A framework guide for Kitchen Cabinets, Worktops and Associated Products (K5)

Better buying for homes and local communities
Introducing the SPA

The Scottish Procurement Alliance (SPA) is a new approach for procurement in Scotland, created for organisations that buy products and services for the construction, refurbishment and maintenance of social housing and public buildings. It is backed by LHC, one of the leading and most respected procurement companies in the UK.

The SPA results from discussions with LHC members in Scotland who saw the huge potential of having a centre of excellence for procurement – focused on construction and refurbishment – which exclusively addresses Scottish needs, standards and aspirations.

Its formation is timely, coinciding as it does with the new procurement regulation in Scotland which places additional requirements on organisations involved in procurement using public funds. The significant new requirements are as follows:

- All spends of £50,000 and above must be compliant with the new regulation, a much lower threshold than previously
- The specific social value and community benefit of each spend over this threshold must be stated (a requirement from 1 June 2016)
- Each organisation must publish a procurement strategy showing how local needs will be met (a requirement from 31 December 2016)

In this changing landscape for procurement and with its sole focus on Scotland, the SPA will be a hub of knowledge and insight for its partners, working in partnership with them to develop Scottish best practice, social value from procurement and positive outcomes for Scottish communities.

What makes the SPA different?

SPA is set to change the landscape of procurement in Scotland, bringing significant benefits to partners and the communities they serve.

Our vision is to be the recognised centre of excellence for procurement in Scotland, successful at ensuring every pound spent on the construction and refurbishment of public buildings and social housing adds to the quality of life enjoyed by the Scottish communities we serve.

Active partnerships

Every partner can contribute to the frameworks SPA creates. They can ensure the requirements and specifications meet the needs of local communities and Scottish quality, price and value standards.

Better procurement

The sharing of knowledge will drive both the precision and usability of frameworks, while at the same time enabling each partner to grow their insights into better procurement for social housing and public buildings, and develop effective strategies that meet regulatory requirements.

Generating a collective fund

By using SPA frameworks for purchasing, partners within the alliance who spend over a specified threshold will receive a rebate which they can choose to contribute to the SPA Collective Fund for investment in community projects of shared benefit. Alternatively, some or the entire rebate can be returned to the individual partner to support their own sustainable procurement strategy.

Backed by LHC

With a history that extends back half a century, LHC is one of the most experienced and respected providers of procurement frameworks in the construction sector. As a not-for-profit organisation it shares an ethos with the clients it supports with procurement services.

LHC will produce, house and manage the frameworks initiated by SPA partners, giving direct access to a tried and tested system that ensures compliance, quality and best value for partners, at the same time as enabling frameworks entirely shaped for Scottish requirements.

Free membership

Joining the SPA is free for any organisation that is fully or part publicly funded. The membership application form can be downloaded here:

WWW.SCOTTISHPROCUREMENT.SCOT/SIGNMEUP
About this framework

Fully OJEU compliant, the SPA framework for Kitchen Cabinets, Worktops and Associated Products is available to all organisations in Scotland that are fully or part publicly funded.

This framework offers:

-- Manufacture, supply and delivery of all items
-- Consistent product quality and services conforming to the latest UK and European Standards
-- Accredited products to the current British and European standards for quality, production and performance, including Furniture Industry Association (FIRA) GOLD AWARD certification
-- Timber products that are sourced from sustainable, fully certified sources that comply with EU Timber Regulations
-- A choice of glue and dowel or cam and dowel manufacture
-- Specialist height adjustable kitchen furniture designed for use by persons with special needs
-- The supply of ‘A+++’ rated appliances
-- A 20 year product guarantee
-- Advice to ensure conformity programming and assistance with resident liaison

This framework has been established in strict compliance with the Scottish public sector procurement rules for use by publicly funded organisations in Scotland as detailed in the SPA buyer profile (www.scottishprocurement.scot/buyerprofile)

Contract notices were issued by LHC on behalf of the Scottish Procurement Alliance (SPA), and is specified below:

-- 2013/S 214-371881 Scotland

The framework in action

As well as providing compliance, quality and best value to partners, the SPA framework for Kitchen Cabinets, Worktops and Associated Products supports a streamlined process from the award of a contract (call-off) to completion of a project.

Competitive market prices

Prices in place at call-off stage maintain best value as established in the evaluation stage

Quick and efficient procurement

Speedy access to SPA framework suppliers and the options of a mini-competition or direct award to enable the final selection of a supplier(s) for a project

Instant access to project data

Continuous access to information throughout the procurement process through the suppliers’ on-line portal

Delivery periods guarantee

Guaranteed delivery periods that ensure services and works are delivered to meet work schedules.

Advice on design and regulatory compliance

Guidance on interpretation and conformity to all statutory regulations and planning requirements

Service levels guarantee

Guaranteed service levels from inquiry to supply, providing peace of mind that services and works will be conducted effectively

High quality standards

Standards of quality maintained throughout projects through monitoring in accordance with the ISO 9001 Quality Management System

Quick project starts

Enabled by pre-tendered procurement that reduces the cost and time input by publicly funded organisations
SPA framework suppliers have passed a rigorous evaluation process in order to serve the needs of our partners

About this tender

Interested suppliers were invited to complete a pre-qualification questionnaire, prepared and formatted in accordance with PAS 91:2013 ‘Construction pre-qualification questionnaires’, before inviting selected companies to complete an ITT and Offer Document.

Stage 1: selection criteria
- Business and legal standing
- Economic and financial standing
- Employment practices
- Health and safety management
- Sustainability and environmental management
- Capacity and geographic range
- Technical capability including quality management and experience of working in the public sector
- Managerial capability, product range and support
- Technical support provided to the partner

Stage 2: invitation to tender

The companies that scored sufficient marks in the PQQ were invited to complete an offer document (invitation to tender). The offer document provided detailed service and product specifications and sought a response from companies on their conformity to these requirements.
From suitability to call-off contract

The diagram below shows the process a framework supplier completes in order to service the needs of SPA partners. It also highlights the support our partners receive.

**Pre-qualification questionnaire**
- Suppliers complete a pre-qualification questionnaire accessing:
  - Company standing
  - Financial standing, employment practices, environmental awareness, capacity and geographical range
  - Installation capability
  - Technical capability
  - Quality systems management capability
  - Experience of supply to the public sector
  - Sustainability and social value

**Offer documents and evaluation**
- Selected suppliers submit offer documents covering:
  - Specification for products and services
  - Testing and certification
  - Service capability
  - Pricing
- Scores are then awarded to each supplier in respect of each evaluation criteria.
  - Weighted score under each heading
  - Value for money index
  - Company or companies recommended for appointment

**Appointing framework suppliers**
- Our aim is to give our partners a choice of approved framework suppliers to work with. Numbers vary per framework in line with anticipated demand and subject to the number of qualifying suppliers that can adhere to our strict criteria.
  - All suppliers are notified of the results and the unsuccessful tenderers can choose to have a debrief to help improve future offers
  - Contract Award Notices are published in the Official Journal of the European Union (OJEU) and on the SPA website

**Awarding contracts “Call-offs”**
- When partners are ready to choose a framework supplier for an individual project, they should start the process by talking to our procurement experts. SPA will coordinate either:
  - A mini-competition: involving framework suppliers that have declared an interest in the project
  - A direct award: made to a single company, with justifiable reasoning, without reopening competition. Our procurement experts can provide the final evaluation table to assist in the decision

**Works commence/complete**
- SPA provides support and technical assistance throughout the life of a project, as required:
  - To ensure high quality standards are maintained
  - Service levels are fulfilled
  - Delivery periods are met
- We actively pursue feedback on our projects in order to establish an excellent partner journey. We will be happy to meet you during and after project completion to discuss how SPA, as well as the framework suppliers, could improve the level of performance.

Award weighting criteria

Award weighting criteria are established based on each individual framework agreement and can be flexed to a partner’s individual needs.

**40%**

**Price**
- Prices were tendered using two methods:
  - A built up matrix of selected commonly specified cabinet and worktop types to enable future verification
  - A contract scenario for the refurbishment of 90 dwellings of differing kitchen specifications fully priced and submitted as detailed quotations
- The contract scenario was used in the evaluation analyses.

**20%**

**Essential requirements**
- Companies were assessed on which products and services considered to be essential to the framework they were able to provide.
- They were scored with either a pass or fail.

**20%**

**Structured interview**
- A series of questions was prepared to examine the administrative and production procedures carried out.
- Responses were gained during a structured interview at the supplier’s premises.

**20%**

**Qualitative assessments**
- Product quality
  - Sample products were inspected during a factory inspection and particular attention was paid to the quality of components, finish and appearance of completed units, quality of fabrication, robustness of construction, fixing and operation of hardware plus the quality of packaging.
  - Administration procedures and support services
  - Procedures operated by the companies were assessed from responses and illustrations given within the completed offer document, and at detailed interview stage. Areas covered were from initial project registration through to programme delivery.
  - Design and technical assistance
  - Companies were scored on their ability to offer assistance on the choice of cabinets and worktops along with layout design to meet minimum capacity requirements and any special needs or mobility requirements.
  - Advice on statutory regulations, support in planning and residents’ liaison were also addressed and are available.
- Other qualitative assessments
  - Each company was also required to submit information demonstrating their financial stability, sustainable procurement strategies, social inclusion strategies and overall positive reputation.
Product ranges and options

There are four categories of range available on this framework. While details of each range will vary between framework suppliers, they have a common set of features as specified below.

All kitchen cabinets are made up of standard non-moisture resistant boards, with a minimum of 15mm thickness with the option of upgrading to moisture resistant carcase material. Cabinets can be of either cam and dowel or glue and dowel construction depending on manufacturer.

Worktops are all moisture resistant in a range of finishes and either 30mm or 40mm thick.

-- Kitchen cabinets are compliant to: BS EN 6222-2 Level H (Level G for Range D), BS EN 6222-3, BS EN 312, and BS EN 14749
-- Kitchen worktops are compliant to: BS EN 312 (P3), BS EN438-1
-- Kitchen worktops and cabinets are all certified with the FIRA GOLD AWARD

Associated products

All ranges are available with the following options:

-- 110 or 170 degree hinges
-- Soft close devices
-- Lockable door drawer fronts
-- Wire work (storage baskets etc)
-- Plinth seals
-- Tile savers
-- Stainless steel sink units to BS EN 13310 are available in either single or 1 1/2 bowl, in-set or sit on
-- A range of chromed taps, pillar, deck or mono block are available in various styles
-- Various under cabinet lighting units are also available
-- Suppliers are also able to offer a range of ‘A+++’ rated appliances if required

<table>
<thead>
<tr>
<th>Appointed Company</th>
<th>Construction</th>
<th>Range A Entry level</th>
<th>Range B Mid level</th>
<th>Range C Upper range</th>
<th>Range D Special needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moores</td>
<td>Glue &amp; Dowel</td>
<td>Jazz</td>
<td>Valente</td>
<td>Linton</td>
<td>Ajusta Jazz</td>
</tr>
<tr>
<td>Premier Kitchens</td>
<td>Glue &amp; Dowel</td>
<td>Senator</td>
<td>Hapton</td>
<td>Tyrone</td>
<td>Senator assisted living</td>
</tr>
<tr>
<td>Richmond Cabinet Co.</td>
<td>Cam &amp; Dowel</td>
<td>Moorland</td>
<td>Bowland</td>
<td>Lakeland</td>
<td>Moorland</td>
</tr>
<tr>
<td>Rixonway Kitchens</td>
<td>Cam &amp; Dowel or Glue &amp; Dowel</td>
<td>Trieste</td>
<td>Portofino Monzo Estilo</td>
<td>Linton Sorrento</td>
<td>Ultima Trieste</td>
</tr>
<tr>
<td>Symphony</td>
<td>Cam &amp; Dowel</td>
<td>Gallway Hacienda Medford Tulsa Virginia Colorado Kansas Minnesota Oregon Pasadena Plaza Ainsdale Calgary Woodbury Espirit Galway</td>
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<tr>
<td>JCT</td>
<td>Cam &amp; Dowel</td>
<td>Craftsman</td>
<td>Styline</td>
<td>Shaker</td>
<td>Mobiflex</td>
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The available ranges will vary dependant on supplier but will generally consist of the following:

Range A Entry Level
White/cream carcase with choice of MFC slab frontals, associated handles and worktops.

Range B Mid Range
White/cream or colour co-ordinated carcase with choice of foil wrapped ‘saponeatta’ style frontals, associated handles and worktops.

Range C Upper Range
Colour co-ordinated carcase with choice of moulded panel frontals, associated handles and worktops.

Range D Special Needs
Manual height adjustable worktops and wall units with a choice of frontals and worktop colours along with high strength D handles, wire work and taps suitable for use by those with impaired mobility.
SPA framework suppliers are selected based on price, essential requirements, qualitative assessments and a structured interview.

### SPA approved framework suppliers

#### Southern and Northern Scotland

<table>
<thead>
<tr>
<th>Moores Furniture Group</th>
<th>Rixonway Kitchens</th>
<th>Symphony Group Plc</th>
<th>JTC Furniture Group</th>
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<tr>
<td><strong>Appointed for areas:</strong></td>
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<td>M1 M2</td>
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#### Regional lots

- M1 Southern Scotland
- M2 Northern Scotland
Framework for Kitchen Cabinets, Worktops and Associated Products

The framework is valid until 30th June 2018

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WWW.SCOTTISHPROCUREMENT.SCOT