



**National Highways**

**National Fleet Disposal  
Programme 2022 – 2027**

**Specification of Works**

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## 1. Defined Terms

1.1. In this Specification unless the context requires otherwise the following terms shall have the following meanings

*Table 1 - Table of Defined Terms*

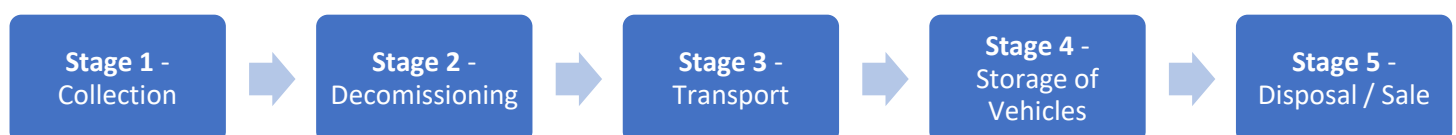
Contract	This is the contract between National Highways and the Supplier/s for the disposal of National Fleet Vehicles and other equipment. The Terms and Conditions of contract will be accompanying as a separate document. (NEC4 Term Service Short Contract (TSSC)).
National Highways	National Highways Company Limited of Bridge House, 1 Walnut Tree Close, Guildford, Surrey GU1 4LZ which is the government-owned company charged with operating, maintaining and improving England's Strategic Road Network (the motorways and major trunk roads);
Specification	This document explaining what the Supplier is required to deliver within the scope of the Contract;
Supplier	Organisation/s that have been awarded the Contract;
National Fleet	Any vehicle/asset owned & operated by National Highways. Including but not limited to winter fleet vehicles, traffic officer vehicles, asset delivery vehicles, personal user scheme vehicles and other assets
Project Manager	Chris Rumley – National Highways Operations – National Fleet Team ( <a href="mailto:Christopher.rumley@highwaysengland.co.uk">Christopher.rumley@highwaysengland.co.uk</a> );
Salt Spreader	Vehicles commonly known as 'gritters' which range from 18 – 24 tonnes gross vehicle weight and are the primary vehicle in the National Highways winter fleet;
Traffic Officer Vehicles (TOVs)	Vehicles of 4x4 configuration. All vehicles have been specially modified for operational use by National Highways. More details are further described in Appendix B of this document.
Vehicle Disposal	The collection, decommissioning, storage and sale of all National Fleet Vehicles/assets by the Supplier in accordance with this specification;
Vehicle Decommissioning	The removal of all livery, equipment and additional items added to the vehicle by National Highways. Vehicles/assets are to be decommissioned to 'factory' standard.

Vehicle Off Road or VOR	Any vehicle/asset that is not running and/or roadworthy at the time it is collected by the Supplier;
Winter Fleet Vehicles	Salt spreaders, detachable snow ploughs and Snow Blowers owned by National Highways to be disposed of by the Supplier pursuant to this Contract as described in Appendix B of this document.
Detachable Snow Plough	An implement for clearing roads of thick snow by pushing it aside. Ploughs are detachable from the salt spreaders and attach to the front of the salt spreaders;
Asset Delivery (AD) Vehicles & Pool Cars	Vehicles of both 4x4 and estate car configuration. All vehicles have been specially modified for operational use by National Highways. More details are further described in Appendix B of this document
Personal User Scheme (PUS) Vehicles	Vehicles of a standard saloon or estate configuration. These vehicles have not been modified in anyway and are used by National Highways staff.
Chapter 8 Vehicle Livery	This is compliant vehicle livery considered DfT best practice. The livery consists of Chevrons on the vehicle and the potential addition of the words " <i>Highway or Motorway Maintenance</i> ".

## 2. Introduction

- 2.1. National Highways are currently undertaking a programme of vehicle & asset replacement meaning that there are numerous National Fleet vehicles and other assets in need of disposal due to its ongoing Fleet Upgrade & Replacement Programme. There are various makes, models and types of vehicle/assets that will be required for disposal depending upon operational circumstances. This contract will cover the disposal of any vehicle/assets stipulated by National Highways.
- 2.2. This Specification describes the process for the decommission and disposal of National Fleet vehicles & assets. The vehicles/assets should be decommissioned and disposed of in a manner that ensures that National Highways brand's integrity and reputation is upheld.
- 2.3. The supplier/s will diligently carry out the activities described in this specification to ensure the timely decommission & disposal of the National Fleet vehicles/assets for the maximum price available, dependent on market conditions.
- 2.4. All communications for this project between the Supplier and National Highways shall be with the Project Manager.
- 2.5. This specification details the requirements and scope of works the Supplier is expected to complete.
- 2.6. A process flow diagram can be found below in Figure 1, detailing the high-level process stages. This specification further describes each of these processes.

*Figure 1 - Process Flow*



### 3. Mandatory Requirements

- 3.1. Supplier shall ensure that they hold and can produce all relevant qualifications and licences necessary to provide the services detailed in this Specification.
- 3.2. The supplier shall fully comply with all current and future legislation and regulations for the lifetime of the Contract governing decommissioning transportation, storage and disposal of commercial vehicles and assets, including all environmental requirements. This will include but is not limited to
  - 3.2.1. [The Environmental Protection Act 1990](#);
  - 3.2.2. [The Environmental Permitting \(England & Wales\) Regulations 2016 \(SI 2016/1154\)](#);
  - 3.2.3. [The Health & Safety at Work etc. Act 1974](#); and
  - 3.2.4. [The Waste Electrical and Electronic Equipment Regulations \(SI 2013/3113\)](#)
- 3.3. The supplier will hold and be able to produce evidence of premiums having been paid for all valid insurance policies these include but are not limited to;
  - 3.3.1. Public liability insurance with a limit of at least £10 million per claim;
  - 3.3.2. Employer's liability insurance with a limit of at least £5 million for claims arising from a single event or series of related events in a single calendar year.

## 4. Stage 1 - Collection of National Highways Vehicles/Assets

- 4.1. Upon award of the Contract the supplier will contact the Project Manager to arrange prompt and safe collection of National Fleet vehicles/assets from the locations specified by the Project Manager.
- 4.2. The Supplier shall collect the National Fleet vehicles/assets from the respective National Highways locations at the time agreed with the Project Manager or appointed delegate in writing.
- 4.3. The Supplier shall be aware that the National Fleet vehicles/assets may vary in size, weight, condition and configuration. A list of potential vehicles & assets can be found in Appendix D. The supplier must be able to provide any specialist equipment and resources to enable them to load and unload National Fleet vehicles/assets ready for transportation to the suppliers' premises or storage facility, e.g. low loader, banksmen, etc.
- 4.4. National Fleet vehicles/assets that are deemed to be VOR (Vehicle Off Road) by National Highways must not be driven on a Public Highway. This will be detailed to the supplier/s by the Project Manager ahead of any vehicle/asset collections
- 4.5. The Supplier/s shall ensure all National Fleet vehicles/assets are securely loaded and arrive at their destination undamaged and in the same condition as they were in when collected. A vehicle condition form must be completed on collection from the appropriate National Highways site. The supplier/s will be liable for damage caused to any National Fleet vehicle/asset during loading or transit and shall take out and maintain insurance to cover any damage to or total loss of any National Fleet vehicle/asset.
- 4.6. Upon collection of a National Fleet vehicle/asset the relevant documents (*such as the V5C document*) will be delivered to the supplier/s by National Highways within 5 working days. For the avoidance of doubt the National Fleet vehicles/assets will remain the property of National Highways until sold and the supplier/s is selling them as the agent of National Highways.

## 5. Stage 2 – Decommissioning of the National Highways Vehicles/Assets

- 5.1. Certain National Fleet vehicles/assets may be in a beyond economical repair (*i.e. defective engines, gearboxes, body work damage, etc.*) condition when collected by the supplier/s. This will be indicated by National Highways' Project Manager prior to collection.
- 5.2. The supplier/s will be required to decommission any National Fleet vehicle/asset before sale to a standard detailed by National Highways. This decommissioning activity will take place at the suppliers site or a pre-agreed third-parties site. This includes;
- 5.2.1. Removal of all Highways England / National Highways livery from the vehicle/asset (*both internal & external*), including the outline of any livery retained on the vehicle's bodywork after removal. Following removal of livery there should be no visible indication that the vehicle/asset was once operated by National Highways. Examples of some of the liveries can be found in Appendix B. Below is an overview of livery is expected to be removed as a minimum.
- Traffic Officer Vehicles – Full body Battenberg & chapter 8 livery
  - Asset Delivery & Pool Vehicles – Chapter 8 livery
  - PUS Vehicles – National Highways branding on side of the vehicle
  - Winter Fleet – Removal of NH branding & fleet numbers from the doors
- 5.2.2. The removal of all Capita Airwave associated equipment, wiring looms, & key components (*some small elements may remain in the vehicle by prior agreement with the Project Manager*) where applicable.
- 5.2.3. Any intrusion holes in the bodywork / interior trim must be covered/made good where possible.
- 5.2.4. Removal & retention of other National Highways equipment items (*e.g. lights, horns, cages, etc.*) from the vehicle as detailed under clause 5.4 (*all removed equipment must be held securely pending a decision on its future, disposal or return to National Highways. This will be communicated in writing for the disposal by sale or destruction of the item/s*).
- 5.2.5. The return to National Highways of any personal effects or National Highways paperwork left/found in any of the National Fleet vehicles/assets.



- 5.2.6. The disconnection and removal of all telemetry and radio equipment from the National Fleet vehicles/assets which is to be returned to National Highways (*to be done prior to the sale of the vehicle/asset*) where applicable.
- 5.3. With regards to Traffic Officer & Asset Delivery vehicles certain factory vehicle trims, third Row seats, carpets and load area covers were removed. These are to be collected from a 3<sup>rd</sup> party storage location (*the exact details will be specified upon contract award*). The trim items include:
- Seats, trim, parcel shelf, load floor cover (*TOVs*)
  - Rear floor mats & parcel shelves (*AD vehicles XC90s*)
- 5.3.2. All specified trim elements, for example third row seats and load area covers, must be securely refitted and holes covered where possible.
- 5.3.3. Any items removed from the vehicle/asset during this process are to be held securely by the supplier until National Highways decides on its future.
- 5.4. Further to the above there may be specific equipment that may be required to be removed and stored, until a decision is made by National Highways on its future, from each vehicle. This equipment likely to include but not limited to:
- 5.4.1. Roof mounted light bar – to be destroyed upon removal by the supplier due to the light bars containing rear red lights. Photographic evidence will be required of destruction.
- 5.4.2. Rear facing Variable Message Sign (VMS) and scrolling menu controller.
- 5.4.3. Additional front, side, and rear position lights (*not original vehicle fitment*). (example can be seen in Appendix C). The types of additional lights are detailed below:
- Front mounted amber grille lamps
  - Rear mounted red lamps
  - Rear amber & red lights
  - Additional side lamps (*Land Rover Discoveries only*)
  - Windscreen mounted amber lights
- 5.4.4. Light bar control system & controller.
- 5.4.5. Headlamp flash system.
- 5.4.6. Bull horn.

- 5.4.7. Airwave radio – dash mounted console unit & brackets.
- 5.4.8. Rear storage solution and equipment board (*example in Appendix C*).
- 5.4.9. Airwave speaker, fist mic, hands free PTT button/stalk (*located on the steering column*) and Airwave antennas both internal & external (*if visible*).
- 5.4.10. Roof mounted hands-free mic.
- 5.4.11. Rear load guard
- 5.4.12. Any associated wiring related to the above will be required to be removed and/or made safe prior to disposal.
- 5.5. All decommissioning activities are to be completed before National Fleet vehicles/assets are listed for auction and completion of sale. This will be confirmed by the supplier to National Highways in writing and the Project Manager will confirm in writing the acceptance to send the vehicles for sale/auction. The decommissioned vehicle/asset should resemble 'factory' specification as best as possible.
- 5.6. Unless specifically agreed, any costs incurred by the Supplier for the decommissioning of the National Fleet vehicles/assets are to be reported to National Highways prior to the vehicle being sold.
- 5.7. National Highways will assume responsibility for the permanent disablement of tracking software on all National Fleet vehicles/assets prior to collection by the supplier.
- 5.8. National Highways may, at its discretion, reserve the right use its own suppliers to remove any systems or hardware from a National Fleet vehicle/asset before collection by the supplier.
- 5.9. National Highways will instruct on next steps regarding specific equipment (*as detailed above in section 5.4*) removal. This advice may include but is not limited to;
  - destruction by the supplier, including evidence;
  - resale of goods separate from vehicle;
  - resale of goods included with the vehicle;
  - return to National Highways;
  - or any other action National Highways sees fit.

## 6. Stage 3 – Transportation of National Highways Vehicles/Assets

- 6.1. The Supplier shall ensure all vehicles/assets used in the performance of the Contract comply with all relevant road transport regulations, licencing and insurance requirements.
- 6.2. The supplier shall ensure that it can provide a variety of suitable vehicles to transport the vehicles/assets from the relevant National Highways depot / locations to the Supplier's premises and (*if different*) to the premises at which they will be sold.
- 6.3. The Supplier shall ensure that they are fully compliant with all [operators and drivers hours regulations](#). The Supplier will be able to provide a copy of the relevant licences to National Highways upon request.
- 6.4. The supplier's vehicles must be:
  - 6.4.1. Fitted with Global Positioning Systems (GPS);
  - 6.4.2. Capable of transporting any National Highways vehicle/asset; and
  - 6.4.3. Fitted with anti-theft devices including immobilisers and alarms
- 6.5. The supplier shall at its own cost provide any specialist equipment and resources to enable the loading and unloading of National Highways vehicles/assets, e.g. hydraulic equipment, low loaders, banksmen, etc.
- 6.6. The supplier shall provide National Highways with an inventory of all vehicles/assets that have been collected and transported for storage/sale.
- 6.7. National Highways will require notification of all planned movements of all vehicles/assets including:
  - 6.7.1. ETA and collection time from the National Highways depot;
  - 6.7.2. Storage location and estimated time of arrival at Supplier's premises;
  - 6.7.3. Actual time of arrival at storage location;
  - 6.7.4. Breaks in transportation of more than 12 hours, including overnight stops and their locations; and
  - 6.7.5. Time and date transferred to purchaser following sale

- 6.8. Any damage caused to any National Highways vehicle/asset during loading/unloading, transportation (*including total loss*) or other movement is the liability of the Supplier and will be reimbursed by the Supplier to National Highways. The Supplier shall maintain insurance at all times sufficient to cover any liability to National Highways under this clause.

## 7. Stage 4 – Storage of National Highways Vehicles/Assets

- 7.1. The supplier will provide secure storage facilities for the National Highways vehicles/assets in its possession. Any facility where National Highways vehicles/assets are stored must have as a minimum fully operational CCTV, intruder and fire alarms and, either on-site or remote security.
- 7.2. The supplier shall collect and transport National Highways vehicles/assets from the National Highways depot only to storage facilities approved in advance (and in writing) by National Highways.
- 7.3. Whilst in storage the supplier shall take all precautions necessary to maintain the roadworthy condition of all National Highways vehicles/assets (*apart from those in VOR condition upon collection*) e.g. maintaining battery charge and tyre pressure, etc.
- 7.4. The Supplier shall provide storage for National Highways vehicles/assets for as long as required, should customs checks be required prior to their export.
- 7.5. The Supplier shall provide a written receipt for all National Highways vehicles/assets collected and notify National Highways immediately of their location.
- 7.6. The National Highways vehicles/assets will be insured against fire, theft, damage or destruction at all times whilst being stored by the Supplier, including whilst being transported to or from storage.

## **8. Stage 5 – Sale of National Highways Vehicles/Assets**

- 8.1. Following the decommissioning of any National Highways vehicle/asset the Supplier shall agree a valuation with National Highways prior to offering the vehicle/asset for sale. This shall be consistent for any additional pieces of equipment removed from the National Highways fleet that are deemed fit for resale.
- 8.2. The Supplier shall prepare the National Highways vehicles/assets for sale in such a way as to maximise their value.
- 8.3. Prior to offering any National Highways vehicle/asset for sale at auction the Supplier shall agree a reserve price with National Highways. Prior to offering any National Highways vehicle/asset for sale by any other means the Supplier shall agree a minimum sale price with National Highways. The vehicle will not be sold for less than the reserve or minimum price unless National Highways agrees otherwise.
- 8.4. National Highways vehicles/assets may be disposed, as pre-agreed with the Project Manager in any of the following ways;
  - 8.4.1. sale by public auction;
  - 8.4.2. sale by private auction;
  - 8.4.3. sale by private treaty to an end user of the vehicle;
  - 8.4.4. sale to a commercial vehicle dealership; or
  - 8.4.5. any other viable selling method pre-agreed with National Highways; or
  - 8.4.6. Destruction of the vehicle/asset and a valid destruction certificate supplied
- 8.5. The Supplier shall arrange for the proceeds of any sale of a National Highways vehicle/asset to be remitted in full by the purchaser directly to National Highways. If this is not possible the Supplier shall hold such proceeds on trust for National Highways and shall pay them into a separate dedicated bank account until they are transferred to National Highways.
- 8.6. National Highways vehicles/assets are not to be sold by the supplier for scrappage or destruction unless specifically agreed in writing by National Highways. If National Highways agrees to any vehicle being scrapped or destroyed the supplier will be responsible for ensuring this is completed in

compliance with all applicable disposal legislation and will be required to provide National Highways of evidence of this.

- 8.7. It will be the Supplier's responsibility to ensure that National Highways vehicles/assets are accompanied by the correct paperwork so that the new keeper(s) can register them correctly.

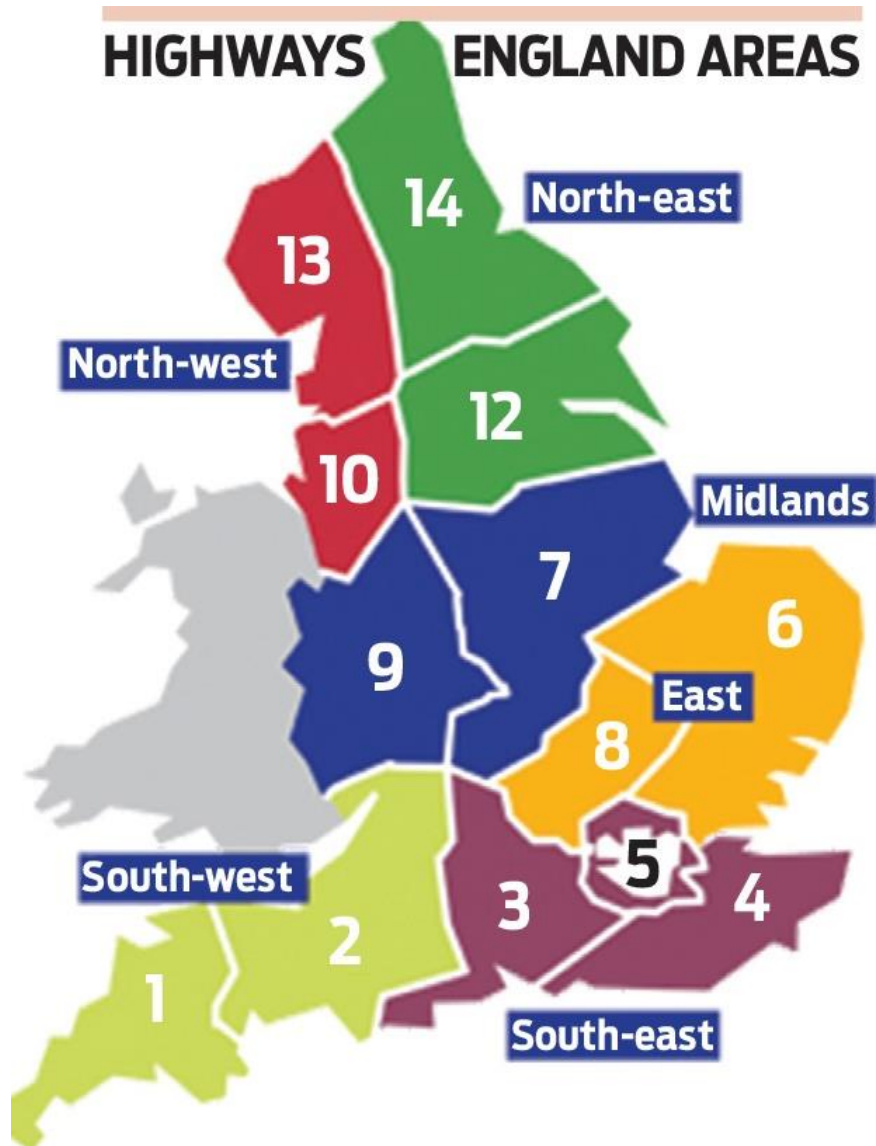
## 9. Administration Requirements

- 9.1. In performing the Contract, the Supplier shall undertake any administrative tasks which may include, but are not limited to;
- 9.1.1. Recording National Highways vehicle/asset deliveries at its premises;
  - 9.1.2. Where appropriate obtaining the Notification of Vehicle Arrival (NOVA);
  - 9.1.3. Facilitating re-registration of National Highways vehicles/assets to their new owner's post sale; and
  - 9.1.4. Notifying DVLA of the change in National Highways vehicle ownership following the sale.
- 9.2. The Supplier shall ensure that any significant incidents or accidents (whether involving National Highways vehicles/assets or any employee or subcontractor of the named Supplier) that occur during the performance of the contract are promptly reported to the Project Manager in writing. This is in addition to the requirement to make report any such activity to the police, local authorities, Health and Safety Executive and any other regulatory or supervisory bodies.



## Appendix A – Area Locations

National Highways Area Map



## Appendix B – National Fleet Vehicle / Livery Examples

### Land Rover Discovery 4 - TOV



### Land Rover Discovery 5 - TOV





### Mitsubishi Shogun - TOV



### Mitsubishi Shogun Sport - TOV





### Volvo XC90 PHEV – TOV



### BMW X5 PHEV – TOV





### Romaquip Salt Spreader & Plough Attachment





### **Rolba – Snowblower**



### **BMW i3 EV – Escort Vehicle**



### Kia Niro – Pool Car



### Vauxhall Astra Estate – Pool Car





**Volvo XC40 – Asset Delivery Vehicle****Mitsubishi Outlander PHEV – Asset Delivery Vehicle****Ssangyong Musso Rebel/Saracen – Asset Delivery Vehicle**



## Appendix C – Specific Equipment Removal Images

### Front mounted amber grille lamps

Two amber lamps located on both side of the vehicle front grille. Typical layout pictured below:



### Rear Mounted Low Level Red Lamps

Two additional low-level hideaway red lights linked to alternate with upper level red lights in the light fitted as below:





**Rear Amber & Red LED's within lifted Tailgate**



### **Windscreen Mounted Amber Pod**



### **Rear Storage Solution**



## Appendix D – Examples of Vehicles & Assets for Disposal

The following is a list of specific vehicles types that have been currently marked for disposal within the 5-year period. However, this list is not extensive and there may be additional vehicles & assets that require disposal during the period of the contract (*all vehicle numbers shown are approximate numbers as of Jan-2022*).

### **Traffic Officer Vehicles**

- Mitsubishi Shogun 3.2DI EL (97)
- Volvo XC90 T8 Momentum Auto (43)
- BMW X5 XDrive45e AC (30)
- Mitsubishi Shogun Sport 4 Auto QX4 (10)
- Mitsubishi Shogun Sport (29)
- Land Rover Discovery 5 SDV6 3.0 DSE (68)
- Land Rover Discovery 5 2.0 DSE (1)
- Land Rover Discovery 4 3.0 SD M (12)

### **Asset Delivery & Pool Vehicles**

- Vauxhall Astra 5DR Sports Tourer SRI NAV 1.6CDTI (5)
- Ssangyong Musso Rebel Auto (19)
- Ssangyong Musson Saracen Auto (12)
- Volvo XC40 Momentum Pro D3 AWD Auto (41)
- Volvo XC40 R-Design Pro T5 PHEV Auto (1)
- Volvo XC40 Inscription T5 Recharge (4)
- Kia Niro 3 PHEV S-A (13)
- Ford Focus ZTec Estate (61)
- Mitsubishi Outlander PHEVS (18)
- Mitsubishi Outlander PHEV Commercial (3)
- Mitsubishi RZ7 Outlander PHEV Auto (18)
- Mitsubishi RX4 Outlander 4HS PHEV Auto (34)
- BMW I01 i3 120Ah AC (1)
- BMW F45 225XE Sport Active Tourer XB2 1.5i LCi (4)

### **Personal User Scheme Vehicles**

- Kia Niro PHEV 3 (12)
- Mini Countryman (5)
- BMW F45 225xe Sport Active Tourer (21)

- MG MG5 Excite (0)
- MG ZS EV (0)
- Skoda Superb Estate (0)
- Ford Kuga ST-Line (0)

### **Winter Fleet Vehicles**

- Romaquip Gritter (458)
- Rolba Snowblowers (23)

### **Potential Additional Assets**

- Romaquip HASP Snow Plough (*to be disposed of with each gritter*)
- HULCO HD30 Incident Screen
- Variable Messaging Screens
- Dorma Lights
- Load Cells
- Vehicle racking systems