

WEST MIDLANDS FIRE AND RESCUE AUTHORITY (WMFRA)

SUPPLY AND FITTING OF TYRES

INSTRUCTIONS TO TENDERERS

1. Extent of Contract

1.1 The contract is for the supply and fitting of tyres as required by WMFRA for a period of two years, with an option to extend for a further year.

1.2 It is intended that the contract will commence on 1 December 2010.

2. Use of Contract

2.1 The contract will also be open for use by:

- Shropshire Fire Service
- Staffordshire Fire Service
- Hereford and Worcestershire Fire Service

2.2 There is no commitment by the above to utilise the contract and should they wish to do so, the individual Authority shall contact the supplier directly to confirm the area to be covered and call out arrangements. Further, responsibility for call off and payments will rest with that particular Authority, not WMFRA.

3. Acceptance of Tenders

WMFRA does not bind itself to accept the lowest or any tender and also reserves the right to divide and/or accept part or parts of the tender.

4. Selection and Award

4.1 Tenderers must fully complete the following and submit other required documents as requested:

- (i) Selection Document (Document A)
- (ii) Tender Document (Document B)
- (iii) Pricing Schedule (Schedule 1)
- (iv) Collusive Tendering Certificate

4.2 The Selection Document will be used to assess the Tenderer's capability and experience against a minimum required standard. Please note that some elements are 'pass/fail'. Tenderers who have no 'fail' scores and have scored a minimum of 50% will have their tender carried forward for assessment.

- 4.3 The basis of the award of the tender will be 'most economically advantageous' and will include the following criteria:

Service 50%	Including: <ul style="list-style-type: none">• Range Pass/Fail• Technical assistance 2%• Recycling/disposals 5%• Service proposal 30%• Health and Safety 13%
Cost 50%	

- 4.4 Any award will be made subject to contract and a specimen contract is attached for your perusal.

5. **Electronic Auction**

WMFRA reserves the right to conduct an electronic auction subsequent to the assessment of offers. Should this happen, Tenderers will be contacted by WMFRA's sourcing provider, BravoSolution.

6. **Services Required**

- 6.1 WMFRA currently has a vehicle fleet of approximately 120 large goods vehicles, 85 vans and 30 cars. These numbers may be subject to change.
- 6.2 Tenderers must be able to respond to call outs in respect of the following services and must be able to attend any location within the West Midlands area, arriving within 1 hour of the call out instruction.
- 6.3 This attendance time shall be met irrespective of whether the call is made during the week or weekend, the time of the call (at any time of the day/night) or during Bank Holiday periods.
- 6.4 The supplier will submit a "job record" and invoice in respect of each call out to the Fleet Manager for checking.
- 6.5 Services required (based upon 24/7 availability) include:
- Puncture repairs
 - Supply and fitment of new tyres
 - Tyre changeover/rotation on rim
 - Wheel balancing (car and commercial)
 - Breakdown and on site rectification
 - Disposal/recycling of scrap tyres
 - Tyre inspection and panel reports
 - Re-grooving
 - Technical advice as may be required from time to time.

7. **Tender Document (Document B)**

- 7.1 Tenderers shall complete and return all parts of the document.
- 7.2 Tenderers shall be able to supply and fit all major brands of tyres but for the purposes of assessment, prices will be assessed against a 'basket of goods/services' which include the most frequently required goods and services during the past year in respect of WMFRA.
- 7.3 Tenderers should note that the quantities required are for assessment purposes only and, whilst they provide an indicative guide to demand, WMFRA does not commit to calling off goods/services at this rate and greater/lesser numbers may be required.

8. **Return of Tenders**

8.1 Important notice to Tenderers

The deadline of submission of tenders must be observed.

Any tender received after the time specified in the invitation to tender, for whatever reason, will not be considered.

The Authority's requirements with regard to tenders do not permit any discretion, and therefore any tender which does not comply, for whatever reason, will be declared invalid and disregarded.

- 8.2 Tenderers must read all documents carefully and ensure that all elements are completed and that additional documentation requested is also returned. Failure to comply with these instructions may result in de-selection.
- 8.3 Tender documents (including the Selection Document A, the Tender Document B, the Pricing Schedule 1, the Collusive Tendering Certificate and all other requested documents) must be returned in a plain envelope and must not bear any name or distinguishing marks revealing or likely to reveal the identity of the sender including franking machine logos.
- 8.4 Tender response envelopes must be clearly marked:
- 'Tender Response – Tyres'**
- 8.5 Tenders should be received no later than 1200 hours 6th September 2010 having been returned to:

Secretariat Department
WMFS Headquarters
99 Vauxhall Road
Birmingham B7 4HW

- 8.6 All tenders shall be valid for a period of 20 weeks from the closing date.

9. **Clarifications**

All specification enquiries and/or clarifications should be directed, in the first instance, to:

Tina Thomas
Senior Contracts Manager

Email: tina.thomas@wmfs.net

Tel: 0121 380 6183

Mobile: 07980 629921

All enquiries regarding the tender process should be directed to
Secretariat@wmfs.net