











# ELECTRICAL VEHICLE CHARGING POINTS

**USER GUIDE**FRAMEWORK **Y18019** – Issue No. 1

Contract Period: - 1st May 2019 - 30th April 2023 (4 years)

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# **LEAD AUTHORITY**

If you have any questions about this framework or would like any further information, including the terms and conditions, please contact:

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Jayne Harrison (Assistant Framework Manager) jayne.harrison@csltd.org.uk 01622 942840

## **KCS**

Unit 1, Aylesford Commercial Park New Hythe Lane Aylesford Kent ME20 7FE

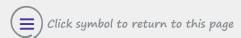
#### THE AGREEMENT

In accordance with Public Contracts Regulations 2015 (PCR 2015), Kent County Council via KCS Procurement Services have created a national framework (the agreement) for the supply and delivery of Electrical Vehicle Charging Points – Y18019.

The framework period is 48 months 1st May 2019 to 30th April 2023

OJEU Notice ref **2018/S 243-554690** 

OJEU Award ref **2019/S 110-268115** 



WHAT DOES THE FRAMEWORK COVER?





# SECTION ONE - WHAT DOES THE FRAMEWORK COVER?

KCS Procurement Services, on behalf of Kent County Council (KCC), have created a national, user friendly, time and cost-effective framework for the supply of Electrical Vehicle Charging Points to all public sector organisations. Following the governments pledge to cut carbon emissions by 80% by 2050, the sale of new petrol and diesel cars will be banned by 2030. This framework will assist public sector organisations in being prepared for the increase in demand for charging points.

#### **KEY SERVICE AREAS**

The framework supplier(s) will be expected to provide a turnkey service covering the following key areas:



#### **FEASIBILITY STUDY**

This will include assessing viability of locations, obtaining any required permissions, licences or planning consent, product selection, liaising with all relevant operators and authorities, providing a full report of financial options and costs to the customer.



#### **INSTALLATION & DEPLOYMENT**

Provide and install the correct equipment to requested location as per the purchase order, including, but not limited to, Electrical Vehicle (hereby referred to as EV) chargers, signage, parking bay markings, cabling and back-office connections.



#### **SERVICE & MANAGEMENT**

This will include service, maintenance, monitoring and management of charging points (this will also include any existing charge points that have been adopted), provision of management information, ensuring public awareness and collaboration with suitable media such as Zap Map and the National Chargepoint Registry (NCR).



# SECTION TWO - WHO CAN ACCESS THE FRAMEWORK?

All public bodies will have access to this framework but may only do so with the agreement of the contracting authority. Those organisations who may wish to access this framework will be members, affiliates and associates of the CBC Group, blue light services, NHS & NHS trusts, third sector organisations, academic centres (including Academies & free schools), publicly funded organisations and publicly owned private companies, operating within the geographic boundaries of the United Kingdom, Channel Islands, Isle of Man and Northern Ireland. The framework will also be open for use by all other local authorities and public sector bodies.

#### **ELIGIBLE PUBLIC BODIES**

Full details of the classification of potential authorised participants and customer's geographical areas and organisation classifications are detailed as follows:



## LOCAL AUTHORITY COUNCILS - UK

ENGLAND – County, Unitary, District, Borough, and Metropolitan Councils. (Parish and Community Councils are also permissible users).  www.gov.uk/find-local-council
NORTHERN IRELAND – Administered across 26 Districts of Northern Ireland.  www.nidirect.gov.uk/contacts/local-councils-in-northern-ireland
SCOTLAND - Administered across 32 Council areas.  www.cosla.gov.uk/councils
WALES – Administered across 22 Council areas.  www.gov.wales/local-government
ISLE OF MAN – Administered across 22 local authorities, consisting of 4 town authorities, 2 district authorities, 2 village authorities, and 14 parish authorities.  www.gov.im/categories/home-and-neighbourhood/local-authorities/local-authority-contacts/
CHANNEL ISLANDS – Administered across 2 Crown dependencies  www.gov.je/Government/Departments/Pages/default.aspx
www.gov.gg/article/152949/Government-Departments

WHO CAN ACCESS THE FRAMEWORK?





N	IATIONAL POLICE FORCES
$\subseteq$	British Transport Police – www.btp.police.uk
$\subseteq$	Ministry of Defence Police – www.mod.police.uk
$\subseteq$	National Police Air Service – www.npas.police.uk
U	JK POLICE FORCES
$\subseteq$	Civil Nuclear Constabulary – www.gov.uk/government/organisations/civil-nuclear-constabulary
$\subseteq$	England – www.police.uk
$\subseteq$	Northern Island – www.police.uk/northern-ireland
$\subseteq$	Scotland – www.scotland.police.uk
$\subseteq$	Dyfed-Powys, Wales – www.dyfed-powys.police.uk
$\subseteq$	Gwent, Wales – www.gwent.police.uk
$\subseteq$	North Wales – www.northwales.police.uk
$\subseteq$	South Wales – www.south-wales.police.uk
C	ROWN DEPENDENCIES POLICE FORCES
$\subseteq$	Guernsey – www.guernsey.police.uk
$\subseteq$	Sle of Man – www.iompolice.im
$\subseteq$	Jersey – www.jersey.police.uk
E	MERGENCY SERVICE – FIRE & RESCUE
U	IK - ENGLAND, SCOTLAND, NORTHERN IRELAND, WALES
$\subseteq$	Fire Service – www.fireservice.co.uk/information/ukfrs
$\subseteq$	Fire Stations – www.ukfirestations.co.uk/brigades
C	ROWN DEPENDENCIES
$\subseteq$	Gurnsey – www.gov.gg/fire
$\subseteq$	Isle of Man – www.gov.im/categories/home-and-neighbourhood/emergency-services/fire-and-rescue-service/
$\subseteq$	Jersey – www.gov.je/government/departments/justicehomeaffairs/departments/ fireservice/Pages/default.aspx

WHO CAN ACCESS THE FRAMEWORK? (>)







# **EMERGENCY SERVICE - MARITIME & COASTGUARD AGENCY**

UI	<ul><li>K - ENGLAND, SCOTLAND, NORTHERN IRELAND, WALES</li></ul>
<u>Q</u>	Maritime & Coastguard – www.gov.uk/government/organisations/maritime-and-coastguard-agence
CF	ROWN DEPENDENCIES
Q	Gurnsey – www.harbours.gg/guernsey-coastguard-SAR
Q	Isle of Man – www.gov.im/coastguard
<u>Q</u>	Jersey – www.ports.je/jerseycoastguard
NI	HS/HEALTH BODIES AND AMBULANCE SERVICES
<u></u>	England NHS Trusts – www.nhs.uk/servicedirectories/pages/nhstrustlisting.aspx
$\bigcirc$	East Midlands Ambulance Service NHS Trust – www.emas.nhs.uk
Q	East of England Ambulance Service NHS Trust – www.eastamb.nhs.uk
Q	London Ambulance Service NHS Trust – www.londonambulance.nhs.uk
Q	North East Ambulance Service NHS Foundation Trust – www.neas.nhs.uk
Q	North West Ambulance Service NHS Trust – www.nwas.nhs.uk
Q	South East Coast Ambulance Service NHS Foundation Trust – www.secamb.nhs.uk
Q	South Western Ambulance Service NHS Foundation Trust – www.swast.nhs.uk
Q	West Midlands Ambulance Service NHS Trust – www.wmas.nhs.uk
$\bigcirc$	Yorkshire Ambulance Service NHS Trust – www.yas.nhs.uk
Q	Northern Island NHS Trust – www.hscni.net/hospitals/health-and-social-care-trusts
Q	Northern Island Ambulance Service Health and Social Care Trust – www.niamb.co.uk
Q	Scotland NHS Organisations – www.scot.nhs.uk/organisations
$\bigcirc$	Scottish Ambulance Service – www.scottishambulance.com
Q	Wales NHS – www.wales.nhs.uk/nhswalesaboutus/structure
$\bigcirc$	Wales Ambulance Service – www.ambulance.wales.nhs.uk
<u>Q</u>	Isle of Man Health and Social Care – www.gov.im/about-the-government/departments/ health-and-social-care/
Q	Isle of Man Ambulance Service – www.gov.im/categories/health-and-wellbeing/isle-of-man-ambulance-service

WHO CAN ACCESS THE FRAMEWORK? (>)





Guernsey	Health, Social Care & Wellbeing – www.gov.gg/article/119652/Health-Social-CareWellbeing
Guernsey	Ambulance Services – www.stjohn.gg/what-we-do/ambulances
	ealth and Community Services – www.gov.je/government/departments/ mmunityservices/Pages/index.aspx
Jersey An	nbulance Service – www.gov.je/pages/contacts.aspx?contactid=87
CENTRAL	GOVERNMENT DEPARTMENTS & THEIR AGENCIES
O Departme	ents, agencies and public bodies – www.gov.uk/government/organisations
REGISTER	ED SOCIAL LANDLORDS
	funded, not-for-profit organisations that provide affordable housing. They include housing trusts and cooperatives.
	egistered providers of social housing – www.gov.uk/government/publications/current-d-providers-of-social-housing
Scottish I	Housing Regulator – www.housingregulator.gov.scot/landlord-performance
Northern	Ireland Housing Associations – www.nidirect.gov.uk/contacts/housing-associations
Welsh La	ndlords and Letting Agents – gov.wales/landlords-letting-agents
( )	an Housing Authority contacts – www.gov.im/categories/home-and-neighbourhood/ e-housing/public-sector-housing/housing-authority-contacts
( )	ousing providers – www.gov.je/Home/RentingBuying/OtherRentalOptions/Pages/using.aspx
Guernsey	Housing Associations – www.gha.gg
EDUCATIO	DNAL ESTABLISHMENTS
	nary, middle or high schools, secondary schools, Academies, free schools, special schools, Pupil s (PRU), further education colleges, universities.
UK – ENGI	LAND, SCOTLAND, NORTHERN IRELAND, WALES
UK Schoo	ols & Colleges Database – www.schoolswebdirectory.co.uk
Gov.UK ii	nformation about schools – get-information-schools.service.gov.uk
Universit	ies UK Our members – www.universitiesuk.ac.uk/about/Pages/member-institutions.aspx

WHO CAN ACCESS THE FRAMEWORK? (>)





CROWN DEPENDENCIES
Guernsey education – www.gov.gg/education#selectednavItem1793
Isle of Man schools and colleages – www.gov.im/categories/education-training-and-careers/schools-and-colleges/
Use of the second of the secon
CHARITIES
Charity Commission for England & Wales – www.gov.uk/government/organisations/charity-commission
Scottish Charity Regulator – www.oscr.org.uk
Charity Commission for Northern Ireland – www.charitycommissionni.org.uk
Isle of Man Charities – www.gov.im/charities
Association of Jersey Charities – www.jerseycharities.org/members
Association of Guernsey Charities – www.charity.org.gg/Find

Suppliers are advised that the contracting authority, its affiliates and/or authorised participants, reserve the right to supply the tendered products, services, and commodities to companies that have a majority public sector ownership by any of the public sector bodies referred to above during the framework period as stated in this document, for the purpose of selling to other public, private and third sector organisations.

The contracting authority shall be Kent County Council via KCS Procurement Services, a business unit of Commercial Services Group, which is a wholly owned business of the Council.

#### TO ACCESS THE FRAMEWORK

Potential customers must complete the Customer Access Agreement Form - Appendix A





# SECTION THREE - ABOUT US

KCS Procurement Services is a trading function of the Commercial Services Group, a Professional Buying Organisation (PBO) and one of the largest trading organisations of its kind in Europe with a turnover in excess of £500 million. Tracing its roots back to 1902, as the supplies division of Kent County Council, the Commercial Services Group has grown organically to become one of the leading suppliers of products and services to the education and public sector, serving over 10,000 customers in 80+ countries. These include local government, education establishments, the care sector and the emergency services.

We are also a member of the Public Sector Buying Organisation (PSBO) Central Buying Consortium (CBC), a group of County, Borough and City Councils, including Kent County Council. The purpose of which is to improve the effectiveness, by co-ordination, of local authority purchasing with the object of effecting savings in public expenditure for the benefit of its members. CBC procures approximately £750m goods and services per annum.

#### WHY YOU SHOULD CONSIDER KCS PROCUREMENT SERVICES

KCS Procurement Services have frameworks that supply to customers nationally. We strive to offer the best customer experience to ensure that all public sector establishments are protected from the complications and risks associated with procuring high value products and services. Below are just some of the reasons why you should consider KCS Procurement Services as your procurement specialists.



#### **KNOWLEDGE**

With over 100 years of collective experience dealing with the public sector, every member of staff at KCS Procurement Services can call upon the vast amount of knowledge and experience we have as a team to ensure we can assist you with even the most complicated of queries.



#### **SUPPORT**

Every member of the KCS Procurement Services team is just a phone call away. We are here whenever you need us to help support you through the tender process, offer advice or act on your behalf when liaising with suppliers.



#### **CHOICE**

We work with some of the top suppliers and manufacturers in the industry. Every framework has been thoroughly created to ensure that you, the customer, get the best terms and conditions from the best suppliers offering the best products and services on the market.



#### **COMPLIANCE**

All of our frameworks are national, fully compliant and adhere to the latest Public Contracts Regulations (2015). As well as being able to offer you full PCR 2015 compliance and strong buying power, we provide terms and conditions that are designed specifically for the public sector to protect you. There is no necessity to run a full tender as we have already done the hard work for you.



## **EASY TO USE**

Our ready-made frameworks are convenient and simple for all customers to access. We help make the end-to-end procurement process as easy as possible to ensure everyone gets their desired outcome.

HOW TO USE THE FRAMEWORK





# SECTION FOUR - HOW TO USE THE FRAMEWORK



#### **CONTRACT AWARD**

The agreement allows the authorised participant to either conduct a further competition (mini-tender) or direct award with any of the suppliers award on the relevant Lot. The authorised participant must determine the most suitable option for their organisation and award based on the Most Economically Advantageous Tender (MEAT).



## **DIRECT AWARD/CALL-OFF**

In accordance with Article 33 of the EU Directive, direct award orders may be placed under this framework.

Ability to meet the need as determined by the customer and/or authorised participant by means of selecting the most appropriate supplier based on any one of the following criteria (not in any particular order):

Ability to supply the required goods/service

Product or service required is unique/exclusive to one supplier

Continuity of existing goods/services

While proceeding with a direct award option is fully compliant – the decision of whether this is the best value option for you is very much down to your own internal processes and procedures. As long as you and your internal organisation are happy with the choice and reasons behind it then it is a compliant option for you. Best value is not just based on price, for example if you have an existing relationship with a supplier on the framework and they are set up on your internal systems and have a full understanding of your requirements this could be of significant value to you as you do not have to go through the process of setting up another supplier and starting a new relationship. There is also a cost to consider in conducting a mini tender. These costs, which include the cost in time taken to complete, can eliminate any potential savings you might make on the product itself.





#### **FURTHER COMPETITION OR MINITENDER**

Further competition with the all the awarded suppliers on the agreement from time to time to determine the most appropriate supplier for a defined period of time or project.

In order to adhere to 'The Public Contracts Regulations 2015' when re-opening competition under this agreement the customer should follow the steps below:

- 1 The customer must invite all suppliers on the framework who are deemed capable of delivering the particular requirement.
- 2 The customer shall be responsible for formulating a specification/product brief containing full details of the work/products required.
- 3 The customer will send the specification/product brief to all suppliers quoting the framework reference number. A time limit should be set for the submission of fully completed tender responses.
- 4 Responses received must be kept in a secure place, unopened, until the designated closing date and time for final submissions has passed. Responses received after the specified date and time should be rejected.
- The submitted response shall be evaluated in accordance with the criteria stated in the original 7 specification/product brief. The headline criteria used must be the same as the headline criteria used for the original agreement or part thereof, but the customer may change the weightings and add their own sub-criteria to apply.
- 6 The tenderers must be advised of the result in writing including brief details on where they scored points and where they did not
- A required 'standstill period' does not apply to mini tenders held under a framework. However, it is advisable to hold a standstill period in relation to a mini tender as it is possible a supplier may challenge the decision and apply to court for a 'declaration of ineffectiveness' which could lead to the contract being terminated and possibly face a fine or compensation claim.
- There is no scope at the mini tender stage to select on the basis of general financial and economic standing or technical ability, as these issues have been addressed as part of the process to establish the framework. However, this does not mean financial due diligence should not be undertaken if considered appropriate (e.g. obtaining a report on a suppliers financial standing from an appropriate agency) as long as this does not form part of any selection process.

#### Mini Tender

A mini tender template is available on the KCS Procurement Services website www.procurementservices.co.uk or by contacting us on 01622 942840. The contracting authority takes no responsibility for the chosen contracting method of any customer or authorised participants.



**TENDER EVALUATION** 







## **TENDER EVALUATION**

The following table details the product specific assessment criteria and weightings used when evaluating the framework responses. These heading must be used when conducting a mini-tender but the weightings can be changed.

Electric Vehicle Charging Points		
ASSESSMENT CRITERIA	% WEIGHTING	
Price – Scenario pricing	30	
Quality of service/added value	70	
. Feasibility Study	20	
. Installation & Deployment	20	
. Service Management	20	
. Industry Standards	10	



BENEFITS AND KEY POINTS (>)





# SECTION FIVE - BENEFITS AND KEY POINTS

## BENEFITS OF USING THE FRAMEWORK



This framework is **fully compliant** with the Public Contracts Regulations 2015.



Authorised participants can **re-open competition** within the framework, removing the need for a full tender exercise or lengthy supplier evaluation each time they have a Electric Vehicle Charging Point requirement, saving time and costs associated with procurement exercises.



**Direct award** capability giving you a quick, easy and PCR 2015 compliant route to procurement.



The terms and conditions are safe and designed to protect you.



Free and **full support** on using the framework through the KCS Procurement Services team.



You are able to benefit from aggregated spend and **lower pricing** based on the value of the overall contract, even on low spend orders.



The framework will be **managed and monitored** by KCS Procurement Services (acting for Kent County Council) on behalf of our customers and your views and requirements will be taken into account when reviewing and developing the contract.



Social value is an increasingly important way in which we look to support our customers and communities throughout the UK. Social value is now a 10% weighting within every single new framework, so we can be certain that we are awarding suppliers who are committed to contributing to communities.

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AWARDED SUPPLIERS





# SECTION SIX - AWARDED SUPPLIERS

The following suppliers in no particular order have been appointed to this framework. Only the following suppliers are OLEV authorised installers and who are able to apply for grants on the customers behalf.



## **ELECTRIC BLUE LTD**

- Trevor Watt Business Development Manager
- *2* 07828 741767
- ftrevor.watt@ebcharging.com
- electricblue.uk.com



# **EQUANS LTD**

- Paul Turner Bid Manager
- *2* 07977 153852
- paul.turner1@equans.com
- engie.co.uk/equans



A Siemens Business

# YUNEX TRAFFIC

- (A) Kenny Scouller Head of Sales EVI
- **2** 07921 243552
- e-tendering@yunextraffic.com
- yunextraffic.com



## **SWARCO UK LTD**

- Stuart Davis Strategic Account Manager
- **2** 07971 005052
- stuart.davis@swarco.com
- swarco.com



#### FRAMEWORK ELECTRICAL VEHICLE CHARGING POINTS

**FRAMEWORK REF Y18019** 

#### TO BE COMPLETED BY THE CUSTOMER

- On completion of this agreement form, KCS Procurement Services will make available to the customer all details and documents relating to this framework.
- The customer will be entitled, at any time during the term of this framework, to order products/services as detailed in the framework.
- · The customer will have full responsibility and ownership for each individual contract they award under this framework.
- KCS Procurement Services will retain overall responsibility for the management of the framework.

#### DECLARATION

I/we accept all responsibility for both accessing and using the framework in accordance with it's associated terms and conditions and in accordance with the Public Contracts Regulations 2015.

I/we agree that KCS Procurement Services (acting on behalf of Kent County Council) have no responsibility, or liability, relating to our use of the framework.

I/we authorise KCS Procurement Services to receive management information from the contracted supplier regarding the usage of this framework. This information shall be used by KCS Procurement Services for contract management / administration purpose

Name of purchasing organisation			
Address			
Customer name			
Customer signature			
Job title			
Email			
Telephone			
Estimated value £			
Length of contract (if applicable)			
Direct award or Further competition			
Supplier (if known)			
Product(s) or service(s) of interest			
Authorised by KCS Procurement Services (on behalf of Kent County Council):			
Name		Position	
Signature		Date	
PLEASE RETURN THE FORM TO psframeworks@csltd.org.uk To submit this form online, please download to pdf first to complete.			
LET'S KEEP IN TOUCH! Please tick if you are interested in receiving information on our other frameworks and services from across the Commercial Services Group.			
WHERE DID YOU HEAR ABOUT US?			



## FRAMEWORK ELECTRICAL VEHICLE CHARGING POINTS

FRAMEWORK REF Y18019

## TO BE COMPLETED BY THE CUSTOMER ONCE AN ORDER HAS BEEN PLACED WITH THE SUPPLIER.

This information shall be used by KCS Procurement Services for contract management/administration purposes. I confirm the details of the following award of contract under framework reference Y18019.

Name of purchasing organisation				
Address				
Name (printed)				
Customer signature				
Date				
Job title				
Telephone				
Email address				
Description of items/service procured				
Awarded supplier				
Contract value £				
Length of contract				
Date of award (or period of award if you are commissioning a service to be provided over a period of time)				
Savings achieved £				
Benefits you gained by using the framework				
Are you happy to be contacted by KCS to discuss your experience of using the framework?				
LEAD ACKNOWLEDGMENT of accessibility (to be completed by lead):				
Name	Position			
Signature	Date			
PLEASE RETURN THE FORM TO psframeworks@csltd.org.uk To submit this form online, please download to pdf first to complete.				



GDPR (>)





# **APPENDIX C - GDPR**



## WE ARE COMMITTED TO PROTECTING YOUR PRIVACY.

We take your privacy seriously and will only use any personal information that we collect from you, or that you provide, relating to the products and services you have requested from us, or whereby you make an enquiry about our products or services.

As the contracting authority for framework Y18019 for the supply of Electrical Vehicle Charging Points, we have included a GDPR data protection legislation clause in the framework and individual contract terms and conditions.

However, we recommend that any framework users/member authorities should complete their own due diligence to ensure the suppliers they are purchasing from can provide 'sufficient guarantees' that the requirements of GDPR will be met and the rights of data subjects protected.

#### **PRIVACY NOTICE**

For more information on our privacy notice please go to the following link: www.commercialservices.org.uk/privacy.asp



To see the Privacy Notices of our trusted third party suppliers please visit their individual websites.



# KCS PROCUREMENT SERVICES FRAMEWORKS

KCS Procurement Services offer fully PCR 2015-compliant, simple-to-use frameworks. With full, free procurement support, ensuring you can operate with complete peace of mind.

With over 20 years of experience we'll ensure you have everything you need and are able to make the best decisions for your organisation. Our free, impartial advice will save you time and money.

We look forward to working together.

Thanks for choosing KCS Procurement Services as your trusted partner.

We can support and guide you through your purchase, offering security and peace of mind.

Tarryn Kerr

Director of KCS Procurement Services

# WHY CHOOSE KCS PROCUREMENT SERVICES?

$\bigcirc$	Market-leading frameworks
$\bigcirc$	Complete peace of mind
$\bigcirc$	Continued support for the life of your individual contract
$\bigcirc$	All frameworks are PCR 2015-compliant and adhere to government guidelines
$\bigcirc$	Full tender process already completed
$\bigcirc$	All our suppliers are fully approved
$\bigcirc$	Complete public sector solutions

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0808 281 9439

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psframeworks@csltd.org.uk



www.procurementservices.co.uk