

[Print](#) | [Close](#)**CONTRACT NOTICE – NATIONAL****Notice Type:** SERVICES**1 Authority Details**

1.1 Authority Name and Address

Official Name: Limerick City Council		
Postal Address: Environment Department, City Hall, Merchants Quay		
Town: Limerick City	Postal Code:	Country: IE
For the attention of: Mr. Paul Foley, Senior Executive Officer	Telephone: +353 (61) 407 190	
E-Mail: environ@limerickcity.ie	Fax: +353 (61) 407 255	
Internet Address (URL): www.limerickcity.ie/environ		

1.2 Address from which documentation may be obtained

Official Name: Limerick City Council		
Postal Address: City Hall, Merchants Quay		
Town: Limerick City	Postal Code:	Country: IE
For the attention of: No Hard Copies. All Documents Posted Electronically.	Telephone: +353 (61) 407 190	
E-Mail: environ@limerickcity.ie	Fax: +353 (61) 407 255	
Internet Address (URL): www.limerickcity.ie/environ		

1.3 Completed documents must be returned to:

Official Name: Limerick City Council		
Postal Address: c/o Management Services Department, City Hall, Merchants Quay		
Town: Limerick City	Postal Code:	Country: IE
For the attention of: Mr. Paul Foley (Tender for Vehicle Servicing and Maintenance)		Telephone: +353 (61) 407 190
E-Mail: environ@limerickcity.ie		Fax: +353 (61) 407 255
Internet Address (URL): www.limerickcity.ie/environ		

2 Contract Details

2.1 Title

Maintenance and Servicing of Vehicles for Three Limerick City Council Departments

2.2 Description of the goods or services required

The Cemeteries', Environment and Parks Departments of Limerick City Council are jointly inviting tender submissions in respect of the proposed contracting out of the repair, servicing and maintenance of approximately 37 vehicles for a three year period from Autumn, 2010.-----Given the nature of these

departments' operations, there is a high proportion of specialist vehicles in the collective fleet e.g. mechanical sweepers, hydraulic packers

etc.-----What vehicles would this contract relate to?1 'Bobcat'1 Car2 Dumpers3 Mechanical Sweepers (Pedestrian – Pushed and not driven)3 Mechanical Sweepers (Large)4 Mechanical Sweepers* (Mini)4 Tractors2 Trucks (Litter Bin Servicing Vehicles)9 Trucks (Open Back and Side-Loading)1 Truck (Recovery Vehicle)2 Vans* (Medium Sized Ford Transits)6 Vans (Small Sized)All vehicles are owned by and registered to Limerick City Council* - 1 '09' registered medium van and 2 '10' registered mini-mechanical sweepers are currently maintained under their purchase contracts. A listing of these vehicles appears on a separate table in this posting.-----What

services are required?a) Routine Planned Maintenance and Remedial Repairs to include annual scheduled servicing of each vehicle (or more frequently if required) and attendance to faults or broken parts.b) Call-Out Response Service including the provision of a 24 hour contact number and a one-hour response to reports of breakdowns to include roadside repair or recovery as appropriate. c) The Provision of Courtesy Vehicles in the event of Mechanical Sweepers, Recovery or Litter Bin Servicing Vehicles being unavailable for service for more than one working day.d) Statutory Testing Preparation to include test booking, scheduled 'pre-test remedial work', transportation of a vehicle to and from a VTN Test Centre, Remedial works required for any re-test and the submission of 'Statements of Result of Vehicle Test' on the next working day.e) Sundry Maintenance to include a daily (Monday to Friday, preferably in the mid-morning) visit to the City Council's Environment Department Depot at Park Road to deal with queries from drivers, undertake cursory vehicle checks, top-up oil, change wiper blades and bulbs and preliminary triage of any damage etc.f) Administrative Support to include the provision of detailed records for each vehicle (The City Council has an electronic vehicle history database into which such records would transposed), referrals to specialist contractors such as electronic and crash repair consultants and the

1153/10 submission of estimate reports for extraordinary repair work. Note that the insuring and taxing of vehicles as well as the conversion of Statements of Result of Vehicle Test (Pass) to Certificates of Road-Worthiness and the holding of vehicle record would remain the responsibility of technical staff in Limerick City Council's Environment

Department.-----What minimum standards of service are required? a) A Monday-to-Friday 'Daytime' availability by telephone and e-mail. Limerick City Council may also consider the issuing of a two-way radio set for communication purposes. b) A one-hour response to all breakdowns within the Limerick City Boundary with vehicle recovery, if required. c) The provision and delivery of a similar courtesy vehicle in the event of specialist vehicles being required to be withdrawn from service for more than one working day. d) The submission of monthly invoices and records within five working days of the end of a working month or group of weeks. e) The preparation and submission of month-on-month cost analyses for all works (e.g. spreadsheets).-----How would payment be made? It is envisaged that there would be six components in the payment formula for this type of contract. a) A Monthly 'Retainer' (Fixed Cost to include for administration costs) b) Labour Cost (Fixed Cost Factor per hour or part thereof. Note that under this proposed contract, 'rounding-up' of time spent on an individual job would only be accepted to the next ten minutes, whilst rounding-up to the nearest hour would only be accepted in respect of labour hours accumulated over a working week). c) Parts Cost (Variable Cost). Note that all such costs would need to be clearly itemised and justified. Where the cost of any single part exceeded €500, evidence of having received a second and third quotation from parts suppliers would need to be included with any invoice. d) Recovery Cost (Fixed Cost regardless of vehicle type, labour hours and locations of breakdown and recovery destination) e) Test Preparation and Transportation Cost (Fixed Cost regardless of vehicle type and labour hours). f) Other Costs (Variable Costs) such as specialist work etc. Examples would include body repairs, specialist electronic testing etc. As with spare parts, where the cost of any single part exceeded €500, evidence of having received a second and third quotation from the parts supplier would need to be included with any invoice.-----Limerick City Council's Environment Department would forward individual purchase order numbers for each month of a calendar year to the contractor. The contractor would submit monthly invoices accordingly with corroborative records for subsequent payment. Note that payment for travel time and mileage would not be made

NOTE: Further information and additional documentation relating to this notice may be available on the eTenders Web Site at http://www.etenders.gov.ie/Search/Search_Switch.aspx?ID=135712.

2.3 Notice Coding and Classification

a) Commodity Codes

Code	Description
224	Mechanical Components/Spare Parts
137	Repair, Maintenance and Installation Services.

b) Delivery Location/Area

Code	Location
403	... Limerick

2.4 Total quantity or scope of tender

The current annual budget for vehicles in the three departments' collective fleets is €220,000 but this sum also includes for fuel, tax, insurance and statutory testing.

3 Conditions for Participation

3.1 Minimum standards and qualification required

Parties wishing to register interest in this contract should note that the successful tendering party

1) must possess a valid Irish Tax Clearance Certificate or 'C2' Certificate issued by the Irish Revenue Commissioners. Non-resident parties must submit a 'Statement of Suitability on Tax Grounds' as issued by the Irish Revenue Commissioners. Copies of such documents must be included with tender documentation but may be submitted in electronic format (e.g. on a compact disc). Failure to submit evidence of possessing these documents will invalidate a tender submission.

2) must submit written confirmation of compliance (e.g. a letter from an accountant or Financial Controller) with statutory requirements in respect of P.A.Y.E. and P.R.S.I contributions. Copies of such documents must be included with tender documentation but may be submitted in electronic format (e.g. on a compact disc). Failure to submit evidence of possessing these documents will invalidate a tender submission.

3) must submit a valid 'Safety Statement' in full accordance with the provisions of the Safety, Health and Welfare at Work Acts, 1989 to 2005. A copy of this statement must be included with tender documentation but may be submitted in electronic format (e.g. on a compact disc). Failure to submit evidence of possessing these documents will invalidate a tender submission.

4) must submit satisfactory evidence of compliance with the minimum standard conditions and pay rates applicable to such service providers. Copies of such documents must be included with tender documentation but may be submitted in electronic format (e.g. on a compact disc). Failure to submit evidence of possessing these documents will invalidate a tender submission.

5) must submit satisfactory evidence of compliance with the appropriate registered agreement(s) as registered in the Register of Employment Agreements including agreements relating to sick-pay and pensions. Copies of such documents must be included with tender documentation but may be submitted in electronic format (e.g. on a compact disc). Failure to submit evidence of possessing these documents will invalidate a tender submission.

Prospective tendering parties should note that details relating to the above requirements will be forwarded to nominated representatives of trade unions who, along with Limerick City Council are signatories to the 'Procedural Agreement between Management and the Trade Unions for the Use of Contractors by Local Authority and Health Service Management' i.e. S.I.P.T.U. the A.T.G.W.U. and Craft Unions who are members of the I.C.T.U. Craft Group of Unions

In the interests of fairness to all tendering parties, Limerick City Council reserves the right to deem a tender submission invalid should any of the documents referred to above not be included or be deemed inadequate.

4 Administrative Information

4.1 Type of Procedure

Single stage - Any candidate may submit a tender.

4.2 Reference number attributed to the notice by the contracting authority

n/a

4.3 Time Limits

a) Time-limit for receipt of completed tenders

27-08-2010 Time 16:00

b) Time-limit for obtaining documentation 20-08-2010

4.4 Dispatch of invitations to tender to selected candidates

N/a

4.5 Language or languages in which tenders or requests to participate can be drawn up

EN

4.6 Tender Submission Postbox

5 Other Information

5.1 Additional Information

Additional Information

1) This invitation to tender is being advertised by Limerick City Council. In recent years, some tender correspondence has been addressed erroneously to Limerick County Council. The two local authorities are completely separate entities administering mutually exclusive areas.

Tendering parties must ensure therefore, that all correspondence relating to this contract is addressed to Limerick CITY Council. Any correspondence addressed in error to Limerick County Council will be delayed in reaching Limerick City Council. Furthermore, Limerick City Council reserves the right to deem such correspondence invalid in the interests of fairness to all tendering parties.

2) This is a bona-fide invitation to tender. Limerick City Council will not be receptive to speculative queries or 'cold calling' from parties who wish to offer related services outside the scope of this contract. Service Providers must not therefore solicit business in this regard.

3) All tendering parties must submit a non-generic 'Method Statement' which must include details of proposed staff deployment levels, equipment use etc.

4) Tendering parties may submit evidence of having completed similar work, recently for other clients, particularly other public bodies (including copies of written references). This may be submitted in electronic format (e.g. on a compact disc).

5) The successful contractor shall submit comprehensive contact details and evidence of satisfactory site management procedures.

6) Tendering Parties must complete and submit the 'Tender Quotation Form' spreadsheet as attached (Information should be entered in the yellow boxes only). This form must be printed off when completed, signed and stamped or affixed with a company seal.

7) Tendering Parties must also submit a draft Proposed Form of Contract for consideration by Limerick City Council.

8) All tender submissions must be received by 16.00 hours Friday the 27th of August 2010. They must be enclosed within a sealed envelope clearly marked 'TENDER FOR THE PROVISION OF VEHICLE MAINTENANCE etc. SERVICES TO LIMERICK CITY COUNCIL'.

In order to prevent inadvertent premature opening of tender responses, this envelope shall be

placed in an outer envelope addressed to 'Mr. Paul Foley, Senior Executive Officer, City Management Services Department (2010 Vehicle Maintenance etc. Services), Limerick City Council, City Hall, Merchant's Quay, Limerick'.

Any tender response not received in this manner may be opened prematurely or deemed invalid in the interest of fairness to all tendering parties.

9) Tendering parties shall note that Limerick City Council is subject to the requirements of the Freedom of Information Act. It is not envisaged, however that any proposed form of contract would be released to third parties.

10) The progress of the tender evaluation process will not be discussed with tendering parties after the closing date for the receipt of tenders (27th August, 2010) unless at the request of Limerick City Council. Unsolicited contact made in this regard will not be entertained.

11) All relevant documentation is attached to this posting. NO INFORMATION SHALL BE PROVIDED IN PAPER COPY. All prospective suppliers who register an interest in this contract using the 'e-tenders' website will receive an automatically generated e-mail to which files relating to the relevant documents will be attached.

Where further information or an answer to a query is required to be passed on to tendering parties, the same mode of communication will apply so as to ensure that all interested parties receive such information contemporaneously.

Interested parties who experience difficulties when trying to download attached documents should contact Mr. Paul O'Grady in Limerick City Council's Environment Department accordingly.

12) Because of licensing agreements and copyright restrictions, Limerick City Council is unable to provide tendering parties with a hard or electronic copy of a high-resolution map of the city.

13) Queries may be made by telephone or e-mail to the Environment Department between 09.00 and 16.00 hours up to and including Friday 20th August, 2010 (except for those days when the City Council's offices are closed)

14) It is anticipated that tender responses will be opened in the presence of His Worship, the Mayor of Limerick sometime during the week commencing Monday 30th August, 2010, after which a detailed examination and comparison process will be undertaken by Environment Department staff. It is anticipated that the preferred bidder(s) will be contacted by Limerick City Council in mid to late September, 2010 though there may be delays incurred in seeking additional information.

15) This contract is proposed to last for thirty six months. The contractor would invoice monthly with supporting data.

16) Limerick City Council reserves the right to withdraw from the tendering process at any time. This notice is published on a voluntary basis as the proposed contract is either fully, or partially, exempt from the requirements of the Procurement Regulations.
(ET Ref: 135712)

5.2 Additional Documentation

The following additional documents relating to this notice are available from the site:

Procedural (Analogue) Agreement - Appendix A

Procedural (Analogue) Agreement - Appendix B

Procedural (Analogue) Agreement - Text

Spreadsheet Listing of Departmental Vehicles

Supplier Set-Up Form (for use if the applicant is not already a supplier)

Quotation Form (Must be Printed and Returned)

5.3 Publication date of this notice

16-07-2010

SF 51a



Comhairle Cathrach Luimnigh
Limerick City Council