



Safe and Well Equipment

Subject: Procurement Report
Date: 18th August 2021
Reference: HWFRS/115 (C002971)

1. Background

Hereford & Worcester Fire Authority (HWFRS) has a statutory duty to make provision for the purpose of promoting fire safety in its area. This includes the provision of information, publicity and encouragement in respect of the steps to be taken to prevent fires and giving of advice on request.

Safe and Well Checks are carried out in the home for individuals who have been referred due to their vulnerabilities. This is an extension of the previous Home Fire Safety Check.

A Safe and Well Check maximises the opportunity to help individuals stay safe and independent. The check includes giving advice to individuals to improve their health and wellbeing with the ultimate goal of reducing their risk from fire. As part of these visits additional Safe and Well Equipment can be supplied and fitted, to reduce the risk of a fire in the home.

This document aims to provide a clear and transparent rationale for how the appropriate supplier has been selected to provide the Authorities Safe and Well equipment. The Service has assessed the appropriate procurement routes, the appropriate available partners and the relevant cost of those partners.

2. Service Review

The review of our Safe and Well Equipment provision was done through engagement/ consultation with Community Risk (Prevention Service) via the Prevention Manager on their operational requirements.

As part HWFRS review and finalising the process the following documents were agreed.

Finalising of Review

1. **Appendix 1-** Specification

The specification was agreed with the Prevention Manager the following:-

It is expected that the below quantities for the below lots will be replaced on an ad hoc basis. The Authority requires a 4 year contract for the supply and delivery of:

- Lot 1 – Fire Retardant Bedding, Throws, Blankets, Mattress Toppers and Rubber Mats
- Fire Retardant Bedding (Single, Double, King sized plus bed linen sett approx. 100 per annum)
 - Throws (Single & Double) approx. 200 per annum
 - Rubber Mats approx. 30 per annum

Lot 2 – Clothing

- No current requirement

Lot 3 – Home Security Equipment

- Blanking Plates approx. 400 per annum
- External Mailbox approx. 200 per annum (Option A)
- Arson proof letter bags approx. 50 per annum
- Internal Lockable letter box cover (flaplocks) approx. 150 per annum

Lot 4 – Home Safety Equipment

- Not Awarded as part of the Framework

Lot 5– Moveable Personal Protection Systems

- No current requirement

Lot 6- Rubber Matting

- No current requirement

This multi-supplier framework agreement has been awarded by West Midlands Fire and Rescue Authority for the supply and delivery of safe and well equipment. The framework agreement is accessible by all UK Fire and Rescue Services.

3. Procurement

The framework agreement went live from 19th April 2021 for a period of four years until 18th April 2025, prices are fixed for the duration of the framework. **Appendix 2-** User Guidance

The Framework Agreement is split into three multi supplier Lots:

Lot 1 Fire Retardant Bedding, Throws, Blankets and Mattress Toppers

1. Thomas Kneale & Co Ltd
2. Gailarde Limited

Lot 2 Clothing

1. Able 2 Wear Ltd
2. Thomas Kneale & Co Ltd

Lot 3 Home Security Equipment

1. Blockabox Ltd
2. Solon Security Ltd

Lot 4 Home Safety Equipment

1. Not Awarded

Lot 5 Moveable Personal Protection Systems

1. Surefire Services Ltd

Lot 6 Rubber Matting

1. Thomas Kneale & Co Ltd

Direct call-off orders can be placed with Suppliers. Fire Services will be able to determine which

Suppliers' offer best meets their requirements from the information supplied by the Framework owner and should place a call-off order with that Supplier without reopening competition.

Examples of selecting which supplier best meets Fire Services requirements are below, other justification can be used.

Main Requirement	Selection criteria:
Cheapest Price	From the Pricing Schedule select the offer with the lowest cost for the quantity to be ordered. Include the cost of backing plate adaptors where required
Customer Service	From the Compliance to Specification results and the Quality evaluation select the Supplier that best matches your requirements
Quality of product	From the Compliance to Specification results select the Supplier that has the lowest return/fault rate
Best overall value	From the Compliance to Specification results select all Suppliers that meet your minimum requirements. From this list select the Supplier that offers the lowest cost for the quantity to be ordered.

4. Evaluation Stage

The Authority have compiled a document of the decision making based on the National Guidance: It is essential that all processes of decision making to select Suppliers are kept equitable and auditable. Formal notes of all aspect of the decision making process must be taken and retained on file **See Appendix 3**.

Based on the National Evaluation Template the following criteria has been highlighted as Essential criteria by HWFRS

Technical Product Requirements (Quality)

Products must comply with technical requirements and current standards

Customer Service and Service Levels

Poor customer service and service levels such as shorter delivery time and pick up of faulty goods free of charge.

Price

Savings based on our current structure are highly desirable.

5. Recommended Decision

Thomas Kneale & Co Ltd is appointed (direct award) for the provision of Lot 1 Fire Retardant Bedding, Throws, Blankets and Mattress Toppers

Solon Security Ltd is appointed (direct award) for the provision of Lot 3 Home Security Equipment

The contracts will go live 18th August 2021 until 18/04/2025.

The prices are fixed for the first twelve months of the framework. Suppliers will be able to review and submit revised pricing before the first anniversary date of the framework.

Based on the national evaluation template Lot 1 Thomas Kneale & Co offer the best customer service and service levels, such as shorter delivery time and pick up of faulty goods free of charge.

Lot 3 Solon Security has been appointed as they offer the best customer service and service levels.

6. Savings Achieved




There have been no product related cashable savings achieved so far, however, non-cashable savings have been made as a result of resource and time savings achieved by utilising the Framework as a compliant route to market and in particular the ability to direct award on all Lots.

Own procurement cost process estimated at 10 days worth of effort at £150 per day. Use of framework resulted in 1 days at £150 per day therefore a 'non cashable' savings of £750 can be demonstrated (saved 9 days at £150 per day= £750)

The Authority will benefit from using this Framework as it is: quick and easy to use, no need for further competition necessary, no sign up fee, reduced prices, standardisation of specifications and clarity of product performance.

7. Full Audit trail (including Specification/Scoring matrix)

<http://sharepoint1/sites/Procurement/Contracts/OperationalEquipment/HWFRS115%20Safe%20and%20Well%20Equipment/Forms/AllItems.aspx?RootFolder=%2Fsites%2FProcurement%2FContracts%2FOperationalEquipment%2FHWFRS115%20Safe%20and%20Well%20Equipment%2FLot%201%20Thomas%20Kneale%20Lot%203%20Solon%20Security&FolderCTID=0x0120000D2CC952C836304A8CA7FFBA3411CC48&View={79E91FD8-A1B4-443A-B562-02047071B643}>

Appendix 1- Specification	 Specification Safe and Well Equipment v
Appendix 2- Framework User Guidance	 Safe and Well Equipment Call off Gu
Appendix 3- Evaluation/Contract Award	 Tender Evaluation Contract Award Safe