

Better value, delivered.



## Cleaning Equipment Hire and Servicing User Guide

Ref No: 998

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Giving you a helping hand to choose the right  
framework for your school





## About YPO

**We provide contractual solutions for schools all around the UK, helping you set up or renew contracts for a wide range of products and 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 public purse.

We can negotiate the best deal for you by combining your demands with those of other customers to create economies of scale. This means that you receive the best possible solutions and prices without ever having to compromise on service or quality.

Our team of experienced and qualified procurement professionals can offer you advice, guidance and expertise on procurement, as well as supporting you through the process if you need any extra help.

## Framework overview

**We've got a range of frameworks to help schools set up contract agreements with our supply base. But what exactly is a framework?**

**Framework:** A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Cleaning Equipment Hire and Servicing – 998   Facilities Management Framework	
Start date:	4 August 2020
Expiry date:	3 September 2022
Extension(s) if applicable:	Two x 12 month extensions
Contract notice ref no:	2020/S 050-119912
Contract award notice ref no:	2020/S 155-380472
Potential maximum value:	£5,000,000
Geographical location(s):	National





## Framework summary

Having the necessary heavy-duty equipment to keep your school clean is more important than ever before and we want to give you the option of being able to hire specific items. This framework covers the hire and servicing of all types of commercial cleaning machines including (but not limited to):

- Vacuums
- Scrubber dryers
- Burnishers
- Carpet cleaners
- Steam cleaners
- Sweepers
- Pressure washers

Category (lot)	Description	Method of awarding a supplier
1	<b>Hire of cleaning machines. Including but not limited to:</b> Scrubber dryers, ride-on scrubber dryers, steam cleaners, pressure washers, carpet cleaners, floor polishers.	Direct award
2	<b>Servicing and repair of cleaning machines. Including but not limited to:</b> Scrubber dryers, ride-on scrubber dryers, steam cleaners, pressure washers, carpet cleaners, floor polishers.	Direct award

### Benefits of using our facilities management frameworks:

1. Our solutions cover all your FM needs including ad-hoc requirements or longer-term contracts
2. An extensive range of national and local suppliers
3. Scope has been left open so you can shape the contracts to suit your school
4. Our frameworks offer FSM support following the government benefits voucher scheme
5. The FM team has years of first hand construction, local authority, primary, secondary and higher education and NHS buying experience





## Working with the supplier

### Direct award:

Because there's only three suppliers on this framework, we've been able to put in place an approved agreement with them which means a straightforward procurement process for you.

Get in touch with the education procurement team using the contact details below, for more information on how to get a quote for your school.

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## Suppliers on this framework

- Apex General Supplies and Maintenance Limited
- Dawsongroup Sweepers Limited
- Hako Machines Ltd

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## 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 customer 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.

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## Contact information

You can get in touch with the education procurement team for more information using the contact details below:



01924 834 960



educationprocurement@ypo.co.uk





# Glossary

## Framework

A framework is an agreement put in place with a supplier or a range of suppliers, allowing you to place an order for products (e.g. furniture, first aid equipment – something you can touch), services (e.g. energy, electronic kitchen management, cleaning etc) or works (e.g. building works) in a quick and easy way.

Frameworks are usually set up with large volume buying in mind. This doesn't mean that you need to purchase a large amount but when you add together all the potential customer spend or volume, you can often achieve better prices and/or value for money for everyone through buying in this way.

A framework agreement will contain a set of agreed terms and conditions that apply to any contract awarded under it. All our frameworks have been put in place to comply with the Public Contract Regulations. Any supplier awarded onto one of our frameworks will have had due diligence undertaken on them and each supplier will have been evaluated to make sure they have the right policies and procedures in place to deliver quality products, services and works to our public sector customers whilst achieving value for money.

## DPS

DPS stands for 'Dynamic Purchasing System'. A DPS is a procurement technique used by the public sector to purchase commonly used goods, works or services. A DPS differs from a framework because it's open to new suppliers to join at any time, as long as they meet our selection criteria. This means any new suppliers or a local suppliers you might already use (e.g. gardener, food provider etc) can apply to join at any time. We've got a number of DPS frameworks in place to meet the needs of our customers and allow for added flexibility.

## Contract

This is a legally binding agreement between you and one supplier. You're able to call off any framework agreement or DPS to meet your school's needs and only when a call off order is placed and accepted is a contract created. The five rules of contract formation will then be met.

These are:

1. Offer (The offer of work you've placed with the supplier)
2. Acceptance (by the supplier to fulfil your order)
3. Consideration (price)
4. Intention to be legally bound (issuing of the call off contract)
5. Capacity to contract (e.g. authorised signatures to the call off contract)





A framework on the other hand is not strictly a contract as no money has changed hands but is an overarching umbrella agreement under which contracts can be created. The framework doesn't commit either party to actually enter into a contract, but it does set out the terms and conditions, which will apply if a contract is created.

### Call Off

A call off is another way of saying 'placing an order'. You're able to call off any framework agreement or DPS to meet the needs of your school. Depending on how the framework's been set up, you might be able to carry out a direct award.

### Direct Award

A direct award is when all award criteria have already been evaluated for you and suppliers have been ranked based on who can offer the best quality solution at a good price. You'd go to the first ranked supplier and ask if they could meet your needs/ order at the price given. If that supplier can't, you'd then go to the second ranked supplier and so on until somebody can fulfil what you need. This process is quick and easy and can be done in a matter of days. Frameworks can be set up in two ways to either allow for a direct award or a further competition.

### Lot

This is usually part of the framework that's been broken down into smaller sections/ categories. Think of it like the YPO catalogue that's broken down into sections e.g. pens, paper, chairs. Frameworks are often broken down this way into smaller areas, to encourage small and medium sized enterprises or organisations the opportunity to bid for public sector contracts and encourage competition so we can deliver the best value to our customers.

The beauty of calling off a YPO framework or DPS is that the contract will have already been prepared for you with just the blanks to fill in. This will have been agreed with all the suppliers on the framework or DPS. Also, all suppliers have been pre-evaluated and checks carried out on them to make sure they're suitable. We can support you through the entire process and any special conditions can be easily added into the contract.

