

1. About This Procedure

- 1.1 This procedure details the Bath & North East Somerset Councils, Waste Services approach to the specification, evaluation and procurement of vehicles for the inclusion in the Waste Services vehicle fleet.
- 1.2 In this procedure Operational Manager means Collection Manager or Waste Operations Manager.

2. Requirement

- 2.1 The requirement to evaluate and purchase vehicles, arises as existing fleet vehicles reach their allocated 'end of life' or lease date and need replacing or new working methods necessitate additional or different styles of vehicles.
- 2.2 The Operational Manager will identify the generic type of vehicle requiring purchase approval and seek authorisation from the Waste Services Manager and Divisional Director – Environmental Services and initiate the Waste Services Vehicle Procurement Procedure.

3. Initial Evaluation

- 3.1 Prior to the purchase of any vehicles the Technical Officer or Transport Manager will arrange for demonstration vehicles from various manufacturers and suppliers that match the basic requirements.
- 3.2 Each vehicle will be issued for evaluation to the Collection Supervisors, Trade Union Steward / H&S representative and a selection of drivers involved in the task that the new vehicle will be used for, to ensure it will be fit for purpose in the defined role.
- 3.3 These evaluations will be recorded on the Vehicle Evaluation Forms. The evaluation and assessment criteria covers such things as safety features, driver ergonomics, engine performance, handling, payloads, ease of operation, etc.
- 3.4 Following these initial evaluations the vehicle will be evaluated by the Driving Assessor, Transport Manager, Operational Manager and Technical Officer.

4. Specification

- 4.1 The Technical Officer to write a vehicle specification for the required vehicle(s) based on the operational requirements, demonstrations and evaluation feedback.
- 4.2 The specification to be circulated for consultation and ratification by the Corporate Health & Safety Advisor, Transport Manager, Driving Assessor, Waste Services Manager, Operational Manager, Supervisors, Trade Union Steward / H&S representative and nominated driver(s).

5. Vehicle Procurement

- 5.1 The vehicle(s) will be tendered for in accordance with the Bath & North East Somerset Councils Contract Standing Orders. Guidance is available on the Council's Intranet under the heading "Procurement". Liaise with the Waste Strategy & Contract Manager to make sure that the most appropriate procurement method is being followed.
- 5.2 Evaluation of tenders is based on 'best value' principles and not selected solely on the lowest price. Items such as safety features must form part of the pre-agreed evaluation model.

6. Responsibilities

- 6.1 It is the responsibility of all the roles named within this procedure to provide feedback and debate on the suitability of the vehicle / specification and any associated specialist equipment at the appropriate stage of this process.