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User Guide | Ref No: 1155

# Indoor and Outdoor Bins

Framework Agreement



# 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.



### **This is an interactive PDF**

You can click on the items listed above, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

## Overview

### **Start date**

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28 March 2023

### **Expiry date**

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27 March 2027

### **Extension(s) (if applicable)**

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2 x 12 months

### **Contracting authority (CA) call-off period:**

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4 years.

### **Contract notice reference number**

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N/A

### **Contract award notice ref. no:**

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N/A

### **Potential maximum value**

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£900k

### **Rebate**

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3% contractual rebate

### **Geographical Location(s)**

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National

# Specification, overview and lot structure

The framework is designed to meet the needs of all public sector organisations, such as schools Local authorities and any other public service provider. This framework provides customers with a route to market for all indoor and outdoor bins, meaning customers do not need to publish their requirements on Find a Tender or pre-qualify suppliers to procure services from them. Customers can ‘call-off’ from this framework agreement (i.e. use this framework to establish a contract). Customers can either complete this call-off via a direct award, whereby a customer selects a supplier without running a competition based on their specific requirements, or via a further competition for orders over £2,500, in which a customer runs a small competition providing suppliers with the details of their requirement, and each supplier provides a quote based on this information.

Lot 1 and 2 cover direct orders placed with YPO for items that appear in our catalogue with a 6-figure item number. Items are delivered to customers direct from either supplier. Invoicing would be between YPO and the Customer

All suppliers who were awarded to Lot 1 and 2 were automatically awarded to be able to supply the contractual part of the framework.

Lot	Description	No of suppliers/ providers per lot	Method of call-off contracts
1	Direct – Outdoor Bins	5	Direct Award
2	Direct – Indoor Bins	4	Direct Award
3	Contractual	5	Further-Competition





# Benefits of using the framework

**YPO's framework agreements are established to allow customers to purchase goods from suppliers/providers via either direct award or via a competed route to market.**

Benefits of using the framework agreement:

- YPO can fully manage the customer's procurement exercise (call-off) process if required and will work with customers to get the procurement documents ready for publication.
- Template procurement templates are available for customers to use, or they may use their own documents if preferred.
- Reduced timescales – customers do not need to run a full procurement if procuring via the framework agreement. Using a direct award option further reduces timescales and is therefore ideal for urgent procurement requirements.
- 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.
- Quality of service is also driven up as we work with the suppliers throughout the contract.
- 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

Supplier Name	Contact Name	Contact Email	LOT 1 Outdoor Bins	LOT 2 Indoor Bins	LOT 3 Contractual
HC Slingsby PLC	Hazel Bungin	hazelb@slingsby.com	✓	✓	✓
Leaffield Environmental Limited	Anne-Marie Maddox	annemariam@leaffieldenv.com	✓	✓	✓
Storm Environmental	Richard Ganley	r.ganley@stormenviro.co.uk	✓		✓
Theme Bins	Amy Oates	sales@plasticfurniturecompany.co.uk	✓	✓	✓
Wybone Ltd	Ben Simpson	ben.simpson@wybone.co.uk	✓	✓	✓



# How to access the framework

**To access the framework agreement, customers should complete and return the NonDisclosure and Customer Access Agreement.**

## **For direct products**

Please place orders through the YPO catalogue

Orders should be placed with YPO and invoicing will take place between YPO and the customer

## **Further competition (Contractual)**

If pricing is required through running a further competition, ensure you provide a clear and concise specification, listing all your requirements and suspected volumes. This will allow the supply base to return the most competitive bid, based on your requirements.

**There are two options that can be used;**

**YPO Conduct the further competition on behalf of the Authority**

**The customer can run a further competition with all the suppliers on the framework included.**

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.

Award criteria – all lots assessment criteria	Percentage weightings
Cost	40%
Quality	30%
Delivery and Customer Service	15%
Social Value and Sustainability	15%

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:

Name	Rob Hazelgrave
Job title	Category Buyer
Category	Facilities Management
Email	wfm@ypo.co.uk



# Stages 1 to 4

## 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 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)



