

WEST MIDLANDS FIRE AND RESCUE AUTHORITY (WMFRA)**SUPPLY AND FITTING OF TYRES****TENDER DOCUMENT****1. Completion of Document**

- 1.1 Tenderers must complete and return all elements of the document. Failure to do so may result in de-selection. Extra sheets may be submitted if there is not enough room in the document.
- 1.2 The award criteria are as follows (please note the pass/fail elements in the document):

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

- 1.3 The lowest cost submitted will be awarded 50%
- 1.4 Where a graded score is given, the basis will be as follows:-

Scoring	Marking Guidance
0	Unacceptable: to deliver requirements
1	Adequate: Minimal achievement of requirements. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.
2	Good: Reasonable achievement of requirements. Only minor weaknesses.
3	Excellent: Full achievement of requirements. Demonstrates strengths and/or showed innovative solutions to issues. No errors, weaknesses or omissions.

2. **Service**

2.1 Tenderers must be able to supply and fit all major brands of tyres such as Pirelli, Michelin, Bridgestone, Continental and Goodyear/Dunlop etc. Tenderers must confirm that they can comply with this requirement (pass/fail question).

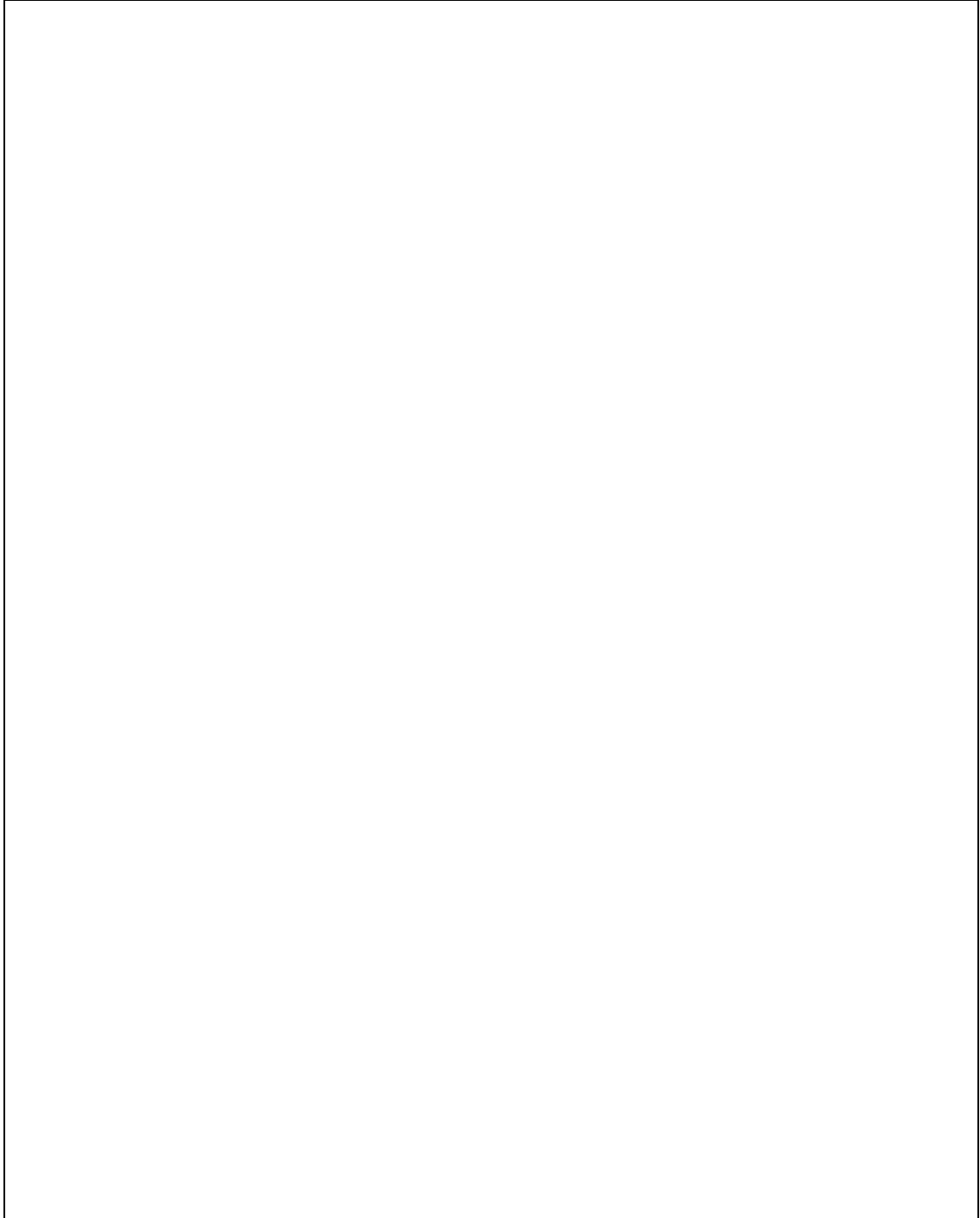
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YES	NO

2.2 The supplier will be required to offer technical assistance/advice/guidance from time to time. Tenderers must propose how this will be delivered. (2%)

2.3 The supplier must be able to recycle/dispose of scrap tyres during the course of the contract in a responsible environmentally friendly manner. Tenderers must propose how this will be delivered. (5%)

2.4 The supplier must be able to deliver a full service within timescales as described in the Instructions to Tenderers document. Tenderers must submit a full proposal in this respect and include information on :(43%)

- Branches which will deliver the contract.
- What services are offered from each branch.
- What hours each branch will be on call.
- The proposed call out procedure.
- A definition of what times are deemed to be “outside normal hours”.



- 2.5 Tenderers must provide risk assessments **and** safety method statements for the work activities to be undertaken within this contract. (13%).

Copies of risk assessments enclosed	Yes	No
Copies of safety method statements enclosed	Yes	No

3. **Cost**

- 3.1 In order to assess offers, WMFRA has produced a 'basket of most popular goods/services' and estimated annual demand (see Schedule 1) based on WMFRA demand only. Tenderers must enter a unit price for each element which will be assessed.
- 3.2 Tenderers should note that any call out charge in respect of "normal hours" (i.e. not during the night, weekend or Bank Holidays) must not be charged separately and any costs must be factored into other charges made.
- 3.3 Tenderers must also submit a comprehensive price list of goods and services which may be required from time to time, but which are not included in 'the basket'.
- 3.4 Tenderers should note that, with the exception of the cost of tyres, all prices will be fixed for the duration of the contract.
- 3.5 The supplier shall have the option to propose one annual price adjustment for tyres which shall be submitted to the Fleet Manager during the first week of March for consideration. Submissions must be evidenced by manufacturer documentation and WMFRA will be under no obligation to accept the proposal.