

Vehicle Procurement Proposal

How to Use: The Vehicle Procurement Proposal must be completed to ascertain the business need and specification of any vehicle required by operational departments. Before completion consideration must be given to using internal resources. These resources may exist within your own service area, directorate, or across the Authority. The Proposal must be authorised by your Head of Service. The procurement route to provide these resources will be provided by the Transportation & Logistics Department within Streetscene Services. A copy of the completed procurement proposal must be forwarded to the Transportation & Logistics Manager, to enable County-wide awareness of Fleet resources for relevant control and reporting.

Directorate & Service Area

e.g. Transportation & Logistics, Streetscene Services - Environment

Requesting Manager

e.g. Barry Wilkinson – Transportation & Logistics Manager

Statement of requirements

i.e. Brief description of vehicle, specific type and size required, estimated length of engagement, previous use / details of vehicle to be replaced etc

Business Case for requirement of Vehicle within Service Area

i.e. have we considered internal resources / short term hire, operating hours of service / vehicle, utilisation levels of vehicle within these hours, including any bespoke specifications, etc

Operating Hours

e.g. 7am -6 pm, Mon - Sat

Utilisation Levels

e.g. 75% - Vehicle will not be utilised through break period or site visits

Budget and Procurement Route

i.e. The budget must be identified in advance of the request, along with the cost code, and the most appropriate procurement route taken as per CPR's.

The approver is responsible for the use of the vehicle throughout its operational life with the Authority. They will also ensure that utilisation levels are agreed, monitored and sustained and that all identified outputs and outcomes as identified above are met. Failure to make best use of the resource will result in the Transportation & Logistics Manager seeking to employ it across other areas of the Authority to ensure maximising economic return and minimising environmental issues, while maintaining an efficient and effective vehicle fleet.

P.T.O.

Vehicle Specification

The requesting manager is required to submit a vehicle specification, including any special conditions or service level agreements (i.e. special timescales required) using the format below. Technical advice and assistance with completion of this specification can be provided by the Transportation & Logistics section.

Engine	<i>e.g. The engine to be a four cylinder up to 1.6 Turbo diesel engine, to the minimum of Euro 5 specification and emissions.</i>
Energy and Environmental Performance	<i>The Directive on the Promotion of Clean and Energy Efficient Road Transport Vehicles requires that energy and environmental impacts linked to the operation of vehicles over their whole lifetime are taken into account in purchase decisions by setting technical specifications for energy and environmental performance.</i>
Body / Chassis	<i>e.g. Five door and seven seats, to be fully folding for storage, to allow for access to side and rear of vehicle, all seats must be fitted with safety belts. Air bags to be both front and side for impact protection.</i>
Transmission	<i>e.g. Front wheel drive with a 5/6-speed manual gearbox.</i>
Suspension	<i>e.g. Coil spring to front & rear axle, telescopic dampers all round.</i>
Brakes	<i>e.g. A split diagonal ABS brake system with Disc front and rear.</i>
Steering	<i>e.g. To be fully adjustable for rake and reach</i>
Wheels and Tyres	<i>e.g. Size to suit chassis and a spare wheel with tools.</i>
Paintwork and Finish	<i>e.g. Body and paintwork to have a minimum of five-year guarantee against corrosion and rust.</i>
Signage and Logos	<i>e.g. To Be Fitted by FCC Workshops</i>
Workshop Manuals	<i>e.g. Full workshop & parts manual (preferably in electronic media) to be supplied for chassis cab & body.</i>

Standards and Compliance	<p>Vehicles and equipment supplied must comply with all current Acts, Regulations, and Code of Practices governing the manufacture, supply, and use of such vehicles and equipment including CE markings.</p> <p>The vehicle to be registered to: Flintshire County Council, Fleet Services Alltami Depot, Mold Road, Alltami, Mold Flintshire CH7 6LG using DVLA Fleet Number: 042869 and taxed at appropriate vehicle rate and supplied with registration plates fitted.</p>
Optional Extras / Electrics	<p>e.g. Parking sensors to be fitted front and rear bumpers. Electrically operated windows to the front and rear, Stereo CD radio. Bluetooth hands free mobile phone system. Full air conditioning . Satellite Navigation system .</p>
Optional Extras / Body	<p>e.g. Tow bar and seven pin electric socket fitted to the rear. One 2.5 kg fire extinguisher and four to six person first aid kit to be fitted in cab. The minimum of a three year all parts and labour warranty. 2 Extra sets of keys. Storage lock box fitted in boot</p>
Delivery / Lead time	<p>e.g. Vehicle is required within 12 weeks in preparations for roll-out of new service</p>

	Name & Position	Date
Approved By Requesting Manager		
	Name & Position	Date
Approved By Head of Service		
FOR OFFICE USE ONLY		
	Name & Position	Date
Authorised By Transportation & Logistics Manager		
	Order Number	Date
Order Placed		