

Fire Safety Equipment Framework Agreement

User Guide

Ref No: 582





About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services. Established in 1974 by a group of 13 local authorities, we're the UK's largest public sector buying organisation and we're still 100% publicly-owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector. Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

Helping you navigate the world of your procurement

The world of procurement is complex, with competing demands and increasing pressures. Through collaboration, we provide products and services to meet your needs as individuals and collectives, through our wide range of procurement categories and frameworks. Navigating the world of procurement needs to be easy, quick and effective for both buyers and suppliers, and needs to help you make sure that every penny counts. We believe that through our procurement activity there's an opportunity to make an impact and a real difference, by delivering social value and outcomes in the communities we serve.

Overview

Start date:	14 January 2016
Expiry date:	31 December 2019
Extension(s) if applicable:	2 x 12-month extension. Potential framework end date is 31 December 2019
Contracting authority call-off (CA) period:	4 years
Contract notice ref no:	2015/S 196-355129
Corrigendum (if applicable):	Not applicable
Contract award notice ref no:	2016/S 026-042465
Potential maximum value:	£10,000,000
Geographical location(s)	National

Specification, overview and lot structure

This framework is for the supply of fire safety equipment and services, typically for use by local authorities within public buildings.

The framework provides customers with a route to market for the supply and delivery of a wide range of fire safety equipment and services/providers, meaning customers do not need to publish their requirements by OJEU or pre-qualify suppliers/providers in order to procure these products and services from them.

Customers can call-off from this framework agreement i.e. use this framework to establish a contract.

LOT	DESCRIPTION
1	Portable Fire Equipment – Supply Only
2	Portable Fire Equipment – Service Only – Fully Inclusive
3	Portable Fire Equipment – Service Only – Semi-Inclusive
4	Portable Fire Equipment – Service Only - Basic

The minimum product specifications required under this framework are listed below.

LOT 1 SUPPLY ONLY	DESCRIPTION/REQUIREMENT
1	6 Litre Foam Fire Extinguisher
2	Foam Spray Extinguisher ID Sign
3	CO2 Extinguisher ID Sign
4	2kg CO2 Fire Extinguisher
5	Fire Blanket 1.2 x 1.2m
6	ABC Powder Extinguisher ID Sign
7	Water Extinguisher ID Sign
8	Fire Blanket Sign
9	Fire Action Sign
10	6kg Powder Fire Extinguisher
11	Wet Chemical Extinguisher ID Sign
12	6 Litre Hydrospray Fire Extinguisher
13	Double Fire Extinguisher Stand - Red, Plastic, Secured
14	Single Fire Extinguisher Stand - Red, Plastic, Secured
15	Cover for 6kg/6 Litre Fire Extinguisher
16	6 Litre Wet Chemical Fire Extinguisher
17	Fire Blanket Picture Sign
18	2 Litre Spray Foam Fire Extinguisher
19	Fire Alarm Call Point Symbol
20	1kg Powder Fire Extinguisher with Bracket

LOT 1 SUPPLY ONLY	DESCRIPTION/REQUIREMENT
21	2kg Powder Fire Extinguisher with Bracket
22	Wall Bracket for 2kg CO2 Fire Extinguisher
23	'Fire Exit Keep Clear' Sign
24	Hydrospray Extinguisher ID Sign
25	'Fire Exit Straight On' Sign
26	Fire Blanket 1.2 x 1.8m
27	6 Litre Wet Chemical Fire Extinguisher
28	Foam Spray ID Sign
29	3kg Powder Fire Extinguisher

LOT 2 - SERVICE ONLY - FULLY INCLUSIVE**DESCRIPTION / REQUIREMENT**

The contractor shall provide three price packages (lot 2, lot 3 and lot 4) in respect of service and maintenance of portable fire equipment as detailed below. Selection shall be dependant of the customer's individual requirements.

Definition of small parts – small parts, defined as the following:

- Standard safety pin
- Discharge hose “O” ring and washers
- Headcap sealing “O” ring
- Anti-tamper tag
- Glass pressure gauge sticker

Definition of large parts – large parts, defined as the following:

- Co2 cartridge, 58gr/78gr
- Re-pressurise
- Standard head cap
- Standard extension hose
- Co2 horn
- Co2 hose and horn
- Valve and siphon tube
- Valve spring
- Hose nozzle
- Valve spindle assembly
- All other parts are subject to charge

Option A - Fully inclusive price package

The fully inclusive price package shall be a set price that includes all elements of a service visit carried out by the contractor.

The fully inclusive price package terms the following as included in the one price:

- Service attendance fee to site
- Service inspection and remedial works of each piece of equipment
- Removal and disposal of condemned equipment
- Supply and fit of all small parts
- Supply and fit of all large parts
- Commissioning of new equipment
- Re-fixing of equipment to walls, if loose
- Discharge test and refill of water and foam extinguishers on site
- Replacement of powder extinguishers due powder test
- Replacement of carbon dioxide extinguishers due hydraulic pressure test
- Replacement of condemned fire extinguishers
- Replacement of condemned fire blankets
- Replacement of missing or worn labels and transfers, faulty safety clips, caps and transfer seals

The inclusive price package terms the following as subject to individual price charges:

- Minimum invoice value, if applicable
- Wall hanging/fitting to wall
- Supply and fit (wall fix) of signs
- Wall fixing brackets
- Any replacements that are needed due to misuse
- The purchase of additional products

LOT 3 - SERVICE ONLY - SEMI INCLUSIVE**DESCRIPTION / REQUIREMENT**

The contractor shall provide three price packages (lot 2, lot 3 and lot 4) in respect of service and maintenance of portable fire equipment as detailed below. Selection shall be dependant of the customer's individual requirements.

Definition of small parts – small parts, defined as the following:

- Standard safety pin
- Discharge hose "O" ring and washers
- Headcap sealing "O" ring
- Anti-tamper tag
- Glass pressure gauge sticker

Definition of large parts – large parts, defined as the following:

- Co2 cartridge, 58gr/78gr
- Re-pressurise
- Standard head cap
- Standard extension hose
- Co2 horn
- Co2 hose and horn
- Valve and siphon tube
- Valve spring
- Hose nozzle
- Valve spindle assembly
- All other parts are subject to charge

OPTION B – SEMI-INCLUSIVE PRICE PACKAGE

The semi inclusive price package shall not include all elements of lot 1 and excludes the cost of large parts.

The semi price package terms the following as included in the one price:

- Service inspection and remedial works of each piece of equipment
- Supply and fit of small parts
- Re-fixing of equipment to walls, if loose

The semi inclusive price package terms the following as subject to individual price charge:

- Service attendance fee to site
- Service/remedial works of each piece of equipment
- Minimum invoice value, if applicable
- Removal and disposal of condemned equipment
- Supply and fit of large parts
- Commissioning of new equipment
- Wall hanging/fitting to wall
- Supply of signs
- Wall fix of signs
- Wall fixing brackets
- Discharge test and refill of water and foam extinguishers on site
- Replacement of powder extinguishers due powder test
- Replacement of carbon dioxide extinguishers due hydraulic pressure test
- Replacement of condemned fire extinguishers
- Replacement of condemned fire blankets

LOT 4 – SERVICE ONLY - BASIC**DESCRIPTION / REQUIREMENT**

The contractor shall provide three price packages (lot 2, lot 3 and lot 4) in respect of service and maintenance of portable fire equipment as detailed below. Selection shall be dependant of the customer's or end user's individual requirements.

Definition of small parts – small parts, defined as the following:

- Standard safety pin
- Discharge hose “O” ring and washers
- Headcap sealing “O” ring
- Anti-tamper tag
- Glass pressure gauge sticker

Definition of large parts – large parts, defined as the following:

- Co2 cartridge, 58gr/78gr
- Re-pressurise
- Standard head cap
- Standard extension hose
- Co2 horn
- Co2 hose and horn
- Valve and siphon tube
- Valve spring
- Hose nozzle
- Valve spindle assembly
- All other parts are subject to charge

OPTION C – BASIC PRICE PACKAGE

The basic price package shall be separate charges for each individual element of a service visit carried out by the contractor.

The basic price package terms the following as subject to individual price charges:

- Service attendance fee
- Minimum invoice value, if applicable
- Service inspection and remedial works of each piece of equipment
- Removal and disposal of condemned equipment
- Supply and fit of small parts
- Supply and fit of large parts
- Commissioning of new equipment
- Wall hanging/fitting to wall
- Supply of signs
- Wall fix of signs
- Wall fixing brackets
- Re-fixing of equipment to walls, if loose
- Discharge test of extinguishers
- Discharge test and refill of water and foam extinguishers on site
- Replacement of powder extinguishers due powder test
- Replacement of carbon dioxide extinguishers due hydraulic pressure test
- Replacement of condemned fire extinguishers
- Replacement of condemned fire blankets
- Replacement of hose reels

LOT 2,3 AND 4 – ADDITIONAL INFORMATION
DESCRIPTION / REQUIREMENT
Inspection and service visits

- The inspection and service of portable fire equipment are required to ensure that such equipment are maintained appropriately, conforms to the most recent BS 5306 (all relevant aspects) and any subsequent standard in accordance to The Regulatory Reform (Fire Safety Order 2005), and all current Health and Safety requirements and relevant codes of practice.
- The work offered shall be carried out in accordance with BS 5306:2000 Part 3 and BS 6643.
- Inspection and testing of fire extinguishers shall be carried out by the contractor at such a place or places in or about the vicinity of the site as may be indicated to the contractor by the site.
- Tenderers shall be currently registered with BAFE (British Approvals for Fire Equipment) and by BSI as of assessed capability against ISO 9002.
- Having identified any deficiencies in the equipment, the contractor shall take appropriate action to remedy the faults in accordance with the general instructions and guidelines given in the service specification below.
- The contractor shall charge for such visits as per the agreed framework pricing terms for service visits.
- The contractor shall maintain a list of sites accessing the framework. Such list will be available to YPO at any time on request.
- All equipment, required for purposes of inspecting and maintenance shall be provided by the contractor. This includes the correct calibration of equipment, where applicable.
- The successful tenderer shall observe the health and safety requirements of individual authorities.

Frequency of service visits

- The contractor shall inspect and report on the condition of the equipment and carry out routine repairs at the time of inspection visits throughout the duration of the framework.
- These visits will take place every 12 months for each item of equipment.
- A customer reserves the right to alter this frequency, if required, due to individual site need.
- The contractor shall consolidate site service visits, where possible to do.

Notice of service visits

- The contractor shall inform all sites of the proposed dates for service visits by giving at least three weeks' notice. The contractor shall obtain agreement to the visit date by the site concerned. The notification/agreed appointment may be carried out either by post, e-mail or telephone. Whatever method there must be a mutual agreement where both parties are aware of the date and time of the visit. It is utmost priority that agreement is reached as it will enable areas to be made available, where at all possible, at the site which will assist in the smoothness of the service visit.
- In the event of a proposed service visit date not being suitable for a particular site, e.g. where public examinations will be in progress, the customer shall reserve the right for the site to request that alternative dates and times are offered.
- The contractor shall notify the site if he is unable to meet requested dates for visits.
- The customer shall reserve the right for the site to refuse the contractor access should no notification been made by the contractor to the site on an agreed date of visit.

Portable fire equipment – service specification

- The annual specification, servicing and periodic testing of equipment shall be carried out by the contractor in accordance with BS 5306-3:2009.
- The contractor when carrying out the service shall have particular regard to the following British Standards and any other related BS or Codes of Practice in operation: BS 5306-3:2009; BS 5306-O:2011; BS 5306-8:2012; BS 5306-2:1990; BS 5306-1:2006; BSEN 1869:1997; BS 5499-4:20130; BS 6643-1:1985 / BS 6643-2:1985. BS EN25923:1994, BS6535-1:1990; ISO 5923:1989; BS EN 3-10:2009.
- Inspection and testing of fire extinguishers shall be carried by the contractor at such place or places in or about the vicinity of the site as may be indicated to the contractor by the site.
- The contractor shall ensure that he has available the number and types of spare parts that might be required to service the extinguishers and other equipment on site.
- The contractor shall include in the service report a statement of any deficiencies on equipment whether placement, condition, or otherwise.

Evaluation of fitness for service

- The contractor shall evaluate condition of extinguishers and other portable equipment as specified within BS 5306-3:2009.
- Defective extinguishers, and other portable equipment, shall be identified by the contractor as placed in one of the following categories:
 - “Condemned”
 - “Not Maintained”
- Any portable fire equipment that is classified by the contractor as “condemned” shall be retained by the contractor for a maximum of six weeks for inspection by the customer or customer, if they so wish to do so.

“Condemned” equipment

- Any extinguisher, or other portable fire equipment, with a major defect or defects which make it unsafe for use, and cannot be rectified during maintenance, shall immediately be made safe by the contractor, then removed from its designated place and marked “condemned”.
- The contractor shall label the equipment as condemned, record on the label the name of the site it was removed from and the reason for being condemned.
- The contractor shall state on the service report the reason for being condemned and recommend to the site an immediate replacement.
- Replacement equipment shall be of similar size and type, subject to site agreement, and supplied in accordance with clause 8.
- The contractor shall remove and dispose of condemned equipment in accordance with clause 22.

“Not maintained” equipment

- If when carrying out a service visit the contractor does not have the necessary spare parts to replace missing or fault parts of any portable fire equipment, the contractor shall interrupt the maintenance, remove equipment made safe, removed from its designated place and marked “not maintained”.
- The contractor shall state on the service report the reason for the interruption.
- The contractor shall return to site, at the earliest date agreed by the site, with the necessary spare parts and complete the maintenance.
- If the spare parts proved to be unobtainable the contractor shall make the equipment “condemned”.
- The contractor shall state on the service report the reason for being condemned and recommend to the site an immediate replacement.

Replacement of equipment or new equipment – supply and install

- No equipment shall be supplied by the contractor without the written authorisation to do so by the site in the form of a written order, or as otherwise agreed by the customer.
- All equipment to be supplied and installed in accordance of BS 5306-3:2009; BS 5306-O:2011; BS 5306-8:2012; BS EN 1869:1997; BS 7944:1999 ; BS EN 671 and any other related British Standards.
- New extinguishers shall not be supplied with re-charged cartridges.
- If the contractor is required to fix wall mounted equipment he must ensure that brackets are fixed thereto with screws of an adequate length to attain a rigid and secure adhesion to the wall. The contractor shall be fully qualified to carry out such work and have the necessary equipment to detect hidden cables, pipe work etc.
- The contractor shall ascertain whether the site has any policy/procedure concerning ASBESTOS safety. Where applicable the procedure shall be adhered to. Such procedure normally requires the contractor to check and obtain permission to work before any drilling or fitting of screws into walls etc can take place.
- The contractor shall ensure that spare extinguishers are held in service vehicles in order to provide immediate replacement, if required by the site.

Commission payment to contractor’s employees

- At no time shall the contractor make payment of commission to its employees assigned to working on provision of the services under the framework.
- The contractor shall ensure that all of its employees are aware and clearly understand that any sales connected with this framework agreement does not attract a commission payment.
- Practice of persuading sites to purchase goods over and above the requirements of BS 5306 shall not be acceptable.

Recharging of extinguishers

- Procedure: The contractor shall recharge extinguishers in accordance with procedures outlined in Annex D of BS 5306-3:2009, together with those specified by BS 6643-1:1985 / BS 6643-2:1985.
- Water based: Before recharging, water-based extinguishers (including foam extinguishers) shall be thoroughly washed out with clean water by the contractor. The contractor shall not however apply the same procedure to any other type of extinguishers that must be kept completely free from water.
- Gas cartridges: Replacement gas cartridges for water, water-based (including foam) and power extinguishers shall conform to BS EN25923:1994; BS6535-1:1990; ISO 5923:1989 and shall be the correct type and size (capacity and dimensions).
- The contractor shall record on the service report the requirement for any cartridges to be removed from service as more than 10 years have elapsed since the date of the manufacture.

Fire blankets

- The contractor shall inspect that fire blankets comply with BSEN 1869:1997 and BS 7944:1999. This is to include, but not limited to:
 - inspecting whether the blanket has a satisfactory ease of withdrawal;
 - inspecting whether the blanket is clean and serviceable;
 - checking that the material of the blanket is not of asbestos or any other non-approved material, in which case the contractor shall report to the site that the blanket cannot be inspected. It is the responsibility of the site to take the appropriate action for the disposal of the blanket and its subsequent replacement.

Hose reels

- The contractor shall inspect and service hose reels in accordance with BS EN 671-3: 2009 and BS 5306-1:2006. This is to include, but not limited to:
 - adjustment of hose or hose reel;
 - lubrication of hose or hose reel.

Replacement of components

- Only the components and extinguishing media supplier or specified by the manufacturer of the equipment shall be used by the contractor to replace those found to be unsuitable for continued service.
- The contractor shall report where it has been necessary to replace items such as missing or worn labels and transfers, faulty safety clips, caps and transfer seals. The reason for the necessity for replacement shall be brought to the attention of the site by the contractor and included clearly also within the service report.
- No repair or replacement of parts that are in excess of the 75% total cost of replacing the entire piece of equipment shall be carried out by the contractor without authorisation to do so by the site in the form of an official order, or otherwise agreed by the customer.
- When fitting replacement parts at the time of the service the charge for the parts only shall be expected, i.e. the fitting charge shall be included in the service cost of the service visit, no additional fit or labour charge is acceptable.
- Any removed faulty part, shall be retained by the contractor for a maximum of six weeks for inspection by the customer, if they so wish to do so.

<p>Fire safety signs</p> <ul style="list-style-type: none">• The contractor shall inspect the site in relation to fire safety signs and conformity to:<ul style="list-style-type: none">• The Health and Safety (Safety Signs and Signals) Regulations 1996;• BS 5499-4:2000; BS-5499-10:2006;• The contractor shall include in the service report a statement of any deficiencies in signage.• No signage shall be supplied by the contractor without the written authorisation to do so by the site in the form of a written order, or as otherwise agreed by the customer or customer.
<p>Maintenance label</p> <ul style="list-style-type: none">• All portable fire equipment shall be labelled by the contractor with a maintenance label and the date inserted thereon by the contractor at each annual inspection, and discharge test in the case of extinguishers, carried out by the contractor.
<p>Documentation</p> <ul style="list-style-type: none">• In accordance with BS 5306-8:2012 the information required in 17 and 18 below may be amalgamated to form one document by the contractor.

Service reports

- Following the service visit, the contractor shall be required to complete a written service report on all items serviced.

The written service report shall advise the site:

- of any extinguishers that have been condemned, not maintained and/or are missing;
- of any permanent replacement of equipment required;
- the type of equipment serviced, its condition at the time of the visit, and any deficiencies;
- of any minor repairs and adjustments made;
- of any additional equipment required to ensure that the level of cover at the premises is at least sufficient and, where applicable, in accordance with BS:5306-8:2012.
- Service reports shall be signed by the site on completion of the visit.
- Should there not be an appropriate site representative available, the contractor shall leave three copies of the service report, together with a written request that they be signed as soon as possible, but in case within three days and two copies returned to the contractor.
- The contractor shall provide the service report as the following:
 - one copy of the signed report to be left with the site;
 - one copy, if required by the customer, to be submitted with the relevant invoice;
 - one copy retained by the contractor.
- The service report shall include details of any equipment, which in the contractor's opinion is nearing the end of its expected life and needs either replacing or a major overhaul.
- Subject to agreement with the customer, the contractor may provide service reports in hardcopy or electronic means. However, both methods require the contractor to obtain a physical signature from the site whether on a hardcopy report or a hand-held electronic device.

Certificate of inspection

- On completion of the service visit the contractor shall provide to the customer a certificate of inspection. There should also be the option for this to be emailed electronically.
- The certificate of inspection shall be signed by the contractor and the site.
- A numbered certificate of conformity is to be provided by the contractor to the site to confirm the following:
 - all equipment at the site have been serviced, fixed and/or mounted in accordance with BS 5306 -3:2009;
 - all fire extinguishers conform to BS 5306-3:2009; BS 5306-O:2011; BS 5306-8:2012 and any other related BS;
 - all hose reels conform to BS 5306-1:2006;
 - all fire blankets conform to BSEN 1869:1997;
 - all fire safety signage conforms to The Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499-4:2013; BS 5499-10:2014.

Repair estimates

- The contractor shall forward a fully detailed and costed repair estimates or quotation to the site for repairs or remedial action not carried out during the service visit or for repairs required between scheduled service visits.
- Such estimates or quotations shall be provided for all costs including cost to return to site, etc.
- The contractor shall not carry out such repairs until an official order has been received from the site concerned.

Repair visits subsequent to inspection visits

- The contractor shall normally be instructed by site within 10 days of customer receipt of the service report and repair estimates on which work is to be undertaken, if any, and will be issued with an official order.
- The contractor shall not carry out such repairs until an official order has been received from the site concerned.
- The contractor shall be required to complete the remedial work within two weeks of receiving instructions, subject to satisfactory arrangements being made with the site concerned. If the necessary work cannot be carried out within two weeks, e.g. due to waiting for parts, the contractor shall inform the site concerned in writing.

Additional visits to carry out repairs, recharges or emergency repairs

- The contractor shall be required to visit individual sites between scheduled service visits to carry out repairs or recharging, as and when they arise, and where the equipment cannot be left out of use until the next scheduled visit.
- On receiving a request for a site visit, the contractor shall respond within 7/14 days for normal repairs and within 48 hours for emergency repairs.
- The contractor shall charge for such visits as per the agreed framework pricing terms in respect of repair visits.
- The contractor shall not carry out any repairs until an official order has been received from the site concerned.
- Where a repair visit is requested and the site is due for a service visit, the contractor shall carry out the routine service visit at the same time; if practicable and acceptable by the site to do so.
- The contractor shall charge for such visits as per the agreed framework pricing terms in respect of routine service visits, and if applicable parts related to the repair if not part of the service cost. This shall not include labour or any additional travelling costs.

Removal and disposal of condemned equipment

- Where equipment has been condemned as defined in clause 5 and 6 the contractor shall remove and dispose of such equipment at no cost to the site if part of a service or repair visit to site.
- Prior to removal the contractor shall provide the site with a written receipt to confirm equipment removal; it is acceptable for this to be included within the service report.
- The contractor shall provide a duty of care form for completion by contractor and site for the disposal waste equipment, in accordance with the Environmental Protection (Duty of Care) Act 1991.
- The contractor shall be solely responsible for the destruction of the equipment to prevent any possibility of re-issue.
- Where possible, parts if the condemned equipment shall be recycled.
- The contractor shall be solely responsible for disposing of the equipment according to any Acts, Regulations and Guidelines, and any subsequent amendments or other legislation relating to the disposal of waste. This includes, but limited to, the following:
 - The Controlled Waste Regulations 2012
 - The Environment Protection Act 1990
 - The Hazardous Waste (England and Wales) regulations 2005
- The contractor shall ensure a valid licence of registration as a waste carrier under the Environmental Protection (Duty of Care) Act 1991 is maintained throughout the life of the framework.
- The contractor shall supply a copy of the said licence to the customer, at anytime when requested to do so.
- The contractor shall, where equipment is defined as hazardous waste, record this and its potential hazardous properties within a consignment note. This note to be left with the site in question on removal of the waste.
- The contractor may issue a separate Duty of Care Form/Waste Transfer Note in addition to the consignment note if their own processes have these as two separate documents.

Fire extinguishers within vehicles

- Customers may require the servicing of portable fire extinguishers within vehicles and as such these should be treated equally as those within a site.

Other services

- The contractor may be called upon during the period of the framework to provide other services connected with reorganisation of sites, opening or closure of sites, schools, etc.
- The contractor may be requested to arrange for the movement of equipment e.g. from one location to another either within the same site or between sites; re-installation of equipment; testing and commissioning of equipment following relocation.
- The contractor may also be requested to install and commission new equipment supplied by others.

Monitoring of contractor performance

- Throughout the duration of the framework the overall service shall be measured; and results discussed at regular meetings between the contractor and ESPO/YPO.
- The contractor in partnership with ESPO/YPO shall develop and implement the Key Performance Indicators (KPIs), to demonstrate acceptable performance of the framework. KPIs may be subject to change over the period of the framework.
- These KPIs shall be discussed at regular review meetings between the contractor and the ESPO/YPO. Failure to meet the KPIs will be actioned in accordance with the remedies available to ESPO/YPO under the terms and conditions of the framework.
- The contractor shall have effective systems in place to provide such management information at the request of ESPO/YPO.
- Meetings shall be chaired by officers representing ESPO/YPO and held from the commencement date at the discretion of ESPO/YPO. Meetings shall be pre-arranged and the frequency and venue to be confirmed.
- Review meetings shall be held at the ESPO's/YPO's offices and any costs incurred by the contractor in attending such meetings shall be at the contractor's expense. If necessary, ESPO/YPO shall attend meetings at the contractor's premises to view specific data or for other reasons.

COSHH/CHIP/ROHS/REACH REGS

- The contractor shall provide to ESPO/YPO (where applicable to the goods being supplied) copies of the appropriate Product Data Sheet(s) in compliance with the Control of Substances Hazardous to Health Regulations 2002, and the Chemicals (Hazard Information and Packaging) Regulations 1993.
- The product data sheet(s) shall specify the stock code to which it relates, shall be in a suitable format to be utilised by ESPO/YPO, or customer.
- In the case of goods ordered by a customer, all appropriate product data sheets must, upon request shall be supplied to them by the contractor.
- Where a product is declared as being RoHS (Restricted of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012) compliant, the Contractor shall be required to provide technical documentation or other information in order to demonstrate compliance.
- Where a product is complaint to REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) regulation, the contractor shall be required to provide technical documentation or other information in order to demonstrate compliance.

Benefits of using the framework agreement

YPO's framework agreements are established to allow customers to purchase goods, works or services from suppliers/providers via direct award or further competition.

Benefits of using the framework agreement:

- YPO can fully manage the customer's further competition (call-off) process if required.
- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the framework agreement.
- Assured supplier standards – suppliers/providers are 'pre-qualified' as to their general suitability.
- Aggregation of spend - customers will receive the benefits of the aggregated spend volume and increased leverage in the market.
- Pre-defined terms and conditions – when awarding contracts, customers have the option to use YPO's standard framework agreement terms and conditions as established or use their own terms and conditions.

LOT 1 - PORTABLE FIRE EQUIPMENT - SUPPLY ONLY

SUPPLIER/PROVIDER

Arco	Chubb Fire & Security Ltd
O Heap	Walker Fire (UK) Ltd
PHS Compliance	Churches Fire Security Ltd

LOT 2 - PORTABLE FIRE EQUIPMENT – SERVICE ONLY – FULLY INCLUSIVE

SUPPLIER/PROVIDER

Churches Fire Security Ltd	Chubb Fire & Security Ltd
DFP Services Ltd	Walker Fire (UK) Ltd

LOT 3 - PORTABLE FIRE EQUIPMENT – SERVICE ONLY – SEMI-INCLUSIVE

SUPPLIER/PROVIDER

Churches Fire Security Ltd	Chubb Fire & Security Ltd
DFP Services Ltd	Walker Fire (UK) Ltd

LOT 4 - PORTABLE FIRE EQUIPMENT – SERVICE ONLY – BASIC

SUPPLIER/PROVIDER

Churches Fire Security Ltd	Chubb Fire & Security Ltd
DFP Services Ltd	Walker Fire (UK) Ltd

SUPPLIER/ PROVIDER	CONTACT	ADDRESS
Arco	Neil Murray Tel: 07703 260477 Email: neil.murray@arco.co.uk Web: www.arco.co.uk	PO Box 21 Waverley Street Hull HU1 2SJ
O Heap	David McArdle Tel: 07812 988337 Email: davidm@oheap.co.uk	Chandos Pole Street Derby DE22 3BJ
PHS Compliance	Gillian Tidmarsh Tel: 01942 290888 Email: tenders@phscompliance.co.uk Website: www.phs.co.uk	Compliance House Golborne Enterprise Park Kid Glove Road Warrington WA3 3GR
Chubb Fire & Security Ltd	Paul Moorshead Tel: 01254 688583 Email: Commercial-operations@chubb.co.uk Website: www.chubbcommunitycare.co.uk	Shadsworth Road Blackburn Lancashire BB1 2PR
Walker Fire (UK) Ltd	Deborah Rowcroft Tel: 01772 693777 Email: drowcroft@walkerfire.com Website: www.walkerfire.com	Unit 81 Roman Way Industrial Estate Preston PR2 5BB
Churches Fire Security Ltd	Philip Privett Tel: 08706 084350 Email: philip.privett@churchesfire.com Website: www.churchesfire.com	Fire House Mayflower Close Chandlers Ford Hampshire SO53 4AR
DFP Services Ltd	Heather Taylor Tel: 0191 378 3300 Email: heather.taylor@dfpservices.co.uk Website: www.dfpservices.co.uk	1 Artemis Court St Johns Road Co Durham DH7 8XQ

How to award/call-off from the framework

To access the framework agreement, customers should complete and return the Non-Disclosure and Customer Access Agreement.

Direct award

All lots

For all requirements, customers can direct award to the suppliers listed on page 18, based on the pricing schedule provided by YPO. Please ensure ‘YPO Contract reference 582’ is quoted on all purchase orders.

Further competition

All lots

This option applies when the end user is not able to identify the supplier who can provide the lowest price for the goods/services.

LOT 1-4 CRITERION	
Cost - 50%	Full weighting to be opened for evaluations at the further competiton stage
Quality - 30%	
Customer Service – 10%	
Delivery – 10%	
The scores will be carried through from the framework	

The sub-criteria at further competition stage will follow on from the weightings established in the framework, as per below.

Evaluation must be fair, transparent and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation. YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. Clarification responses, evaluation of further competition submissions, drafting of award letters and contracts and applicable Contract Award Notices are elements of the process that will need to be completed by the customer. Customers must inform YPO of the outcome of any further competition they undertake themselves.

When running a further competition, customers should award based on the most economically advantageous tender and must provide suppliers/providers with the methodology behind the evaluation, including the evaluation criteria and the weightings that are applied.

The selection/award criteria used to establish the framework agreement was:

CRITERION - ALL LOTS	PERCENTAGE WEIGHTINGS
Cost	50%
Quality	30%
Delivery	10%
Customer Service	10%

Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

Terms and conditions

Suppliers/providers awarded to the framework agreement have agreed to and signed YPO's standard Terms and Conditions. These can be amended by the CA and supplier/provider by mutual agreement to include additional terms to supplement the standard Terms and Conditions. A variation form is included in the standard Terms and Conditions document to allow customers and suppliers/providers to amend any terms if required.

Contact information

For further information or to discuss individual requirements, please use the contact details below:

Jo King
Category Buyer | Site Management
Tel: 01924 885946 | Email: jo.king@ypo.co.uk

STAGE 1
Initial Customer
Enquiry

- Customer contacts YPO for information
- YPO will send customer a copy of the User Guide, NDA and Access Agreement
- Customer completes and returns NDA and Access Agreement



STAGE 2
NDA/Access
Agreement Returned
to YPO

- Following receipt of signed NDA/Access Agreement YPO may send the customer a Further Competition Template, Bank of Optional Questions, and Framework Agreement Scope
- YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation
- Customer completes the documents and sends to YPO
- If the customer decides to undertake their own further competition YPO must be informed via e-mail



STAGE 3
Further Competition

- YPO can issue further competition documents to all suppliers/providers on the framework agreement if required by the customer
- YPO will manage any clarifications that are received from potential suppliers/providers (customers will need to provide clarification responses)
- At the submission closing date YPO will provide customers with access to all submissions
- Customers can then evaluate (offline) the submissions and prepare acceptance and rejection letters



STAGE 4
Contract Award

- YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal
- Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days
- A Contract Award Notice following any award via the framework agreement must be published within 30 days (YPO are able to do this on behalf of the customer if required)