

**Southampton City Council – Clean Bus
Technology Fund - Call for Applications
for Funding**



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Applications Bus Operators operating in Southampton, who wish to participate in the delivery of an Improvements in air quality issues on the corridor approaches to the City including the Cultural Quarter and City Centre areas where the NO_x limit values are beyond acceptable thresholds.

Further to your expression of interest in regard to the above please find attached:

- Copy of Specification to which all bids for funding must comply;
- Application Form;
- Terms and Conditions;
- Project Claim Form; &
- Frequently Asked Questions Sheet.

Background

Southampton City Council has been awarded £632,700 of Department for Transport (DfT) funding, following a successful bid to the Clean Bus Technology Fund. The bid was developed in partnership with Environmental Health and Public Health Departments and public transport providers.

Southampton City Council (SCC) proposes to utilise the funding available to counter the air quality issues reported on the corridor approaches to the City including the Cultural Quarter and City Centre areas where the NO_x limit values are beyond acceptable thresholds. There is a direct relation to the currently unacceptable air quality on the approaches and the bus fleet which operate along it.

The bid aims to reduce bus NO_x emissions from a baseline of 11.01 g/km to 8.95 g/km, a reduction of 19.6% per bus. Emission calculations indicate the proposal could reduce bus emissions by up to 7.6% in some AQMAs.

Bid Process

Operators whose fleet meet the criteria of the DfT guidance will be invited to bid for funding. Mandatory match funding of 50% private investment is required.

Funding limitations

Operators would be required to provide an invoice detailing the warranty and support package to be provided. The onus is on the operator to ensure this meets their future requirements. SCC has no further funding, at this time, to support ad-hoc maintenance and repair work outside of what has been agreed between an operator and their supplier as part of any warranty and support package.

Funding timescales

To comply within DfT funding timescales, equipment will need to be installed, with testing completed within six months of funding being approved. All claims for payment must be submitted not later 31st March 2014.

This letter constitutes the call for funding. It is not expected that there will be any further calls or opportunities to bid. Operators as part of their bid for grant funding must agree to the conditions within the Terms and Conditions Document.

A Frequently Asked Questions list has been produced. This has been designed to answer the majority of your questions. For further clarifications please contact Thomas King (richard.cooke@southampton.gov.uk).

The Deadline for submission of bids for phase one is 4th October 2013.

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1.0 Applicant Information

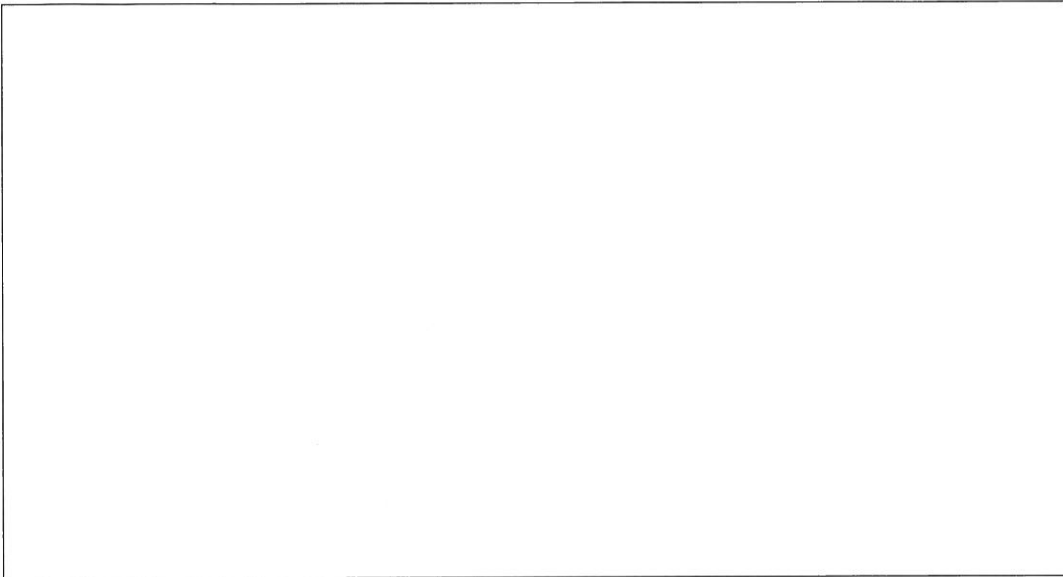
Applicant Company Name	
Contact Name	
Contact Position in Company	
Contact Email Address	
Contact Phone Number	
Contact Address	

2.0 Proposals for Clean Bus Technology

Total funding sought (capital)*	£
Bus types (make and model):	
Euro Standard (of each type):	
Unit costs of equipment (including discounts components)*	£
Name of supplier	
Additional Costs not covered above*	£
Cost of installation per location*	£
Delivery timescales	

**Please attach quotes showing the breakdown in costs from the supplier and/or fitter*

3.0 Further Details to Support Application



4.0 Claims Process

Please complete the below to confirm that you accept that claims (excluding VAT) will be paid to the funding applicant, in arrears and in accordance with a series of deliverables, subsequent to submission of the following to:

Richard Cooke
Principal Public Transport Planner
Southampton City Council
Floor 4, One Guildhall Square
Civic Centre Place
Southampton
SO14 7FP

richard.cooke@southampton.gov.uk
02380 833826

PLEASE NOTE: SCC is willing to consider alternative payment schedules, where this may assist operators. This includes upfront and staged payments. Operators should present their preferred payment method when submitting their application form; otherwise it will be assumed that all payments will be made in arrears.

Required Forms

A project claim form.	Yes	No
Quotations showing the breakdown in costs	Yes	No
Completed application form	Yes	No

SCC Clean Bus Fund Specification

Confirm that your preferred supplier meets the requirements set out in the SCC Specification Document?	Yes	No
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Terms and Conditions

Confirm that you have read and acknowledge the conditions outlined in the document 'Southampton City Council – Clean Bus Technology Fund - Call for Applications for Funding'. Failure to comply with these conditions may result in funding being reclaimed by SCC.

Confirm that you accept the conditions set out in the Terms and Conditions Document?	Yes	No
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Signed (A Director)	Date
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Signed (Company Secretary/ A Director)	Date
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Deadline for Bid Submission: 25th October -2013

Southampton City Council – Clean Bus Technology Fund - Call for Applications for Funding



Why are we doing this?

Southampton City Council (SCC) proposes to utilise the funding available to counter the air quality issues reported on the corridor approaches to the City including the Cultural Quarter and City Centre areas where the NO_x limit values are beyond acceptable thresholds. There is a direct relation to the currently unacceptable air quality on the approaches and the bus fleet which operate along it.

What is in it for me and why should I join?

There is 50% match funding available for innovative solutions which enable fleet wide NO_x reduction.

What equipment will I need?

There are various solutions available although SCC is focusing on the innovative flywheel solution as this was the feature of the bid document following consultation with all operators. Other technologies will be considered subject to approval by the DfT.

What are my options?

All equipment procurement and installation will be the responsibility of the Operator. There will be monitoring systems in place to ensure the commitments in the bid are met the during project closure stage.

What is funded as part of this project?

50% match funding for proposed scheme (capital only)

Can I choose the supplier/s I want to purchase equipment from?

Yes. Operators are able to choose the supplier they wish to purchase their equipment from, so long as the chosen supplier meets the requirement of the specification.

How do I pay for ongoing maintenance of the equipment?

Operators will be required to pay for ongoing maintenance of the equipment.

Will SCC have more funding available in the future?

Unknown at this stage. The final deadline for the project is 31-03-2014.

Why does the equipment need to be installed so quickly?

SCC has strict funding targets set by the DfT for the spending of funds. To help facilitate this, a project plan has been devised, with key delivery timescales attached to each phase of the project.

What happens if I decided to withdraw services and the equipment has been installed?

The terms of this grant is based on the vehicles staying within the City of Southampton for a minimum of 5 years, this must adhered to in order to be awarded funding. A Service Level Agreement will be signed upon award of funds to this effect.

How involved will the delivery progress updates be?

SCC will provide all operators with a template form to complete, this would be no longer than two-sides of A4.

Is there a limit to the funding I can receive?

Funding is not capped to an individual operator.

When will I receive the funding?

Funding will be paid to the funding applicant, in arrears and in accordance with a series of deliverables.

Deliverables	Payment Percentage
Order successfully placed	30
Equipment installed	35
Testing completed	35

The payment due will be calculated using the total funding figure to be provided by SCC.

For example: Operator X is awarded £100.

- 1) On successfully placing an order SCC would pay £30
- 2) Equipment installed £35
- 3) Testing £35

SCC reserves the right to appoint a 3rd party to verify that all deliverables have been met.

Payment in arrears isn't suitable for me, what should I do?

Please first contact SCC to discuss your situation. Alternative payment schedules will need to be included with your application form for consideration.

**Southampton City Council –
Clean Bus Technology Fund -
Funding Terms and Conditions**



The conditions attached to the funding are set out below. Failure to comply with these conditions may result in funding being reclaimed by TfSH&IoW.

- Ensure that all fitted equipment funded through this award will consistently operate in Southampton between installation and until at least 31-3-2019.
- Adhere to the specification outlined in the bid document

- Ensure that if equipment is replaced or removed from service in Southampton before 31-3-2019 operators will either:
 - A. Remove the equipment and fit at an alternative location consistently operating in Southampton, or
 - B. Return the equipment to TfSH&IoW.

This will be carried out at the expense of the operator.

- Provide details of any removals and re-installs no later than 31st March and 30th September each calendar year between installation and 31-3-2019.

**SOUTHAMPTON CITY COUNCIL – CLAIM FOR RE-
IMBURSEMENT OF EXPENDITURE FROM THE CLEAN BUS
TECHNOLOGY FUND**

Re-imburement will be made by the SCC Treasurer on the following conditions:

- Expenditure is for work related to the Clean Bus Technology Fund.
- Expenditure is certified to be within the budget allocation approved by SCC.
- Claims must be made by an invoice made out to SCC & accompany a Claim for Re-Imbursement Form (attached), stating what has been purchased with copies of any relating invoices paid by the operator.
- The original invoice, together with any supporting documentation, must be retained by the claiming authority, and made available for audit purposes.
- The claim must be certified by the nominated Operator Manager, and authorised by the SCC Project Director.
- The claim should exclude VAT.

**SOUTHAMPTON CITY COUNCIL – CLAIM FOR RE-
IMBURSEMENT OF EXPENDITURE FOR CLEAN BUS
TECHNOLOGY FUND**

Claiming Operator / Authority:	
Scheme / Intervention:	
Total Allocation:	
Claim Number:	
Total claimed prior to this claim:	

Detail of Claim

TOTAL OF CLAIM	

OPERATOR DECLARATION

I certify that this claim is correct and in accordance with the project allocation as approved by SCC.

Signed

Date:

Name (in capitals)

SCC PROJECT DIRECTOR DECLARATION

I authorise the payment of this claim is correct.

Signed

Date

Name (in capitals)

FOR SOUTHAMPTON CITY COUNCIL TREASURER'S DEPARTMENT

Date Received:

Date Paid:

Cost Code