth and satnav.
- Tyre Pressure Monitoring System
- Sliding hooks
- Tonneau Cover
- Spare wheel
- Automatic Air Conditioning
- Electric adjustable Mirrors
- Cruise Control &
- Speed Limiter
- Front Fog lamps
- Floor protector (boot)
- Rear openable side window
- Battery cooler & Heater
- Navigation
- Rear view Camera (in navigation)
- Auto light & wipers
- 15" alloy wheels
- Privacy glass

In addition, the following optional extra is required:

- Cold pack (heated seats & steering wheel)

In addition to the above standard specifications and options it is desirable that the base vehicle also is equipped with:

- Low speed (up to 15mph) warning sound

2.2 Vehicle Conversion Specification

To ensure that the conversion of the base vehicle to allow for wheelchair accessibility meets industry standards the work and final vehicle must meet the following standard:

- BSI standard PAS 2012-1:2015

This standard covers all manufacturing and technical requirements relating to the conversion process and is widely recognised within the vehicle conversion industry. Conversion specialists who are members of the Wheelchair Accessible Vehicle Convertors Association (WAVCA) and whose vehicles have been accredited as meeting PAS 2012-1:2015 then this will be deemed as acceptable proof (information at: <https://www.wavca.co.uk/pas-2012.html>). For convertors who are not members of WAVCA then they will have to supply proof that their vehicles meet the requirements of the specification.

Additional requirements for the vehicle conversion are:

- Rear access for the wheelchair
- Hook i-PAWRS* combined winch and anchorage system or equivalent – note this is a Brotherwood Mobility product which they are happy to supply to other convertors. It is also permissible for the convertor to suggest other, equivalent systems.
- Optional Plug-in Karabinas
- Optional Torso belt

As part of the tender process the following information must be supplied:

- Entry height through the tailgate aperture
- Maximum internal headroom
- Eye line height
- Length of wheelchair area
- Width of wheelchair area
- Width of access ramp
- Access ramp angle
- Is the wheelchair space flat or inclined? If inclined, state the angle of the incline.

3. Vehicle Supply and Support

3.1 Vehicle Supply

The completed vehicles will:

- Be supplied to Age UK Cornwall in Truro. Between 1 March 19- 31 August 19
- Include number plates
- First registration
- At handover full training on the vehicle and its conversion is to be provided

3.2 Vehicle Support

Pricing for annual checks be provided for the operational life (7 years) of the vehicles to cover as a minimum:

- The Wheelchair Tie-down and Occupant Restraint system (including Hook i-PAWRS or equivalent)
- Ramp integrity and operation
- Tailgate operation and integrity
- Conversion structural integrity
- Trim and hardware relating to the conversion
- General vehicle check

All activities need to be completed by 31 August 2019

4. Tendering Details

4.1 STiC Lot 2

There is currently a linked tender (STiC Lot 2) which is for contractors to provide 12 electric vehicle chargepoints. Applicants are not restricted to applying to deliver one or both tenders, however, each tender application must be submitted independently

of the other and will be evaluated on an individual application basis. Therefore please be aware while not dependent on each other they are complementary to one another, if awarded independently it is critical to the success of the project outcomes that both suppliers will be required to collaborate to achieve the best results for the programme.

4.2 Project/activity Publicity

This project requires all forms of communication to reflect the source of funding for the activity, which in turn informs the participants of the support they are receiving from the funding partners. To this end you will ensure that all communications display the funding body logos, the format and content will need to be agreed with Age UK Cornwall.

4.3 Document Retention

EU regulations require this project retains all records and ensure all original documents relating to activity associated with this contract are retained in line with ERDF guidelines and remain at all times the intellectual property of Age UK Cornwall on behalf of the European Regional Development Fund (ERDF).

4.4 Indemnity and Insurance

Without prejudice to its obligations under this Condition, the Supplier shall effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the Suppliers obligations and liabilities under this Condition, including but not limited to:

- professional indemnity insurance if applicable;
- public liability insurance with a limit of liability of not less than £5 million;
- employers liability insurance with a limit as appropriate;
- for any one occurrence or series of occurrences arising out of any one event.

4.5 Environmental Issues

We are committed to sustainable development and the promotion of good environmental management. It is expected that the successful Tenderer will be committed to a process of improvement with regards to environmental issues. **If successful you will be required to provide evidence of your environmental sustainability policies/practices to ensure compliance with this.**

5. Tender Submission and Decision processes

5.1 Tender Process

- All correspondence will be managed electronically throughout the procurement.

- Any queries should be sent to steve@ageukcornwall.org.uk
- Following the deadline, completed tender submissions will be assessed by a panel acting with the authority of Age UK Cornwall. It will evaluate each bid against the specification requirement and record this through use of a score/evaluation sheet.
- The successful tenderer will be the tenderer with the highest overall score.
- This procurement is weighted with price being 50% and quality being 50%.
- All costings provided should be inclusive of VAT (where this element applies)
- Each tenderer will receive notification of being successful or unsuccessful.
- The deadline for tender responses is **5pm, 28 September 2018** (please see timetable below for more information).
- Tenders should be submitted electronically in Adobe Acrobat format to steve@ageukcornwall.org.uk clearly, and only, marked with the Subject Heading of the email 'Tender SiTC Lot 1'

5.2 Timetable (subject to tenders received and pre contract discussions):

- Deadline for clarification queries – **14 September 2018**
- Deadline for submission of tenders - **28 September 2018 (5pm)**
- Notification of award of tender – **5 October 2018**
- Start of work – **8 October 2018**
- Delivery of first 2 vehicles – **1 March 2019 – 31 March 2019**
- Delivery of second 2 vehicles – **1 May 2019 – 30 June 2019**
- Delivery of final 2 vehicles – **1 July 2019 – 31 August 2019**
- Completion of work – **31 August 2019**

5.3 Scoring

Following the deadline, completed tender submissions will be assessed by a panel acting with the authority of Age UK Cornwall using the following criteria:

Price (50%) to include:

- Ability to deliver within the timescales and budget.
- Understanding of the timescales and the budget.

Quality (50%) to include:

- Quality of the approach to the work.
- Evidence of a balanced and consistent method of work.
- Clarity and credibility of the proposal.
- Demonstration of the skills and knowledge to manage or deliver activity.

5.4 Payment

- It is intended to pay in instalments on submission of invoices following delivery of each vehicle (including VAT, if applicable).