

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Children and Young People Education Board**

29th June 2017

Report of the Head of Transformation, Mr. Andrew Thomas

### **Matter for Decision**

#### **Wards Affected:**

Sandfields West

## **Procurement of Mobility Coach for Ysgol Bae Baglan**

### **Purpose of the Report**

1. To seek approval for the relaxation of the standard NPTCBC procurement route to allow for the purchase of an adapted Mobility Coach for the Special Educational Needs Unit within Ysgol Bae Baglan(YBB). Permissions are sought to exclude the requirements of competition, to suspend Rule 2.1 of the Council's Contracts Procedure Rules ('CPRs) and to make a direct award to the preferred Supplier to allow purchase of the adapted minibus, which has been valued at in excess of £50,000.

## **Executive Summary**

2. Grant aid has been made available from the Baglan Energy Park Solar Farm Fund ('St. Modwen's Development Ltd'). The benefit generated by the Fund is to be realised exclusively in the Wards of Baglan and Sandfields West. A proposal to purchase a specially adapted minibus for Ysgol Bae Baglan (SEN Unit) has been developed by the Governing Body of YBB.NPTCBC Fleet Management have gone out to tender three times for this vehicle, but because of the Specification and the specialist nature of the minibus, (with underfloor lift, removable seats for wheelchairs, 'Step in' low floor entrance, etc.), accessible minibus converter Companies have failed to show interest in tendering. With the delegated powers bestowed upon the Head of Transformation , and in order to arrive at the preferred outcome, normal procurement frameworks have been suspended to allow direct negotiations to be held with 'C.E.M. Days' and 'Euro Motive'. The adapted 17 seat mobility minibus has been quoted at £53,450.85. There is a delivery timescale of 18 weeks from receipt of Official Order.

## **Background**

3. An extra voluntary community contribution has been made available from 'St Modwen's Developments Limited' as a result of Planning Permissions and a Unilateral Undertaking being granted (on the 30.01.13) to develop a Solar Farm at Baglan Energy Park. The Community Improvement Contribution is to be made available over a five year period from July 2014 and is to be made shared equally for projects in Baglan and Sandfields West. The Contribution has been used to develop safe off street and on street car parking in Baglan to date. The procurement of a Mobility Coach for the YBB SEN Unit has become a priority in Sandfields West.
4. Because of the demands imposed upon would - be tenderers by the detailed Specification (which insists upon full length tracking for wheelchair seat belts, webbing restraints, side skirts, grab rails, etc.) conventional tendering procedures, using the Crown Commercial Services (CCS) Framework over a period of 4 months, have failed to realise any interest. Separate negotiations have been held with 'C.E.M.Days' and this has generated a Tender valued at £53,450.85.

As the value of this Tender exceeds £50,000 permissions are sought urgently from Members to secure this purchase before the validity period lapses and the process needs to be gone through again.

### **Financial Impact**

5. As the funding source for the Mobility Coach is completely externalised (the Baglan Energy Park Solar Farm Environmental Contribution) and within budget there are no financial impacts associated with this report.
6. There will be additional expenditure in the form of Insurances, Road Tax, Safety Checks and MOT's etc. which will fall to the YBB School's Delegated Revenue Budget.

### **Equality Impact Assessment**

7. There is no requirement under the Constitution for an Equality Impact Assessment on this item.

### **Workforce Impact**

8. There are no workforce impacts associated with this report.

### **Legal Impacts**

9. Given the cost of the minibus is £53,450.85 plus VAT, the Council must comply with its own internal CPRs which provide that the Council will, whenever possible, put Contracts of this value out to competition.
10. Rule 2.1 of the CPRs provides that where the value of the Contract is over £50,000 tenders shall be invited using whichever of the tender procedures referenced is deemed appropriate.
11. It is contended that the failed quotation exercises referenced above demonstrate that the Council endeavoured to undertake a competitive exercise however, as part of the Recommendations an exclusion of the CPRs will be sought.

## **Risk Management**

12. There are no risk management issues associated with this report.

## **Consultation**

13. There is no requirement under the Constitution for external consultation on this item.

## **Recommendations**

14. It is recommended that the requirements of competition are excluded and Rule 2.1 of the Council's Contracts Procedure Rules are suspended.
15. That authority is given to make a direct award to the Supplier for the purchase of a 17 seat Mobility minibus with tail lift in the sum of £53,450.85 plus VAT.

## **Reasons for Proposed Decision**

16. To enable the purchase of the minibus.

## **Implementation of Decision**

17. The decision is an urgent one for immediate implementation, subject to the consent of the relevant Scrutiny Chair.

## **Appendices**

18. Vehicle Specification -17 seat Mobility Coach from 'C.E.M. Days'.

## **Officer Contact**

19. Paul Hinder, Project Development & Funding Manager , (E.L.L.L.),  
Tel;01639 763390, email -p.hinder@npt.gov.uk



**VEHICLE SPECIFICATION**

**SEVENTEEN SEAT (INCLUSIVE OF DRIVERS SEAT) MOBILITY MINIBUS WITH TAIL LIFT**

Tenders are invited for the supply of **ONE** number **SEVENTEEN SEAT (INCLUSIVE OF DRIVERS SEAT) MOBILITY COACH** complete to manufacturer's specification and including the following features:

If tendering for more than one manufacturer/vehicle type then please photocopy this form and submit separate forms for each complete unit. Section "H" Tenderer Details **MUST** also be completed for each option. Please also enter your option number below for each option submitted.

Tenderer Name C.E.M. Day Ltd. Option No. 1  
of 1 \_\_\_\_\_

(i.e. Option No. 1 of 3)

**Please indicate below your ability to supply each feature requested by ticking the appropriate box. Failure to do so may invalidate the tender**

**SECTION 'A' VEHICLE**

Please Specify: Vehicle Manufacturer:  
IVECO

Model Type: DAILY 50C15

Van \_\_\_\_\_

(Please also enclose manufacturers specification sheet for the type of vehicle tendered)

Item	Feature	Ability to Supply Please Tick appropriately			Tender Price
		Yes	No	See attached for alternative	
A1	Seventeen seat (Inclusive of drivers seat)) factory built mobility coach (Mercedes Sprinter 45 Mobility or similar) complete to manufacturers specification and including the following features.	✓		IVECO DAILY 50C15 Van.	£25,605.85
A2	The vehicle to be powered by a EURO 6 turbo charged diesel engine developing a minimum of 129 PS	✓		150 BHP.	INL
A3	The wheel base to be approximately 4325 mm	✓		4100 mm W.B.	INL
A4	Vehicle GVW minimum 5300 Kg	✓		5200 kg GVW downrated to 5000 kg GVW	INL
A5	Fitted with a minimum five gear Manual Transmission with start off assist	✓		6 speed manual transmission	INL

**Specification No 018D****2016/17**

A6	The vehicle to be fitted with heavy duty batteries and a high output alternator	✓		105 A/H H.D. Battery 180A Alternator	INL
A7	Power assisted steering	✓			INL
A8	Vehicle to be fitted with Siemens digital Tachograph	✓			INL
A9	The exhaust outlet to be on the off side of the vehicle	✓			INL
A10	Tyre pressures are to be painted on wings above wheel arches in 15 mm high black figures	✓			INL
A11	Complete rust proofing and under sealing	✓			INL
A12	Mud flaps to be fitted front and rear	✓			INL
A13	A locking fuel cap	✓			INL
A14	Large drivers rear view anti dazzle mirror	✓			INL
A15	Drivers seat to be of vehicle manufacturer's type, upholstered and finished in cloth or cropper nylon to match trim of passengers seating. Driver's seat belt to be inertia reel type.	✓			INL
A16	Cab lighting side door activated	✓			INL
A17	Tyres to be premium radial. No spare wheel to be supplied	✓			INL
A18	Driver and nearside sun visors.	✓			INL
A19	Headlights to be quartz halogen type and two front mounted quartz halogen fog lamps to be inserted in bumper.	✓			INL
A20	Fitted with two rear fog lamps	✓			INL



A21	Fitted with two reversing lamps	✓			INL
A22	The vehicle is to be complete in all respects for immediate use on the public highway. Taxed and registered for one year, and comply with all current road traffic acts, Health and Safety requirements, Euro V emission controls and all relevant British Standards. Delivered to Neath Abbey, Neath, with a copy of the V5 showing the vehicle first registered to Ysgol Bae Baglan, Seaway Parade, Port Talbot, SA12 7BN	✓		Reg. Fee	£165.00 £55.00
<b>Total Price Section 'A'</b>					<b>£25,825.85</b>

**SECTION 'B' MOBILITY COACH BODY**

Please Specify:      **Body Manufacturer: \_\_\_\_\_EUROMOTIVE (KENT) Ltd.**

Item	Feature	Ability to Supply Please Tick appropriately			Tender Price
		Yes	No	See Attached for Alternative	
B1	16 individual forward facing seats are to be fitted all of which must be removable (To be discussed pre build) Cogent Condor high backed or similar. The near side front seat will be protected by a modesty screen. All aisle seats to have an armrest fitted adjacent to the aisle. The seat coverings should be of a waterproof synthetic material. (Glen, Wild Heather range) to six inches above cushion. The backrest will have moquette trim above the six-inch mark, to be confirmed prior to acquisition. All seats to be fitted with trimmed head restraints in keeping with seat trim. The measurement from the top of the seat cushion behind the knee to the floor to be 450mm. The seat width to be 425 mm.	✓			£25,630.00
B2	The removable seats and rail fittings must be suitable <b>and suitably tested for this weight of vehicle</b> . The seats fixings to be Unwin/HAL single hand operated type with transport wheels. They are to be located to suitable low profile tracking with alloy end caps. All supplied equipment to be suitable and tested for tracking design supplied. <b>TO BE DISCUSSED</b>	✓			INL



	<u>AT PREBUILD</u>				
B3	Wheelchair seat belts are to comply with new regulations concerning roof mounted top seat belt mounting and tracking. i.e. full-length tracking fitted above window either side of vehicle. The tracking to be covered with hinged upholstery with Velcro fastening in 150 mm lengths.	✓			INL
B4	All seating arrangements/type/colour are to be discussed with Neath Port Talbot County Borough Council prior to acquisition/fitting. Failure to comply may result in the vehicle not being accepted.	✓			INL
B5	2 No. four point webbing wheelchair restraints for alloy rail to be provided.	✓			INL
B6	Lap diagonal inertia (bus belt) automatic seat belts, height/adjustable to fit any size passenger manufactured by SAFETEX Marketing Limited or similar (to be discussed at pre-build meeting) are to be fitted to each seat. All seat belt stalks will be on isle side. Stalks fitted to window seats must protrude 200mm above seat. Cushion stalks on isle side may be standard	✓			INL
B7	All seat belts and seats must comply with current regulations (at time of build), including their mounting points and be of a design suitable (and tested) to withstand the loads required for tests to the following standards: - Construction and Use Regulations 1986 No.1078 (as amended 1987/No.1133. 1989/No.1478 and 1991/No.2003) EEC M2 standard or the equivalent UN/EC Regulations, and requirements for transportation of school children on organised trips, and a certificate provided with the vehicle	✓			INL
B8	Sections of vertically fitted tracking are to be provided at the rear of the vehicle to provide a storage facility for wheelchair inertia reel harnesses.	✓			INL
B9	An under floor lift, model Ratcliff or equivalent powered slide Away fully automatic or similar	✓			INL





	<p>tail lift must be provided (350kg Load Bearing) equipped with cover plate. The lift must comply with the C.E. Marking Regulations which come into effect on 1st January 1997 and with BS.5109 with the following features to be discussed at pre-build:</p> <ol style="list-style-type: none"> <li>(1) Automatic Roll-Off Stop</li> <li>(2) Auxiliary Hand Pump</li> <li>(3) Non-Slip Platform</li> <li>(4) Coloured Handrails to match interior decor</li> <li>(5) 350 kg Lifting Capacity</li> <li>(6) 12 volt Operation</li> <li>(7) An Electric Stow/Unstow facility is required</li> </ol> <p>Safe workload certificate to be provided on delivery.</p>				
B10	<p>The double rear doors are to be hinged and provisioned with door stays to hold them at 90 deg. to the rear of the vehicle. Spring catches will be provided to hold the doors flat against the sides of the vehicle when fully open. All door stays / locks are to be bolted to the doors and door pillars with plates welded either on the surface or within the frame for security of the said stays and locks to their mounting areas.</p> <p><b><u>Warning Self Tappers/Rivets are not sufficient to comply. Design to be agreed at pre build meeting.</u></b></p> <p>Two knock-out emergency windows to be fitted one either side of the vehicle, the remaining side windows to be capable of being opened to provide additional ventilation. All doors and exterior lockers must be fitted with security locks.</p>	✓			INL
B11	<p>The vehicle is to have a minimum interior height of 6 feet and a flat floor design (Flat floor must extend throughout the whole length of the entrance and passenger areas i.e. steps are not acceptable within the saloon area.) and without protruding wheel arches. Side skirts to be fitted to the vehicle with a minimum ground clearance of 300mm tapering up from behind the rear wheels to the lower level of the chassis with bracing straps to prevent lower edge side movement and loosening of rivets/bolts.</p>	✓			INL



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B12	A standard vehicle manufacturer's passenger entrance door with an external/internal locking facility is to be provided on the nearside front of the vehicle directly behind the wheel arch. The door aperture must be a minimum height of 1660mm and a minimum width of 890mm	✓			INL
B13	A 'Step In' low floor entrance maintaining sufficient 'High Kerb' clearance to be provided. <b>The maximum height of any step will be DPTAC compliant, preferably no more than 200mm including the bottom step to ground level and ensuring step heights are evenly distributed. Fitted with an automatic electric bottom step. Design to be confirmed at pre-build meeting.</b>	✓			INL
B14	A vertically mounted grab handle is to be fitted on the left and right sides of the entrance and must be accessible to passengers when the door is in the open position. The rear of which to incorporate a modesty screen.	✓			INL
B15	Both entrances are to be fully fitted with necessary full height hand rails/grab handles on either side of the doors (Yellow Coloured Plastic Coating) and step lights etc. The rear entrance will be provided with Perspex draught excluders from grab handles to the side of the vehicle. <b>To be discussed at pre-build meeting.</b>	✓			INL
B16	A vehicle height, width and length plate to be fitted above Driver.	✓			INL
B17	Floor to be covered in a non slip material of Taraplast SA flooring ( <b>Colour to be agreed on pre-build meeting</b> )	✓			INL
B18	Pull down blind to be fitted behind Driver's seat with Perspex screen the lower half to include modesty screen.	✓			INL
B19	Battery Master Isolator Switch to be fitted in Cab Fascia or seat mounting.	✓			INL
B20	Fitted with climate control system to provide full heating and air conditioning for passengers and driver. Appropriate ducting system to be fitted to provide heating and air conditioning throughout the bus (Eberspacher or similar)	✓			INL



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B21	The front screen is to be laminated safety glass and all windows behind driver are to be tinted glass.	✓			INL
B22	Interior lighting to be flush fitting and tamper-proof with coloured/opaque glass to prevent driver glare, together with a facia mounted drivers switch and must incorporate a dimming facility.	✓			INL
B23	All body panels to be fully lined with a washable material from below window level to coving and coved flooring at the floor to vehicle side joints with coved flooring corners approximately 150mm in height. Soft trim or washable material is required for the upper interior including the roof <b>To be discussed at pre-build meeting.</b>	✓			INL
B24	A radio/CD to be fitted with suitable number of loudspeakers to allow for all passengers to hear. Speakers to be positioned in body (riveted in place)	✓			INL
B25	Engine compartment to be fully soundproofed to P.C.V standards	✓			INL
B26	Two fire extinguishers fitted and be located in a clear Perspex fronted cabinet with pull cord ring release for access	✓			INL
B27	Fitted First Aid Kit of suitable size for number of passengers carried be located in a clear Perspex fronted cabinet with pull ring release for access.	✓			INL
B28	Emergency Glass Breaking Hammers to be fitted	✓			INL
B29	A key isolation switch to be fitted to isolate doors electrical system to ensure vehicle is secured whilst unattended.	✓			INL
B30	A disabled passenger access notice to be fitted to rear door (DO NOT PARK WITHIN THREE METERS)	✓			INL
B31	Francis type loading lamp to be fitted at rear entrance to illuminate passenger chair lift activities.	✓			INL
B32	Additional taillight clusters to be fitted at roof level where not standard equipment.	✓			INL
B33	A removable container for clamps and harnesses to be provided	✓			INL



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B34	The vehicle to be finished in factory white. To be discussed at pre-build.	✓			INL
B35	A Driver's Audible Safety Reversing System and Audio reversing bleeper with fascia mounted warning light and in circuit on/off switch. To indicate the distance from any awkward obstruction to equal the specification of the Proximeter Company Limited, model 7VH will be fitted. To be discussed at pre-build. (Proximeter Company Limited, 16 Tiller Road, London, E14 8PX).	✓			INL
B36	Fitted with reversing camera with flat screen monitor fitted suitable for drivers view ( <b>NOT WITHIN THE WINDSCREEN SWEEP AREA</b> ) Flat screen to be fitted on drivers side of interior mirror above sweep area of windscreen	✓			INL
B37	A document holder to be fitted to the drivers door 14"wide 3" deep 6" high	✓			INL
B38	To be fitted with one integral skylight aperture 1000 x 500 mm capable of being raised manually to an open position parallel to the roof surface	✓			INL
B39	A meter length of surface mounted tracking to be fitted under rear window horizontally for the securing of folded wheelchairs. The tracking to be covered with soft trim hinged and secured by Velcro fastening.	✓			INL
B40	All mandatory notice signs to be fitted for emergency stop, night heater on off etc.	✓			INL
B41	A Gunson or equivalent rechargeable torch will be fitted and wired into the vehicle electrics.	✓			INL
B42	An Alarm and immobiliser to include interior movement sensors and operate on all doors is to be fitted.	✓			INL
B43	Vehicle to be certified for 16 passengers and maximum alternative no. of Wheelchair passengers i.e.? seated +? Wheelchairs and a suitable notice to be displayed inside the vehicle to this effect.	✓			INL
B44	The successful Tenderer is to ensure that the GVW and individual axle weights are not exceeded on the selected vehicle whilst fully loaded.	✓			INL



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B45	Livery to be discussed, vinyl wrap to advertise donor company and school over as large an area as possible. Contact Harris Signs (01792 473915)	✓			£1,995.00
B47	All conversions are to comply with relevant standards and regulations applicable for the carriage of passenger. Vehicle to be supplied with IVA or whole vehicle type approval. A certificate of conformity and of initial fitness (COIF) for sixteen passenger seats and maximum alternative number of wheelchair passengers is to be supplied and a suitable notice to be displayed inside the vehicle to this effect. The vehicle must comply with the P.C.V. (Conditions of Fitness Equipment Use and Certification), Regulations 1981 (S.I. 1981 No. 257), Road Vehicle Construction and Use Regulations 1986 Regulations. Additionally, the vehicle must comply with Department of Transport New Code of Practice for "The Safety Passengers in Wheelchairs on Buses" publication V.S.E. 87/1.	✓			INL
<b>Total Price Section 'B'</b>					£27,625.00

**SECTION 'C' ENVIRONMENT/RUNNING COSTS**

Fuel Consumption – Please indicate miles per gallon:	1) Urban MPG - N/A 2) Motorway Cruising MPG - N/A 3) Combined MPG - N/A
Emissions - Please specify CO2 g/km	<b><u>EURO 6</u></b>
Please indicate if it is acceptable to operate the cars offered on a Bio-Diesel mix of 5% EN14214 Bio-Diesel and 95% of ULSD Diesel to EN590 and whether full warranty is offered whilst using this blend of fuel.	<b><u>YES</u></b>



### **SECTION 'D' COMPLETE VEHICLE WEIGHTS**

Please provide complete unit weights inclusive of Chassis and independent bodies.

Gross Vehicle Weight	5000 kg
Plated Front Axle Weight	<b><u>2100 kg</u></b>
Plated Rear Axle Weight	<b><u>3700 kg</u></b>
Vehicle Unladen Weight	<b><u>2561 kg</u></b>
Projected final Carrying capacity	<b><u>2439 kg (exl. conversion)</u></b>

### **SECTION 'D' DELIVERY TIMESCALES**

<b>Tenderers are required to specify delivery timescales in working weeks from receipt of official order.</b>	<b>18 WEEKS</b>
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### **E SPARE PARTS CUSTOMER DISCOUNT**

Please indicate below % customer discount available on all spare parts

<b>Section</b>	<b>% Discount on Spare Parts</b>
Chassis Spare Parts	As Per Agreement.
Body Spare Parts	Nett.

### **SECTION 'F' ATER SALES**

(F1) Tenderer to outline manufacturers parts and labour warranty details applicable to UK operations for units tendered.	<b><u>Base Vehicle &amp; Conversion:</u></b>
	<b><u>3 Year Manufacturer &amp; Converter Warranty with no mileage limitation.</u></b>
	<b><u>Passenger Lift:</u></b>
	<b><u>2 Year Manufacturer Warranty.</u></b>



<p><b>(F2)</b> Tenderer to provide name, address and telephone number of the nearest manufacturers approved after sales dealership in relation to our main depot at Tregelles Court Neath Abbey Neath SA10 7DF</p> <p>Nominated dealership must be capable of:</p> <ul style="list-style-type: none"> <li>• Conducting warranty repairs</li> <li>• Provision of spare parts</li> <li>• Occasional repair and maintenance</li> </ul>	<p><b><u>C E M Day Ltd.</u></b>  <b><u>The Truck Centre</u></b>  <b><u>Morrission</u></b>  <b><u>Swansea</u></b>  <b><u>SA6 8HR.</u></b></p> <p><b><u>Tel: 01792 222111</u></b></p>
<p><b>(F3)</b> Please indicate whether an impress stock system is available and whether the above manufacturers approved dealership will supply</p>	<p>YES</p>
<p><b>(F4)</b> Tenderers to supply the name of company and details of glass supplied and othe such spares which are included in the conversion. For future ease of ordering.</p> <p>Items to include;</p> <p>Seat belts  Glass  Side door  Heater</p>	<p>EUROMOTIVE (KENT) Ltd.</p>

**SECTION "G" TOTAL TENDER PRICE PER UNIT**

Total tender price A+B per complete unit	£53,450.85 + VAT
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**Specification No 018D**

**2016/17**

**Note**

- A copy of the V5 to be provided on delivery
- Vehicle to be registered first owner from new to this Authority. Failure to do so will deem the tender “Not To Specification” and may invalidate your tender.
- The cost of all pre and in-build meetings/visits are to be borne by the successful tenderer
- All dimensions/capacities etc indicated within this specification should be regarded as minimum unless otherwise stated. It should be further noted that the chassis/cab manufacturers shall sign-off the vehicle upon completion in respect that all bodywork and equipment fitted has been done so in line with the chassis/cab manufacturers and bodybuilders recommendations

**SECTION ‘H’ TENDERER DETAILS**

Name and Address	C E M Day Ltd. The Truck Centre Beaufort Road Morrison Swansea SA6 8HR.
Tel No	01792 222111
Contact Name	David H Watkins
Signature..... <i>David H Watkins</i> ..... Date.....22.03.17.....	

For further information with regard to this specification, please contact Fleet Manager Kevin Lewis on 01639 765071 prior to submission of tender.

**“THE TENDERER’S ATTENTION IS DRAWN TO THE INSTRUCTIONS TO TENDERERS ENCLOSED HERewith WHICH CONTAINS THE COUNCIL’S REQUIREMENTS AS TO THE RETURN OF TENDERS. SUCH INSTRUCTIONS MUST BE COMPLIED WITH. FAILURE TO DO SO MAY INVALIDATE YOUR TENDER”**