
Annex B: Operational Services Mechanical Engineering

SPECIFICATION FOR SERVICES



Council of the
ISLES OF SCILLY

November 2021

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1. CONTEXT

Geographical location

The Council of the Isles of Scilly is unique in terms of its geographical location, its constitution, history and community and the broad range of services that it delivers.

Situated 28 nautical miles south west of Lands-End, Cornwall, the Isles of Scilly consists of 5 inhabited islands, with an approximate total population of 2,203 (2011 census). The majority of residents live on St Mary's, the biggest of the islands, with resident populations on 4 of the off-islands of St Agnes, Bryher, Treco and St Martin's.

The exceptional quality of the islands environment reflects its designation as an Area of Outstanding Natural Beauty (AONB), Conservation Area and Heritage Coast. The Conservation Area and the AONB boundaries are coincidental and cover the entire archipelago.

The economy of the islands is dominated by tourism and agriculture which leads to seasonal fluctuations in population.

The Council of the Isles of Scilly

The Council of the Isles of Scilly is the most south west unitary local government authority in the UK.

Employing approximately 200 members of staff and delivering a wide array of services across the islands including adult and children's social care, waste management, highways and operational services, housing and environmental health, planning and development, registration of births, marriages and deaths, coastal-defences, sea fisheries, health and safety and emergency planning.

In April 2019 the Council declared a Climate Emergency and set a target to become a carbon neutral organisation by 2030. The Council's is committed to achieving this target and working with its contractors and suppliers to reduce the impact of its outsourced services.

This includes the movement towards a fleet of electric vehicles, which is reflected within this contract.

Operational Services

Operational Services has a large fleet of Council vehicles, plant and equipment which undertake daily operational activities including waste management, general repairs, sewerage, and day to day activities which require a strict programme of servicing, maintenance and repairs to ensure the Council is able to fulfil its statutory duties as a Local Authority.

2. SPECIFICATION

Requirements

For a period of 3 years (with the option to terminate (following monthly management meeting, 4 week notice) or extend beyond this period), the Council of the Isles of Scilly is seeking an appropriately qualified contractor to undertake the following;

- Inspections
- Servicing
- Repairs and breakdowns as required

In the delivery of this contract, the contractor is expected to:

- Have access to their own workshop with appropriate tools and equipment to meet the specification
- Source all replacement parts as required at market rates
- Be available and have the capacity and resources to respond to breakdowns. Any delay could lead to vehicle and equipment being non-operational with significant impacts on critical statutory services.
- Prioritise any emergency repairs over scheduled inspections and servicing.

Skills and Experience

Ensuring the maintenance of all vehicles and equipment requires sound engineering skills and problem solving to ensure wide fleet of vehicles and equipment required by the Council does not impede operational requirements.

The nature of the mechanical engineering tasks will be varied and include welding and servicing, repairing, sourcing and replacing parts.

The contractor will need to be appropriately skilled & experienced with specialist training and certification required to service the full range of vehicles and plant including;

- City & Guilds Motor Vehicle Mechanic (Minimum level 1&2)
- Heavy Goods Vehicles
- Light Goods Vehicles
- Institute of the Motor Industry Electric Vehicle Maintenance
- Computerised Vehicle Diagnostics

- Metal Insert Gas (MIG) Welding
- Gas Tungsten Arc (TIG) Welding

The nature of work involved requires compliance with all relevant Environmental, Health and Safety Legislation, including;

- Health and Safety at Work Act (1974)
- Control of Pollution (Oil Storage) England Regulations (2001)
- Provision and Use of Work Equipment Regulations (1998)
- The Control of Substance Hazardous to Health Regulations (2002)
- The Personal Protective Equipment Regulations (2016)
- And any other relevant legislation not listed above

Insurances

The contractor will provide evidence of suitable public liability (£5m) and professional indemnity insurances (£5m) as part of the tender process.

List of vehicles and plant

The current fleet of Council vehicles and heavy plant machinery is set out below.

The number of vehicles and heavy plant machinery may change throughout the duration of the contract as the Council rationalises and moves to an electric fleet in line with its 2030 net zero carbon ambition.

Vehicles

	Vehicle	Description	Inspection	Service
1	Isuzu Dustcart	Waste	Quarterly	Every 6 months
2	Peugeot Partner	Public Realm	Quarterly	Every 6 months
3	Nissan Cabstar (F24)	Waste	Quarterly	Every 6 months
4	Daf Street cleaner	Highways	Quarterly	Every 6 months
5	Ford Ranger	Maintenance	Quarterly	Every 6 months
7	Ford Ranger	Maintenance	Quarterly	Every 6 months
8	Ford Ranger	Maintenance	Quarterly	Every 6 months
9	Ford Transit Connect	Public Realm	Quarterly	Every 6 months
10	Mitsubishi L200	Public Realm	Quarterly	Every 6 months
11	Renault Twingo	Park House	Quarterly	Every 6 months
12	Renault Scenic	Children's Social Care	Quarterly	Every 6 months

Heavy Plant Machinery

13	New Holland tractor	Waste	Quarterly	Every 6 months
14	Kubota M8 tractor	General	Quarterly	Every 6 months
15	Doosan Excavator	Waste	Quarterly	Every 6 months
16	Doppstadt Shredder	Waste	Quarterly	Every 6 months
17	Doosan D80S Fork Lift	Waste	Quarterly	Every 6 months
18	Winget Dumper	Waste	Quarterly	Every 6 months
19	Benford Road Roller	Highways	Quarterly	Every 6 months
20	Harben drain jetter	Sewerage	Quarterly	Every 6 months
21	Harben drain jetter	Sewerage	Quarterly	Every 6 months
22	Kubota KX101 Excavator	Waste	Quarterly	Every 6 months
23	Atlas Copco compressor	Waste	Quarterly	Every 6 months
24	Hydraulic Compactor 1	Waste	Quarterly	Every 6 months
25	Hydraulic Compactor 2	Waste	Quarterly	Every 6 months
26	Cardboard Compactor/ Baler	Waste	Quarterly	Every 6 months

Electric Vehicles

27	Alke dropside	Waste	Quarterly	Every 6 months
28	Polaris Ranger	Maintenance	Quarterly	Every 6 months
29	Nissan E-NV200	Go-EV	Quarterly	Annual
30	Nissan E-NV200	Go-EV	Quarterly	Annual
31	Nissan E-NV200	Go-EV	Quarterly	Annual
32	Nissan E-NV200	Go-EV	Quarterly	Annual
33	Nissan Leaf Acenta	Go-EV	Quarterly	Annual
34	Renault Scenic	Go-EV	Quarterly	Annual
35	Nissan E-NV200	Go-EV	Quarterly	Annual
36	Nissan E-NV200	Go-EV	Quarterly	Annual
37	Nissan E-NV200	Go-EV	Quarterly	Annual
38	Nissan E-NV200	Go-EV	Quarterly	Annual
39	Nissan Leaf Acenta	Go-EV	Quarterly	Annual

Contract Management

The contractor will work closely under the supervision and direction of the Operational Services Manager ensuring that the Council's fleet of vehicles, plant and equipment is operationally safe, properly inspected, serviced, maintained and repaired in a timely and effective manner.

The Contractor will be expected to;

- Agree the maintenance schedule in consultation with the Operational Services Manager
- Attend quarterly contract meetings with the Operational Services Manager

- Agree any repair or maintenance works outside of the scheduled inspection and servicing programme with the Operational Services Manager prior to works commencing or parts ordered
- Provide electronic inspection reports to infrastructure@scilly.gov.uk



mot-inspection-check
list-vt29.pdf

within 3 days of inspection (template attached)

- Provide electronic servicing reports to infrastructure@scilly.gov.uk



Service record.xlsx

within 3 days of servicing (template attached)

- Provide electronic fully itemised invoices to infrastructure@scilly.gov.uk with all parts and labour clearly costed
- Report any breaches in Environmental, Health and Safety compliance which results in prosecution by the Regulator to the Operational Services Manager.

Contract Value

The estimated contract value over 3 years is £90,000 (inspection and servicing costs)

Breakdowns and repairs are to be costed separately following approval by the client.

Note: Details of the estimated value is given in good faith to assist you in submitting your Tender – it is based on an estimated 502 hours per year for inspections and servicing which cannot be guaranteed. It should not be interpreted as an undertaking that this will be the value of the works and does not form part of the Contract.

Based on the Council's current fleet of vehicles and machinery set out above, the estimated value has been calculated based on contract outcome;

- 156 inspections a year
- 67 services a year
- + Repairs and breakdowns as required (charged at an hourly rate)

It is likely that as the Council moves towards a new, electric fleet, the number of repairs and breakdowns should diminish over time.

The Contract will be awarded on annual cost for inspection and servicing (fixed for 3 years).

3. VARIATIONS FROM THE SPECIFICATION (VARIANT BIDS)

The Council will not accept variant bids relating to this procurement.

Where variants are allowed the participants will need to identify how the solution proposed provides an equivalent result to the materials, items, processes, methods or other aspects outlined in this specification (and any accompanying documents) for each and every variation from the specification. The participant shall also identify the means by which the equivalence can be verified (independently) by the Contracting Authority.