A framework guide for PVC-U Window and Door Products and Services (U9)

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 procurements 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 clients, 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

Dates correct at time of print.
The SPA framework for PVC-U Window and Door Products & Services is available to all organisations in Scotland that are fully or part publicly funded.

Produced by the chair of the BSI Committee B/538/1/7, this framework is relevant for the survey, installation and site management services of PVC-U window and door products for use in domestic residential, care homes, schools and other public buildings.

This OJEU compliant framework offers:

- Easy access to PVC-U window and door products with compliant and consistent quality standards. All products and services also conform to the latest UK and European Standards.
- High energy efficiency ratings and enhanced security features as standard.
- Products CE marked to BS EN 14351-1.
- 10 year product and installation guarantee.
- Design advice and support available including full survey and installation services (programming and residents liaison).
- Installation works and management undertaken to the guidance set out in BS 8213-4.

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 228-396173 Scotland

About this framework

The framework in action

As well as providing compliance, quality and best value to partners, the SPA framework for PVC-U Window and Door Products and Services 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.

Delivery periods guarantee

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

High quality standards

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

Quick and efficient procurement

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

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.

Instant access to project data

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

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
- Economic and financial standing
- Employment practices
- Health and safety management
- Quality management and procedures
- Sustainability, responsible sourcing and environmental management
- Health and safety management
- Experience of working in public sector properties
- Managerial capability, product range and support
- Technical support provided to the partner
- Compliance with UK and EU legislation

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.

<table>
<thead>
<tr>
<th>Pre-qualification questionnaire</th>
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<tbody>
<tr>
<td>Suppliers complete a pre-qualification questionnaire accessing:</td>
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<tr>
<td>• Company standing</td>
</tr>
<tr>
<td>• Financial standing, employment practices, environmental awareness, capacity and geographical range</td>
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<tr>
<td>• Installation capability</td>
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<tr>
<td>• Technical capability</td>
</tr>
<tr>
<td>• Quality systems management capability</td>
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<tr>
<td>• Experience of supply to the public sector</td>
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<tr>
<td>• Sustainability and social value</td>
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<table>
<thead>
<tr>
<th>Offer documents and evaluation</th>
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<tr>
<td>Selected suppliers submit offer documents covering:</td>
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<tr>
<td>• Specification for products and services</td>
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<td>• Testing and certification</td>
</tr>
<tr>
<td>• Service capability</td>
</tr>
<tr>
<td>• Pricing</td>
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<tr>
<td>Scores are then awarded to each supplier in respect of each evaluation criteria. A detailed evaluation report is prepared which shows for each tenderer a:</td>
</tr>
<tr>
<td>• Weighted score under each heading</td>
</tr>
<tr>
<td>• Value for money index</td>
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<tr>
<td>• Company or companies recommended for appointment</td>
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<thead>
<tr>
<th>Appointing framework suppliers</th>
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<tr>
<td>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.</td>
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<tr>
<td>• All suppliers are notified of the results and the unsuccessful tenderers can choose to have a debrief to help improve future offers</td>
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<tr>
<td>• Contract Award Notices are published in the Official Journal of the European Union (OJEU) and on the SPA website</td>
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<tr>
<th>Awarding contracts “Call-offs”</th>
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<tbody>
<tr>
<td>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:</td>
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<tr>
<td>• A mini-competition: involving framework suppliers that have declared an interest in the project</td>
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<tr>
<td>• 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</td>
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<table>
<thead>
<tr>
<th>Works commence/complete</th>
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<tbody>
<tr>
<td>SPA provides support and technical assistance throughout the life of a project, as required:</td>
</tr>
<tr>
<td>• To ensure high quality standards are maintained</td>
</tr>
<tr>
<td>• Service levels are fulfilled</td>
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<tr>
<td>• Delivery periods are met</td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>

Award weighting criteria

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

25%

**Essential requirements**

- Percentage of product types offered
- Conformity to the SPA specification
- Quality of delivery and expertise
- Provision of guarantees

50%

**Pricing**

Prices were tendered using two methods of analysis:
- A built up matrix of 23 selected commonly specified window and door types
- Two contract scenarios for (a) the refurbishment of 90 street dwellings and (b) two low rise blocks of purpose-built sheltered accommodation self-contained flats

Both had to be fully priced and submitted as detailed quotations.

25%

**Qualitative assessments**

Administrative and management services were assessed using responses given within the offer document and through in-depth interviews with each company. Subjects covered included:
- Project registration, tracking and programming
- Liaison between parties involved
- Manufacturing processes and factory control
- Site management including project supervision
- Compliance with survey and installation codes of practice
- Resident and partner liaison
- Final inspection and signing-off procedures

Technical support and design services offered to partners were scored, including:
- Assistance in the choice of fenestration design
- Advice on solution for compliance with statutory regulations
- Assistance on the choice of hardware for security, safety in use and ease of operation

Sample products were assessed based on the quality of construction, finish and operation, including:
- Quality of appearance and finish
- Robustness and durability of construction
- Fixing and operation of hardware
- Installation and effectiveness of gaskets and weather seals
- Quality and installation of glazing units
- Ease of operation

Two example contract scenarios were developed as part of the pricing exercise and quotations submitted were scored for their quality, including accuracy of interpretation, technical options and clarity of presented information.
Details of products and services

A wide range of products are provided through this framework. All products conform to the latest Building Regulations and are provided by framework companies with a full survey, design and installation service.

### Product range and options

PVC-U windows and doors offered through this framework are available in a range of styles each with a high performance profile. They can be finished in a choice of colours and patterns including standard white, woodgrain and many other RAL colour options.

The windows and doors are all CE Marked conforming to the Construction Products Regulation (CPR) and compliant to BS 7492 and BS EN 14351-1. Survey and installation procedures conforming to BS 8213-4 are also included, though a supply only option is available.

Enhanced security options requiring conformity to PAS 24 (incorporating BS 7950) and Secured by Design are available throughout the product range, which comprises:

- Fixed lights
- Side hung and top hung projecting casement
- Tilt-before-turn
- Top hung, fully reversible
- Horizontal pivot
- Vertical sliding sash
- Single leaf residential doors – inward or outward opening
- Patio doors
- French doors
- Window and door combinations
- Curtain walling / screens

### Design services

Products used in this framework have all been designed to meet requirements set out in the latest edition of the Building Regulations. Requirements include:

- Fire safety – egress windows and doors
- Ventilation (including requirements for heat producing appliances) – compliant air management products
- Conservation of fuel and power – energy efficient window and door products to meet and exceed the Window Energy Ratings (WER) band C and U-value requirements for both replacement and new-build projects (WER bands A and B are available)
- Access to and use of buildings – e.g. special needs hardware and low door thresholds
- Enhanced security windows and doors
- Safety in use including child safety
- High performance glazing, including safety (laminated and toughened), self-cleaning and energy efficient glass

Framework suppliers also offer design advice and support on the interpretation and conformity to statutory regulation requirements including planning assistance.

Products are CE Marked to the harmonised standard relating to performance characteristics for windows and doors – BS EN 14351-1.

A 10-year product and installation guarantee will be provided on projects established through this framework.

PVC-U frame profiles are manufactured using wholly or partially recycled product and with responsible sourcing of components to enhance sustainability credentials.

### Survey, installation and site management services

All framework suppliers offer a full survey and installation service including programming and resident liaison.

Survey and installation is undertaken in line with guidance set out in BS 8213-4 and include all finishing off and making good. For refurbishment projects, existing windows and doors will be removed and disposed of responsibly for recycling.

Services provided on refurbishment projects include:

- Design advice and support on the interpretation and conformity to statutory regulations requirements and planning assistance
- Residents choice exercises and ongoing liaison
- All installation works and management undertaken to the guidance set out in BS 8213-4

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A wide range of products are provided through this framework. All products conform to the latest Building Regulations and are provided by framework companies with a full survey, design and installation service.
PVC-U window systems offered

The table below shows the different systems available for each product type.

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Various options available</th>
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<tbody>
<tr>
<td>Single leaf door</td>
<td></td>
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<tr>
<td>Vertical sliding sash</td>
<td></td>
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<tr>
<td>Horizontal pivot</td>
<td></td>
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<tr>
<td>Top hung full reversible</td>
<td></td>
</tr>
<tr>
<td>Tilt before turn</td>
<td></td>
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<tr>
<td>Sliding projecting casements</td>
<td></td>
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<tr>
<td>Fixed lights</td>
<td></td>
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<tr>
<td>Low rise curtain with horizontal</td>
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</tbody>
</table>

### SPA approved framework suppliers

#### Southern Scotland

**Anglian Building Products Ltd**
- Appointed for areas: M1, M2

**CR Smith Glaziers Ltd**
- Appointed for areas: M1, M2

**Graham Holmes Astraseal**
- Appointed for areas: M1, M2

**Sidey Ltd**
- Appointed for areas: M1, M2

**Solar Windows Ltd**
- Appointed for areas: M1, M2

**Sovereign Group Ltd**
- Appointed for areas: M1, M2

**Super Seal Window Systems Ltd**
- Appointed for areas: M1, M2

**Plastal Ltd**
- Appointed for areas: M1, M2

**Thexton Properties Ltd**
- Appointed for areas: M1, M2

#### Southern and Northern Scotland

**Sovereign Group Ltd**
- Appointed for areas: M1, M2

**Super Seal Windows**
- Appointed for areas: M1, M2

#### Regional lots

- M1: Southern Scotland
- M2: Northern Scotland
Framework for PVC-U Window and Door Products and Services:

The framework is valid until 31st July 2018