

SPECIFICATION for minibus leases

Tender Reference: KI/MB/2025

Open Procedure

Issue date: 14 May 2025

**Overview of Service Requirements**

Bridgwater & Taunton College (BTC) are seeking to secure leases for 5 minibuses for a period 4 years with the option to extend the leases by 2 additional 12-month periods on a +1+1 basis.

The minibuses will be used for transporting students & employees between campuses as well as educational visits and transportation to and from sporting events. This specification aims to ensure that the vehicles meet the necessary requirements for safety, comfort, and operational efficiency.

Please refer to the information in Section 1 of document 3.0 Invitation to Tender regarding the potential merger of BTC and Strode College.

1. **Vehicle Specifications**

**General Requirements**

* Quantity:
* BTC - 5 Minibuses
* Strode – 2 Minibuses (please read the additional Strode requirements at the bottom of this specification – Minibuses for Strode will not be required immediately)
* Duration:
  + BTC – 4-year lease to commence on 01/09/2025 with 2 x 12-month extensions on a +1+1 basis.
  + Strode – 3-year lease to commence on 01/09/2026 with 2 x 12-month extensions on a +1+1 basis.
* Type: Minibus (max weight 7.5t)
* Year of Manufacture: 2023 or newer
* Fuel Type: Diesel, Electric or Hybrid.
* For Diesel engines, BTC will require for the lease to include the provision and supply of AdBlue for all diesel vehicles to ensure compliance with emissions regulations.
* Seating Capacity: 16 passengers + 1 Driver (17)
* Colour: White.

All Minibuses will need to be branded with the Authority’s Logo.

Due to the current Merger, the branding is currently unknown. Should the branding designs not be available at the commencement date of the lease, the Authority would ask that this is completed during one of the scheduled maintenance instances within the first 3 months of the contract.

Branding should be completed by the Supplier and will be the responsibility of the supplier to remove at the termination of the lease. This should be included in the least price or shown separately as an additional cost in Year 1.

**Technical Specifications**

* Engine Capacity:
  + Diesel Engine: Minimum 2.0 litres
  + Electric Engine: Minimum output ≥ 80 kW (approx. 107 hp)
  + Hybrid Engine: Combined output ≥ 100 kW (approx. 134 hp)
* Transmission: Manual or Automatic (preferred)
* Air Conditioning: Front and rear
* Accessibility: At least one minibus must be wheelchair accessible
* Safety Features: ABS, airbags, reverse parking sensors and camera
* Infotainment System: Bluetooth connectivity, USB ports, and radio
* A Dashcam & Vehicle Tracker will be required for each vehicle. The price of this should be shown as an additional option in year 1. Dashcams and trackers should be maintained by the Supplier. BTC should have full access to and be the owner of any data from the Dashcam and Tracker. If this cannot be provided, BTC would request permission to instal these options.

**Comfort and Convenience**

* Seat Material: Fabric or leather (preferred)
* Interior Lighting: LED
* Storage: Overhead compartments and under-seat storage
* Windows: Tinted with sliding option

**Lease Terms and Conditions**

* Lease Period: 4 years with the option to extend for 2x 12-month periods.
* Maintenance: Full maintenance package to be included to comply with manufacturer recommended service intervals.
* Mileage: estimated 15,000 per annum.
* Excess Milage to be included in the quote.
* Breakdown Cover: 24/7 roadside assistance to be included.
* Insurance: Insurance for leased vehicles will be the responsibility of BTC.
* The Road fund licence will be the responsibility of the supplier.

**Service and Support**

* Safety Inspections: Safety inspections to be completed as per Section 19 permit requirements and any other relevant UK legislation. This should be provided in the lease cost.
* Compliance: Ensure all maintenance and safety inspection protocols meet the requirements outlined under the UK Section 19 Permit regulations
* Routine Maintenance and Servicing\*: Adhere to the manufacturers recommended servicing schedule to maintain vehicle performance and warranty validity.
* Brake Performance Assessment: From April 2025, include a brake performance assessment using appropriate testing equipment during each safety inspection
* Tyre Management: Implement a system to monitor tyre age, condition, and pressure, ensuring tyres over 10 years old are not used on certain axles
* Maintenance Records: Maintain comprehensive records of all maintenance activities, including daily checks, safety inspections, repairs, and services, retained for a minimum of 15 months.​
* Defect Reporting and Rectification: Establish a clear process for reporting vehicle defects and ensure prompt rectification to maintain roadworthiness.
* Contracted Maintenance Oversight: If maintenance is outsourced, ensure formal agreements are in place and maintain oversight to guarantee compliance with safety standards
* Replacement Vehicle: Provided during servicing or in case of breakdown
* Customer Support: 24/7 helpline for assistance

**Additional Requirements (Optional)**

* Please attach a price list for any breakdown or repair costs that are not part of the servicing routine.

**Delivery and Handover**

* + Delivery Date: 01 September 2025
* Delivery Location: Bridgwater Campus, Bath Road, Bridgwater, TA6 4PZ
* Handover Process: Detailed briefing and demonstration of vehicle features.

**Strode Requirements:**

The additional minibuses may be required from 01/09/2026 (Year 2 of the BTC lease contract). All other requirements and details will remain the same except for the end date. The end date should be matched to the original contract. Confirmation of if these are needed will be provided to the winning supplier by 01/01/2026.

\*College commitments to maintenance would consist of daily walkaround checks where drivers would be required to perform and document daily pre-use checks, inspecting critical components such as tyres, lights, brakes, and bodywork.​

**2. Contract Requirements**

**2.1 Contract Management**

2.1.1 The Supplier shall provide one main point of contact as a contract manager (the “Contract Manager”). This person should have the authority to resolve problems relating to the contract in its entirety. A suitable backup contact should also be appointed by the Supplier to cover for the Contract Manager if not available through sickness or leave.

2.1.2 The Authority will nominate a Contract Manager to be the main point of contact at the Authority and details for this person will be provided to the Supplier. The Authority will also provide a different point of contact at different sites and in times of absence, e.g., during periods of holiday and sickness. These details will be provided to the Supplier.

2.1.3 The College will encourage a partnership approach to the management of the contract. As part of this, the Contract Manager shall be expected to have a formal meeting at least quarterly to ensure the continued success of the contract. If different contractors are appointed for different lots, there will be bi-annual meetings for all waste and recycling contactors and the College.

2.1.4 Both parties have the right to terminate the contract within the terms of the Agreement. Termination MUST be provided in writing providing a minimum period of 13 weeks’ notice.

**2.2 Quality Management**

2.2.1 The Supplier shall ensure that a system is in place for ensuring quality and managing complaints / problems. This system does not need to be accredited but should function to a high standard and include appropriate staff training.

2.2.2 The Supplier shall ensure that its complaints’ procedures include efficient, functioning procedures to cover the following:

• Acknowledgement of complaints;

• Resolution/closure of complaints;

• Monitoring and reporting of complaints to the Authority;

• Escalation procedures in place should problems remain unresolved.

2.3 Key Performance Indicators (KPI)

2.3.1 The Authority will be monitoring 3 Key Performance Indicators as shown in the table below. This table has also been uploaded with this tender as Appendix C – Minibus KPIs.



**2.4 Seasonal Variations**

2.4.1 The Authority will close all premises for two weeks at Christmas. There will be no access to any of the Campuses at this time.

**2.5 Legislation**

2.5.1 The Supplier shall carry out all activities in strict compliance with current and prevailing legislation to include any amendments and all other statutory obligations or regulations and guidance as issued by EU and the UK.

* + 1. This legislation shall include but not be limited to:
* Vehicle Type Approval: All leased minibuses must have valid UK type approval (such as ECWVTA or IVA) to ensure roadworthiness and compliance with safety standards.
* Vehicle Tax and MOT: All vehicles must be taxed and have valid MOTs (for vehicles over 3 years old) at the point of lease and throughout the contract
* Maintenance & Safety Compliance: Vehicles must be maintained to DVSA standards, including 10-weekly safety inspections if required for Section 19 permit use.

**2.6 Insurance Provisions**

2.6.1 The Supplier shall, throughout the period of this Agreement, maintain such insurance as is necessary to cover the liability of the Supplier and any authorised sub-contractors in respect of accidents, injury or damage to the persons or property of the Authority, its employees or third parties.

**2.7 Invoicing**

2.7.1 The Supplier shall provide an annual statement to the Authority by 01 August each year detailing the charges due during the Authority’s financial year.

2.7.2 A statement will be required annually, per vehicle.

2.7.3 Upon receipt of the annual statement, a Purchase order will be raised per vehicle, and this will be provided to the supplier.

2.7.4 The Supplier shall be expected to detail all charges and taxes on all invoices.

2.7.5 The Authority has a policy of No PO, no Pay. Please ensure that a PO is shown on any invoices to allow payment.

**2.8 Supplier’s Default or Insolvency**

2.8.1 If the Supplier fails to carry out promptly any of the Authority’s instructions or commits some other breach of Agreement and fails within fourteen days of written notice by the Authority to rectify such breach, the Authority may, without prejudice to any other of its rights, terminate the Agreement forthwith by notice to the Supplier. Thereupon, without prejudice to any other of its rights, the Authority may carry out the Service itself or have them completed by a third party.

2.8.2 If the Supplier becomes insolvent or (being a company) makes an arrangement with its creditors or has a receiver appointed or commences to be wound up (other than for the purposes of amalgamation or reconstruction) or comes under a different third party's control as to that which was in existence at the time the Agreement commenced, the Authority may, without prejudice to any other of its rights, terminate the Agreement forthwith or at any later date by notice to the Supplier or any person in whom the Agreement may have become vested.