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User Guide | Ref No: 001192

Groundscare Machinery, Equipment and Tools

Framework Agreement





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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.

Overview

Start date

07.11.2023

Expiry date

06.11.2027

Extension(s) (if applicable)

Not Applicable

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 4 years, or in some cases, CAs will make a one-off purchase and the contract then, will be until the Purchase Order has been fulfilled, or warranty has expired.

Contract Notice reference number

2023/S 000-022565

Rebate

1% on spend, payable by the supplier/provider.

Free to access and utilise by all public sector customers.

Geographical location(s)

National

Specification, Lot Structure and Award Criteria

YPO have appointed Suppliers on to the new 1192 Framework Agreement for the Supply, Purchase and Contract Hire of Groundscare Machinery (GM), Equipment and Tools which will cover handheld GM equipment, GM Utility Vehicles and GM equipment up to 3.5 tonne in weight including but not limited to:

- Mowers of various configuration
- Agricultural and Utility Tractors
- Electrical and Flatbed Trailers
- Chippers and Shredders
- Groundscare Utility Vehicles
- Handheld Equipment such as Blowers/Vacuums, Strimmers, Saws and Pruners

All Lots include the option for Further Competition and/or Direct Award except for Lot 20 which is Further Competition only. All Lots have the option to Purchase or Contract Hire and can include the servicing, maintenance and end of life for your Equipment if this fits your requirement.

The Framework can be accessed by all Public Sector bodies including Local Authorities, NHS, Housing Associations, Education Establishments, Blue Light and many more. For a full list of eligible customers and to check if your organisation can use YPO Frameworks, please see the permissible users list [here](#).

Providers were assessed on the following criteria which has been used to establish the Framework:

Award Criteria (All lots)	Percentage weighting
Cost	50%
Non-cost (may include Customer Service, Delivery, Account Management, Environmental Sustainability, Innovation and/or Added Value etc.)	30%
Social Value	20%

To access further Direct Award information and/or Further Competition templates for this Agreement, Customers must sign and return the Access Agreement. This simply acts as a Non-Disclosure Agreement (NDA) and does not commit the customer into utilising the Framework.



Structure of the Framework

Lot	Description	Method of Call-off Available
01	Purchase and/or Contract Hire of Pedestrian Rotary Collector Mowers	Further Competition and Direct Award
02	Purchase and/or Contract Hire of Pedestrian Cylinder Mowers	Further Competition and Direct Award
03	Purchase and/or Contract Hire of Ride-on Rotary Mid-deck Mowers	Further Competition and Direct Award
04	Purchase and/or Contract Hire of Ride-on Flail Mid-deck Mowers	Further Competition and Direct Award
05	Purchase and/or Contract Hire of Ride-on Zero-turn Mowers	Further Competition and Direct Award
06	Purchase and/or Contract Hire of Ride-on Out-front Rotary Mowers	Further Competition and Direct Award
07	Purchase and/or Contract Hire of Ride-on Triple Flail Mowers	Further Competition and Direct Award
08	Purchase and/or Contract Hire of Ride-on Wide Area Rotary Mowers	Further Competition and Direct Award
09	Purchase and/or Contract Hire of Slope/Embankment Mower	Further Competition and Direct Award
10	Purchase and/or Contract Hire of Agricultural Tractors	Further Competition and Direct Award

Lot	Description	Method of Call-off Available
11	Purchase and/or Contract Hire of Utility Tractors	Further Competition and Direct Award
12	Purchase and/or Contract Hire of Flatbed Trailers	Further Competition and Direct Award
13	Purchase and/or Contract Hire of Electric Tipping Trailers	Further Competition and Direct Award
14	Purchase and/or Contract Hire of Blowers/Vacuums	Further Competition and Direct Award
15	Purchase and/or Contract Hire of Powered and Non-Powered Saws	Further Competition and Direct Award
16	Purchase and/or Contract Hire of Chippers/Shredders	Further Competition and Direct Award
17	Purchase and/or Contract Hire of Strimmers	Further Competition and Direct Award
18	Purchase and/or Contract Hire of Hedge Cutters/Trimmers/Pruners	Further Competition and Direct Award
19	Purchase and/or Contract Hire of Groundscare Utility Vehicles	Further Competition and Direct Award
20	Purchase and/or Contract Hire of Associated Groundscare Equipment/Tools and/or Miscellaneous Items	Further Competition only

How to use the Framework and its Benefits

YPO's Framework Agreements are established to allow customers to purchase goods, works or services from suppliers/providers via either Direct Award or Further Competition.

Benefits of using the Framework Agreement:

Frameworks can be considered as a procurement tool that helps to connect suppliers with public sector organisations. YPO's Frameworks are usually established by following what is known as the 'open' procedure (a tender process). Currently, this means that suppliers from around the world can bid for a place on Frameworks and have the opportunity to work with public sector organisations. Frameworks provide access to a pre-approved list of suppliers, meaning the public sector organisation does not need to run its own open procurement procedure and can offer its opportunity to a smaller number of suppliers.

YPO Frameworks are managed by the Framework 'owner' so public sector organisations can be sure that the suppliers on the Framework are undergoing

regular due diligence checks. Suppliers were assessed on their capacity and capability as a Groundscare Machinery Supplier through an evaluation focused upon quantitative and qualitative criteria, delivery and customer service, and social value and sustainability. The aim of this YPO Framework is to give Contracting Authorities (CA) the ability to assess Suppliers' capabilities to meet against their requirements, through utilising national and regional Suppliers. CAs will have the ability to carry out a Direct Award or Further Competition through their own internal process or via YPO's e-tendering portal. The YPO portal can be used to run your Further Competition(s).

In accordance with the PCR 2015, Direct Award orders may be placed under this Framework Agreement provided the CA can objectively identify which Provider offers the most economically advantageous offer for their specific requirements from the information at Framework establishment stage. Where this cannot be identified, the customer requirements are bespoke, or the customer wishes to re-open

competition then a competed Call-off Contract(s) will be awarded following a Further Competition. Customers conducting a Further Competition will write their own specification around their own requirements which will be evaluated and scored at Further Competition stage based on the Further Competition award criteria as set out in this Tender exercise.

CAs, at their own risk, may choose to Direct Award, however, the most compliant route to market for this Framework Agreement, is to run a Further Competition process CAs can establish their full requirements, pricing and own contract.

A Direct Award is where a CA carries out an assessment on the criteria set in the YPO Framework documentation to decide which Supplier they can directly award a call-off to. A Further Competition gives contracting authorities the ability to create a specification, method statements (questions) and pricing that is relevant to their own organisation for a compliant procurement process.



How to carry out a Direct Award from the Framework

To access the Framework Agreement, Contracting Authorities (CAs) should complete and return the Customer Access Agreement. This can be found on the YPO website under 'Documents' for this Framework. Please obtain a unique reference number (URN) from the Fleet Services Team for adding to your call-off and award documents.

CAs can carry out the assessment for a Direct Award on all Suppliers that are listed on the relevant Lot(s), or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process, details of these are on page 7.

So long as CAs can objectively identify which Provider offers the most economically advantageous offer for their specific requirements, CAs can award directly to the provider(s) listed. Where this cannot be identified, or your requirements are bespoke or if you wish to re-open competition, you will then need to run a Further Competition to award your contract to the winning supplier(s). See page 7 for information regarding Further Competitions.

CAs will be responsible for their assessment of Suppliers for a Direct Award, which should be based on Quality, Price, Delivery, Customer Service, Social Value, and Sustainability. For more information on the suppliers please contact YPO on the contact details given on page 10.

To enable CAs to assess Suppliers, please request the Direct Award Master sheet from the Fleet Services Team for the Equipment overview, Lots and Suppliers awarded to those Lots. This document can be manipulated to allow CAs to filter down based on their requirements for individual pieces of equipment. Upon completion of filtering for your requirements, if one supplier is identified at the end, CAs can award to that Supplier. In the event of more than one provider being identified as suitable, the call-off contract will be awarded to the provider who meets further criteria relevant to individual customer's requirements, or the CA should run a Call for Competition to remain compliant.

Anything not listed within this Master sheet document, CAs should utilise Lot 20 and run a Further Competition process for these pieces of equipment.

At Direct Award stage you need to provide the Supplier with the relevant information to deliver the goods/ service you require.

The following needs to be completed for a Direct Award by advising the Supplier of the following:

- Review the call off terms and conditions. Please contact Fleet Services at YPO: fleet@ypo.co.uk for this document.
- Complete the order form that is provided at Appendix 2 in the call-off terms and conditions.

Ensure you add within the order form any bespoke terms and conditions within your order (please note these must be agreeable by both parties) prior to commencement of the call off agreement and that you input the URN obtained from YPO. Please also make sure to include the title of Framework every time you complete your confirmation of award.

YPO can support CAs with the set-up of a Direct Award to ensure the most advantageous outcome:

- Assessment of your needs and advice on the best approach
- Market and supplier insights
- Technical know-how on how to procure specific service, works or product
- Assistance in the completion of the documentation
- Advice on the call-off terms and conditions
- Advice on the KPIs
- Assistance with or management of the supplier pre-engagement

CAs must inform YPO of the outcome of any Call for Competition they undertake themselves. This includes completing the confirmation of award template and returning to fleet@ypo.co.uk.

Standard Call-off Contracts will be executed by the issue of a Call-off Order from YPO or the relevant OCA, to the Provider and acceptance by the Provider of such Call-off Order. All Direct Award orders placed will be on the Call-off Terms and Conditions for this Framework.

Carrying out your Further Competition

To access the Framework Agreement, CAs should complete and return the Customer Access Agreement. This can be found on the YPO website under ‘Documents’ for this Framework.

CAs will be able to evaluate Suppliers on Quality, Cost, Delivery and Customer Service, Social Value and Sustainability in their Further Competition. The CA will be responsible for the Further Competition process, with assistance from YPO on documentation review if required. Please obtain a unique reference number from the Fleet Services Team for adding to your suite of Further Competition documents. CAs can carry out a Further Competition based on the below criteria:

This will allow for CAs to carry out Further Competitions with weightings as set out below, the total percentage must add up to 100%. Please note you can vary your weightings up to the +/- tolerance for each of the criteria as set out in the ITT documentation, demonstrated below, any variations above this threshold are at the sole risk of the CA. CAs can carry out a Further Competition on all Suppliers, for the relevant Lot(s) and can use the sub criteria as set out below. CAs will need to create a Further Competition either via the YPO e-Tendering system or if you prefer to do so, via your own e-Tendering systems and internal processes. Eligible suppliers are already set up ready to receive customer opportunities on the YPO e-Tendering system, so by having YPO

help facilitate this for you, you are saving yourself time and making the process easier for the supplier

YPO can assist with the production of specifications, example qualitative questions, pricing schedules and evaluation criteria to undertake a Further Competition, templates can also be provided upon request, please contact Fleet Services at YPO; fleet@ypo.co.uk. Or CAs can use their own template documents if they prefer. The Further Competition should meet the criteria provided in this document. There are no set questions for CAs to include in their Further Competition, we would suggest that these are related back to your individual specification/requirements.

Once you have created your Further Competition suite of documents you are required to publish the documents to all Suppliers that meet your sub-criteria. This document can be published via your own internal processes or by following the guidance in this user guide and YPO assisting with the facilitation of your Further Competition. There are no minimum or maximum timescales that a Further Competition should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that Suppliers have sufficient time to respond to your Further Competition template, the larger the requirement, the longer the Further Competition will need to be published for.

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Criteria	Percentage weightings
Cost	50% (re-opened at Further Competition stage) +/- 40% tolerance
Non-Cost (may include Customer Service, Delivery, Account Management, Social Value, Environmental Sustainability, Innovation and Added Value etc.)	30% (re-opened at Further Competition stage or scores carried through from the initial Framework evaluation stage) +/- 20% tolerance
Social value	20% (re-opened at Further Competition stage) +/- 10% tolerance

Carrying out your Further Competition (Continued)

Once the deadline has ended, the response documents should be evaluated in accordance with the award criteria in the Further Competition. Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the suppliers/providers within the Further Competition documentation. Clarification responses, evaluation of Further Competition submissions, drafting of award letters and contracts and applicable Contracts Finder Notice are elements of the process that will need to be completed by the CAs. CAs must inform YPO of the outcome of any Further Competition they undertake themselves. This includes completing the confirmation of award template and returning to fleet@ypo.co.uk.

When running a Further Competition, CAs should award based on the most economically advantageous tender (MEAT) and must provide suppliers/providers with the methodology behind award of a contract. A 10-day standstill period is then voluntary under the YPO Framework. YPO would suggest carrying out a standstill period for a long term or high value call-off contract.

Review the call off terms and conditions provided by YPO and ensure you add any supplementary information/amendments within the order form for any bespoke terms and conditions within your order prior to commencement of the call off agreement. Please note these must be agreeable by both parties.

CAs will be able to see the following documentation to support the creation of their Further Competition and award of the contract:

- Further Competition documents or Request for Quote Letter
- Call-off contract terms and conditions
- Award and rejection letters

Standard Call-off Contracts will be executed by the issue of a Call-off Order from YPO or the relevant OCA, to the Provider and acceptance by the Provider of such Call-off Order. Best practice of all orders placed should be on the Call-off Terms and Conditions, however, at their own risk, CAs can use alternative T&Cs which must be presented to the Provider at Further Competition stage.



Suppliers

Awarded Supplier lists are available on the YPO website, if you would like individual Lot break downs and scope, please contact fleet@ypo.co.uk.

As part of the tender process YPO asked each Supplier to give an overview of their organisation, this should support CAs to understand the Suppliers in more detail where they have shared information about their capability and experience.



Terms and Conditions

YPO has agreed a set of Framework terms and conditions: these are between YPO and the Supplier. These Framework terms and conditions cannot be amended by the contracting authority or the Supplier. To supplement the Framework Terms and Conditions, YPO has created call-off terms and conditions for Contracting Authorities to put in place with the Supplier.

The call-off terms and conditions can be utilised to ensure that they fit your requirements and if both parties agree, they can be amended to support the delivery of the service/equipment.

Once the call-off terms and conditions are agreed you will need to specify these within the order form under the “amendment to terms and conditions” section. The order form then forms the legally binding contract between you the Customer and the Supplier.

Contact Information

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

Fleet Services Team

fleet@ypo.co.uk

Name	Kate Clayton
Job title	Buyer – Fleet
Telephone	07827 368203
Email	Kate.Clayton@ypo.co.uk

[Email Kate »](mailto:Kate.Clayton@ypo.co.uk)

Name	Joanna Szeszol
Job title	Assistant Buyer – Fleet
Telephone	07776 775084
Email	Joanna.Szeszol@ypo.co.uk

[Email Joanna »](mailto:Joanna.Szeszol@ypo.co.uk)



Stages 1 to 4

Stage 1 Initial Customer Enquiry	<ul style="list-style-type: none">• Customer contacts YPO for information• YPO will send the customer a copy of the User Guide if required and Access Agreement• Customer completes and returns the Access Agreement to YPO
Stage 2 Access Agreement Returned to YPO	<ul style="list-style-type: none">• Following receipt of signed Access Agreement YPO may send the customer a Further Competition Template, and Framework Agreement Scope• YPO will provide the customer with a unique reference code for the Further Competition, which must be referenced on all documentation• Customer completes the documents and sends back to YPO• If the customer decides to undertake their own Further Competition process, YPO must be informed via e-mail and issue out a unique reference code
Stage 3a Further Competition	<ul style="list-style-type: none">• YPO can issue Further Competition documents to all suppliers awarded onto Lots being called off from, 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 3b Direct Award	<ul style="list-style-type: none">• YPO will send the Direct Award master sheet, if required by the customer• Customer assesses their requirements against the master sheet to establish one supplier/provider they can Direct Award to• Customer will inform YPO of the supplier/provider and contact details will be provided for Customers to contact their supply directly• YPO will advise the supplier/provider additionally to the Customer of the award following the return of the confirmation of award document
Stage 4 Contract Award	<ul style="list-style-type: none">• For Direct Awards, YPO will issue a Confirmation of Award document. Customer completes and returns to YPO.• Customer can then place their order directly with their 'MEAT' supplier/provider• A Contracts Finder Notice following any award via the Framework Agreement must be published within 30 days by the Contracting Authority

