

Highways England Vehicle Recovery Contract

Scope 2: Pre-Positioning

To complement the capability of the Traffic Officer Service the *Client* has occasions to commission the pre-positioning of recovery vehicles on an “on call” basis to help keep carriageways clear. This service helps keep the Strategic Road Network operating during, for example, periods of snow, high wind, large scale planned events or other periods of peak demand.

The requirements for this *Service* are described in Part 1 of this Scope. This *Service* will be commissioned by Task Order and paid for using the rates within Part 2 of the Price List within the Commercial Workbook

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Document Control

Description	Version	Date
Tender Issue	1	19/7/19

Introduction

Purpose

This Scope document sets out the *Client's* Objectives that must be achieved, together with the *Client's* Minimum Requirements, for a Pre-Positioning service. The *Contractor* defines exactly how the Objectives will be realised within the Quality Plan, incorporating any Promise Statements made within the Quality Submission.

Identified and Defined Terms

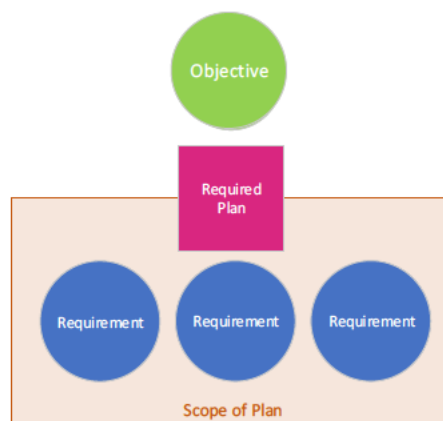
In this Scope, terms identified in the Contract Data are in italics and defined terms have capital initials. Other terms used with capital letters have the meaning given within Annex 4 Defined Terms & Abbreviations.

Methodology

As vehicle removal is outside of the *Client's* core business, it is defining its Objectives and seeking from the *Contractor* the levels of service and efficiency it can provide to ensure the *Client* achieves them. The *Contractor* is able to choose the method by which the Objectives are achieved, but that method must include for compliance with the Minimum Requirements stated in each Part.

The *Contractor* will be required to create and subsequently maintain one Plan in relation to this Scope that details how each of the Objectives will be achieved, including how the stated Minimum Requirements as well as relevant Promise Statements made at tender will be delivered.

The *Contractor* will work closely with the *Client* to achieve the Objectives and improve upon them through the duration of the contract.



Part 1: Pre-Positioning

Objectives

ID	Pre-Positioning Objectives
PPO1	Clear Vehicles, Load and Occupants as directed

Plans Required

ID	Pre-Positioning Plans	Performance Metric	Performance Level
PPP1	<p>Produce, maintain and implement a Pre-Positioning Plan</p> <p>To be submitted to the <i>Client</i> within [REDACTED] of the starting date, reflecting any relevant Promise Statements and / or issues clarified during the tender process</p>	Compliance with the accepted Pre-Positioning Plan.	100%

Minimum Requirements

ID	Pre-Positioning Minimum Requirements	Performance Metric	Performance Level
PPR1	Pre-position recovery resource as instructed by the <i>Client</i> , at the location requested, to maintain the movement of traffic by providing Traction Assistance or clearing Vehicles in a safe manner from the live carriageway to a Place of Safety.	No periods of requested pre-positioning refused	100%

ID	Pre-Positioning Minimum Requirements	Performance Metric	Performance Level
		<p>Establishment of instructed pre-positioned recovery resource at location and time agreed with the <i>Client</i>.</p> <p>Compliance with Health and Safety Standards - PAS (Publicly Available Standard) 43, National Highway Sector Scheme (NHSS) 17B certification.</p> <p>Compliance with IAN 128/12: Health & Safety Incident Reporting</p> <p>Disclosure & Barring Service (DBS) check or Client-agreed Non-Police Personnel Vetting (NPPV) Police Check of all employees and subcontractors before they are involved in providing the Service.</p> <p>All accident, incident, high potential near-miss, and undesired circumstance occurrences have been appropriately recorded upon the Highways England AIRSweb system</p>	
PPR2	Provide the <i>Client</i> with data relating to Vehicles moved during period of pre-positioning	No instances of data not provided	100%

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Appendix 1: Payment Approach

The *Client* will endeavour to give a minimum of [REDACTED] hours' notice of periods of required pre-positioning.

For the Pre-Positioning Service rates include for the provision and operation of the *Service* at the pre-positioned deployment location for the time specified, so exclude running time to / from the *Contractor's* base. Rates include an allowance for mileage costs for deployment from and return to the *Contractor's* base. Rates include an allowance for the provision of Traction Assistance and / or clearance of Vehicles to a Place of Safety and return to the pre-positioned deployment location.

Cancellation by HE of a period of pre-booked pre-positioning under [REDACTED]s, if cancelled more than [REDACTED] hours prior to pre-positioning start, will be at zero charge to Highways England.

Cancellation by HE of a period of pre-booked pre-positioning over [REDACTED] hours, if cancelled between [REDACTED] – [REDACTED] hours prior to the pre-positioning start will be at [REDACTED] of the hourly charge booked, e.g. if [REDACTED] hours is booked and cancelled between [REDACTED] - [REDACTED] hours of requested start time then [REDACTED] of the [REDACTED]-hour rate will be paid.

Cancellation by HE of < [REDACTED] hours of pre-booked pre-positioning within [REDACTED] hours of pre-positioning start will incur a charge of [REDACTED] of the relevant hourly charge booked, e.g. if [REDACTED] hours is booked and cancelled within [REDACTED] hours of requested start time then [REDACTED] of the [REDACTED] hour rate will be paid.

Cancellation by HE of > [REDACTED] hours of pre-booked pre-positioning within [REDACTED] hours of pre-positioning start will incur a charge of [REDACTED] of the relevant hourly charge booked

Cancellation Notice	Period of pre-booked Pre-Positioning	
	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]		

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Appendix 2: Pre-Positioning Resource Definition

Vehicle	Definition
Light Recovery Vehicle	Pre-positioning and operation of light recovery vehicle (capable of removing a vehicle weighing 3500kg), including associated resource. The Service includes for provision of service to maintain the movement of traffic by providing Traction Assistance or clearing them in a safe manner from the live carriageway to a Place of Safety.
Heavy Recovery Vehicle	Pre-positioning and operation of heavy recovery vehicle (with a minimum of 3 axles capable of removing a loaded vehicle of 80 tons total train weight), including associated resource. The Service includes for provision of service to maintain the movement of traffic by providing Traction Assistance or clearing them in a safe manner from the live carriageway to a Place of Safety.
4x4	Pre-positioning and operation of a four wheel drive vehicle (capable of removing a vehicle up to 2000kg), including associated resource. The Service includes for provision of service to maintain the movement of traffic by providing Traction Assistance or clearing them in a safe manner from the live carriageway to a Place of Safety.

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Appendix 3: Task Order Form

Vehicle Recovery Contract Pre-Positioning Task Order

Task Order form for use for Pre-Positioning which the Client instructs to be carried out within a stated time period of time on a Task by Task basis

Task Order No.....Service.....

To.....

.....(Contractor)

I propose to instruct you to carry out the following Task

Description
Starting date
Completion date
Delay damages per week

Please submit your price and programme proposals below.

Signed..... Date.....
(for Client)

Total of Prices for items of work on the Price List (details attached)
Total of Prices for items of work not on the Price List (details attached)
Total of the Prices

The programme for the Task is.....[ref] (attached)

Signed..... Date.....
(for Contractor)

I accept the above price and programme and instruct you to carry out the Task

Signed..... Date.....
(for Client)