



Department for Transport

Annex 2 - Specification

Contract Reference: K280021823

Schedule 2 – Requirements Specification

1. Introduction

- 1.1. The Driver and Vehicle Standards Agency (DVSA) is the Government Agency responsible for statutory annual testing of vehicles at approximately 19 Goods Vehicle Testing Stations (GVTS) situated throughout Great Britain. Each GVTS has between 1 and 5 test lanes, on which vehicle testing is conducted, each test lane has a range of equipment used to conduct the test.
- 1.2. DVSA is developing a major initiative to transform the way it tests vehicles, aimed at delivering testing services closer to its customers. The Testing Transformation initiative has led to permanent reductions in the number of DVSA-owned GVTS' with a consequential reduction in numbers of sites and equipment reduction due to lane closures. Therefore, you are required to submit prices on a site-by-site basis to enable sites to be removed from the contract as and when necessary.
- 1.3. Today DVSA owns and uses Compressed Air Systems (CAS) at approximately 19 GVTS to supply compressed air for the operation of certain equipment. The supply of compressed air is business critical to each site.
- 1.4. The CAS referred to in this contract specification commences at the point immediately after the compressor electrical isolator, to include any electrical connection into the isolator, or immediately after the five-pin socket, if fitted. The CAS shall include the feed cable and any five-pin plug, where fitted.
- 1.5. The CAS will end at the point where it connects to the test equipment, this includes any quick release coupling or flexible hose.
- 1.6. Air fuses have been installed within the CAS to protect the flexible hose connecting the air supply to the load simulator and the jacks, it will be sufficient to carry out functional tests on high level air fuses from ground level.



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2. Purpose of Contract

- 2.1. DVSA CAS are currently serviced annually, and biennially at one remote Scottish site (Portree), by contractors who are members of the British Compressed Air Society.
- 2.2. Each site has been equipped dependent upon their individual needs and in an ad hoc fashion resulting in a mix of one or two compressors, one or two receivers and a variety of ancillary equipment, at each site. See Annex 2.1 for details. Generally, all systems have galvanised pipe work.
- 2.3. Under the Pressure Systems Safety Regulations 2000 a biennial inspection is carried out at each site. The relevant Written Scheme of Examination (WSE) is held at each site together with a record book of all work carried out on the CAS. See Annex 2.3 for an example of a current WSE.

3. Requirement Overview

Requirement	Qty	Frequency
Service and maintenance of CAS	19 sites	Annual (biennial at Portree)
Examination under The Pressure Systems Regulations (2000)	19 sites	Biennial
Repair and Breakdown service	Ad-hoc	Ad-hoc
Hire and Purchase	Ad-hoc	Ad-hoc

3.1. Service and Maintenance

DVSA's objective is to ensure an adequate supply of compressed air, both in terms of volume and quality, is available at all sites in Annex 2.1 during the normal testing day.

In support of this the successful contractor shall: -

- 3.1.1 Service and maintain the CAS in accordance with manufacturer recommendation and applicable legislation. Servicing and maintenance shall be conducted with the minimum of interruption to the compressed



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air supply during the normal testing day. To assist with this standby connection points are available at most sites, provision of temporary compressors may be expected within the scope of this contract.

3.1.2 Ensure that the CAS at each site fully complies with all relevant legislation and H&S requirements, with particular attention to the Pressure Systems Safety Regulations 2000.

3.1.3 Provide advice on the effectiveness and suitability of the CAS at each site, this to include the standard of the compressed air produced and how the standard could be improved upon if required.

3.2 Examination under The Pressure Systems Regulations (2000)

DVSA's objective is to ensure compliance with The Pressure Systems Regulations (2000).

In support of this the successful contractor shall:

3.2.1 Deliver an examination service that fully meets the requirements of the Regulations.

3.2.2 Provide a report within 2 weeks to the DVSA contract manager showing the condition of each component, whether any action is required to rectify fault/s, and date of next examination (showing month and year only). The form shall be signed by the Competent Person or their representative who carries out the examination and include the qualifications of the Competent Person and the date of the examination. The report shall include an executive summary giving details of work required and the date by which it must be completed.

3.2.3 Where appropriate provide an amended schematic drawing on A3/4 size paper and/ or digital copy where required.

3.2.4 Provide a completed Air Receiver Examination report form for each receiver on site. See example at Annex 2.2.

3.2.5 Locate and sign the original W.S.E. on each examination visit. An example of a WSE can be found at Annex 2.3.

3.3 Repairs and Breakdowns

DVSA's Objective is to ensure repairs and breakdowns are attended to in a timely, efficient and cost-effective manner.

In support of this the successful contractor shall:



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- 3.3.1 Provide a breakdown/fault reporting system whereby sites can e-mail a report direct to the contractor for action.
- 3.3.2 Respond to breakdown/fault reports within one working hour to establish the scale of the breakdown/fault and to identify a suitable course of action.
- 3.3.3 Notify the DVSA contract manager by e-mail when a breakdown occurs including an estimated quote for repair. All quotes over £250 must be approved by the DVSA contract manager prior to the supplier incurring costs.
- 3.3.4 Instigate remedial action remotely where possible if not agree with site time to attend site.
- 3.3.5 Provide a suitable response which ensures an adequate air supply is maintained at the site affected, subject to local requirements.
- 3.3.6 Once the immediate fault has been rectified, provide a written report to the DVSA contract manager along with any recommended remedial action for consideration including a quote where appropriate. These reports to be retained by DVSA for future reference.
- 3.3.7 Hold suitable spares as a supplier and with the engineer to support first time fix of faults/ breakdowns reported.
- 3.3.8 As a general guide no site should be without a compressed air supply for more than half a testing day and an engineer should attend site within 1 working day of the breakdown report being received by the contractor. A working day is taken as the working day of the site; for example, if a site only operates Wednesdays and Thursdays and a fault is reported on a Thursday then the next working day will be the following Wednesday.

3.4 Hire and Purchase

The successful contractor must provide the following goods/ services:

- 3.4.2 Hire of compressor suitable for the site including delivery, commissioning, training and any other related service to enable initial set up and ongoing use of hire equipment.
- 3.4.3 Purchase of new compressor or related equipment. DVSA may require as a replacement to existing equipment or for the installation as a new piece of equipment a compressor/ compressed air system.



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DVSA would also welcome the option to purchase nearly new equipment that meets the requirements of DVSA.

4. Contract Period or Duration

This contract will run initially for 2 years from the date at which it is awarded with the option to extend the period by a further 2 years on a 1+1 year basis.

5. General requirements

- 5.1 All compressors, whether installed or supplementary, are to be electrically driven and low noise.
- 5.2 When compressed air plant is replaced or renewed, DVSA staff are to be trained in the use of the compressed air plant installed at their site and their maintenance responsibilities.
- 5.3 A dedicated and named Supplier Contract Manager is to be provided, with a named substitute, who will be the DVSA main contact for all items connected with this contract.
- 5.4 Contractor's staff to sign and date the compressed air maintenance record book held on site and record work that has been carried out.
- 5.5 All documentation must be sent to the DVSA Contract Manager so as to arrive no later than 1 month from the date of the activity. DVSA would welcome the use of a digital repository for the storage of digital copies of documentation filed by site. All documents held will be the ownership of DVSA and must be supplied upon request to DVSA as a downloadable file. All files must be held for a period of 2 years from date of creation or the contract end date; whichever is later.
- 5.6 An optional service for the provision of additional work which DVSA may request from time to time. DVSA reserves the right to competitively tender additional work without affecting this Agreement.
- 5.7 The contractor shall be responsible for supplying all tools, test rigs, equipment and other instruments necessary to carry out any work detailed above without recourse to DVSA personnel.
- 5.8 The contractor shall ensure that all items of measuring equipment including gauges and test rigs are calibrated and such calibration is traceable to



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national standards. Copies of calibration certificates shall be presented to DVSA on request and available up to 5 years from contract end.

5.9 The contractor will be responsible for removing from site and disposal in line with local regulations any waste generated by the contractor during the site visit including but not limited to packaging, parts removed.

5.10.1 The supplier will not be liable for disposal of decommissioned equipment within the scope of the contract unless as part of equipment replacement. Where the contractor has been contracted to install replacement/new equipment the supplier must remove and dispose of the equipment in accordance with local regulations.

6. Social Value Considerations

Not applicable for this requirement.

7. Modern Slavery Considerations

Not applicable for this requirement.

7.1. Modern Slavery Assessment Tool (MSAT)

A MSAT is not required as part of this requirement. DVSA may, however, require the supplier to complete a MSAT should the risk of modern slavery be assessed by the Buyer to increase during the life of the contract.

The MSAT is a modern slavery risk identification and management tool. This tool has been designed to help public sector organisations work in partnership with suppliers to improve protections and reduce the risk of exploitation of workers in their supply chains. It also aims to help public sector organisations understand where there may be risks of modern slavery in the supply chains of goods and services they have procured.

For further information on the MSAT and registration process, please visit:

<https://supplierregistration.cabinetoffice.gov.uk/msat>



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8. Quality Assurance Requirements

- 8.1. Suppliers should be a member of an applicable trade body such as the British compressed air society or equivalent.
- 8.2. All servicing and maintenance must be in line with industry best practice, applicable legislation and OEM recommendations.
- 8.3. All activity must be in line with the pressure systems regulations (2000) where applicable.
- 8.4. Suppliers must be able to demonstrate compliance to the quality assurance requirements where requested to by the Buyer.
- 8.5. The Supplier shall assist the Contract Manager in identifying trends in equipment performance or maintainability.

9. Information Assurance

Not applicable for this requirement.

10. Data Protection

The supplier will not be required to process any Personal Data on behalf of the Buyer.

11. Cyber Security

Not applicable for this requirement.

12. Accessibility

Not applicable for this requirement.



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13. Service Conditions, Environmental Factors, and Site information

- 13.1. The work carried out under this contract is required to be provided at a network of around 19 DVSA sites, which are detailed in Annex 2.1. These locations will be subject to change and may reduce within the period of this contract.
- 13.2. The vehicle-testing hall, where testing equipment will be operated from is an unheated hanger-like structure and the doors are left open during vehicle testing operations.
- 13.3. Testing may be ongoing at sites. Supplier is required to agree access requirements with the site directly to ensure minimal disruption to testing activities.
- 13.4. There may be an element of lone working at sites should DVSA request attendance on a non-testing day.
- 13.5. The full details of the equipment installed at each site is listed in Annex 2.1.

14. Management and Contract Administration

The DfT Contract Manager will set in place contract review meetings at a frequency appropriate to the length, value and complexity of the contract. The Contract Manager will agree with the supplier at the contract implementation meeting what will be reviewed and measured at these meetings, and define the format data should be provided in.

15. Key performance indicators (KPIs)

- 15.1. The DVSA Contract Manager will manage the contract and be the main contact with the successful contractor.
- 15.2. The KPIs for this contract are:

KPI's	Measure
Inspection completed	100% Within 25 months of the previous inspection – as cited in the regulations.
Service completed	100% Within 13 months of the previous service
Inspection report submitted to the contract manager	100% Within 1 month of the inspection. 90% within 2 weeks of inspection
Service report submitted to the contract manager	100% Within 1 month of the inspection. 90% within 2 weeks of inspection
Attend site following report of a breakdown and restore the Compressed Air supply	Within 1 working day on 95% of the breakdowns.



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Contact site to establish the scale of the breakdown/fault and identify a suitable course of action.	95% Within 1 working hour
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- 15.3. It is intended that DVSA and the successful contractor will meet for contract review meetings at least quarterly. DVSA reserve the right to increase or decrease the frequency as appropriate during the life of the contract.

16. Training / Skills / Knowledge Transfer

- 16.1. The Supplier must ensure they retain and train sufficient competent staff to deliver the requirements of the contract.
- 16.2. The Supplier shall train DVSA staff on the use and general maintenance of the equipment. Training shall be limited to the DVSA staff available during the installation/ servicing/ inspection period and inclusive within those costs.
- 16.3. The supplier may quote DVSA for training in addition to that stated in 16.2.

17. Documentation

All documentation should be electronic unless formally agreed otherwise with the DVSA contract manager. The Supplier shall maintain a maintenance history for each unit and shall make this information available to the DVSA Contract Manager when required with preference to real-time access via an on-line platform.



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- 17.1. Service visits - A fully completed worksheet identifying the site, the compressor make, model and serial number is to be sent to the DVSA contract manager within 2 weeks of the service visit. This worksheet must be submitted electronically. A hard copy will be accepted however this must be in addition to an electronic copy.
- 17.2. Inspection visits/ reports – must be in line with the requirements of the Pressure systems regulations (2000). See section 3.2 above for further details.
- 17.3. All Quotations must be sent electronically to the DVSA category manager for review and approval.
- 17.3.1. Once the immediate fault has been rectified, the supplier must provide a written report to the DVSA contract manager with a final quotation for repairs made or further recommended maintenance required.

18. Pricing requirements

- 18.1. Pricing must be provided for all items within Schedule 5 Pricing.
- 18.2. Prices must be fixed for a period of 2 years.
- 18.3. The Supplier may provide a variation for consideration in year 3 and year 4 should the Buyer wish to extend the contract past the initial or subsequent term. Variations must not be retrospective.
- 18.3.1. Any pricing variation must be no more than RPI at the time of request and fixed for 12 months.
- 18.3.2. Variation requests must evidence and breakdown the increase requested.
- 18.3.3. DVSA reserve the right to reject variation requests.
- 18.3.4. Any pricing variation must be formally submitted to the DVSA Contract manager and commercial manager for consideration. Approved variations will commence 3 months after formal approval.



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19. Payment and invoicing

- 19.1. The Supplier shall submit a single monthly invoice in arrears to the Authority for costs incurred under the Contract within the previous month.
- 19.2. Payment can only be made following satisfactory completion of all pre-agreed work and/or receipt of goods invoiced.
- 19.3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. Credit notes should be raised, as necessary.
- 19.4. The Supplier must email their invoices as PDF to DVSA's Finance Shared Services with a valid Purchase Order (PO) number:
ssa.invoice@sharedservicesarvato.co.uk
- 19.5. Upon receipt, Shared Services completes a 3-way match of the Supplier's invoice as follows:
 - 19.5.1 Valid purchase order, with PO number.
 - 19.5.2 Goods receipt confirmation –completed on receipt of goods/services; and
 - 19.5.3 Correct invoice –matches PO and goods receipt confirmation.
- 19.6. The Authority is committed to pay invoices as soon as possible and shall pay all sums due to the Supplier within 30 days of receipt of a valid invoice, submitted monthly in arrears.

20. Arrangement for End of Contract

- 20.1. The contractor must supply all documentation including drawing and inspection reports as a downloadable file to the Buyer upon request or within 1 month of end of contract where no request has been made.
- 20.2. The Contractor shall fully cooperate with the Buyer to ensure a fair and transparent re-tendering process for this contract.