

# Quick guide



## CLEANING AND JANITORIAL MATERIALS AND WASHROOM SERVICES

REF: NPS-CFM-0099-19

### FRAMEWORK DETAILS

**Start Date:** 20 March 2020

**End Date:** 19 March 2024  
(With break clause options at the end of years two and three)

**OJEU Contract Notice:**  
97624

**OJEU Award Notice:**  
TBC

\* \* \* \* \*

### Framework Suppliers

Alliance Disposables  
Arco Limited  
Arrow County Suppliers  
Banner Group  
Chemsol Cymru Limited  
Core Hygiene Ltd  
H.D Adcock (Nelson) Ltd  
Harlech Foodservice  
Lyreco UK Ltd  
M & D Cleaning Suppliers  
Natural Hygiene Ltd  
Newhall Janitorial Ltd  
Office Depot UK Ltd  
PHS Group Plc  
PK Safety Ltd  
Simon Safety and Lifting Centre Ltd  
Topperswales Ltd

(See Appendices for further details)

### Framework Scope

This Framework Agreement offers a compliant, simple and competitive route to market for customers wishing to order a broad range of cleaning and janitorial materials and washroom and air freshener services. The Framework also offers access to pre-approved Suppliers that have been rigorously assessed on the quality of the services they provide.

The framework comprises of 3 Lots as follows:

- **Lot 1:** General Cleaning and Janitorial Materials
- **Lot 2:** Washroom Services
- **Lot 3:** Air Freshener Services

The requirements have been split across three geographical zones for Lots 1 and 2 and an All Wales only zone for Lot 3 as follows:

- **Zone A - North Wales** - Isle of Anglesey, Conwy, Denbighshire, Flintshire, Wrexham & Gwynedd
- **Zone B - Mid Wales** – Powys, Ceredigion, Carmarthenshire & Pembrokeshire
- **Zone C – South Wales** - Neath Port Talbot, Swansea, Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf, Vale of Glamorgan, Blaenau Gwent, Caerphilly, Monmouthshire, Newport & Torfaen
- **Zone D – All Wales**
- 

NB: Lot 1 and 2 Framework Suppliers who are awarded all three geographical zones are automatically classed as All Wales suppliers.

### Who can use this Framework?

The Framework is available for use across Wales by any public sector body, including, but not limited to:

- Local Authorities
- 3<sup>rd</sup> Sector Organisations including charities and social enterprises
- Higher and Further Education Bodies
- Housing Associations
- Police and Emergency Services
- NHS
- Welsh Government Sponsored Bodies (i.e. Natural Resources Wales, Arts Council for Wales etc.)

### Further Assistance?

Email:  
NPSConstructionandFM@gov.wales

**CLEANING AND JANITORIAL  
MATERIALS AND WASHROOM  
SERVICES  
REF: NPS-CFM-0099-19**



To access the full suite of Framework Guidance documents and associated templates please register on [www.sell2wales.gov.uk](http://www.sell2wales.gov.uk) **OR** contact your Procurement Department.

\* \* \* \* \*

**NPS ASSISTANCE**

In addition to the usual operational advice the NPS offers additional support to organisations wishing to run a further competition:

- **Administrative support** where organisations run collaborative further competitions e.g. where two or more organisations combine requirements and run a single further competition.
- Attendance at meetings and/or participation in telephone conference calls to **offer advice and guidance** for all other further competitions.



**How to use this Framework**

- 1) Please check Sell2Wales Contracts Register to ensure you have the latest version of the Customer Guidance: [www.sell2wales.gov.uk](http://www.sell2wales.gov.uk). Select Buyer > Help and Resources > Contracts, Frameworks and Guidance.
- 2) Please contact NPS in the first instance to inform us of your intentions or to discuss possible collaborative further competitions.
- 3) There are two ways of making a call-off from the Framework, either by direct award or by carrying out a further competition exercise.
- 4) Direct awards to suppliers are permitted for urgently required supplies in accordance with regulation 32 (2)(C) of the Public Contracts Regulations (PCR 2015).
- 5) Under normal circumstances direct awards may be made where it is possible to establish the most economically advantageous offer on the basis of the terms laid down in the Framework Agreement, and where **ALL** services required and proposed contract terms are included in the Framework Agreement and Specification.

**Award Criteria**

It is intended that each time the Customer Organisation or Client (NPS) re-opens competition and runs a further competition for the award of a Call-Off Contract under the Framework then the award decision will be based on the following criteria:

	<b>Lot 1</b>	<b>Lot 2 &amp; 3</b>
<b>Commercial Criteria</b>	<b>70%</b>	<b>40%</b>
<b>Quality Criteria</b>	<b>30%</b>	<b>60%</b>

Organisations wishing to run a mini competition post award may wish to adjust the award criteria weightings by a maximum of plus or minus 30% and/or to introduce sub-criteria which derive from the Framework Award Criteria.

**Covid – 19**

To meet critical supply needs the NPS has established a response team to jointly co-ordinate supply of cleaning, sanitisation and PPE equipment. We are working with the suppliers on both frameworks monitoring stock levels and seeking new supply chain partners to provide product.

To receive updates from us please contact  
**NPSconstructionandFM@gov.wales**

## **APPENDIX 1 – LOT DETAILS**

### **Lot 1: CLEANING AND JANITORIAL MATERIALS**

<b>Zone</b>	<b>Supplier</b>
A – North Wales	Alliance Disposables Arco Ltd Arrow County Supplies Banner Group Chemsol Cymru Ltd Core Hygiene Ltd H D Adcock (Nelson) Ltd Harlech Foodservice Lyreco UK Ltd M & D Cleaning Suppliers Office Depot UK Ltd PHS Group Ltd Simon Safety and Lifting Centre Ltd
B – Mid Wales	Alliance Disposables Arco Ltd Arrow County Supplies Banner Group Chemsol Cymru Ltd Core Hygiene Ltd H D Adcock (Nelson) Ltd Lyreco UK Ltd Newhall Janitorial Ltd Office Depot UK Ltd PHS Group Ltd Simon Safety and Lifting Centre Ltd Topperswales Ltd
C – South Wales	Alliance Disposables Arco Ltd Arrow County Supplies Banner Group Chemsol Cymru Ltd Core Hygiene Ltd H D Adcock (Nelson) Ltd Lyreco UK Ltd Newhall Janitorial Ltd Office Depot UK Ltd PHS Group Ltd PK Safety Ltd Simon Safety and Lifting Centre Ltd Topperswales Ltd

### **Lot 2: WASHROOM SERVICES**

<b>Zone</b>	<b>Supplier</b>
A – North Wales	PHS Group
B – Mid Wales	PHS Group Natural Hygiene Ltd
C – South Wales	PHS Group Natural Hygiene Ltd

### **Lot 3: AIR FRESHENER SERVICES**

<b>Zone</b>	<b>Supplier</b>
All Wales	PHS Group

## Appendix 2 - Suppliers Contact Details

NPS Provision of Cleaning Services Framework Agreement - Suppliers Contact Details				
Supplier	Address	Representative	Telephone No.	E-Mail Address
Alliance National	Alliance House, Marshfield Bank, Crewe, Cheshire, CW2 8UY	Mr Andrew Reddy	08448 444 300	<a href="mailto:andrewr@alliancernational.co.uk">andrewr@alliancernational.co.uk</a>
Arco Limited	PO Box 21, Waverley Street, Hull, Yorkshire, HU1 2SJ	Mr Mark Eames	01482 222 522	<a href="mailto:Mark.eames@arco.co.uk">Mark.eames@arco.co.uk</a>
Arrow County Supplies	Arrow House, Longden Road, Shrewsbury, Shropshire, SY3 9AE	Mr Rob Blackledge	01743 283 600	<a href="mailto:rob@arrowcounty.com">rob@arrowcounty.com</a>
Banner Group	Newland House, Tuscany Park, Express Way, Normanto, Wakefield, WF6 2TZ	Ms Nicola Crowther	0843 538 3311	<a href="mailto:nicola.crowther@bbanner.co.uk">nicola.crowther@bbanner.co.uk</a>
Chemsol Cymru Ltd	Chemsol House, Conwy, LL32 8HH	Mr Peter Lewis	01492 582888	<a href="mailto:peter@chemsol.co.uk">peter@chemsol.co.uk</a>
Core Hygiene Ltd	Unit 20, Beeches Business Park Tillington Road, Hereford, Herefordshire, HR4 9QJ	Mr Daniel Corner	01432 358599	<a href="mailto:sales@corehygiene.co.uk">sales@corehygiene.co.uk</a>
H.D Adcock (Nelson) Ltd	Unit 5, North Road, Penallta Industrial Estate, Hengoed, Caerphilly, CF82 7SS	Mr James Watson	01443 8650500	<a href="mailto:jim@adcockexpress.co.uk">jim@adcockexpress.co.uk</a>
Harlech Foodservice	Parc Amaeth, Criccieth, Gwynedd LL52 0LJ	Mr Mark Lawton	01766 810810	<a href="mailto:mark.lawton@harlech.co.uk">mark.lawton@harlech.co.uk</a>
Lyreco (UK) Ltd	Deer Park Court, Donnington Wood, Telford, Shropshire, TF2 7NB	Ms Diane Brooks	01952 285555	<a href="mailto:diane.brooks@lyreco.com">diane.brooks@lyreco.com</a>
M & D Cleaning Supplies	Grove Road, Upholland Lancashire, WN8 0LH	Mr Mark Trevarton	01695 632765	<a href="mailto:mark@mandd.co.uk">mark@mandd.co.uk</a>
Natural Hygiene Ltd	Unit 3, Capel Hendre Industrial Estate, Ammanford, Carmarthenshire, SA18 3SJ	Mr Nick Mathias	01269 845554	<a href="mailto:nick@naturaluk.co.uk">nick@naturaluk.co.uk</a>
Newhall Janitorial Ltd	Holden Road, Cardiff, CF11 8BS	Mr Nic Hunt	029 2031 3313	<a href="mailto:hygiene@newhall.co.uk">hygiene@newhall.co.uk</a>
Office Depot UK Limited	501 Beaumont Leys Lane, Leicester, Leicestershire, LE4 2BN	Ms Claire Wanless	0870 411 4721	<a href="mailto:tenders.helpdesk@officedepot.eu">tenders.helpdesk@officedepot.eu</a>
PHS Group Plc	PHS Group Plc Western Industrial Estate, Caerphilly, CF83 1XH	Mr Kris Kingsley	01827 213270	<a href="mailto:tenders@phs.co.uk">tenders@phs.co.uk</a>
PK Safety Ltd	Evolve House, Dyffryn Park West Glamorgan, CF82 7TW	Mr Roy Wells	01443 741 999	<a href="mailto:obe@pksafetyuk.com">obe@pksafetyuk.com</a>
Simon Safety and Lifting Centre Ltd	Unit 73, Honeyborough Business Park, Neyland, Milford Haven, Pembrokeshire SA73 1SE	Mr Simon Ashton	01646 600750	<a href="mailto:sashton@simon-safety.co.uk">sashton@simon-safety.co.uk</a>
Toppers Wales Ltd	Unit D1 Llanelli Gateway Business Park, Dafen, Llanelli, Carmarthenshire, SA14 8LQ	Mr Steve Tippit	01554 777 501	<a href="mailto:steve@topperswales.com">steve@topperswales.com</a>



**NPS FRAMEWORK AGREEMENT FOR THE SUPPLY OF CLEANING AND JANITORIAL MATERIALS AND WASHROOM SERVICES**

**NPS CONTRACT REFERENCE NPS-CFM-0099-19**

***NON DISCLOSURE AND CUSTOMER ACCESS AGREEMENT***

**Non-Disclosure Agreement:** On behalf of the organisation detailed below, I acknowledge that pricing under the NPS Framework Agreement for the Supply of Cleaning and Janitorial Materials and Washroom Services is considered to be commercially sensitive and could well prejudice the commercial interests of the framework providers involved if the information were to be made publicly available.

I therefore hereby agree on behalf of the said organisation that we will keep strictly confidential the pricing information supplied to us and will not disclose the same or any part thereof to any other person, organisation or company and shall not make any use of such information or any part thereof for any purposes other than for accessing the framework, unless required to by law to disclose.

I further agree that access to all such information will be restricted only to those persons reasonably required to know it and that, in any event, our employees, agents, consultants and sub-contractors (if any) are bound to us to hold such information in confidence and to use such information only for the purposes of accessing the framework.

**Access Agreement:** I/we confirm that the organisation detailed below intends to participate in the above mentioned NPS framework agreement, and that in doing so will act in accordance with the Public Contracts Regulations 2015. I/we confirm that any guidance and/or template documentation provided to me will only be used in relation to this Framework Agreement, and will only be used for other purposes where prior consent has been given

**Signature:**

**Date:**

**Name of person signing this form:**

**Position:**

**Name of authority:**

**Address:**

**Telephone:**

**E-mail:**

To return this form, please email it to: [NPSConstructionandFM@gov.wales](mailto:NPSConstructionandFM@gov.wales)

**Please let us know which Lots you anticipate using under the Framework Agreement:**

<b>LOT DESCRIPTION</b>	<b>YES / NO</b>	<b>ZONE(S) TO BE UTILISED <i>(refer to page 1 of this guidance document for Zones)</i></b>
LOT 1 – CLEANING AND JANITORIAL MATERIALS		
LOT 2 – WASHROOM SERVICES		
LOT 3 – AIR FRESHENER SERVICES		