

Cheshire East Borough Council

APPENDIX 1 - SPECIFICATION

**REQUEST FOR QUOTATION
FOR THE PROVISION OF SCHOOLWEAR
AND CORE PE KIT**

PERIOD: 1st January 2017 to 31st December 2018

With 2 x 12 months option to extend

Appendix 1 - Specification

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| Introduction |
| <p>In keeping with the School Uniform Guidance (2013) report by the Department for Education, Wilmslow High School does not want to enter into a sole supplier relationship. The intention is to appoint a maximum of three uniform suppliers to provide the items of uniform as detailed in the Statement of Requirements, ensuring that we achieve best value for parents/carers on price and quality, as well as providing them with a choice of outlets and channels through which to purchase.</p> <p>Whilst the supply arrangements will be brokered by Wilmslow High School, the purchasing will be direct by individual parents and carers as the school itself does not stock or sell new uniforms.</p> <p>A suitable contract to supply services on the basis outlined will be put into place until 31 December 2018 with the option to extend for 2 x 12 months</p> |
| Scope |
| <p>This arrangement is for the provision of supply of schoolwear (Lot 1) and 'core' PE kit (Lot 2) to students in years 7-11. 6th form students are out of scope. Representative team sports kits and specialist or representative schoolwear are also out of scope.</p> |
| Background |
| <p>We are seeking suppliers to enter into a multi-supply arrangement for our current school uniform; this initial contract will run from 1 January 2017 to 31 December 2018, with an extension option of 2 x 12 month extensions to 31st December 2020. It is not our intention, at this stage, to review the current design of the uniform in any way.</p> <p>Wilmslow High School is a secondary school in Cheshire. The school has 1,534 students aged 11-16 for whom the wearing of a school uniform is compulsory. Every September we have a new Year 7 intake of approximately 300 students.</p> <p>The school has a recognised sports specialism and all of the above students are required to wear the 'core' PE kit for all of their PE lessons. All students in Years 7-9 undertake two 50-minute lessons of compulsory PE per week, wearing items of the 'core' PE kit.</p> <p>We are very proud of our school uniform and expect high standards in personal appearance. We rely on our suppliers and parental support to achieve this.</p> <p>We are not able to restrict purchasing of uniform by parents/carers to the successful applicants. This tender will give exclusive promotion and support opportunities (for example, running pop-up shops in school) to the successful applicants.</p> |
| Service Conditions and Environmental Factors |
| <p>Whilst the supply arrangements will be brokered by Wilmslow High School, the purchasing will be made directly by individual parents and carers as the school itself does not stock or sell new uniforms. As such, no sales volume is either explicitly or implicitly guaranteed.</p> <p>Maximisation of consistency of design, quality, colours and fabrics is a key factor in maintaining the high standards of personal appearance through school uniforms. Consistency of uniforms both within and between year groups, who will have started in different years, is explicitly expected.</p> <p>It would be preferable if suppliers had least one retail outlet operational throughout the life of the contract in Cheshire East or one of its neighbouring local authority areas (Cheshire West & Chester, Warrington, Greater Manchester Combined Authority [GMCA], Shropshire, Staffordshire [incl. Stoke-on-Trent] and Derbyshire).</p> |

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| Technology, Systems and Management Techniques |
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| <p>Suppliers are required to report to the school at the beginning and end of each school term on the;</p> <ul style="list-style-type: none">• level of monthly stock sales at a size and item level• number of complaints received by parents/carers• number of deliveries made within the specified time period• number of deliveries made outside the specified time period <p>Suppliers are required at the end of the contract to report on the following:</p> <ul style="list-style-type: none">• An overview of all products purchased by the School• Details of potential sources of added value which can be built into the remainder of the contract/extensions (if taken up) |
| Quality Requirements |
| <p>To comply with appropriate British and European standards. Further details in the <i>Statement of Requirements</i> section</p> |
| Whole of life support |
| <p>The new supplier(s) will be expected to purchase existing Wilmslow High School branded stock from the current supplier, at cost. The same process will apply at the end of this new multi-supplier arrangement, i.e. the incoming supplier(s) will be expected to purchase residual Wilmslow High School branded stock from the school.</p> <p>Forecast stock levels at the end of December 2016 listed by type of item, are expected to be broadly in line with those held at 10th December 2015, which are included at Appendix 2. The combined value of the schoolwear (Lot 1) and Core PE Kit (Lot 2) existing stock holding at 10th December 2015, at cost, was approx. £42,000.</p> <p>Illustrations are included at Appendix 2 of the levels of stock that incoming suppliers will be expected to purchase. The levels of stock are split down depending on whether two or three suppliers are appointed for each lot. The level of the stock to be purchased will be based on the cost value of the school's stock as at 31st December 2016, at cost of sales, not retail value.</p> <p>Whilst it is not the school's intention, at this stage, to change the current design of the uniform in any way, the school reserves the right to make changes to the uniform directly, in response to changes in legislation or guidance from the Department for Education, if it believes that changes are necessary. The school will formally review all aspects of uniform specification and provision, in the light of these new multi-supplier arrangements, during the initial 12-month period from the commencement. It is therefore entirely possible that the specification of the uniforms might change for the period beyond the initial 24 months.</p> |
| Data Security |
| <p>Suppliers are expected to have robust systems in place for keeping names, addresses and contact information for students and parents/carers secure. These systems should be demonstrably compliant with current data protection legislation.</p> |
| Social Value |
| <p>Cheshire East Council's new Social Value Policy 2016 in line with The Public Services (Social Value) Act 2012, outlines the Council's commitment to Social Value. The school, which is 'maintained' and part of the broader Council, requires that supplier(s) demonstrate how they can add value through social value through</p> |

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this contract in line with Objective 1 of this policy:

Objective 1 Promote Employment and Economic Sustainability

The provider(s) must comply with the Modern Slavery Act 2015 and demonstrate measures to ensure continuing compliance with this legislation.

The provider(s) should work towards ensuring that employees are paid the national living wage.

The provider(s) are required to comply with the Ethical Trading Initiative (<http://www.ethicaltrade.org/>) and the 8 base codes it stipulates:

1. Employment is freely chosen
2. Freedom of association and the right to collaborative bargaining are respected
3. Working conditions are safe and hygienic
4. Child labour shall not be used
5. Living wages are paid
6. Working hours are not excessive
7. No discrimination is practiced
8. Regular employment is provided

The provider(s) are encouraged to source goods and materials which are used both as parts of the final product and in the production process from local provider(s) to The Council to help support the local supply chain.

Anticipated Implementation Timetable

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|--------------------|--|
| December 2016 | Notification of successful applicants |
| December 2016 | Appointment of suppliers |
| 1st January 2017 | Commencement (<i>stock available for sale to parents and carers</i>) |
| 1st July 2017 | Review meeting |
| 1st January 2018 | Review meeting |
| 1st July 2018 | Review meeting (<i>to discuss possible extension of contract</i>) |
| 31st December 2018 | Contract end (<i>unless contract has been formally extended</i>) |

*This timetable is indicative only and subject to change at the Council's discretion

Statement of Requirements

Schoolwear is for both male and female students. It will include, but not be limited to; Jackets, Trousers, Ties, Pullovers, Slip-overs, Kilts.

Core PE Kit for both male and female students. To include, but not be limited to, Rugby/Hockey Jersey, Rugby/Hockey Shorts, Polo-Shirts, Tracksuit Jackets, Tracksuit Trousers, PE Shorts, Games Socks. As ongoing cost effectiveness is an important factor for our parents, the school actively invites submissions of core 'PE' kit which are not linked to high profile brands.

All items should be provided with an appropriate name label. All products where required should be available with embroidered or digitally sublimated logos, as specified.

The core products with details of requirements are listed below. Example images of current items

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are also provided. Physical garments can be made available for inspection at the school by prior arrangement. The quality of the garments provided by suppliers should be comparable with the garments currently supplied to the school.

All products should be readily available in a full range of sizes, appropriate to the ages of High School students (11-16). Where items are not readily available in stock, these should ordinarily be supplied within 3 weeks from the order being received and in any event no longer than 6 weeks from the order being received. Where exceptionally small or large sizes are required by a student, these should be available by special order at no additional cost, i.e. these do not need to be kept in stock but, from a pricing perspective, should be treated as stock items.

The core list reflects the perceived most commonly used products that will be used against this framework agreement. However, there will be products required that fall outside this list and supply of those goods under this agreement should attract a generous discount off supplier's published price list.

All the core items are standard, must be able to be ordered for at least the life of the contract including the extensions if they are taken up and are as per tender; we cannot source anything different, change colours or have mixed uniforms and no substitute items are allowed without the express written permission of the school. Our students need to have a continuous 'uniform look'.

Although it is anticipated that most sales would be transacted in the suppliers' retail outlets or online, there may be opportunities for the suppliers to run 'pop-up' shops or 'drop-in' sessions on the school site periodically, subject to mutual agreement. Where these arrangements are in operation supplier staff coming in to sell on the school site would be expected to have appropriate DBS clearance or, where clearance has not been obtained, for the supplier to inform the school, at least 48 hours in advance, that that this is the case.

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LOT 1 - Schoolwear

| Item No. | Item | Example Image | Specification |
|----------|--------------|---|---|
| 1 | Boys Blazer |  | KBFE Jacket Style Black 100% Polyester Black polyester lining School crest embroidered to left breast <i>(Current Manufacturer: Graham Winterbottom; current item has maroon trim but this will not be required from Jan 2017)</i> |
| 2 | Girls Blazer |  | KG2FE Jacket Style Black 100% Polyester Black polyester lining School crest embroidered to left breast <i>(Current Manufacturer: Graham Winterbottom; current item has maroon trim but this will not be required from Jan 2017)</i> |
| 3 | House Ties |  | UK Manufactured 16" in length and clip on fasten Maroon with stripe 100% Polyester Special School design (4 houses using different colour stripe: Red, Yellow, Green, Purple) <i>(Current Manufacturer: William Turner)</i> |
| 4 | Pullover |  | Coolflow style Maroon 50/50 Cotton Acrylic Mix School crest embroidered to left breast Fully washable <i>(Current Manufacturer: Charles Kirk; the current item was compulsory but this will be an optional item from Jan 2017))</i> |
| 5 | Slip-over |  | Coolflow style Sleeveless Maroon 50/50 Cotton Acrylic Mix School crest embroidered to left breast Fully washable <i>(Current Manufacturer: Charles Kirk; the current item was compulsory but this will be an optional item from Jan 2017))</i> |

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| Item No. | Item | Example Image | Specification |
|----------|---------------|---|---|
| 6 | Girls Kilt |  | <p>UK Manufactured Special kilt style Black, Poly Viscose <i>(Or equivalent)</i> <i>(Current Manufacturer: Charles Kirk; current item has maroon trim and an embroidered school crest but this will change from Jan 2017; current style skirts (pictured) will still be permitted. The current style skirt uses Velcro to secure the front flap of the kilt; we are specifically open to alternative methods of fastening/securing the flap [e.g. concealed buttons or zipper])</i></p> |
| 7 | Girls Trouser |  | <p>Charles Kirk 3582 Boot Cut Black Polyester/Viscose Lycra (max. 3% Lycra/Elastene) 2 Front pockets <i>(Or equivalent)</i> <i>(Current Manufacturer: Charles Kirk; current item has embroidered school crest but this will not be required from Jan 2017)</i></p> |
| 8 | Trouser |  | <p>Black pleated BT1 trouser Single pleat front with belt Internal lining Open side seams Teflon coated two fold 67% Polyester/33% Viscose <i>(Current Manufacturer: Graham Winterbottom)</i></p> |

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LOT 2 – ‘Core’ PE Kit

| Item No. | Item | Example Image | Specification |
|----------|----------------------------|---|---|
| 9 | Rugby/ Hockey Jersey |  | Reversible rugby/hockey jersey Short sleeve GTex performance fabric Black with a Maroon trim School crest digitally sublimated to the left breast |
| 10 | Rugby/ Hockey Short |  | Gusseted performance rugby/hockey short Heavy weight Cotton Drill Black School crest embroidered to the left leg <i>(Current Manufacturer: Chadwick; the current item was compulsory but this will be an optional item from Jan 2017)</i> |
| 11 | PE Polo Shirt |  | Short sleeve polo GTex performance fabric Black with a Maroon trim School crest embroidered to the left breast (Option 1) No embroidered crest (Option 2) |
| 12 | PE Shorts |  | GTex performance fabric Black School crest embroidered to the left leg <i>(the current item has maroon trim but this will not be required from Jan 2017)</i> |

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| Item No. | Item | Example Image | Specification |
|----------|-------------------|--|---|
| 13 | Tracksuit Jacket |  | KiTex Poly Tactel performance fabric Black with a Maroon trim School crest embroidered to the left breast |
| 14 | Tracksuit Trouser |  | KiTex Poly Tactel performance fabric Black <i>(current item has embroidered school crest but this will not be required from Jan 2017)</i> |
| 15 | Games Sock |  | Unisex Hooped bespoke performance sock Polyester Black and Maroon <i>(the current item is white, black and maroon but the white element will not be required from Jan 2017)</i> |