

## 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 one of the largest public sector buying organisations in the UK 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.

## Overview

Start date:	2 September 2019
Expiry date:	1 September 2021
Extension(s) (if applicable):	Up to 1 September 2023
Contracting authority (CA) call-off period:	CAs can specify a contract period, based on the term that will best suit their requirements. YPO generally recommend a call-off period of no longer than 5 years
Contract notice ref. no:	2019/S 141-348181
Corrigendum (if applicable):	Not applicable
Potential maximum value:	£10,000,000
Geographical location(s):	National

## Specification, overview and lot structure

This framework has been divided into three lots:

LOT	DESCRIPTION	METHOD OF 'CALL-OFF' CONTRACTS
1	PPE Laundry	Further competition
2	General Laundry	Further competition
3	Contaminated Laundry	Further competition

### LOT 1 – SPECIALIST LAUNDRY AND MAINTENANCE OF STRUCTURAL FIRE FIGHTERS PPE ENSEMBLES

Services include (but not limited to) collection from and delivery to designated depot/stations, specialist handling and storage in accordance with BS EN:14065 (or equivalent/updated) standard.

All fire fighting kits/items will be logged and recorded on receipt at point of collection.

All services will also be logged and recorded and fed back to the customer to assist with any recording and traceability requirements.

All PPE garments are required to either be returned as a full kit per fire fighter in ready to wear condition or the customer is to be informed if any garments are to be condemned. All items which are to be assessed for contamination or repair must be done so to ensure that the finished garment is fit for purpose in line with manufacturer's instructions, and all repairs are conducted with certified material that matches the garment. Suppliers/providers will ensure that all finished garments are fit for purpose and comply with PPE standards. Through the life of the contract this must be the most up to date relevant PPE standard.

Full reporting capability should be readily available at all times to customers to detail the condition of a garment and full details of condemned items will be provided. Customers will have differing requirements but as a minimum the supplier will be able to provide reporting in terms of:

- Date garment collected
- Type of garment (i.e. bunker, tunic, flash hood etc.)
- No. of washes
- No. of patches
- Condemned item (and reason for condemning)
- Date garment returned to customer

At all times suppliers/providers must be complying with Directive 89/656/EEC – The use of Personal Protective Equipment at Work Regulations 1992 (as updated).

Pricing will be provided at further competition stage.

## Specification, overview and lot structure

### LOT 2 – GENERAL LAUNDRY

Services include (but not limited to) the collection, laundry and re-delivery of general items used within fire and rescue, police services, schools and local authorities etc, such as:

- Tea towels
- Bedding
- Blankets
- Uniforms

### LOT 3 – CONTAMINATED LAUNDRY

Services are to include (but not limited to) the collection and transportation of laundry that is deemed to be contaminated at source in accordance with BS EN: 14065 (or equivalent).

Garments which are contaminated need to be assessed and treated in accordance with the above standard (or equivalent) and fully laundered and dried in accordance with this standard also.

Garments should be reassessed after laundry to ascertain whether they are fit to be delivered back to the customer, or whether they need condemning and update the customer accordingly.

Examples of items which may be contaminated are:

- Custody blankets
- Bedding
- Clothing
- Uniforms
- Aprons
- Overalls
- Blankets
- Lab coats
- Bath robes
- Towels
- Aprons
- Automotive workwear

At all times suppliers/providers must be complying with Directive 89/656/EEC – The use of Personal Protective Equipment at Work Regulations 1992.

Pricing will be provided at further competition stage.

## Benefits of using the DPS

A Dynamic Purchasing System (DPS) is an electronic system established to purchase goods, works or services which remains open throughout its duration for the ongoing admission of suppliers/providers meeting the minimum selection criteria. A DPS also allows pre-qualified suppliers/providers to participate in customer's further competition for in scope services.

Benefits of using the DPS:

- YPO can fully manage the customer's further competition (call-off) process if required
- Flexibility to respond to changes in the market and offer local suppliers/providers and SME's the opportunity to bid and be awarded to the DPS
- Suppliers/providers not meeting the minimum standard for admittance onto the DPS can resubmit
- Reduced timescales – customers do not need to run a full OJEU procurement if procuring via the DPS
- Assured supplier standards – suppliers/providers appointed onto the DPS 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 call-off terms and conditions as established and previewed by eligible suppliers/providers, their own terms and conditions

---

## Suppliers/providers

The advantage of a DPS arrangement is that new suppliers/providers can be admitted during the term of the DPS, subject to them passing the mandatory minimum selection criteria. To request the latest supplier/provider list, please email [emergencyservices@ypo.co.uk](mailto:emergencyservices@ypo.co.uk)

At the time of returning the signed Non-Disclosure and Customer Access Agreement, customers can provide YPO with a list of their incumbent and local suppliers/providers that are not already awarded on to the DPS. YPO are then able to work on the customer's behalf with these suppliers/providers to explain the process and evaluate any subsequent submissions. Customers can then decide when to conduct the further competition.

## How to use the DPS

To access the DPS, customers should complete and return the Non-Disclosure and Customer Access Agreement. YPO can then pre-agree the level of support that might be required and can provide customers with templates, advice and guidance to undertake a compliant further competition.

Customers can undertake the further competition process themselves but must be aware that this is a resource intensive process and if customers undertake their own further competition YPO must be informed by emailing [emergencyservices@ypo.co.uk](mailto:emergencyservices@ypo.co.uk)

## How to award/call-off from the DPS

No direct award option is available under any DPS arrangement so a further competition is required. 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 response and must provide suppliers/providers with the evaluation methodology, including the evaluation criteria and the weightings applied to each criterion.

The selection criteria used to establish the DPS was:

CRITERION	PERCENTAGE WEIGHTINGS
Cost	30%
Quality	40%
Delivery and Customer Service	20%
Sustainability and CSR	10%

The weightings for cost, quality, delivery, customer service and added value can be re-opened for evaluation within the further competition. Customers can also set any appropriate KPI's and/or service levels within the quality award criteria.

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the further competition documentation.

---

## Terms and conditions

Suppliers/providers awarded on to the DPS have agreed to and signed YPO's Establishment Agreement Terms and Conditions. The call-off terms and conditions can be amended by the CA and supplier/provider by mutual agreement to include additional terms to supplement the DPS Establishment Terms and Conditions. A variation form is included in the DPS Establishment Terms and Conditions document to allow customers and suppliers/providers to amend any terms if required.

If the customer proposes any amendments to the DPS Establishment Agreement Terms and Conditions these must be provided to suppliers/providers in the further competition documentation. This will then allow all suppliers/providers on the DPS to consider any amendments and bid accordingly.

---

## Contact information

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

**Laura Megson**

Category Buyer | Emergency Services and Blue Light  
Tel: **07552 320097** | Email: **[laura.megson@ypo.co.uk](mailto:laura.megson@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
- Customer may provide YPO with a list of local suppliers/providers that need to be approached to be included onto the DPS
- YPO will evaluate the additional suppliers/providers in advance of the further competition

**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 DPS 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**

Additional Suppliers/Providers

- Any additional suppliers/providers can submit a response to be added to the DPS, and YPO will evaluate the submissions to ensure that they meet the minimum criteria
- YPO will inform the supplier of the outcome and the DPS will be updated with the new supplier/provider details

**STAGE 4**

Further Competition

- YPO will issue further competition documents to all suppliers/providers on the DPS. Suppliers/providers will be given a minimum of 10 days to submit their bid
- 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 the submissions and prepare acceptance and rejection letters

**STAGE 5**

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 (OJEU and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award