

Specification for

National Highways Mobile Exhibition Vehicle & Ancillary Services 2023_25

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1. Definitions

1.1 General

Within this document, the following words shall have the following meanings and they shall supplement the Request for Quotation document:

Term	Definition
Operative Hours	<p>The service is expected to be delivered within a 10-hour period (a typical day will be an 8am – 6pm) and during this period the service shall include:</p> <ul style="list-style-type: none"> • Travel to site. • Set-up vehicle. • Dismantle the vehicle. • Return vehicle to base (for storage & cleaning)
Overtime	<p>On occasion there may be the requirement for longer working periods beyond the expected level of Operative hours, and this will be classified as overtime.</p>
Overnight Stay	<p>On occasion there may be the requirement for longer periods beyond the expected level of Operative hours, and this may require an overnight stay for the driver (to be pre-booked by the supplier). Where this additional requirement is considered necessary, associated costs should align as closely as possible to National Highways Travel & Subsistent Rates (see Annex F for rates)</p>

2. Overview of National Highways

2.1 We are the government company charged with operating, maintaining and improving England's motorways and major A roads.

Formerly the Highways Agency, we became a government company in April 2015.

Link to [National Highways](#)

2.2 Our responsibilities

Our road network totals around 4,300 miles. While this represents only 2 per cent of all roads in England by length, these roads carry a third of all traffic by mileage and two thirds of all heavy goods traffic.

We will deliver £27.4 billion of investment on our road network as described in the government's second Road Investment Strategy (RIS2).

This includes £14.2 billion of capital funding committed between 2020 and 2025 – as set out in our Strategic Business Plan & Delivery Plans.

Link to [Strategic Business Plan](#)

2.3 Our aims

Our ambition is to ensure our major roads are more dependable, durable and – most importantly – are safe. We work hard to make sure our road network is:

- free flowing – where routine delays are infrequent, and journeys are reliable.
- safe and serviceable – where no one should be harmed when travelling or working.
- accessible and integrated – so people are free to choose their mode of transport and can move safely across and alongside our roads.

We further aim to:

- support economic growth with a modern and reliable road network that reduces delays, creates jobs, helps business and opens up new areas for development.
- ensure our activities result in a long-term and sustainable benefit to the environment.

3. Overview of Major Projects

3.1 Major Projects are responsible for major enhancements to our road network. We make roads safer, journeys more reliable and unlock economic growth. At the same time, we seek out ways to create opportunities for sustainable travel, help nature to thrive and support our journey to net zero carbon. Our team of around 800 works closely with the supply chain to design and construct road projects as well as develop a pipeline of possible projects as we look to the future.

3.2 We understand the potential that our road schemes can bring. We work collaboratively with internal colleagues as well as partners such as local authorities, environmental bodies and local communities to understand what matters most to them. We also listen to all our customers, and these will include drivers, cyclists, pedestrians, local communities and businesses to ensure they have a voice in determining our priorities.

3.3 Customer feedback and engagement is therefore at the heart of what we do, so by reaching out to our customers we can provide a service that can acquire a wide demographic reach to multiple locations. This means we can consult with more people and give them the opportunity to share their views more easily with us. We can take information to our customer instead of relying on them coming to us. We therefore visit high footfall locations and engage with groups and individuals that may feel less inclined to visit events hosted in more 'traditional' venues such as village halls or hotels, these could be classed as 'seldom heard' (often referred to as 'hard to reach') groups.

4. Scope of Requirements (Specification)

4.1 General Overview

National Highways is looking to lease an exhibition vehicle, available for operational use from 1 April 23 that has been fully converted and customised (as per Annex A & Annex B) to carry out public-facing engagement exhibition requirements. The average mileage for the vehicle is expected to be in the region of approximately 20,000 per year.

- In addition to the lease of the exhibition vehicle, National Highways will also require the appointed supplier to provide the following ancillary services:
 - Vehicle (must be maintained in accordance with UK legal requirements and as per manufacturer's recommendations, e.g., MOT'd, taxed, insured and be maintained in a road worthy condition at all times)
 - Vehicle (to be cleaned inside and out)
 - A driver (to drive the exhibition vehicle to site, stay with the vehicle, set-up vehicle, dismantle the vehicle on closedown) and drive the vehicle back to base for overnight storage.
 - The driver must hold the relevant UK driving licence commensurate with the vehicle category being driven and ensure they are fit to drive in accordance with relevant legislation and industry best practice.
 - Service will be delivered over an operative period of approximately 10 hours (unless specified by National Highways)
 - Provide a secure storage facility (for the exhibition vehicle) for overnight storage when not in use.
 - Provide additional insurance(s) where specified within this document.
 - Supplier to provide an account manager as a single point of contact for bookings, invoicing and general administration relating to the hire of the vehicle.
- The contract shall commence on the 1 April 2023 for an operative period of 24 months, ending 31 March 2025.

- The key aim of this proposal is for the chosen supplier to provide an exhibition vehicle that is fully maintained in accordance with current UK legislation, that can provide National Highways with a means to engage directly with members of the public at a variety of locations within England.
- For a full description of the vehicle required, including all ancillary associated services and an indicative programme of activities, please refer to para 4.2, including all annexes contained within this document.

4.2 Vehicle Requirements

The vehicle will need to conform to the specification as detailed within Annex A and customised to the requirements specified within Annex B.

In addition, the vehicle will need to be fully insured against loss, damage and public liability. The supplier shall provide all insurances as required by United Kingdom law.

The Vehicle must always be kept in a good condition and maintained both mechanically and aesthetically.

Any defects reported by the driver or directly by National Highways are expected to be corrected before next event booking, following its return to base.

Ministry testing as required, safety inspections, maintenance, and servicing as per manufacturers recommendation to include the vehicle and all specialist and moving parts.

Full MOT and road tax to be paid by supplier.

4.3 Driver Requirements

The Supplier shall provide a competent trained driver for each event booked by National Highways (to include complimentary full set up and driver training) and the driver must be legally permitted to drive the vehicle classification.

The supplier shall ensure that the driver is fit and proper, has the correct licence, insurance and is not under the influence of alcohol or drugs.

The supplier shall ensure that the driver;

- Completes a list of vehicle checks before driving the van to the event location.
- Cleans the van inside and out for each event.
- Refuels the van where required, using the National Highways fuel card (to be provided).
- Transports, loads and unloads, set up and dismantle the vehicle safely.
- Stays overnight locally to the event wherever necessary.
- Provides contact details to the staff using the van.
- Stays with the van except for breaktimes.

4.4 Insurance

The vehicle shall be fully insured in line with current UK legislation. The supplier shall provide all insurances as required by United Kingdom law. The supplier is responsible for providing full breakdown insurance to ensure continuity of service. For a full breakdown of additional insurances required, please refer to Annex C.

4.5 Operative Hours

The service is expected to be fully delivered within a 10-hour period (usually 8am – 6pm) unless confirmed by National Highways.

There may be the requirement on some occasion for overtime (i.e. beyond 10 hours) and this may include weekends and bank holidays (although this will be kept at a minimum where feasible).

4.6 Vehicle set-up/dismantle.

The nominated driver shall set up the engagement van an hour before each event, to include full set up of ramp to be attached to the engagement van to ensure it is safe and ready to use. In addition, the steps to the rear, generator with diesel fuel in switched on and ready to use. A handover check sheet is to be completed and handed to the project lead, which is provided within Annex E.

4.7 Cleaning

The Vehicle shall arrive to each event booked by National Highways in a clean state i.e. cleaned fully inside and out with a full valet every quarter.

4.8 Vehicle Storage

The supplier shall store the vehicle when not in use between events in a safe, secure and locked location. When booked for an event that requires an overnight stay, the vehicle shall be taken to a car park in close proximity to the driver's hotel accommodation and securely locked and alarmed. National Highways will also require access to inspect the vehicle every 6 months by prior arrangement.

4.9 Account Manager

The supplier shall provide an account manager as a single point of contact for bookings, invoicing and general administration relating to the hire of the vehicle.

5. Events/Exhibitions

5.1 National Highways will be looking to book approximately 12 events a month and will identify locations that generally have a large footfall. Sites identified will typically be;

- Retail parks.
- Shopping centres.
- Supermarket car parks.
- Town centres.

- Community village halls/clubs.
- Showgrounds.

All sites identified shall be booked directly by National Highways.

Events can range from one day to multiple days, therefore overnight stays by the driver may be necessary depending on the number of days required for each event considered and arranged.

For an indicative programme of activities, please refer to Annex D.

6. What National Highways will provide.

- Access to an Account Manager for all bookings, invoices and vehicle related administration.
- 14-day advance notice of bookings
- Detailed specification for all events
- Payment of invoices (including queries)
- Provision of a Fuel card to cover cost of fuel purchased for all journeys.
- Prompt notice of any cancellations or changes to bookings. In the case of cancellation of 0-7 days prior to the first day of any event 100% of payment will be paid by the hirer.

6.1 Fuel Card

A National Highways fuel card will be provided and the supplier will be expected to record the mileage for each event.

ANNEX A – Vehicle Specification:

Vehicle Type	3.5 tonnes 4.9 metre single expandable Vector Unit
Engine	2 litre
Chassis cab and framework	<ul style="list-style-type: none"> • White or similar inconspicuous colour • Right Hand Drive • Dual passenger seat • Double airbags • Electric windows • Air conditioning • Automatic gearbox • Main mirrors and wide-angle mirrors electrically adjustable • Styling kit consisting of roof deflector and side collars. • Aluminium fabricated sub-frame.
Body	<ul style="list-style-type: none"> • Fitted sub-frame to fit chassis plus rear stabilising legs. • Fitted 5,000mm (approx.) body with an internal ceiling height of 2310mm with gloss white exterior and interior inclusive of solid gloss white roof and floor. • Aluminium corners and capping painted white to match body. • Lightweight floor with under-chassis treatment. • Fitted solid side skirts (with shaped wheel arches) to hide chassis.
Electrical, Plumbing and Hydraulics	Basic power and distribution system, incl. electrical testing. Supplied with LED auto lamps to comply with Construction and Use Regulations.
Internals	Heavy duty non-slip vinyl floor or wood effect safety laminate covering to floor.
Externals	External paintwork, not including cab.
Fuel Type	Diesel
Delimiter	Set to 70 mph
RFL / HGV levy	<ul style="list-style-type: none"> • Road Fund Licence included. • HGV Levy included (if applicable)

	<ul style="list-style-type: none"> Type Approval included.
Maintenance – vehicle	Full service, maintenance and repair cover to be included in the lease agreement for the vehicle, as per section 4.2.
Vehicle replacement	<p>The Supplier shall provide a replacement vehicle of similar specification (or otherwise agreed with the client) should the exhibition vehicle be unavailable.</p> <p>Should the unavailability be due to vandalism or any other deliberate damage by customers, users, or members of the general public during a hire event, the Supplier shall provide a quotation to NH for the replacement vehicle for acceptance.</p>
Maintenance – internal areas, fixtures, and fittings.	<p>Any maintenance and / or repairs as required to internal areas, fixtures and fittings due to fair wear and tear.</p> <p>Excludes maintenance or repairs caused by vandalism or any other deliberate damage to any internal areas, fixtures, and fittings during the hire event.</p>
Operational requirements	<p>Supplier resource to transfer the vehicle to and from authorised garage facilities for the required 12 weekly vehicle inspections and/or MOT.</p> <p>Vehicle to have a satellite navigation system installed.</p> <p>Vehicle to have telematics technology installed which can be accessed in “real time” via a web interface and setup to deliver the following monthly reports, training to be provided on generating additional ad-hoc reports;</p> <ol style="list-style-type: none"> Route driven by the vehicle each day and any time the vehicle was static, Daily vehicle use report (% of time vehicle moving by day, week, month)

ANNEX B – Vehicle Customisation

1	ELECTRICAL, PLUMBING AND HYDRAULICS
1.1	Roof mount Air Conditioning / Heater Unit
1.2	12 Volt Alarm System on doors, including battery and charger
1.3	2x external LED lights
1.4	Reversing Camera
1.5	Small low wattage refrigerator built into cupboard
1.6	Built in diesel generator to power heating, lighting, use of TV/laptops.
1.7	Distribution boards and inlets to run off 3 13A sockets
2	INTERNAL FIT OUT AND FURNITURE
2.1	Full height cupboard to house small fridge (refer to item 1.5) and storage at rear
2.2	Half height cupboard with work surface at counter height
2.3	Wall or window mounted A4 and A5 leaflet dispenser
2.4	4x display panels (magnetic white boards)
2.5	Fire extinguishers
2.6	Modular seating with storage below
2.7	Not used
2.8	13A socket at coffee machine shelf (refer to item 1.7)
3	EXTERNALS
3.1	Graphic wrap on main body
3.2	Logos on outside of unit
3.3	Portable disabled ramp
3.6	Door allowing customer entrance/egress to awning
4	AUDIO VISUAL AND INFORMATION TECHNOLOGY
4.1	2x HDMI single laptop point linked to screen or board
4.2	50" LED screen mounted on wall bracket with trunkings
4.3	Antennas, booster and wireless router for 3G and 4G
4.4	White board with fitting
4.5	Cabling and installation

4.6	Amp with two wall or ceiling mount speakers fitted
4.7	Hearing loop

ANNEX C – Insurance Requirements

Service Information Supplementary Insurance Table (Required Insurances)

1. Property "All Risks" Insurance

1.1 Insured

1.1.1 *Contractor*

1.1.2 *Employer*

each for their respective rights and interests in the contract.

1.2 Insured Property

3.5T, 4.9m Display Vehicle and contents

1.3 Coverage

"All Risks" of physical loss, damage or destruction to the Insured Property (in paragraph 1.2 above), unless otherwise excluded.

1.4 Sum Insured

At all times an amount not less than the full reinstatement or replacement value of the Insured Property (in paragraph 1.2 above), plus provision to include cover features and extensions as appropriate.

1.5 Territorial Limits

United Kingdom including offsite storage and during inland transit.

1.6 Period of Insurance

From the starting date until the end of the *service period* or a termination certificate has been issued

1.7 Cover Features and Extensions

1.7.1 Terrorism.

1.7.2 Professional fees clause.

1.7.3 Debris removal clause.

1.7.4 Seventy-two (72) hour clause.

1.7.5 European Union local authorities' clause.

1.7.6 Automatic reinstatement of sum insured clause.

1.7.7 Multiple insured clause incorporating the *Employer* as a co-insured party with attendant non vitiation, waiver of subrogation and notice of cancellation provisions.

Service Information Supplementary Insurance Table (Required Insurances)
1.8 Principal Exclusions

1.8.1 War and related perils.

1.8.2 Nuclear/radioactive risks.

1.8.3 Pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds.

1.8.4 Wear, tear and gradual deterioration.

1.8.5 Consequential financial losses.

2. Third Party Public and Products Liability Insurance
2.1 Insured

2.1.1 *Contractor*

2.2 Interest

To indemnify the Insured (in paragraph 2.1 above) in respect of all sums which the Insured (in paragraph 2.1 above) may become legally liable to pay, (including claimant's costs and expenses) as damages in respect of accidental;

2.1.1 death or bodily injury, illness or disease contracted by any person;

2.2.2 loss or damage to property;

happening during the Period of Insurance (in paragraph 2.5 below) and arising out of or in connection with the contract.

2.3 Limit of Indemnity

Not less than ten million pounds [£10m] in respect of any one occurrence, the number of occurrences being unlimited during the annual period of insurance, but ten million pounds [£10m] in respect of any one occurrence and in the annual aggregate in respect of products or pollution liability (to the extent insured by the relevant policy).

2.4 Territorial Limits

United Kingdom and elsewhere in the world in respect of non-manual visits.

2.5 Period of Insurance

From the starting date until the end of the *service period* or a termination certificate has been issued

2.6 Cover Features and Extensions

2.6.1 Indemnity to principals clause

Service Information Supplementary Insurance Table (Required Insurances)

- 2.6.2 Cross liability clause.
- 2.6.3 Contingent motor vehicle liability.
- 2.6.4 Legal defense costs.
- 2.6.5 Health & Safety at Work Act(s) clause.
- 2.6.6 Data Protection Act clause.
- 2.6.7 Defence appeal and prosecution costs relating to the Corporate Manslaughter and Corporate Homicide Act 2007.
- 2.7 Principal Exclusions
- 2.7.1 War and related perils.
- 2.7.2 Nuclear/radioactive risks.
- 2.7.3 Liability for death, illness, disease or bodily injury sustained by employees of the insured arising out of the course of their employment.
- 2.7.4 Liability arising out of the use of mechanically propelled vehicles whilst required to be compulsorily insured by legislation in respect of such vehicles.
- 2.7.5 Liability in respect of predetermined penalties or liquidated damages imposed under any contract entered into by the Insured.
- 2.7.6 Events more properly covered under a professional indemnity insurance policy.
- 2.7.7 Liability arising from the ownership, possession or use of any aircraft or marine vessels.
- 2.7.8 Liability arising from seepage and pollution unless caused by a sudden, unintended and unexpected occurrence.
- 2.7.9 Cyber risks.
- 3. Policies to be taken out as required by United Kingdom law.**
- 3.1 The *Contractor* is required to meet its statutory insurance obligations in full. Insurances required to comply with all statutory requirements including, but not limited to, *Employers' Liability Insurance* and *Motor Third Party Liability Insurance*.
- 3.2 The limit of indemnity for the *Employers' Liability Insurance* shall be any one occurrence inclusive of costs, the number of occurrences being unlimited during the period of insurance or such greater amount as is required by the applicable law for the duration of the Contract or such greater period as is required by law.

Service Information Supplementary Insurance Table (Required Insurances)

3.3 Compulsory insurances to contain an indemnity to principals clause in respect of claims made against the Employer arising out of the performance of the Contractor of its duties under this Contract.

3.4 The insurance shall be maintained from the starting date until the end of the *contract period*, or a termination certificate has been issued.

ANNEX D – Indicative Programme of Activities

Advance bookings

April 2023	Location	Timings	Overnight stay required
Redacted	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted
May 2023	Location	Timings	Overnight stay required
Redacted	Redacted	Redacted	Redacted
	Redacted	Redacted	Redacted

ANNEX E - Certificate of Handover (Template)

Set up and Handover from driver to National Highways at all events.

Activity	Completed (Y/N)	Handover Accepted
The area around the van has been coned off to keep staff and members of the public safe from passing vehicles.		
The ramp, steps and handrails are set up securely, can be accessed by all (e.g. wheelchair users) and there are no potential trip hazards.		
All van equipment is tidy and stored safely under the van or behind the red safety fencing.		
The single passenger door has steps attached and is unlocked.		
The external poster boards & display panels are secure and not affected by high winds.		
The electrical generator (and fuel can) is set up safely and is stored away from public access and any possible source of ignition.		

Staff using the van have the driver's telephone number to contact them if they leave the van for any reason.		
Hi-visibility jackets/vests are available and worn by staff when working in and around the van.		
The van is clean and tidy and there are no tripping hazards.		
The metal strut supports, and head protection pieces are attached to the over-head canopy over the main entrance.		
There is enough lighting in and around the van for staff and members of the public to access the van and view the information being displayed.		

ANNEX F - Overnight hotel bed and breakfast rate maximums

London	Redacted
Elsewhere	Redacted
Meals - maximum reimbursed if away overnight Alcohol will not be reimbursed	Redacted

ANNEX G – National Highways Travel and Expenses Policy

Redacted

