

## 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.

## Framework overview

|  |                                       |
|--|---------------------------------------|
| <b>Start date:</b>                                 | 7 September 2021                      |
| <b>End date:</b>                                   | 6 September 2026                      |
| <b>Extension(s) (if applicable):</b>               | Not applicable                        |
| <b>Contracting authority (CA) call-off period:</b> | 4 Years                               |
| <b>Contract notice ref. no:</b>                    | 2021/S 000-008598 / 2025/S 000-054111 |
| <b>Corrigendum (if applicable):</b>                | Not applicable                        |
| <b>Potential maximum value:</b>                    | £5 Million                            |
| <b>Rebate:</b>                                     | 2%                                    |
| <b>Geographical location(s):</b>                   | National                              |

Reason for extension: The scope of the framework is under review and further market engagement is required to allow suppliers to properly engage with the new PA23. YPO are introducing a new e[1]tendering platform and an extension is required to avoid any such disruption to the procurement and the unnecessary expenditure of public funds in repeating partially complete activities as we switch tendering platforms.

## Specification, overview and lot structure

The purpose of this framework is to engage suppliers/providers to provide the design layout, supply, installation and maintenance of commercial catering equipment, as follows:

| LOT | DESCRIPTION  | METHOD OF AWARDING A SUPPLIER/      |
|-----|--|-------------------------------------|
| 1   | The Design Layout, Supply and Installation of Kitchen Refurbishment and New Build Projects | Further competition                 |
| 2   | The Supply and/or Install of Commercial Kitchen Equipment – Prime Cooking Equipment        | Direct award or further competition |
| 3   | The Supply and/or Install of Commercial Kitchen Equipment – Beverage Equipment             | Direct award or further competition |
| 4   | The Supply and/or Install of Commercial Kitchen Equipment – Ware Washing                   | Direct award or further competition |
| 5   | The Supply and/or Install of Commercial Kitchen Equipment – Food Preparation               | Direct award or further competition |

| LOT | DESCRIPTION   | METHOD OF AWARDING A SUPPLIER/ PROVIDER |
|-----|---|---|
| 6   | The Supply and/or Install of Commercial Kitchen Equipment – Heated and Ambient Display                | Direct award or further competition     |
| 7   | The Supply and/or Install of Commercial Kitchen Equipment – Refrigeration                             | Direct award or further competition     |
| 8   | The Supply and/or Install of Commercial Kitchen Equipment – Shelving and Storage                      | Direct award or further competition     |
| 9   | The Supply and/or Install of Commercial Kitchen Equipment – General Fabrication                       | Direct award or further competition     |
| 10  | The Supply and/or Install of Commercial Kitchen Equipment – Commercial Kitchen Extraction             | Direct award or further competition     |
| 11  | The Supply and/or Install of Commercial Kitchen Equipment – Cash Registers and Cash Collection Points | Direct award or further competition     |
| 12  | The Installation of Commercial Catering Equipment   | Further competition                     |
| 13  | The Maintenance and Servicing of Commercial Catering Equipment  | Direct award or further competition     |

## Benefits of using the framework agreement

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

Benefits of using the framework agreement:

- YPO can fully manage the customers further competition (call-off) process, if required
- Reduced timescales – customers do not need to run a full Find a Tender Service procurement if procuring via the framework agreement
- Assured supplier standards – suppliers/providers are ‘pre-qualified’ as to their general suitability
- 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

## Suppliers/providers

| SUPPLIER/<br>PROVIDER                                  | CONTACT<br>EMAIL  | CONTACT<br>PHONE<br>NUMBER |
|--|---|----------------------------|
| ABM Catering   | andy@abmgroup.co.uk   | 02920 497755               |
| BGL Rieber Ltd   | jon.walker@bglrieber.co.uk  | 01225 704470               |
| Williams Refrigeration                                 | hhendry@williams-refrigeration.co.uk  | 07768 751526               |
| Denby Catering<br>Equipment Ltd                        | info@dceonline.co.uk  | 01924 2000567              |
| And Serve Ltd  | edward@andserve.co.uk   | 07725 673690               |
| Electrolux   | paul.frost@electroluxprofessional.com   | 07889 073400               |
| Falcon Foodservice                                     | sales@falconfoodservice.com   | 01786 455200               |
| Hatherley Commercial<br>Services                       | kirstin@hscateringequipment.co.uk   | 01636 611221               |
| HK Projects t/a HK<br>(Kitchen & Bar<br>Solutions) Ltd | ang@hkprojects.com  | 0114 2995290               |
| Meiko UK Ltd   | lhackett@meiko-uk.co.uk   | 01753 215120               |
| North West<br>Catering Engineers                       | sales@nwce.co.uk<br>peter.overton@nwce.co.uk<br>david@nwce.co.uk<br>jake@nwce.co.uk | 07507 947355               |
| Pebble   | gemma.turner@mypebble.co.uk   | 0845 3101788               |
| Teasdale   | emma.teasdale@teasdaleltd.co.uk   | 0161 4805779               |

Providers by lot(s)

| Supplier/provider                                | Lot 1 | Lot 2 | Lot 3 | Lot 4 | Lot 5 | Lot 6 | Lot 7 | Lot 8 | Lot 9 | Lot 10 | Lot 11 | Lot 12 | Lot 13 |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|
| ABM Catering                                     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓      |        | ✓      | ✓      |
| BGL Rieber                                       |       | ✓     |       |       |       |       |       |       |       |        |        |        |        |
| And Serve LTD                                    |       | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     |       | ✓     | ✓      |        | ✓      |        |
| Electrolux                                       | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓      | ✓      | ✓      | ✓      |
| Hatherley Commercial Services                    | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓      |        | ✓      | ✓      |
| North West Catering Engineers                    | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓      |        | ✓      | ✓      |
| Denby Catering Equipment Ltd                     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓      | ✓      | ✓      | ✓      |
| Falcon Foodservice Equipment                     |       | ✓     |       |       |       |       |       |       |       |        |        |        |        |
| Pebble   |       |       |       |       |       |       |       |       |       |        | ✓      |        |        |
| Teasdale   |       |       |       |       |       |       |       | ✓     | ✓     |        |        |        |        |
| HK Projects t/a HK (Kitchen & Bar Solutions) Ltd | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓     | ✓      |        | ✓      |        |
| Meiko UK Ltd                                     |       |       |       | ✓     |       |       |       |       |       |        |        |        |        |
| Williams Refrigeration                           |       |       |       |       |       |       | ✓     |       |       |        |        |        |        |

## 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.

If the value of the procurement is over threshold which is currently £213,477 including VAT (for goods) the customer will need to comply with the Public Contract Regulations 2015 (PCR) To award any contracts under the Public Contracts Regulations 2015 you will need to establish who offers the most economically advantageous tender (MEAT)

The first steps will be to work out what products you need, and which lots these products falls within. Under the framework customers have the right to combine multiple lots and to carry out call-offs under the framework which involve combining two or more of the lots. Only suppliers/providers who are awarded to all lots for which the further competition is being carried out will be invited to compete.

### Direct award

YPO have already evaluated all bids received considering price, quality, social value and any other award criteria then they will draw up a leader board and award the framework to the organisation(s) who scored the highest and can offer the very best quality and value to the customer. YPO has officially notified all organisations who bid for the work and let them know the outcome. Those organisations who have been successful have already signed the agreed Terms and Conditions of the Framework Agreement and are shown in the table above.

It may be that you choose to go with the second ranked provider and if this was the case then you would need to be able to justify that they offer you the most economically advantageous tender for example – you could have spare parts for an oven you wish to purchase that overall would make the second ranked provider the MEAT. So, if you were to get a challenge from the top ranked provider then you can defend your decision with facts and evidence.

Direct award can only be used on this framework if the product requested by the customer forms part of the basket of goods requested in the original tender. If the product is different, then you must run a further competition, even if the value of the contract is under threshold (£213,477).

### Further competition

#### **In order to use Lot 1 and Lot 12 a further competition must be run**

A customer may choose to run a further competition where not all the terms governing the provision of the works, services and supplies concerned are laid down in the framework agreement, through reopening competition amongst the economic operators which are party to the framework agreement. For example – YPO do not hold a price for all the items you wish to purchase, or you wish to ask some award questions due to the complexity of the tender. Where a customer chooses to carry out a further competition this may be done by partly reopening some of the award criteria or re-opening all the award criteria.

Under the terms of the framework, the award criteria for this is as follows:

| CRITERIA FOR FURTHER COMPETITIONS     |   |
|---------------------------------------|---|
| Cost – 25%                            | The overall cost weighting is 25%. At further competition stage the % of the criteria to be re-competed is 100%. This would be 100% of the total 25% of cost. |
| Quality – 25%                         | These scores can be re-opened if the customer wishes or carried through from initial framework evaluation.  |
| Delivery – 20%                        | These scores can be re-opened if the customer wishes or carried through from initial framework evaluation.  |
| Customer service – 20%                | These scores can be re-opened if the customer wishes or carried through from initial framework evaluation.  |
| Social value and sustainability – 10% | These scores can be re-opened if the customer wishes or carried through from initial framework evaluation.  |

It is intended that each time a customer runs a further competition, the award decision will be based on the above criteria. YPO recommends that the weightings do not fluctuate by more than 10% at further competition stage. It is at the discretion of any customer conducting a further competition if they wish to alter the weightings by more than 10%. The responsibility and risk will be ultimately left with the customer conducting the further competition.

YPO can assist you with this and are able to run the ‘further competition’ or just ‘reopen’ the pricing for you. If pricing is only re-opened, you would need to add the pricing scores to the non-pricing scores to establish MEAT. However, due to the value of the procurement it may be that you would want to ask some specific customer service and delivery type questions that are important to you. The further competition route may be the better option for you and allow you to have one overarching contract across all lots for you to manage.

Evaluation must be fair and 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 weightings for cost, quality, delivery, customer service and CSR 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.

## 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

**Kayley Marchinton**

Category Buyer | Catering and First Aid

Tel: **01924 834857** | Email: **kayley.marchinton@ypo.co.uk**

**Katey Stothard**

Assistant Category Buyer | Catering and First Aid

Tel: **01924 834859** | Email: **katey.stothard@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**  
NDS/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)