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Tender

Vehicle Recovery and Storage - Portsmouth

Portsmouth City Council

F02: Contract notice

Notice identifier: 2023/S 000-035705

Procurement identifier (OCID): ocds-h6vhtk-03c80a

Published 4 December 2023, 4:45pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices, Guildhall Square

PORTSMOUTH

PO1 2AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Vehicle Recovery and Storage - Portsmouth

Reference number

P00004916

II.1.2) Main CPV code

- 50118110 - Vehicle towing-away services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide vehicle recovery and storage services.

The council's target date for award of contract is 27th March 2024 with service commencement following on 1st July 2024. The initial contract term will be for 5 years with the provision to extending the term by a further 3 years to a maximum of 8 years in increments to be agreed, subject to the agreement and performance of both parties.

The form of contract used will be the Council's standard terms for the supply of services.

The estimated annual value of the contract is £75,000 per annum based upon current demand. The value of the contract is however, dependent upon demand for services which may increase or decrease significantly from year to year.

The council will run the procurement process in accordance with the 'open procedure' as set out within the Public Contracts Regulations (2015).

The procurement programme for awarding the contract is as follows:

Contract Notice Published - 4th December 2023

Tender documents available on In-tend - 27th November 2023

Deadline for requests for clarification - 19th January 2034 - 23:59

Tender return deadline - 2nd February 2024 - 14:00

Award decision notified to bidders - 15th March 2024

Standstill period Ends - 26th March 2024 - 23:59

Contract Award - 27th March 2024

Contract Start Date - 1st July 2024

Submission of tenders must be made via the Council's e-sourcing system In-tend, which is accessible via: <https://intendhost.co.uk/portsmouthcc.aspx/home>.

The system will be used to administrate the procurement process in its entirety, guidance documentation is available via the link above.

II.1.5) Estimated total value

Value excluding VAT: £375,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 50118100 - Breakdown and recovery services for cars
- 50118110 - Vehicle towing-away services
- 50118200 - Breakdown and recovery services for commercial vehicles
- 50118300 - Breakdown and recovery services for buses
- 50118400 - Breakdown and recovery services for motor vehicles
- 50118500 - Breakdown and recovery services for motorcycles

- 50190000 - Demolition services of vehicles

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

II.2.4) Description of the procurement

The Council has a Legal statutory obligation to remove abandoned vehicles and acts proactively in accordance with the Refuse Disposal & Amenity Act 1978.

In addition to the above statutory obligation, the Council conducts other vehicle enforcement using its power enacted under the following statutory instruments inclusive of but not limited to:

- Untaxed Vehicles - VERA 1997
- Persistent Evaders - Traffic Management Act 2004
- Parking Contraventions - Traffic Management Act 2004
- Dangerous Vehicles - Highways Act 1980
- Non-Motorised Vehicles (Caravans / Boats) - Highways Act 1980
- Noise Abatement (Car Alarms) Environment Protection Act 1990
- Traveller Eviction - CJPO 1994
- Civil Trespass - from Council Owned or Managed Land

The Council also conducts vehicle removal enforcement operations in order to remove and relocate vehicles obstructing areas suspended for street works and public & civic events held annually within Portsmouth.

The usual working hours under this contract would be between 0800 and 1700, although the contract requires the contractor to provide a 24-hours removal service in the event of an emergency and also provide an out of hours contact number as part of the service.

The contractor will be required to provide an effective service which would need to have available resources to cover ad Hoc requests for removal of vehicles, predominately during standard office hours between 0800 and 1700 but there would be occasions when requests

are made outside of these hours and/or in an emergency.

The Council Authorised Officer or Designated Approved Officers shall approve all removals outside of the working hours.

The contractor would be required to have a secure compound solely dedicated to Portsmouth City Council and have the capacity to hold up to 35 vehicles of any size. This could on occasions include vehicles exceeding five tonnes inclusive of all HGV and PSV categories. The Storage facility would need to be secure at all times, well lit and covered by CCTV.

The contractor would also need to be able to provide a secure unit or storeroom preferably within the secure compound, or their premises to securely store any goods removed from vehicles by officers of the Council.

Vehicles not claimed by owners would need to be stored following minimum statutory periods:

- Abandoned Vehicles - 7 - 14 days
- Untaxed Vehicles - 7 - 14 days (or as directed by DVLA)
- TMA - Persistent Evader PE Vehicles - 28 - 35 days

Vehicles may need to be stored longer than statutory periods if there is any ongoing investigations or disputes.

Below is an indication of the removal types and an indication of the deadline for removals relevant to which category the removal falls in.

"IMMEDIATE" shall mean a vehicle removal that is required with immediate effect - removal must be no longer than 30mins of the request. In general requests for immediate removals will be sent to the Contractor no later than 17:00 hrs.

"URGENT" shall mean a vehicle removal, which must be carried out the within 2 hours of the request. In general requests for Urgent removals will be sent to the Contractor no later than 17:00 hrs.

"STANDARD" shall mean a vehicle removal, which must be carried out the same day of the request. In general, requests for standard removals will be sent to the Contractor no later than 17:00 hrs.

"EMERGENCY" shall mean a vehicle removal that is required outside of normal office hours - removal must be no longer than 1 hour of the request.

The category of removal required, shall be detailed on the removal request sent to Contractor or notified direct to the contractor if the request is made by telephone. Removal requests shall only be made by "the Council" Approved Officers.

The contract performance will be monitored using specific Key Performance Indicators and service credits that will be applicable for any service failure, both of these are clearly indicated in the tender documents.

The contract will be executed using Portsmouth City Council's Standard Service Terms and Conditions for Removal and Storage of Vehicles.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £375,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

96

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

There will be a optional provision to extend the contract by a further 3 years to a maximum of 8 years in increments to be agreed, subject to the agreement and performance of both

parties.

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-013476](#)

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

2 February 2024

Local time

2:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

2 February 2024

Local time

2:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Approximately 5 years from publication of this notice if extension option is not taken up.

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WCA2LL

Telephone

+44 2079476000

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/>