

Framework User Guide

Isle of Wight Council Framework Agreement for the Provision of Fire Extinguishers and Firefighting Equipment

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1st November 2016 – 31st October 2020  
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Reference No. FIRE/1608/T01



Framework Title:	Framework for Fire Extinguishers and Firefighting Equipment
Framework Duration:	01 November 2016 – 31 October 2020
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1. Framework Overview

The Isle of Wight Council (the Authority) invited Tenders from suitably qualified suppliers to enter into a Framework Agreement for the provision of Fire Extinguishers and Firefighting Equipment. This opportunity was awarded to a single provider for the period 01 November 2016 to 31st October 2020.

The implementation of a framework allows the organisations named in Section 4 to 'call off' a contract should they choose too. The benefits of a framework are:

- Greater buying power which has enabled more competitive and transparent pricing to be secured for the duration of the contract.
- Fixed pricing and fixed terms and conditions, meaning no further negotiation is necessary.
- A contracting process that's been conducted to the highest standards; saving you time, money and the security that the process has been conducted in accordance with procurement regulations.

2. Framework Scope

The framework is an agreement between the Authority (the lead purchasing authority) and the awarded supplier. This framework gives the Authority and the list of potential purchasers, as listed in Section 4, the right to enter into a call-off contract for the provision of fire extinguishers and firefighting equipment.

The call-off contract is an individual agreement between the potential purchaser and the awarded contractor. This means the terms and conditions, as well as the pricing are set under the framework but the management of the individual contract remains the responsibility of the organisation making the call-off. A contract can commence at any point during the framework term however, all call-off contracts shall expire automatically on the date set out in the order form or 31st October 2020, whichever is the soonest, unless it is otherwise terminated in accordance with the provisions of the contract.

The Authority will assist with any general enquiries in relation to the framework as well as any issues which arise that cannot be resolved to the mutual satisfaction of both parties. However, under normal circumstances there will be little need for any involvement from the Authority.

3. Scope of Services

The scope of the framework includes provision for the following:

- Servicing of Fire Extinguishers and Firefighting Equipment
- Purchasing of New Fire Extinguishers and Firefighting Equipment including:
 - Fire Extinguishers
 - Fire Blankets
 - Fire Hose Reels
- Callouts (with a next day response time)

A copy of the full specification and pricing information will be provided once the signed access form has been submitted to the Authority; see Section 5 for further information.

4. Eligible Organisations

The Authority extended this framework opportunity to schools, town and parish councils and not-for-profit organisations on the Isle of Wight. In addition to the Isle of Wight Council, the table below sets out those eligible to call-off a contract from this framework.

Educational Establishments:	
✓ All Saints CE Primary School	✓ Medina College
✓ Arreton CE Primary School	✓ Medina House School
✓ Barton County Primary School	✓ Nettlestone Primary School
✓ Barton Nursery School	✓ Newchurch Primary School
✓ Bembridge Primary School	✓ Newport CE Primary School
✓ Binstead County Primary School	✓ Nine Acres County Primary School
✓ Brading CE Primary School	✓ Nodehill 6th Form (Island Innovation)
✓ Broadlea Primary School	✓ Oakfield Primary School
✓ Carisbrooke CE Primary School	✓ Queensgate Primary School
✓ Carisbrooke College	✓ Shalfleet CE Primary School
✓ Chillerton County Primary School	✓ St Georges School
✓ Christ the King College (Lower)	✓ St Mary's RC Primary School
✓ Christ the King College (Upper)	✓ St Saviours RC Primary School
✓ Cowes County Primary School	✓ St Thomas of Canterbury Primary School
✓ Dover Park County Primary School	✓ The Bay Childrens Centre
✓ Godshill County Primary School	✓ The Bay CE Primary School
✓ Greenmount Community School	✓ Wootton Primary School
✓ Gurnard Primary School	✓ Wroxall Primary School
✓ Haylands Primary School	✓ Yarmouth CE Primary School
✓ Holy Cross RC Primary School	✓ Lanesend Primary School
✓ Hunnyhill Primary School	✓ Ryde Academy

Charities:	Town and Parish Councils:
✓ Isle of Wight Society for the Blind	✓ Ryde Town Council
✓ Gurnard Village Hall Association	✓ Shanklin Town Council
✓ Community Hall of Yarmouth and District	✓ Totland Parish Council
✓ Niton Community Projects	
✓ Community Action	
✓ Riverside Ventures	
✓ Island Community Ventures	

5. How to use the Framework

There are two easy steps to follow to access this framework and to enable a formal call-off contract to be agreed:

Step 1: Complete the access agreement form located at **Appendix A** to obtain the specification, the pricing and the call-off contract terms and conditions.

Please note: this must be emailed or posted to the Authority using the contact details identified on the cover page. You will not be able to proceed to step 2 until this has been completed.

Step 2: Engage with the framework supplier to establish the scope of service required. Then complete the call-off contract terms and conditions and arrange for the contract to be signed via an appropriate member with the relevant authority within your organisation.

Please note: Until the call-off contract is signed, the customer retains the right to select an alternative route to market should they wish to do so.

6. Awarded Supplier

This is a single supplier framework agreement awarded to:

Wight Fire Co. Ltd

Unit 5/6, Faulkner Lane

Sandown

Isle of Wight

PO36 9AZ

Company Registration: 4411172

Contact: Jay Lock (Director)

Email: jay@wightfire.co.uk

Website: www.wightfire.co.uk

7. Who to Contact

Should you wish to talk to someone regarding this framework please contact either of the following:

Contract Support:

Fiona Shand – Assistant Project Officer

Tel: 01983 821000 ext. 8839

Email: fiona.shand@iow.gov.uk

Procurement Process:

Procurement Team

Tel: 01983 821000

Email: procurement@iow.gov.uk

Appendix A - Access Agreement

Framework Title: Fire Extinguishers and Firefighting Equipment

Framework Duration: 01 November 2016 – 31 October 2020

Contract Reference: FIRE/1608/T01

This access agreement is to be completed by the named organisation wishing to use the framework. Before conducting any activity under this Isle of Wight Council framework agreement, please complete this form and return it (preferable in .pdf file format and sent via email) to the officer specified below.

Procurement Team

Email Address: procurement@iow.gov.uk

Telephone No. 01983 821000

Delivery Address:

Procurement, Isle of Wight Council

County Hall, High Street

Newport, Isle of Wight

PO30 1UD

AGREEMENT: I/we confirm that the organisation below is interested in participating the above mentioned framework arrangement and that in doing so will act in accordance with the guidance and instructions set out in the user guide provided.

I/we confirm that any guidance and/or template documentation provided to me will only be used in relation to this framework, and will not be used for any other purposes unless prior consent from the Isle of Wight Council has been given.

I/we also confirm that contract information provided by the Isle of Wight council will be treated in strict commercial confidence.

Organisation Name:	
Organisation Address (incl. postcode):	
Name of Person (signing this form):	
Current Position:	
Contact Number:	
E-Mail Address:	
Point of Contact for Implementation of Services (for above Organisation):	Name: E-mail: Phone:
Signature:	
Date:	