



Professional
support for
**Furniture and
Equipment
projects**

espo.org





Introducing ESPO

ESPO is a public sector buying organisation with over 35 years' experience supplying a wide range of quality products and services to the public sector. 100% owned by the public sector, any surplus we make after recovering our costs is returned to the public purse.

We strive to provide a professional, cost effective procurement and supply service to all our customers offering a complete procurement solution which includes:

- A comprehensive catalogue offering over 25,000 products
- Over 120 framework solutions, compliant with EU and UK procurement regulations
- Bespoke services and support including a dedicated F&E (Furniture & Equipment) Projects team

Our commercial experience, market insight, category expertise and best practice sourcing means we can respond quickly and effectively to the complex needs of the public sector.

Professional support for F&E projects

Whether it's fitting out a brand new school or refurbishing an office, planning for a large scale furniture and equipment project can be a daunting task which requires the strict management of many different factors:

- Procurement compliance
- Budget control
- Product selection and ordering
- Timings and deadlines
- Delivery and installation

ESPO's F&E Projects team can help!

At ESPO we have a dedicated F&E Projects team specialising in new build and refurbishment projects. Working closely with you, they can support you to streamline the process and help ensure things run smoothly from start to finish.

“Using our strong supplier links and industry expertise we can manage project work flows to ensure all aspects run smoothly from product selection and ordering through to delivery and installation”

Rowena Thomas – F&E Projects team

Over the years our customers have included Schools and Academies, Government and Council buildings, Emergency Services, Care homes and much more.

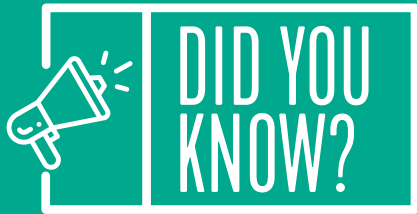
Each project benefits from its own qualified and experienced Project Manager, as well as the expertise of specialist ESPO staff and suppliers as required.

Working closely with you, we can help source a wide range of F&E products which strike the right balance of quality while still meeting your budget requirements.



Get off to the right start

The start of any F&E project can be a daunting time with so many different things to consider before any of the installation work even begins. Precise planning at this stage is essential and our team are on hand to guide you through the process.



Your ESPO Project Manager can work with you to cross-check your project inventory for suitability and compatability.



Support and advise on the planning process



Provision of samples and swatches

PRODUCT DATA SHEET

ESPO

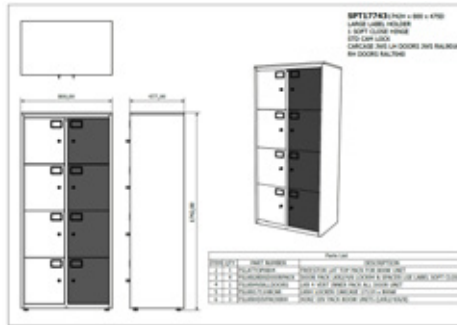
LOCKERS – OFFICE

1742h x 800w x 475d

8 Person Locker
8 hinged door compartments.

Key locking with master key

Steel construction
Carcass finished in White RAL9016.
Fronts on Left - White RAL9016
Fronts on Right - Grey RAL7040.

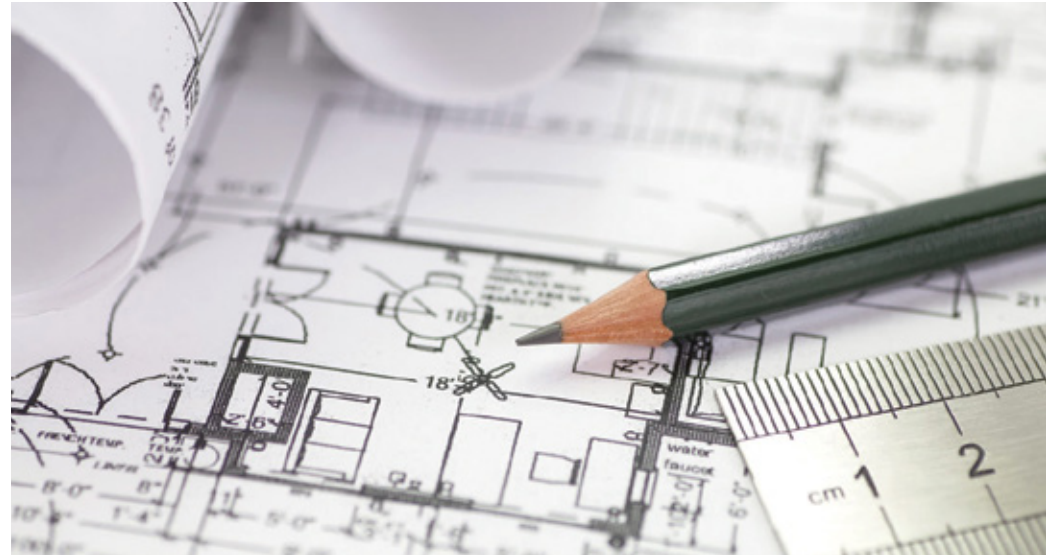


espo.org

ESPO Barnsdale Way, Grove Park, Enderby, Leicester LE19 1ES
Eastern Shires Purchasing Organisation - A local authority purchasing and distribution consortium
Krisian Smith, Director | General enquiries: 0116 265 7819



Preparation of product schedules and product data sheets



Reading and interpreting floor plans to help with furniture quantities, allocations, space planning and layouts



Site measurements including windows, floor areas, doorways and furniture



Support with the ordering process and budgeting

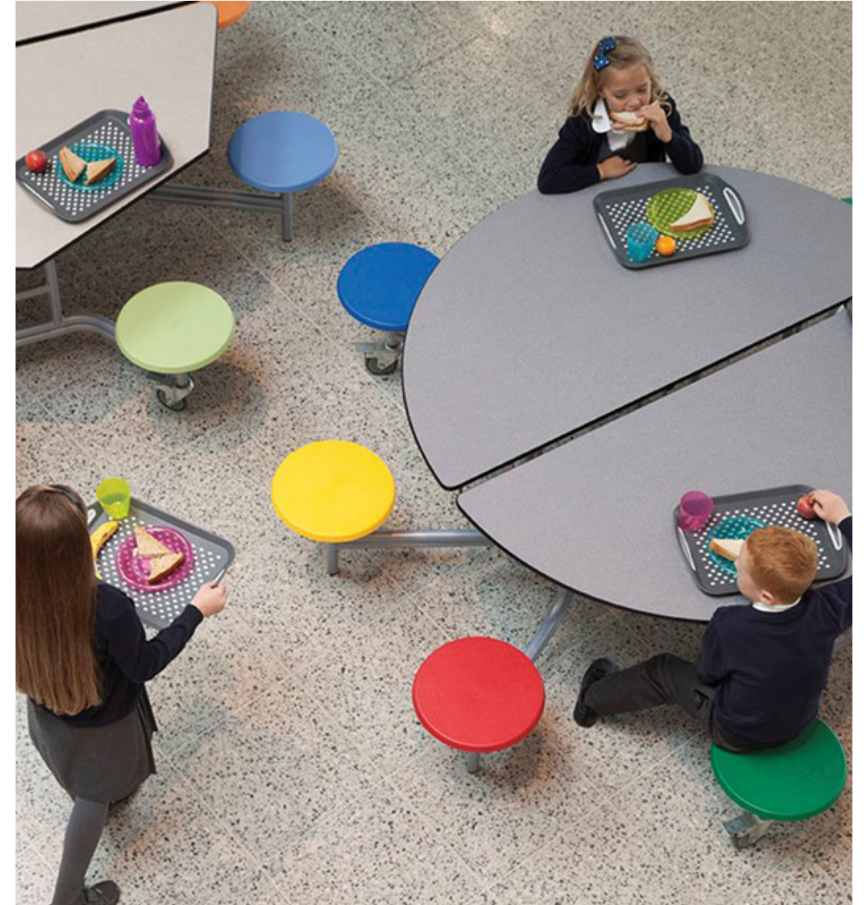
What help is available?

F&E projects can be undertaken purely as a procurement and supply function, or we can offer a full project management service. It's up to you how much support you wish to receive.

Depending on your needs we can provide the following:

- Expertise on the F&E process as well as guidance on EU and UK procurement law.
- Support to agree product choices, specifications, quantities, ordering and room layouts.
- Provide samples and technical information and co-ordinate visits to the site by specialists.
- Prepare product schedules and product data sheets in line with architect drawings, budgets and lead times.
- Review of F&E and co-ordination with architects, M&E (mechanical and electrical) contractors and main contractors if required.
- Provide RAMS (risk assessments and method statements).
- Provide comprehensive delivery schedules, co-ordinated with progress on site.
- Organise and supervise on-site installation, including the removal of waste.
- Provide O&M (operating and maintenance) information and on-site product familiarisation.





Why use ESPO?

We've listed below some of the main benefits our customers receive through working with our F&E Projects team:



Peace of mind

We're here to support you as much or as little as you need. With years of experience and industry knowledge behind us, you can rest assured that your project is in safe hands.



Impartiality

As a public sector organisation our allegiance is to you and not to any specific supply sources. This means that the decisions made are always in your best interests alone.



Best value

Our contract and award procedures help to identify best value supply sources and products, offering both cost and time savings.



Compliance

As one of the country's largest Public Sector Buying Organisations we have a wide range of solutions in place for both goods and services; all of which are fully compliant with EU and UK Procurement Regulations.



Freedom from bureaucracy

Using ESPO to source your products and services removes the need to undertake a separate tender exercise which is often a lengthy and resource-heavy process. This work has already been done for you through our compliant procurement processes.



Time and choice

By removing the need to tender you also remove the need to make any early commitments via the tender to product specification. This gives you greater opportunity to explore solutions that the market has to offer and saves you time in the process.



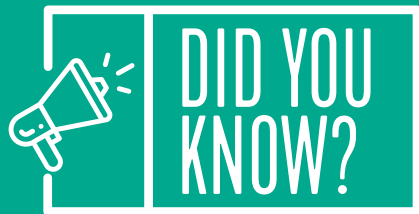
Simplicity

Through our support we can simplify the process helping you identify product solutions, build an inventory of goods and support you with purchasing and deliveries.



An extra helping hand

Through our years of experience we've found that many people vastly underestimate the delivery and installation stage of a project. Our F&E Projects team can support you with the co-ordination of this task to ensure things run smoothly when the delivery vans start rolling in.



Most furniture items are made to order. Any discrepancies or damages must be reported within 48 hours and our team ensure this happens.



Ensure enough people are on hand to unload large deliveries



Safely transport large items to their location



Ensure items are placed in the correct locations



Ensure new carpets and walls are protected



While most education furniture is delivered ready assembled it is normally delivered to the nearest point under cover – Our F&E Projects team can arrange for the furniture to be room positioned and for all packaging to be removed.



Hand check individual items to ensure quality and consistency



Professional assembly of equipment



Remove waste and packaging





What our customers say



"The quality of service and the product was outstanding. ESPO met the required deadline for the delivery of the furniture to two new buildings. The Product Manager stayed with the team throughout the installation and picked up any snagging issues – of which there were very few. The delivery and installation team were excellent and installed under very difficult circumstances with the building contractors on site and having to work around them. I can't fault their approach to this job at all and can recommend them without reservation."

Carol Sheffield,
The West Bridgford School



"ESPO recently completed a £335,000 contract at one of our new secondary schools. We were looking for an organisation we could work with to complete some F&E development and product choice, find cost effective OJEU compliant routes to market, and install in time for the opening of the new school.

The early dialogue with an ESPO Project Manager highlighted that a flexible approach to manage this with us looked feasible, and that early advice helped to validate our budgets and consider the choices and timescales we would need to focus on to meet our install timetable. In practice, the approach developed with ESPO has worked very well for us and we were able to follow a flexible route to make good equipment and furniture choices within a reliable budget. The fit out at site has worked well for us, and any minor problems experienced with suppliers have been mopped up and dealt with effectively by the ESPO team. It has certainly been our experience that ESPO have proved to be a good partner to work with to contribute to an outcome that is very pleasing."

Tom Traynor, The Parkside Federation



"Peterborough City Council have introduced agile working, moving staff from four separate locations across the city into one central purpose built head office to accommodate 1500 staff across an office space with 900 workstations.

ESPO's involvement resulted in a smooth and trouble free process throughout. They worked with us to keep the F&E below budget, and made sure that we didn't have any surprise hidden costs. The goods were all delivered and installed in a timely way – and the few issues which arose during the 4 week installation programme were addressed quickly and efficiently.

The ESPO F&E Projects team was an easy and reliable partner to work with. I would be pleased to recommend them to others undertaking similar projects."

Andy Cox, Peterborough City Council



Kestrel's Field

"We have traded with ESPO since August 1991 and our expectations of their service have never been put into question from our smallest to our largest order. They have been invaluable in the process of supplying and installing our requirements for a brand new 16 classroom school, and earlier this year their quality of service didn't falter when they helped us refurbish our first build following expansion."

Pauline Spence, Kestrel's Field Primary School



Your one-stop shop solution

At ESPO we provide a true one-stop shop solution. As well as helping with the F&E requirements for your new site, we can also support you to get the very best deals on all the services and resources that bring the building to life.

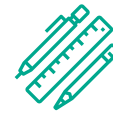
Our free-to-access framework solutions can provide a compliant route to sourcing a wide range of services including:

- Gas and Electricity
- Washroom services
- Utility services
- MFDs (photocopiers)
- Cleaning services
- Food and Catering
- Waste collection
- Signage
- Fire safety equipment
- Water coolers
- Curtains and blinds
- Stage curtains, lighting and sound

Visit **espo.org** to see our full framework offering.

1000's of products at your finger tips

Our comprehensive catalogue also contains over 25,000 products at great low prices that you can depend on every day including:



Stationery



Early years resources



Catering equipment



Classroom resources



Curriculum resources



White goods



Sport & leisure



Art & crafts



Furniture



Presentation equipment



Cleaning equipment and consumables



Site and safety management

Request your free catalogue at **espo.org** or visit **espocatalogue.org** to view products online.



How to get started

Every project is different and so your requirements for support will differ too. We start with an initial meeting to discuss the scope and scale of your project, and look at your in-house capabilities as well as identifying areas where additional support may be required.

Contact our dedicated F&E Projects team today to arrange a free of charge consultation.

F&E Projects team

0116 294 4061

espo.org

fandeprojects@espo.org



ESPO

F&E Projects team
0116 294 4061
fandeprojects@espo.org

espo.org