

Fire Safety Equipment and Associated Products and Services Framework Agreement

User Guide

Ref No: 994





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:	1 January 2020
Expiry date:	31 December 2021
Extension(s) (if applicable):	2 x 12-months
Contracting authority (CA) call-off period:	4 years
Contract notice ref. no:	2019/S 194-471662
Corrigendum (if applicable):	N/A
Potential maximum value:	£6 million
Geographical location(s):	National

Specification, overview and lot structure

This framework is for the supply of fire safety equipment and associated products and services.

The framework provides customers with a route to market for the supply of products and services, 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.

Lots 1 - 4

The original tender document contained a list of products and their specifications. The individual product lines have been awarded to the supplier/provider which offers the best value for money for that product in line with the award criteria based on the qualitative and commercial scores.

For direct orders, customers can direct award to the suppliers/providers listed in this user guide, based on the pricing provided by YPO. Please ensure 'YPO contract reference 994' is quoted on all purchase orders.

On lots 1 – 4, if the end user is not able to identify a supplier/provider who can provide goods/services which offer best value or need to include additional service or delivery requirements, then end user has the option to undertake a further competition involving all suppliers/providers who are capable of supplying the goods/services required.

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

Specification, overview and lot structure

LOT 1 – FIRE SAFETY EQUIPMENT - SUPPLY ONLY

Suppliers/provider(s) are required to be able to deliver a range of products under the heading of 'Fire Safety Equipment'.

The minimum specification is detailed below. These products represent a range of products featured in the current YPO catalogue and suppliers/providers will be required to supply a full range of products that may reasonably fall under the heading of 'Fire Safety Equipment' for both customers and the YPO requirement.

Equipment should be supplied to the following standards (or equal):

BS EN 3-10:2009 - Portable fire extinguishers
BS EN 1869:1997 - Portable fire blankets

ITEM NO.	CURRENT YPO REF CODE	TENDER DESCRIPTION
1	D70184	Disposable 1kg Dry Powder Extinguisher
2	D70177	2kg Dry Powder Vehicle Extinguisher
3	D70172	3kg Dry Powder Extinguisher
4	D70170	2kg CO ² Extinguisher
5	D70193	5kg CO ² Gas Extinguisher
6	D70176	2 Litre Foam Vehicle Extinguisher
7	D70171	6 Litre Foam Extinguisher
8	D70173	6 Litre Wet Chemical Extinguisher
9	D70174	Fire Blanket 1.2 x 1.2 Metre
10	D70192	Theft Stopper
11	D87620	Door Guard
12	D70180	Fibre Glass Single Extinguisher Stand - Red
13	D70181	Fibre Glass Double Extinguisher Stand - Red
14	D70179	Fire Log Safety Book
15	D31526	Fire Book Log Wall Holder
16	D70190	Single Extinguisher Protection Box
17	D70191	Double Extinguisher Protection Box
18	D70178	Fire Marshall Kit – to include: Fire Marshall Hi Vis Waistcoat x 1 Gas Horn x 1 Snap Lights x 6 Fire Marshall Arm Band x 1 Emergency Whistles x 6 Mini Megaphone x 1 Torch x 1
19	D70178	Fire Bucket with Lid

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LOT 2 – SERVICE OF FIRE SAFETY EQUIPMENT – FULLY INCLUSIVE SERVICE

DESCRIPTION/REQUIREMENT

The supplier/provider shall provide three services (lot 2, lot 3 and lot 4) in respect of annual service and maintenance of portable fire equipment as detailed below. Selection shall be dependent on the customer's individual requirements.

Please note: For lots 2 - 4, suppliers/providers must enter a bid to supply all three lots. YPO does not intend to split supply of these lots and requires suppliers/providers who can service all three types of service plan. Suppliers/providers who enter a bid for individual lot(s) only will be excluded.

Definition of small parts – small parts (for any make or model of equipment) defined as but not limited to the following:

- 'O' ring/washer
- 'O' ring hose/horn
- Safety device/OK
- Anti-tamper tag
- Gauge glass patch

Definition of large parts – large parts (for any make or model of equipment) defined as but not limited to the following:

- CO² cartridge, 58gr/78gr
- Re-pressurise
- Standard head cap
- Standard Discharge hose
- CO² horn
- CO² hose and horn

Fully Inclusive Service

The Fully Inclusive Service shall be a set price that includes all elements of a service visit carried out by the supplier/provider.

The Fully Inclusive Service terms the following as a minimum included in the one price:

- 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 and including re-positioning
- 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 Fully Inclusive Service terms the following as subject to individual price charges:

- Site attendance fee

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Tenderers should levy one charge per site not per building unless the customer requests a service report for each individual building on site in which case the site attendance fee will be charged for each building requiring said service report (service report is included in the site attendance fee). Tenderers should make clear how their site attendance fee is calculated.

- 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 OF FIRE SAFETY EQUIPMENT – SEMI INCLUSIVE SERVICE

DESCRIPTION/REQUIREMENT

Semi Inclusive Service

The Semi Inclusive Service shall not include all elements of lot 2.

Definition of small parts – Small parts (for any make or model of equipment) defined as but not limited to the following:

- ‘O’ ring/washer
- ‘O’ ring hose/horn
- Safety device/OK
- Anti-tamper tag
- Gauge glass patch

Definition of large parts – Large parts (for any make or model of equipment) defined as but not limited to the following:

- CO² cartridge, 58gr/78gr
- Re-pressurise
- Standard head cap
- Standard discharge hose
- CO² horn
- CO² hose and horn

The Semi Inclusive Service terms the following as a minimum included in the one price:

- Service inspection and remedial works of each piece of equipment
- Supply and fit of small parts
- Supply and fit of all large parts
- Re-fixing of equipment to walls, if lose and including re-positioning

The Semi Inclusive Service terms the following as subject to individual price charge:

- Site attendance fee

Tenderers should levy one charge per site not per building unless the customer requests a service report for each individual building on site in which case the site attendance fee will be charged for each building requiring said service report (service report is included in the site attendance fee). Tenderers should make clear how their site attendance fee is calculated.

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- Removal and disposal of condemned equipment
- 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 OF FIRE SAFETY EQUIPMENT - BASIC SERVICE

DESCRIPTION/REQUIREMENT

Basic Service
The Basic Service shall be separate charges for each individual element of a Basic Service visit carried out by the supplier/provider.

The Basic Service terms the following as subject to individual price charges:

- Site attendance fee

Tenderers should levy one charge per site not per building unless the customer requests a service report for each individual building on Site in which case the site attendance fee will be charged for each building requiring said service report (service report is included in the site attendance fee). Tenderers should make clear how their site attendance fee is calculated.

- Service inspection of each piece of equipment
- Environmental disposal
- 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
- 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

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LOT 2, 3 AND 4 – ADDITIONAL INFORMATION

LEGISLATIVE REQUIREMENTS, STANDARDS AND WARRANTIES

Inspection and Service visits

- The inspection and service of portable fire equipment are required to ensure that such equipment is 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 5306:2015 Part 3 and BS 6643
- Inspection and testing of fire extinguishers shall be carried out by the supplier/provider at such a place or places in or about the vicinity of the site as may be indicated to the supplier/provider 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 supplier/provider shall take appropriate and timely action to remedy the faults in accordance with the general instructions and guidelines given in the Service Specification section below.
- The supplier/provider shall charge for such visits as per the agreed framework pricing terms for site visits.
- The supplier/provider shall maintain a list of customers and their sites accessing the framework. This list will be made available to ESPO and YPO at any time on request.
- All equipment required for purposes of inspecting and maintenance shall be provided by the supplier/provider. 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 supplier/provider 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 and any resulting call-off contract.
- These visits will take place every 12 months for each item of equipment.
- The customer reserves the right to alter this frequency, if required, due to individual site need.

The supplier/provider shall consolidate site service visits, where possible to do so.

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Notice of Service visits

- The supplier/provider shall inform all customers of the proposed dates for service visits by giving at **least three weeks' notice and taking into account school term times and holiday periods**. The supplier/provider shall obtain agreement to the visit date from the customer concerned. The notification/agreed appointment may be carried out either by post, e-mail or telephone. Whatever method there must be reached 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 supplier/provider shall notify the site if they are unable to meet requested dates for visits.

The customer shall reserve the right for the site to refuse the supplier/provider access should no notification been made by the supplier/provider to the site/customer 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 supplier/provider in accordance with BS 5306-3:2017 or the up to date legislation.
- The supplier/provider when carrying out the service shall have particular regard to the following up to date British Standards or equivalent and any other related BS or Codes of Practice in operation:

BS 5306-3:2017 – Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice.

BS 5306-9:2015 – Fire extinguishing installations and equipment on premises. Recharging of portable fire extinguishers. Code of practice.

BS 5306-8:2012 – Fire extinguishing installations and equipment on premises. Selection and positioning of portable fire extinguishers. Code of practice.

BS 5306-0:2011 – Fire protection installations and equipment on premises. Guide for selection of installed systems and other fire equipment.

BS 5306-1:2006 – Code of practice for fire extinguishing installations and equipment on premises. Hose reels and foam inlets.

BS 5306-4:2001+A1:2012 – Fire extinguishing installations and equipment on premises. Specification for carbon dioxide systems.

BS 5306-5.1:1992 – Code of practice for fire extinguishing installations and equipment on premises. Halon systems. Specification for halon 1301 total flooding systems.

BS 5306-5.2:1984 – Code of practice for fire extinguishing installations and equipment on premises. Halon systems. Halon 1211 total flooding systems.

- Inspection and testing of fire extinguishers shall be carried by the supplier/provider at such place or places in or about the vicinity of the site as may be indicated to the supplier/provider by the site.
- The supplier/provider shall ensure that they have available the number and types of spare parts that might be required to service the extinguishers and other equipment on site.
- The supplier/provider shall include in the service report a statement of any deficiencies on equipment whether placement, condition, or otherwise and its location.

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Evaluation of Fitness for Service

- The supplier/provider shall evaluate condition of extinguishers and other portable equipment as specified within BS 5306-3:2017 or the most up to date legislation.
- Defective extinguishers, and other portable equipment, shall be identified by the supplier/provider as placed in one of the following categories:
 - “Condemned”
 - “Not Maintained”
- Any portable fire equipment that is classified by the supplier/provider as “Condemned” shall be retained by the supplier/provider for a maximum of 6 weeks for inspection by the customer or customer’s representative 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 and/or replaced by the supplier/provider, then removed from its designated place and marked “Condemned”.
- The supplier/provider 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 supplier/provider 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, suitable to the site/location subject to site agreement and supplied/fitted in accordance with manufacturer’s instructions.
- The supplier/provider shall remove and dispose of condemned equipment in accordance with the manufacturer’s instructions and latest legislation.

“Not Maintained” Equipment

- If when carrying out a service visit the supplier/provider does not have the necessary spare parts to replace missing or faulty parts of any portable fire equipment, the supplier/provider shall interrupt the maintenance, remove the said equipment from its designated place and mark it “Not Maintained”.
- The supplier/provider shall state on the service report for the reason for the interruption and the location of the not maintained equipment.
- The supplier/provider 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 are unobtainable the supplier/provider shall make the equipment “Condemned”.
- The supplier/provider shall state on the service report the reason for being condemned and recommend to the site an immediate replacement.

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Replacement of Equipment or New Equipment – Supply and Install

- No equipment shall be supplied by the supplier/provider 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 with the latest BS 5306-3:2017 or the up to date legislation.
- BS 5306-O:2011; BS 5306-8:2012; BS EN 1869:2019, BS 7944:1999; BS EN 671 and any other related and relevant British Standards.
- New extinguishers shall not be supplied with re-charged cartridges.
- If the supplier/provider is required to fix wall mounted equipment, they must ensure that brackets are fixed thereto with screws of an adequate length to attain a rigid and secure adhesion to the wall. The supplier/provider shall be fully qualified to carry out such work and have the necessary equipment to detect hidden cables, pipe work etc.
- The supplier/provider 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 supplier/provider to check and obtain permission to work before any drilling or fitting of screws into walls etc can take place.
- The supplier/provider shall ensure that spare extinguishers are held in service vehicles in order to provide immediate replacement, if required by the site.

Commission Payment to Supplier's/Provider's Employees

- At no time shall the supplier/provider make payment of commission to its employees assigned to working on provision of the services under the framework.
- The supplier/provider 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 supplier/provider shall recharge extinguishers in accordance with procedures outlined in Annex D of BS 5306-3:2017 together with those specified by BS 5306-9-2015 or the up to date legislation.
- Water Based: Before recharging, water-based extinguishers (including foam extinguishers) shall be thoroughly washed out with clean water by the supplier/provider. The supplier/provider 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 EN25923:2012; BS6535-1:2014; ISO 5923:2015 and shall be the correct type and size (capacity and dimensions).
- The supplier/provider 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.

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Fire Blankets

The supplier/provider shall inspect that fire blankets comply with BSEN 1869:2019 or the up to date legislation 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 supplier/provider shall report to the customer that the blanket cannot be inspected. It is the responsibility of the customer to take the appropriate action for the disposal of the blanket and its subsequent replacement unless agreed with the supplier/provider to dispose.

Hose Reels

The supplier/provider 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 supplier/provider to replace those found to be unsuitable for continued service.
- The supplier/provider shall report where it has been necessary to replace items but not limited to 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 supplier/provider 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 supplier/provider 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 if the parts are not included in the small or large parts list, i.e. the fitting charge shall be included in the service cost of the service visit or follow up visit if required, no additional fit or labour charge is acceptable.
- Any removed faulty part, shall be retained by the supplier/provider for a maximum of 6 weeks for inspection by the customer, if they so wish to do so.

Fire Safety Signs

The supplier/provider shall inspect the site in relation to fire safety signs and conformity to:

- The Health and Safety (Safety Signs and Signals) Regulations 1996, BS EN ISO 7010:2012;
- BS 5499-4:2013; BS-5499-10:2006;
- The supplier/provider shall include in the service report a statement of any deficiencies in signage.

No signage shall be supplied by the supplier/provider without the written authorisation to do so by the site in the form of a written order, or as otherwise agreed by the customer.

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Maintenance Label

- All portable fire equipment shall be labelled by the supplier/provider with a maintenance label and the date inserted thereon by the supplier/provider at each annual inspection, and discharge test in the case of extinguishers, carried out by the supplier/provider.

Documentation

- In accordance with BS 5306-8:2012 the information may be amalgamated to form one document by the supplier/provider.

Service Reports

Following the service visit, the supplier/provider shall be required to complete a written service report on all items serviced and appropriate signage including but not limited to:

- The written service report which shall advise the site as a minimum:
 - 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 supplier/provider 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 supplier/provider.
- The supplier/provider 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 supplier/provider
- The service report shall include details of any equipment, which in the supplier/provider's reasonable opinion is nearing the end of its expected life and needs either replacing or a major overhaul.
- Subject to agreement with the customer, the supplier/provider may provide service reports in hardcopy or electronic means. However, both methods require the supplier/provider to obtain a physical signature from the site whether on a hardcopy report or a hand-held electronic device.

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Certificate of Inspection

- On completion of the service visit the supplier/provider 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 supplier/provider and the site.
- A numbered certificate of conformity is to be provided by the supplier/provider to the site to confirm the following:
 - All equipment at the site have been serviced, fixed and/or mounted in accordance with BS 5306-3:2017
 - All fire extinguishers conform to 5306-3:2017; BS 5306-8:2012 and any other related British Standard;
 - All hose reels conform to BS 5306-1:2006;
 - All fire blankets conform to BS EN 1869:2019;
 - 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 supplier/provider shall forward a fully detailed and costed repair estimates or quotation to the site for repairs or remedial action not covered under the service plan carried out during the service visit or for repairs required between scheduled service visits.
- Such estimates or quotations shall provide for all costs including cost to return to site, etc.
- The supplier/provider shall not carry out such repairs until an official order has been received from the site concerned.

Repair Visits Subsequent to Inspection Visits

- The supplier/provider 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 supplier/provider shall not carry out such repairs until an official order has been received from the site concerned.
- The supplier/provider shall be required to complete the remedial work within 2 weeks of receiving instructions, subject to satisfactory arrangements being made with the site concerned. If the necessary work cannot be carried out within 2 weeks e.g. due to waiting for parts, the supplier/provider shall inform the site concerned in writing.

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Additional Visits to Carry Out Repairs, Recharges or Emergency Repairs

- The supplier/provider 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 supplier/provider shall respond within 7 days for normal repairs and within 48 hours for emergency repairs.
- The supplier/provider shall charge for such visits as per the agreed framework or call-off contract pricing terms in respect of repair visits.
- The supplier/provider 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 supplier/provider shall carry out the routine service visit at the same time; if practicable and acceptable by the site to do so.
- The supplier/provider shall charge for such repair visits as per the agreed framework pricing or call-off contract 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 the supplier/provider shall remove and dispose of such equipment. There will be no cost to the site if they have a fully inclusive service plan. There will be a charge if the customer is on one of the other service plans.
- Prior to removal the supplier/provider 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 supplier/provider shall provide a Duty of Care form for completion by the supplier/provider and the site for the disposal waste equipment, in accordance with the Environmental Protection (Duty of Care) Act 1991.
- The supplier/provider shall be solely responsible for the destruction of the equipment to prevent any possibility of re-issue.
- Where possible, parts of the condemned equipment shall be recycled.
- The supplier/provider 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 Waste (England and Wales) Regulations 2011

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- The supplier/provider 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 and any call-off contracts.
- The supplier/provider shall supply a copy of the said licence to the customer and or YPO or ESPO, at any time when requested to do so.
- The supplier/provider 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 supplier/provider 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. include labour or any additional travelling costs.

Other Services

- The supplier/provider may be called upon during the period of the framework and the call-off contract to provide other services connected with reorganisation of sites, opening or closure of sites, schools, etc.
- The supplier/provider 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 supplier/provider may also be requested to install, and commission new equipment supplied by others.

Monitoring of Supplier/Provider Performance

- Throughout the duration of the framework the overall service shall be measured, and results discussed at regular meetings between the supplier/provider and ESPO/YPO.
- The supplier/provider 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 supplier/provider and 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 supplier/provider 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 supplier/provider in attending such meetings shall be at the supplier's/provider's expense. If necessary, ESPO/YPO shall attend meetings at the supplier's/provider's premises to view specific data or for other reasons.

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COSHH/CHIP/ROHS/REACH REGS

- The supplier/provider 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 be supplied, upon request shall be supplied to them by the supplier/provider.
- Where a product is declared as being RoHS3 (Restricted of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2019) compliant, the supplier/provider shall be required to provide technical documentation or other information in order to demonstrate compliance.
- Where a product is compliant to REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) regulation, the supplier/provider shall be required to provide technical documentation or other information in order to demonstrate compliance.

LOT 5 – FIRE RISK ASSESSMENTS

DESCRIPTION/REQUIREMENT

This provision shall be provided by the supplier/provider in accordance to the latest Regulatory Reform (Fire Safety Order 2005) and any relevant British Standard, industry standard or guidance by an assessor who is accredited to BAFE SP205 or equivalent.

The risk assessment should cover as a minimum:

- Fire detection and warning system
- Means of escape
- Provision of fire-fighting equipment
- Planning for an emergency and training
- Maintenance and testing of fire safety equipment
- Identifying the fire hazards.
- Identifying people at risk.
- Evaluating, removing or reducing the risks.
- Recording findings and preparing an emergency plan. Any training that needs to be provided should be given at this stage for an additional fee (not included in the risk assessment cost).
- Reviewing and updating the fire risk assessment regularly.

There should be the option to store the risk assessments electronically, or through a web-based system.

Specification, overview and lot structure

LOT 6 – FIRE SAFETY TRAINING

DESCRIPTION/REQUIREMENT

This provision shall be provided by the supplier/provider in accordance with the latest The Regulatory Reform (Fire Safety Order 2005) and any relevant BS, industry standard or guidance.

Basic Fire Awareness Training should include the following as a minimum:

- What action to take on discovering a fire
- How to raise the alarm
- What to do upon hearing a fire alarm
- The procedures for guests, residents and visitors, including directing them to the fire assembly point
- How to open emergency exit doors
- The evacuation procedure to reach the fire assembly point
- The location of extinguishers and escape routes
- How to deal with disabled persons and the evacuation process
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- The reason for not using lifts, except those specifically installed for use in a fire
- The safe use of and risks from storing or working with highly flammable and/or explosive substances
- The importance of fire prevention, including good housekeeping

Other training packages should be available on request.

Training material should be available on DVD where possible.

Web based training should be available.

LOT 7 – FIRE DETECTION AND ALARM SYSTEMS

DESCRIPTION/REQUIREMENT

Fire Detection System

e.g. fire, smoke, gas, carbon dioxide, heat etc.

This provision shall be provided by the supplier/provider in accordance with the latest BS 5839 and any other relevant British Standard, industrial standard or guidance.

The supplier/provider shall be able to provide for as a minimum the following types of systems:

- Manual systems – category M systems
- Life safety systems – categories L1, L2, L3, L4 and L5
- Property protection systems – categories P1 and P2

Fire Alarms

This provision shall be provided by the supplier/provider in accordance with BS 5839-1:2017; BS EN 54, and any other relevant British Standards, industrial standard or guidance.

Specification, overview and lot structure

LOT 8 – FIRE ALARM MONITORING SERVICE

DESCRIPTION/REQUIREMENT

This provision shall be provided by the supplier/provider in accordance with the latest BS 5839-1:2017 and any other relevant British Standards, industrial standard or guidance.

Fire alarm monitoring should be available 24 hours a day, 365 days a year.

LOT 9 – SPRINKLER SYSTEMS

DESCRIPTION/REQUIREMENT

This provision shall be provided by the supplier/provider in accordance with the latest BS EN 12845:2015; BS 9251:2014; ISO 6182:2012 and any other relevant British Standards, industrial standard or guidance.

The systems must meet the standards as defined by the Loss Prevention Rules (The LPC Rules) and the National Fire Protection Association Sprinkler Rules (NFPA 13).

All customers must be supplied with a certificate from the appropriate UKAS organisation to show that their installation meets the above standard.

LOT 10 – WET AND DRY RISERS

DESCRIPTION/REQUIREMENT

This provision shall be provided by the supplier/provider in accordance with BS 5306; BS 9990 and any other relevant British Standards, industry standard or guidance.

LOT 11 – EMERGENCY LIGHTING

DESCRIPTION/REQUIREMENT

This provision to include the following and shall be provided by the supplier/provider in accordance with the latest BS 5266; BS 5839-1:2017 – TC and any other relevant British Standards, industry standard or guidance.

The supplier/provider shall be able to provide, but not limited to the following types:

- Maintained Emergency Lighting: A luminaire containing one or more lamps which all operate from the normal supply or emergency supply at all times.
- Non-Maintained Emergency Lighting: A luminaire containing one or more lamps which operate from the emergency supply in the event of failure of the normal mains supply.

Specification, overview and lot structure

Suppliers/providers must comply with the relevant British Safety Standards or equivalent for all lots. The minimum should include, but not be limited to, the relevant legislations below:

ALL LOTS – ADDITIONAL INFORMATION

LEGISLATIVE REQUIREMENTS, STANDARDS AND WARRANTIES

BS EN 15004-1:2008 Fixed firefighting systems. Gas extinguishing systems. Design, installation and maintenance.

ISO 6182-6:2006 Fire protection - Automatic sprinkler systems Part 6: Requirements and test methods for check valves.

ISO 6182-5:2012 Fire protection. Automatic sprinkler systems. Requirements and test methods for deluge valves.

BS 9251:2014 Fire sprinkler systems for domestic and residential occupancies. Code of practice.

BS EN 12845:2015 Fixed firefighting systems. Automatic sprinkler systems. Design, installation and maintenance.

BS 7273-4:2015 Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors.

BS 8214:2016 Timber-based fire door assemblies. Code of practice.

BS 5499-10:2014 Guidance for the selection and use of safety signs and fire safety notices.

BS 9999:2017 Fire safety in the design, management and use of buildings. Code of practice.

BS EN 3-10:2009 Portable fire extinguishers. Provisions for evaluating the conformity of a portable fire extinguisher to EN 3-7.

BS 5041-2:1987 Fire hydrant systems equipment. Specification for landing valves for dry risers.

BS 5041-1:1987 Fire hydrant systems equipment. Specification for landing valves for wet risers.

BS 5306-5.2:1984 Code of practice for fire extinguishing installations and equipment on premises. Halon systems. Halon 1211 total flooding systems.

BS 5306-5.1:1992 Code of practice for fire extinguishing installations and equipment on premises. Halon systems. Specification for halon 1301 total flooding systems.

BS 5306-4:2001+A1:2012 Fire extinguishing installations and equipment on premises. Specification for carbon dioxide systems.

BS 5306-1:2006 Code of practice for fire extinguishing installations and equipment on premises. Hose reels and foam inlets.

BS 5306-0:2011 Fire protection installations and equipment on premises. Guide for selection of installed systems and other fire equipment.

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 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 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

Suppliers/providers

SUPPLIER/ PROVIDER	CONTACT NAME	CONTACT NUMBER	EMAIL ADDRESS
Amalgamated Ltd Beech Court M60 Office Park Wynne Avenue Swinton Manchester M27 8FF www.amalgamatedltd.com	Nick Mason Sales/Technical Help Desk	0333 320 2228	helpdesk@amalgamatedltd.co.uk
	Dave Thomas Sales/Technical	0333 320 2228	dthomas@amalgamatedltd.co.uk
Arco Ltd The Worx Blundell's Corner Hull HU3 1XS www.arco.co.uk	Neil Murray Sales and Ordering		neil.murray@arco.co.uk
	Customer Engagement Centre	03303 902050	customer.services@support.arco.co.uk
Black & White Fire Safety Ltd Britannia House Boulton Road Stevenage SG1 4QX www.bawfs.com	Adam Cahill Contract Manager	01438 735777 M: 07903 171352	adam.cahill@bawfs.com
Boston Networks Titanium 1 Kings Inch Place Braehead PA4 8WF www.bostonnetworks.co.uk	Julie Hutchison Business Development	0141 892 2001 M: 07884 657842	julie.hutchison@bostonnetworks.co.uk
	Tony Oliver Technical Consultant	0141 892 2001 M: 07741 249299	tony.oliver@bostonnetworks.co.uk
	Paul Cairney Bid Manager	0141 892 2001 M: 07741 249299	paul.cairney@bostonnetworks.co.uk

Suppliers/providers

Chubb Fire & Security Ltd United Technologies House Shadsworth Road Blackburn Lancashire BB1 2PR www.chubb.co.uk	Richard Parker Sales Director PFX & Fire Consultancy	07831 696178	richard.parker@chubb.co.uk
	David Foord Area Sales Manager	07943 592577	david.foord@chubb.co.uk
DFP Services Ltd 1 Artemis Court St Johns Road Meadowfield Industrial Estate Durham DH7 8XQ www.dfpservices.co.uk	Heather Taylor Commercial Manager	0191 378 3300	customerservices@dfoservices.co.uk
Firemark Ltd BFF Business Park Bath Road Bridgwater TA6 4NZ www.firemark-ltd.co.uk	General Enquiries	01278 727 460	customerservice@firemark-ltd.co.uk
	Samantha Stiddard Account Manager	M: 07825 617362	samantha.stiddard@firemark-ltd.co.uk
	Chloe Kirkpatrick Sales Enquiries	01278 727465	chloe.kirkpatrick@firemark-ltd.co.uk
	Michelle Tuxford Support Services	01278 727460	michelle.tuxford@firemark-ltd.co.uk
	Bill Taylor Technical Enquiries	01278 727460	bill.taylor@firemark-ltd.co.uk
Harmony Fire Ltd Clark House Higher Kingsbury Sherborne DT9 5EB www.harmonyfire.co.uk	Harriett Shepperdley	01963 361250 M: 07917 221528	harriette.shepperdley@harmonyfire.co.uk
MacDonald Martin Ltd 3a Wellmere Road Leechmere Industrial Estate Sunderland SR2 9TE www.macdonald-martin.co.uk	Kenny Taylor Service Manager	0191 523 7870 M: 07500 869747	kenny.taylor@macdonald-martin.co.uk
	Mark Bone Technical Manager	0191 523 7870 M: 07747529687	mark.bone@macdonald-martin.co.uk
	Tom Gibb Fire Alarm Lead Tech	0191 523 7870 M: 07825 872792	tom.gibb@macdonald-martin.co.uk
	Emma Trafford Business Development	0191 523 7870	emma.trafford@macdonald-martin.co.uk
	Robert Johnson Finance Manager	0191 523 7870	robert.johnson@macdonald-martin.co.uk

Suppliers/providers

Marlowe Fire & Security Ltd Matthew Elliot House 64 Broadway Salford Quays Manchester M50 2TS www.marlowefireandsecurity.com	Daniel Marshall Sales/Technical	0333 010 2000	tenders@marlowefireandsecurity.com
	Live chat available via website		
OpenView Group Openview House Chesham Close Romford RM7 7PJ www.openviewgroup.com	Kieron Stead Account Manager	0330 058 4110 x714	kieron.stead@oprviewgroup.com
	Scott Pollock Account Manager/Sales	0330 058 4110 x654	scott.pollock@openviewgroup.com
	Allen Shaw Technical Estimator	0330 058 4110 x719	allen.shaw@openviewgroup.com
Securus Group Ltd Century House Chappell Hall Industrial Estate Airdrie North Lanarkshire ML6 8QH www.securusgroup.co.uk	Mark McGreevy Sales Director	M: 07908 726004	markmcgreevy@securusgroup.co.uk
	Jon Marshall Divisional Director	M: 07741 306046	jonmarshall@securusgroup.co.uk
Trinity Fire & Security Systems Central Hub 9E Nuffield Trade Park Nuffield Way Abingdon Oxfordshire, OX14 1RL www.trinityfireandsecurity.com/home	Amy Mills Framework Relations	07818 512054	amy.mills@trinitypro.co.uk
	Viki Marner Group Bid Manager	07815 825434	vicki.marner@trinitypro.co.uk
Walker Fire (UK) Ltd Unit 81 Roman Way Industrial Estate Preston PR2 5BB www.walkerfire.com	Customer Services	01772 693 777	uk@walkerfire.com helpdesk@walkerfire.com
	Joe Bray Operations Director	M: 07985 890 471	jbray@walkerfire.com
	Agata Myszkowska Invoicing Manager	01772 693 777	amyszkowska@walkerfire.com
	Naomi Openshaw Administration Manager	01772 693 777	nopenshaw@walkerfire.com

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.

This framework agreement can be by direct award or further competition for lots 1 - 4 and by further competition for lots 5 - 11.

Direct award

Lots 1 - 4

The original tender document contained a list of products and their specifications. The individual product lines have been awarded to the supplier/provider which offers the best value for money for that product in line with the award criteria based on the qualitative and commercial scores.

For direct orders, customers can direct award to the suppliers/providers listed on page 21-22, based on the pricing provided by YPO. Please ensure 'YPO contract reference 994' is quoted on all purchase orders.

Further competition

Lots 1 - 4

This option applies when the end user is not able to identify a supplier who can provide goods/services which offer best value or need to include additional service or delivery requirements.

The end user has the option to undertake a further competition involving all suppliers who are capable of supplying the goods/services required.

Customers must order their requirements in accordance with the procedure in this guidance.

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

Lots 5 - 11

By further competition only. All pricing to be requested from the supplier/provider based on the scope of the project.

CRITERIA FOR FURTHER COMPETITIONS – LOTS 5 - 11	
Cost 50%	By further competition stage, the full weighting for cost will be re-opened for evaluation.
Quality 25%	It is intended that at further competition stage the scores will be carried through from the framework evaluation, however customers will have the option to fully reopen the weighting if they wish to do so.
Delivery and customer service 20%	It is intended that at further competition stage the scores will be carried through from the framework evaluation, however customers will have the option to fully reopen the weighting if they wish to do so.
CSR and environmental 5%	It is intended that at further competition stage the scores will be carried through from the framework evaluation, however customers will have the option to fully reopen the weighting if they wish to do so.

How to award/call-off from the framework

CRITERIA FOR FURTHER COMPETITIONS – LOTS 5 - 11	
Cost 50%	At further competition stage, the full weighting for cost will be re-opened for evaluation.
Quality 35%	It is intended that at further competition stage the scores will be carried through from the framework evaluation, however customers will have the option to fully reopen the weighting if they wish to do so.
Delivery and customer service 10%	It is intended that at further competition stage the scores will be carried through from the framework evaluation, however customers will have the option to fully reopen the weighting if they wish to do so.
CSR and environmental 5%	It is intended that at further competition stage the scores will be carried through from the framework evaluation, however customers will have the option to fully reopen the weighting if they wish to do so.

Evaluation must be fair and transparent and the criteria 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 LOTS 1 - 4	PERCENTAGE WEIGHTINGS
Cost	50%
Quality	25%
Delivery and customer service	20%
CSR and environmental	5%

CRITERION LOTS 5 - 11	PERCENTAGE WEIGHTINGS
Cost	50%
Quality	35%
Delivery and customer service	10%
CSR and environmental	5%

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.

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 | Facilities Management

Tel: **01924 885 946** | 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)