

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 June 2020	09:45	Remotely by MS Teams ,

KENNETH GRAHAM
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Vacant position (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council)

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

Members of the Press and Public

Members of the press and public wishing information in relation to this meeting please contact Elaine Currie, elaine.currie@renfrewshire.gov.uk

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- | | | |
|-------------|---|----------------|
| 1 | Minute | 3 - 8 |
| | Minute of meeting of the Executive Sub-committee held on 29 May 2020. | |
| 2(a) | Contract for Approval: Demolition and Deconstruction Works | 9 - 28 |
| | Report by Chief Executive of Scotland Excel. | |
| 2(b) | Contract for Approval: Supply and Delivery of Catering Sundries | 29 - 46 |
| | Report by Chief Executive of Scotland Excel. | |
| 3 | Request for Associate Membership: Bon Accord Care Limited | 47 - 48 |
| | Report by Chief Executive of Scotland Excel. | |
| 4 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 28 August 2020. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 May 2020	10:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services and L Campbell, Corporate Services Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council); and M Ferris, Senior Audit Manager (Audit Scotland).

Apologies

Councillor Angus Macmillan Douglas (Angus Council) and Councillor Graham Hutchison (City of Edinburgh Council).

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 27 March 2020.

It was noted that Councillor Hawick's and Bailie McLeod's apologies had not been recorded in the Minute.

DECIDED: That the Minute, as amended, be approved.

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2019 to 31 March 2020.

The report intimated that Scotland Excel had ended the 2019/20 financial year with a net overspend of £6,139 within its Core Operations, a saving of £7,861 compared to the budgeted reserve drawdown of £14,000.

As projected at Period 10, the expenditure overspend arose mainly within Employee Costs with other minor overspends in Premises Costs and Apprenticeship Levy (Transfer Payments). These were offset by underspends across Supplies and Services, including furniture and marketing and Transport Costs. The net result was an overspend in gross expenditure for 2019/20 of £51,611.

Income was higher than anticipated as a Scottish Government grant of £150,633 funded the Supported Living/Care at Home activity that was budgeted to be funded from £120,000 of Project reserve balances, as such this drawdown was no longer needed. This, along with other short-term unplanned project income, resulted in an over-recovery in gross income for 2019/20 of £59,472. At 1 April 2019, the balance on the Projects Reserve was £636,924.

The Projects ended the year with a surplus of income over expenditure of £126,368. This balance was committed for future Project spend, the detail and management of this balance would be reported in the draft Annual Accounts, due to be brought before the Joint Committee on 19 June 2020.

The table in the report provided an analysis of the budget and actual spend during 2019/20 and included a summary of movement in the General Reserve.

It was noted that the last sentence of paragraph 1.1 of the report should read 'Further detail is provided in section 3' and not section 4 as stated.

DECIDED: That the year-end positions in both Core Operations and Projects detailed in the report be noted.

3(a) Request for Associate Membership: Crown Estate Scotland

There was submitted a report by the Chief Executive of Scotland Excel advising that Crown Estate Scotland had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Crown Estate Scotland to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

3(b) Request for Associate Membership: South of Scotland Enterprise Agency

There was submitted a report by the Chief Executive of Scotland Excel advising that South of Scotland Enterprise Agency had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by South of Scotland Enterprise Agency to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

Prior to consideration of the following item of business, the Head of Customer and Business Services advised that in terms of the delegation awarded to the Director, now Chief Executive, at the meeting of the Executive Sub-committee held on 27 March 2020, 18 requests for temporary associate membership, at no fee, had been received from public body or third sector organisations.

4 Update on Contract Delivery Plan

There was submitted a report by the Chief Executive of Scotland Excel relative to the progress of the 2020/21 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and appendices 1 to 3 to the report provided further details.

The report highlighted that there were 74 current frameworks in the Scotland Excel portfolio. Appendix 1 to the report detailed those frameworks to be renewed before 31 March 2021; Appendix 2 to the report detailed the new frameworks that would be added to the portfolio before 31 March 2021; and Appendix 3 to the report detailed those frameworks that had extension options likely to be exercised in 2020/21

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2021 would be approximately £2 billion.

The national flexible framework for Care and Support Services went live in April 2020 and a total of 78 care providers offering 316 services had been awarded a place on

the framework; the services for engineering and construction consultancy would now be delivered through two individual frameworks, an Engineering and Technical Consultancy framework and a Construction and Building Consultancy framework.

In light of the severe impact on normal business practices resulting from the current coronavirus/Covid-19 outbreak, Scotland Excel had deferred some projects and proposed to extend some current frameworks as detailed in Appendix 4 to the report.

In addition to the activity detailed in appendices 1 to 3, Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas in the construction and corporate teams; scoping a new opportunity for Robotics Process Automation/Artificial Intelligence; testing further changes to the information capture tool used for data gathering purposes with West Lothian Council; continuing work on the revised procurement process for the Social Care Case Management Framework; provided input to the digital telecare procurement playbook instruction manual aimed at supporting those buying Telecare kit and services; and further enhanced the scope of the Online School Payments system.

It was noted that overall, efficiencies delivered in 2019 were circa 2.5% which was in line with the forecast range.

It was proposed that a further schedule be included in future reports detailing the spend data by contract, and that the spend by council be sorted alphabetically.

DECIDED:

(a) That the overall contract delivery plan review, including the proposed actions to be taken as a result, be noted;

(b) That the recommendations for contract extensions, as detailed in Appendix 4 of the report be approved, subject to further consultation with relevant bodies and legal colleagues to ensure the modifications proposed were applied appropriately and in accordance with Scotland Excel's governance and applicable Regulations; and

(c) That a further schedule be included in future reports detailing the spend data by contract, and that the spend by council table should be sorted alphabetically.

5 Risk Register Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the risk register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and to identify controls and actions that had been taken to mitigate such risks. A copy of the risk register was appended to the report.

It was noted that the impact of the COVID-19 pandemic was the over-riding influence on all strategic risk at present coupled with continuing Brexit uncertainty. These factors were reflected in the upwards trend in relation to risk score showing against a number of the existing strategic risks and in the introduction of a new risk in respect of National Emergency including Pandemic. The updated Strategic Risk Register identified a number of existing and new linked actions in relation to each strategic risk aimed at mitigating the impact of each risk in the present day and going forward. This risk was currently positioned on the highest risk score of 25. While Scotland Excel was operating well within the home working environment, the continuing uncertainty

of when and how the lockdown was going to end necessitated this risk remaining on the maximum risk score. A number of linked actions had been identified in relation to this risk aimed at mitigating the impact on the organisation at present and making sure that the organisation learned from the current pandemic going forward.

Other risks with risk scores impacted by the COVID-19 pandemic were detailed in table 2 in the Strategic Risk Register. Factors taken into consideration, in addition to COVID-19, when reviewing the risk register over the year included Brexit; recruitment challenges within the procurement sector; continuing financial uncertainty across local government; the developing importance of corporate social responsibility; growing environmental awareness across society and the increasing size of the Scotland Excel contract portfolio.

DECIDED: That the report be noted.

6 Employee Absence Management Report

There was submitted a report by the Chief Executive of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the period ending 31 March 2020 and provided a breakdown of the current month, the last six and 12 months absence figures, together with an illustration of 12 months in days and the last 12 months in percentages.

The rate of absence across the organisation had been maintained below the 4% target with the rolling six and 12 month average absence rates now at or below 2.5%.

DECIDED: That the report be noted.

7 Covid-19 Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the impact of COVID-19 with regard to a number of operational matters within Scotland Excel.

The report intimated that the UK Government had issued detailed guidance in relation to measures that should be taken to restrict the spread of the Covid-19 virus. These measures included restrictions on unnecessary travel and meetings and advice for specified groups of citizens who were seen as being at greater risk from infection.

In view of this guidance, and to support measures to prevent the spread of the virus, the Executive Sub-committee at its meeting held on 29 March 2020 delegated authority to the Director, in consultation with the Chair and/or Vice Chair of the Executive Sub Committee the power to cancel, if necessary, the planned meeting of the Executive Sub-committee on 29 May 2020 and any subsequent meeting; authority to make all decisions required relating to the functions of the Executive Sub-committee in advance of the next meeting of the Executive Sub-committee and agreed to temporary associate membership at no fee to any public body or third sector organisation that the Director felt would benefit efforts to tackle the current crisis.

Scotland Excel was currently operating a full service via remote working for all employees in line with government guidance with the specific focus being working with suppliers to ensure that the goods and services required to support essential frontline services continued to be available to councils. Regular updates were being provided to councils in relation to supplier stock levels for essential items and advice

on alternative sources of supply where possible. This was an ever-changing picture and everything was being done to make sure council procurement teams had access to all information available at the time.

The Chief Executive Officers Management group (CEOMG) at its meeting held on 6 May 2020 considered reports on five key areas of business and the impact of COVID-19, being PPE; Food; Care; Waste; and Construction and these were appended to the report.

Scotland Excel had successfully held both the March Executive Sub-committee meeting and the May CEOMG meeting via video conference and after consultation with the convener, it had been proposed that the meetings of the Executive Sub-committee scheduled to be held on 29 May and 19 June would also take place using the same methods. Scotland Excel was currently reviewing its video conferencing platform and would be in touch with every elected member to test connectivity for future meetings. It was noted that paragraph 4.1 of the report should refer to the March Executive Sub-committee meeting and not the April Executive Sub-committee meeting.

The Chief Executive gave a commitment to work with officers from councils in relation to provision of supplies and that she would provide members with the breakdown information for their council.

DECIDED: That the report be noted and the measures taken to continue operations during the COVID-19 pandemic be supported.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 19 June 2020.



Scotland Excel

To: Executive Sub-Committee

On: 19 June 2020

**Report by:
Chief Executive of Scotland Excel**

Tender: Demolition and Deconstruction Works

Schedule: 1119

Period: 1st August 2020 – 31 July 2022 with option to extend for up to two further years until 31 July 2024

1. Introduction and Background

This recommendation is for the award of a renewal framework and will be a second-generation framework for demolition. The existing collaborative framework agreement expires on 31 July 2020.

As seen in recent news reports the construction industry has been particularly hard hit by the Corona Virus Disease 2019 (COVID-19) pandemic. Demolition suppliers are no exception and will require the opportunity to get back to work as soon as legally possible. This framework has taken into consideration the reduction of lead times for work package awards with a value under £50,000 and in emergency situations.

This framework will provide councils and other participating members with a mechanism to procure demolition and deconstruction works, ranging from simple shoring and to complex multi-storey demolitions and provide vital emergency services.

To ensure delivery of demolition and deconstruction works which meet our members' needs, Scotland Excel targeted three key areas in developing this strategy; increased market participation, simplified call-off procedures and improved support of the Scottish Government's declared climate emergency.

Demolition has been identified by Police Scotland as an area of potential risk regarding serious and organised crime. As such included in the tender was the declaration of non-involvement and declaration of non-involvement in human trafficking & exploitative labour. All tenderers signed the requested documents.

This report summarises the outcome of the procurement process for the national framework agreement.

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) approved the inclusion of three lots, summarised in Table 1 which covers the scope of member requirements for the delivery of demolition and deconstruction works.

Table 1

Lot No.	Description
1	Demolition and Deconstruction works up to £50,000
2	Demolition and Deconstruction works on or over £50,000
3	Emergency Demolition

The lotting structure was designed to be representative of the marketplace and member purchasing requirements.

As detailed in Appendix 1, 30 councils have confirmed their intention to participate in the framework. The remaining two councils have their own frameworks in place. To allow for potential migration from existing agreements, all 32 councils were included in the contract notice for the framework. Additionally, multiple associate members have confirmed their intention to participate.

The maximum estimated value of services that may be awarded under the framework is £72 million. This contract value has been derived from information provided directly from councils, market analysis and historic data. This is, however, a maximum value which is estimated to ensure that there is sufficient capacity within the framework to accommodate any unforeseen peaks in demand.

Procurement Process

User Intelligence Groups (UIGs) were set up comprising of key personnel from Scotland Excel member councils to support the development of the framework. The UIG agreed the procurement route, terms and conditions and the overall strategy, and a Technical UIG developed the specification and the commercial and technical evaluation.

In line with the European Union (EU) Open Procedure a Prior Information Notice (PIN) was published on 11 April 2019 via the Public Contracts Scotland (PCS) advertising portal which resulted in 54 expressions of interest. Supplier meetings were held with 18 interested participants to discuss the development of the

tender following an open invitation in the PIN. This resulted in the sharing of valuable information on plant categorisation, cost drivers in the industry and the risks they face.

Furthermore, Scotland Excel worked in partnership with a range of other stakeholders to develop this framework, including Police Scotland, National Federation of Demolition Contractors (NFDC), Demolition Contractors Association and Zero Waste Scotland.

A contract notice was published on the PCS portal on 11 February 2020. The tender documentation was made available for immediate download via the Public Contracts Scotland Tender portal.

The procurement processes followed an Open Tender Procedure under the procurement rules. Tenderers were evaluated against the following criteria and weightings:

- Technical 30%
- Commercial 70%

Within the technical section, tenderers were required to evidence their knowledge and experience by responding to the following series of technical questions as detailed below within Table 2:

Table 2

Question	Description	Lot 1 Weighting	Lot 2 Weighting	Lot 3 Weighting
1	Range of Expertise	6.5	6.5	6
2	Fair Work Practices	2.5	1.5	2
3	Scenario Example 1 - Risk Management	5	5	N/A
4	Scenario Example 1 – Resource Planning & Allocation	3.5	3.5	N/A
5	Scenario Example 2 - Risk Management	5	5	N/A
6	Scenario Example 2 – Resource Planning & Allocation	3.5	3.5	N/A
7	Recycling and Environment	4	4	4
8	Community Benefits	N/A	1	1
9	Emergency Response Methodology	N/A	N/A	6

10	Service Delivery Methodology	N/A	N/A	6
11	Scenario 5 - Risk Management	N/A	N/A	5

Within the commercial section for lots 1 and 3 the framework was scored per lot and council area. Both of these lots include options for users to award work directly as well as award work through mini competition. For lot 2 the framework was scored per lot and geographical region with the submitted rates enforceable under the framework. Planned works of greater value will be facilitated under Lot 2 to ensure best value is achieved; all call-offs will be appointed via mini competitions. Tenderers were able to offer for one, some or all lots and geographical areas.

All lots comprise the same labour rates with varying equipment rates for each lot. Tenderers were awarded on a per council basis for lots 1 and 3 and per region for lot 2.

3. Report on Offers Received

The tender closed on 16 March 2020 which was prior to the COVID-19 pandemic working restrictions starting. Scotland Excel received 33 offers before the closing date. Included in the 33 as outlined in Appendix 2, were 15 incumbent suppliers. In addition to the incumbent tenderers a further 18 organisations submitted a tender. Of these, 15 were new tenderers to Scotland Excel. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 33 compliant offers was completed. Appendix 3 confirms the scoring achieved by each tenderer in each lot, per council/regional area.

4. Recommendations

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, and to secure best value, capacity and coverage, it is recommended that a multi supplier framework is awarded to 25 suppliers across the 32 geographical areas and three lots, as outlined in Appendix 3.

These 25 recommended suppliers offer nationwide coverage and ample coverage to account for any potential difficulties that may arise from the implications of COVID-19 under the framework and all 25 suppliers are classed as Small to Medium Enterprises (SME) [between 10 and 249 employees].

5. Benefits

Benchmarking

Due to the bespoke nature of each and every demolition work package, a benchmarking exercise has not been undertaken. The high level of competition that will exist within the framework should ensure that mini competitions will continue to produce best value outcomes.

Tenderers were required to provide rates as a percentage variation from the National Federation of Demolition Contractors (NFDC) Daywork Charges. The tendered rates of the recommended suppliers for all three lots have been benchmarked against the current NFDC rates. On average, the median tendered rates are circa 25% below the NFDC rates across all three lots.

Process savings will also be realised under this framework. Currently most councils conduct substantive procurement processes for each of their demolition requirements. This framework will now allow direct awards for works under £50,000 and emergency demolition work and the option to run mini competitions for programmed work under the framework is still available for all three lots.

Price Stability

Framework pricing is fixed for the first year of the framework. When the NFDC Rates are updated (annually in July), Scotland Excel will apply the percentage adjustment tendered by the Suppliers to those updated NFDC Rates in accordance with the Framework Contract conditions. Thereafter any price increases will require to be supported with documentary evidence and will be validated against changes in market pricing, tracked in accordance with Scotland Excel's indexation model. These measures will help maintain healthy balance between competitiveness and sustainable pricing throughout the framework term.

Social

In recognition of the range of social considerations important to the sector, technical award criteria assessed tenderers' approach to fair work practices across a range of questions which focused on issues specifically pertaining to the supporting and promoting of pay equality, diversity, attractive working conditions, and staff training and development.

This framework supports the delivery of Scotland's National Outcomes including; tackling inequalities in Scottish society; living lives safe from crime, disorder and danger, realising our full economic potential with more and better employment opportunities; and reducing the local and global environmental impact of our consumption and production.

Community Benefits

Scotland Excel is committed to maximising community benefit delivery. Tenderers were asked to confirm whether they were willing to comply with our community benefits approach for the lifetime of the framework and scored on their ability to deliver it. This approach is designed to deliver local community benefits based on individual member spend thresholds and all 25 recommended suppliers have confirmed their acceptance. The community benefits approach focused on areas relevant to demolition industry and the benefits delivered will include:

- Employment opportunities, including jobs for unemployed;
- Training and accreditation, including accredited training to Scotland Excel member employees;
- Work experience, including hosting industry awareness days for public schools, colleges or jobs;
- Volunteering and charitable donations.

Suppliers have agreed to report ongoing delivery of community benefits to Scotland Excel on a six-monthly basis.

Fair Work Practices including the Real Living Wage

Suppliers were also asked to confirm their approach to the payment of the Real Living Wage to their workforce. As detailed in Appendix 4, all 25 recommended suppliers pay the Real Living Wage and commit to maintaining that for the duration of the framework, with six of them accredited and an additional seven committed to becoming accredited within two years. Twelve suppliers are not accredited by the Living Wage Foundation but pay the Real Living Wage to all employees (except volunteers, apprentices and interns).

Scotland Excel will work with all awarded suppliers during the lifetime of the framework to ensure commitments are met.

Other Benefits

Sustainable Procurement Benefits

All but one of the recommended suppliers are International Organization for Standardization (ISO) 14001 Environmental Management accredited or equivalent meaning they proactively explore reductions in process costs, emissions and waste.

6. Contract Mobilisation and Management

In accordance with Scotland Excel's established Contract Supplier Management programme, in terms of risk and spend, as detailed in Appendix 5 this framework is classified as level B. As such, on a quarterly basis Scotland Excel will collect, analyse and review detailed supplier management information.

Standard management information will be collated in accordance with that described in the tender documentation. Achievement of key performance indicators as provided in the tender will be finalised and agreed at contract award. These will be a driver to ensure that the required service is monitored, maintained and where possible improved during the framework period. This data will form the foundation of ongoing contract and supplier management.

Scotland Excel will also hold mobilisation meetings with all awarded suppliers to ensure they understand how the framework operates and what is contractually expected of them.

7. Summary

The framework for Demolition and Deconstruction Works has maximised collaboration and provided a route to market for local SMEs. It has also delivered a balanced approach to fair work practice. There are also a wide range of additional benefits, including significant local community benefits.

The Executive Sub Committee is requested to approve the recommendations to award this framework agreement as detailed in Appendix 3.

Appendix 1 – Participation and Annual Spend Summary

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend	Source of Spend Data
Aberdeen City Council	YES	01 August 2020	£ 250,000.00	Management Information/SPIKES
Aberdeenshire Council	YES	01 August 2020	£ 245,000.00	Council
Angus Council	YES	01 August 2020	£ 150,000.00	Council
Argyll & Bute Council	YES	01 August 2020	£ 125,000.00	Council
City of Edinburgh Council	NO	N/A	£ -	N/A
Clackmannanshire Council	YES	01 August 2020	£ 50,000.00	Council
Comhairle nan Eilean Siar	YES	01 August 2020	£ 50,000.00	Council
Dumfries & Galloway Council	YES	01 August 2020	£ 250,000.00	Council
Dundee City Council	NO – Until 2021	01 August 2021	£ 1,000,000.00	Council
East Ayrshire Council	NO	N/A	£ -	N/A
East Dunbartonshire Council	YES	01 August 2020	£ 300,000.00	Management Information/SPIKES
East Lothian Council	YES	01 August 2020	£ 120,000.00	Council
East Renfrewshire Council	YES	01 August 2020	£ 27,000.00	Management Information/SPIKES
Falkirk Council	YES	01 August 2020	£ 90,000.00	Council
Fife Council	YES	01 August 2020	£ 550,000.00	Council
Glasgow City Council	YES	01 August 2020	£ 1,300,000.00	Council
Highland Council	YES	01 August 2020	£ 500,000.00	Management Information/SPIKES
Inverclyde Council	YES	01 August 2020	£ 300,000.00	Council
Midlothian Council	YES	01 August 2020	£ 150,000.00	Management Information/SPIKES
Moray Council	YES	01 August 2020	£ 800,000.00	Council
North Ayrshire Council	YES	01 August 2020	£ 800,000.00	Management Information/SPIKES
North Lanarkshire Council	YES	01 August 2020	£ 35,000.00	Council
Orkney Islands Council	YES	01 August 2020	£ 250,000.00	Management Information/SPIKES
Perth & Kinross Council	YES	01 August 2020	£ 720,000.00	Council
Renfrewshire Council	YES	01 August 2020	£ 400,000.00	Council
Scottish Borders Council	YES	01 August 2020	£ 20,000.00	Management Information/SPIKES
Shetland Islands Council	YES	01 August 2020	£ 110,000.00	Management Information/SPIKES
South Ayrshire Council	YES	01 August 2020	£ 1,000,000.00	Council
South Lanarkshire Council	YES	01 August 2020	£ 150,000.00	Management Information/SPIKES
Stirling Council	YES	01 August 2020	TBC	Council
West Dunbartonshire Council	YES	01 August 2020	£ 600,000.00	Management Information/SPIKES
West Lothian Council	YES	01 August 2020	£ 520,000.00	Council
Tayside Contracts	NO	N/A	£ -	N/A
Associate Members	YES	01 August 2020	£ 3,500,000.00	Management Information/SPIKES
Totals			£ 14,362,000.00	

Appendix 2 – List of Tenderers and Awards

Tenderers	SME Status	Tenderers' Local Area	Lot(s) Offered	Lot(s) Awarded
Andrew Cook (Builders) Limited	Small	Fife	1	NA
Bardem Limited	Small	Renfrewshire	1, 2	1, 2
Burnfield Builders & Demolishers Limited	Small	Glasgow City	1, 2, 3	1, 2, 3
Caskie Limited	Small	Glasgow City	1, 2, 3	1, 2, 3
Central Demolition Limited	Medium	Falkirk	1, 2, 3	1, 2, 3
C.E.P. Demolitions Limited	Small	Glasgow City	1, 2	NA
CHAMIC INDUSTRIAL SERVICES LIMITED	Small	The City of Edinburgh	1, 2	NA
Chris Wright & Sons Ltd	Small	Inverclyde	1, 2, 3	1, 2, 3
Coleman Group (CNC Group Holdings Ltd)	Medium	Birmingham City	2	2
Daltons Demolitions Limited	Small	The City of Edinburgh	1, 2, 3	1, 2, 3
Damada (Asbestos Removals) Ltd	Small	South Lanarkshire	1, 2	1, 2
David Morton (Larbert) Limited	Small	Falkirk	1, 2, 3	1, 2, 3
David Smith Contractors Ltd	Medium	Aberdeenshire	1, 2, 3	2
Dem-Master Demolition Limited	Medium	West Lothian	1, 2, 3	1, 2, 3
Dundee Plant Company Limited	Medium	Dundee City	1, 2, 3	2
G&J Demolition Limited	Small	North Lanarkshire	1, 2, 3	NA
GCM Services Scotland Ltd	Small	Falkirk	1, 2	1, 2
George Beattie & Sons Limited	Small	North Lanarkshire	1, 2, 3	1, 2, 3
Gowrie Contracts Limited	Small	Dundee City	1, 2	1, 2
JCH Plant Hire Ltd	Small	North Lanarkshire	1, 2	1, 2
JCJ (Demolition & Construction) Ltd	Small	Glasgow City	1, 2, 3	1, 2, 3
John Graham (Metals) Limited	Small	Stirling	1	1
John Gunn & Sons Limited	Small	The Highland	1, 2, 3	NA
MacWilliam Demolition Ltd	Small	North Lanarkshire	1, 2	1, 2
MGR Industrial Services Limited	Small	Falkirk	1, 2	1, 2
RM Brown Demolitions Ltd	Small	East Lothian	1, 2, 3	NA
Reigart Contracts Limited	Medium	North Lanarkshire	1, 2, 3	1, 2, 3
Rhodar Limited	Medium	South Lanarkshire	2	NA
Safedem Limited	Medium	Dundee City	1, 2, 3	1, 2, 3
Technical Demolition Services Limited	Medium	Wirral	2	2
Thompsons of Prudoe Limited	Large	Northumberland	2	NA
William Goodfellow (Contractors) Limited	Small	North Lanarkshire	1, 2	1, 2
William Munro Construction (Highland) Limited	Small	The Highland	1, 2, 3	3

Appendix 3 – Scoring and Recommendations. Page 1 of 3
Lot 1 – Demolition and Deconstruction works up to £50,000

Lot 1 – D+D works up to £50,001

29 tenders submitted
21 tenderers recommended for award
8 tenderers not recommended for awarded

KEY																																	
Recommended for award																																	
Not recommended for award																																	
No offer																																	
Supplier	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council	Inverclyde Council	Midlothian Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	The Highland Council	The Moray Council	West Dunbartonshire	West Lothian Council	Council Coverage
Andrew Cook (Builders) Limited															39.7																	0	
Bardem Limited				52.0				50.3		50.3			49.6		49.6	49.6	50.3		50.3	49.6			49.6	50.3		50.3	49.6	49.0			49.6		15
Burnfield Builders & Demolishers Limited	52.4	52.4	52.4	54.5	51.7	51.0	63.2	52.4	52.4	52.4	51.7	51.7	51.7	51.0	51.7	51.7	52.4	51.7	52.4	51.7	58.4	52.4	51.7	52.4	58.4	52.4	51.7	51.0	57.6	57.6	51.7	51.7	32
C.E.P. Demolitions Limited					39.5	38.7				39.9	39.5	39.5	39.5	39.1	39.5	39.5	39.9		39.9	39.2			39.2			40.2	39.5	38.7			39.2		0
Caskie Limited	46.1	46.1	46.1	46.1	48.4	49.1	50.4	49.1	47.5	50.9	50.3	48.6	50.3	49.1	48.6	50.3	50.7	49.0	50.9	49.7	49.2	47.5	50.3	45.6	49.2	50.9	50.3	49.1	47.4	49.0	50.3	49.7	26
Central Demolition Limited	50.3	50.3	51.9	51.6	51.6	51.1	50.8	50.3	52.1	52.1	51.6	51.6	51.6	51.1	51.6	51.6	52.1	51.6	52.1	51.6	47.6	52.1	51.6	50.3	47.1	52.0	51.6	51.1	53.8	53.8	51.6	51.6	32
Chamic Industrial Services Limited	37.3	37.3	37.3	38.9	36.8	36.3	45.1	37.3	37.3	37.3	36.8	36.8	36.8	36.3	36.8	36.8	37.3	36.8	37.3	36.8	41.4	37.3	36.8	37.3	41.4	37.3	36.8	36.3	41.3	41.3	36.8	36.8	0
Chris Wright & Sons Ltd	46.5	46.5	46.5	45.4	45.8	45.2	46.2	46.5	46.5	46.5	45.8	45.8	46.0	45.2	45.8	45.8	50.5	45.8	46.5	45.8	43.3	46.5	45.8	46.5	43.3	46.5	45.8	45.2	42.8	51.2	45.8	45.8	9
Coleman Group (CNC Group Holdings Ltd)																																0	
Daltons Demolitions Limited	49.9	49.8	50.1	50.7	54.1	52.1		50.0	51.3	50.8	50.3	53.6	50.8	52.6	53.2	52.7	50.8	54.1	50.8	52.7		53.2	50.9	53.4		50.0	50.2	52.5	54.2	54.0	50.3	54.1	28
Damada (Asbestos Removals) Ltd	50.0	50.0	50.0	56.0	52.7	51.8		53.5	50.0	53.5	52.7	52.7	52.7	51.8	52.7	52.7	53.5	52.7	53.5	52.7		53.5	52.7	50.0		53.5	52.7	51.8		54.9	52.7	52.7	28
David Morton (Larbert) Limited	93.8	93.8	93.8	89.3	93.8	93.8	91.3	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	93.8	32	
David Smith Contractors Ltd	47.2	47.2	46.2				51.3		45.4																				48.9	48.9			5
Dem-Master Demolition Limited	49.7	49.7	49.7	51.4	52.9	52.3	57.5	49.7	53.4	49.7	52.9	52.9	52.9	52.3	52.9	52.9	53.4	52.9	49.7	52.9	53.9	53.4	52.9	49.7	53.9	49.7	52.9	52.3	53.9	53.9	52.9	52.9	32
Dundee Plant Company Limited	37.4	37.4	40.0						40.3						39.0							39.5											0
GCM Services Scotland Ltd	46.0	46.0	46.0	47.5	45.5	45.0		46.0	46.0	46.0	45.5	45.5	45.5	45.0	45.5	45.5	46.0	45.5	46.0	45.5		46.0	45.5	46.0		46.0	45.5	45.0	49.7	49.7	45.5	45.5	2
George Beattie & Sons Limited	52.5	52.5	52.5	54.0	52.8	52.4	58.1	53.4	53.4	53.6	53.0	52.3	53.0	52.5	53.0	53.0	53.6	52.8	53.6	53.0	54.9	53.6	53.0	53.4	54.9	53.6	53.0	52.5	56.4	56.4	53.0	53.0	32
G&J Demolition Limited	42.2	42.2	42.2		41.7	41.1		42.2	42.2	42.2	41.7	41.7	41.7	41.1	41.7	41.7	42.2	41.7	42.2	41.7		42.2	41.7	42.2		42.2	41.7	41.1		46.5	41.7	41.7	0
Gowrie Contracts Limited	53.7	53.7	53.7	55.7	53.0	52.4		52.1	53.7			53.0	53.0	52.4	53.0	53.0	53.7	53.0	53.7	53.0		53.7	53.0	53.7			53.0	52.4	58.8	58.8		53.0	25
JCH Plant Hire Ltd	68.8	68.8	68.8	76.3	72.0	70.9	83.3	73.1	73.1	73.1	72.0	72.0	72.0	70.9	72.0	72.0	73.1	72.0	73.1	72.0	77.6	73.1	72.0	73.1	77.6	73.1	72.0	70.9	75.2	75.4	72.2	72.2	32
JCJ (Demolition & Construction) Ltd				69.4	66.6	65.8		67.3	67.3		66.6	66.6	66.6	65.8	66.6	66.6	67.3	66.6	67.3	66.6		67.3	66.6	67.3		67.3	66.6	65.8			66.6	66.6	23
John Graham (Metals) Limited				49.8		46.8					47.4		47.4	46.8	47.4	47.4			48.0	47.4		48.0	47.4			47.4	46.8				47.4	12	
John Gunn & Sons Limited																													29.9				0
MacWilliam Demolition Ltd	40.7	40.7	46.9		46.3	45.5		44.9	44.9	44.9	46.8	44.3	46.8	45.5	46.3	46.8	47.5	44.3	44.9	46.8		44.9	46.8	44.9		44.9	44.7	45.5		43.6	46.8	46.2	7
MGR Industrial Services Limited	50.3	50.3	46.4	48.6	49.5	48.6	56.4	46.4	50.3	50.3	49.5	49.5	49.5	48.6	49.5	49.5	50.3	49.5	50.3	49.5	51.4	50.3	49.5	48.4	53.6	50.3	49.5	48.6	51.9	51.9	49.5	49.5	28
Reigart Contracts Limited	48.2	48.2	48.2	49.8	47.6	47.1		48.2	48.2	48.2	47.6	47.6	47.6	47.1	47.6	47.6	48.2	47.6	48.2	47.6		48.2	47.6	48.2		48.2	47.6	47.1	52.2	52.2	47.6	47.6	25
Rhodar Limited																																	0
RM Brown Demolitions Ltd	30.4	30.4	30.4	31.7	30.0	29.6	37.5	30.4	30.4	30.4	30.0	30.0	30.0	29.6	30.0	30.0	30.4	30.0	30.4	30.0		30.4	30.0	30.4		30.4	30.0	29.6	33.7	33.7	30.0	29.9	0
Safedem Limited	44.1	44.1	48.8	48.9	48.0	47.4	52.6	48.6	48.8	48.6	48.0	48.0	48.0	47.4	48.2	45.1	48.6	48.0	48.6	48.0	49.0	48.6	48.0	45.4	49.0	48.6	48.0	47.4	50.9	50.9	48.0	48.0	24
Technical Demolition Services Limited																																	0
Thompsons of Prudoe Limited																																	0
William Goodfellow (Contractors) Limited				68.4	63.6	62.4		64.8	64.8	64.8	63.6	63.6	63.6	62.4	63.6	63.6	64.8	63.6	64.8	63.6		64.8	63.6			64.8	63.6	62.4			63.6	63.6	23
William Munro Construction (Highland) Limited	36.0	36.0	36.0	37.2		35.2	42.2														39.1	36.0			38.6			35.2	39.3	39.3			0
Total Suppliers Offered Per Council	22	22	22	22	22	24	14	22	23	21	22	22	24	23	26	24	23	21	24	24	12	24	24	21	12	22	24	25	19	21	22	22	
Total Recommended Suppliers Per Council	12	12	11	11	11	13	10	15	15	14	16	15	17	16	17	17	15	15	17	18	9	16	17	13	9	15	17	17	14	16	16	16	

Appendix 3 – Scoring and Recommendations. Page 2 of 3
Lot 2 – Demolition and Deconstruction works on or over £50,000

Colour Key Lot 2					Lot 2 – D+D works on or over £50,000																													
Region 1	Recommended for award				31 tenders submitted																													
Region 2	Not recommended for award				23 tenderers recommended for award																													
Region 3	No offer				8 tenderers not recommended for awarded																													
Region 4																																		
Region 5																																		
Supplier	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council	Inverclyde Council	Midlothian Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	The Highland Council	The Moray Council	West Dunbartonshire	West Lothian Council	Council Coverage	
Andrew Cook (Builders) Limited																																0		
Bardem Limited	48.1	48.1	48.1	49.9		48.1	49.9	48.1	48.1	48.1	48.1		48.1	48.1	48.1	48.1	48.1		48.1	48.1	49.9	48.1	48.1	48.1	49.9	48.1	48.1	48.1	49.9	48.1	48.1		28	
Burnfield Builders & Demolishers Limited	52.4	52.4	52.4	54.5	52.4	52.4	54.5	52.4	52.4	52.4	52.4	52.4	52.4	52.4	52.4	52.4	52.4	52.4	52.4	52.4	54.5	52.4	52.4	52.4	54.5	52.4	52.4	52.4	54.5	52.4	52.4	52.4	32	
C.E.P. Demolitions Limited	33.0	33.0	33.0	34.9	35.8	33.0	34.9	35.8	33.0	35.8	35.8	35.8	35.8	33.0	33.0	35.8	35.8	35.8	35.8	35.8	34.9	33.0	35.8	35.8	34.9	35.8	35.8	33.0	34.9	33.0	35.8	35.8	0	
Caskie Limited	46.1	46.1	46.1	46.1	47.6	46.1	46.1	47.1	46.1	47.1	49	47.6	49	46.1	46.1	49	49	47.6	47.1	49	46.1	46.1	49	47.1	46.1	47.1	49	46.1	46.1	46.1	49	47.6	28	
Central Demolition Limited	42.3	42.3	42.3	50.8	51.5	42.3	50.8	51.5	42.3	51.5	51.5	51.5	51.5	42.3	42.3	51.5	51.5	51.5	51.5	51.5	50.8	42.3	51.5	51.5	50.8	51.5	51.5	42.3	50.8	42.3	51.5	51.5	32	
Chamic Industrial Services Limited	36.1	36.1	36.1	37.5	36.1	36.1	37.5	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	37.5	36.1	36.1	36.1	37.5	36.1	36.1	36.1	37.5	36.1	36.1	36.1	0	
Chris Wright & Sons Ltd	42.8	42.8	42.8	37.0	42.8	42.8	37.0	42.8	42.8	42.8	42.8	42.8	42.8	42.8	42.8	42.8	42.8	42.8	42.8	42.8	37.0	42.8	42.8	42.8	37.0	42.8	42.8	42.8	37.0	42.8	42.8	42.8	10	
Coleman Group (CNC Group Holdings Ltd)	48.3	48.3	48.3	49.6	48.3	48.3	49.6	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3	48.3	49.6	48.3	48.3	48.3	49.6	48.3	48.3	48.3	49.6	48.3	48.3	48.3	32	
Daltons Demolitions Limited	51.8	51.8	51.8	49.9	53.9	51.8	49.9	49.4	51.8	49.4	51.1	53.9	51.1	51.8	51.8	51.1	51.1	53.9	49.4	51.1	49.9	51.8	51.1	49.4	49.9	49.4	51.1	51.8	49.9	51.8	51.1	53.9	32	
Damada (Asbestos Removals) Ltd	45.5	45.5	45.5		48.6	45.5		48.6	45.5	48.6	48.6	48.6	48.6	45.5	45.5	48.6	48.6	48.6	48.6	48.6		45.5	48.6	48.6		48.6	48.6	45.5		45.5	48.6	48.6	27	
David Morton (Larbert) Limited	92.8	92.8	92.8	90.3	92.8	92.8	90.3	92.8	92.8	92.8	92.8	92.8	92.8	92.8	92.8	92.8	92.8	92.8	92.8	92.8	90.3	92.8	92.8	92.8	90.3	92.8	92.8	92.8	90.3	92.8	92.8	92.8	32	
David Smith Contractors Ltd	44.7	44.7	44.7	44.8		44.7	44.8		44.7					44.7	44.7						44.8	44.7			44.8			44.7	44.8	44.7			10	
Dem-Master Demolition Limited	53.6	53.6	53.6	55.0	57.7	53.6	55.0	56.2	53.6	56.2	57.7	57.7	57.7	53.6	53.6	57.7	57.7	57.7	56.2	57.7	55.0	53.6	57.7	56.2	55.0	56.2	57.7	53.6	55.0	53.6	57.7	57.7	32	
Dundee Plant Company Limited	43.3	43.3	43.3			43.3			43.3					43.3	43.3							43.3						43.3		43.3			10	
GCM Services Scotland Ltd	44.4	44.4	44.4	43.2	43.9	44.4	43.2	43.7	44.4	43.7	43.9	43.9	43.9	44.4	44.4	43.9	43.9	43.9	43.7	43.9	43.2	44.4	43.9	43.7	43.2	43.7	43.9	44.4	43.2	44.4	43.9	43.9	10	
George Beattie & Sons Limited	58.3	58.3	58.3	53.3	57.9	58.3	53.3	58.3	58.3	58.3	58.3	57.9	58.3	58.3	58.3	58.3	58.3	57.9	58.3	58.3	53.3	58.3	58.3	58.3	53.3	58.3	58.3	58.3	53.3	58.3	58.3	57.9	32	
G&J Demolition Limited	40.9	40.9	40.9		41.1	40.9		38	40.9	38	41.2	41.1	41.2	40.9	40.9	41.2	41.2	41.1	38	41.2		40.9	41.2	38		38	41.2	40.9		40.9	41.2	41.1	0	
Gowrie Contracts Limited	47.6	47.6	47.6			47.6			47.6					47.6	47.6							47.6						47.6		47.6			10	
JCH Plant Hire Ltd	78.0	78.0	78.0	78.5	78.0	78.0	78.5	78	78.0	78	78	78.0	78	78.0	78.0	78	78	78.0	78	78	78.5	78.0	78	78	78.5	78	78	78.0	78.5	78.0	78	78.0	32	
JCJ (Demolition & Construction) Ltd	65.8	65.8	65.8	68.8	65.8	65.8	68.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	65.8	68.8	65.8	65.8	65.8	68.8	65.8	65.8	65.8	68.8	65.8	65.8	65.8	32	
John Graham (Metals) Limited																																	0	
John Gunn & Sons Limited				22.5			22.5														22.5				22.5				22.5					0
MacWilliam Demolition Ltd	46.9	46.9	46.9		46.9	46.9		46.9	46.9	46.9	49.7	46.9	49.7	46.9	46.9	49.7	49.7	46.9	46.9	49.7		46.9	49.7	46.9		46.9	49.7	46.9		46.9	49.7	46.9	22	
MGR Industrial Services Limited	47.1	47.1	47.1	48.1	50.8	47.1	48.1	50.8	47.1	50.8	50.8	50.8	50.8	47.1	47.1	50.8	50.8	50.8	50.8	50.8	48.1	47.1	50.8	50.8	48.1	50.8	50.8	47.1	48.1	47.1	50.8	50.8	32	
Reigart Contracts Limited	49.3	49.3	49.3	50.9	49.3	49.3	50.9	49.3	49.3	49.3	49.3	49.3	49.3	49.3	49.3	49.3	49.3	49.3	49.3	49.3	50.9	49.3	49.3	49.3	50.9	49.3	49.3	49.3	50.9	49.3	49.3	49.3	32	
Rhodar Limited	35.0	35.0	35.0	34.1	37.1	35.0	34.1	37.1	35.0	37.1	37.1	37.1	37.1	35.0	35.0	37.1	37.1	37.1	37.1	37.1	34.1	35.0	37.1	37.1	34.1	37.1	37.1	35.0	34.1	35.0	37.1	37.1	0	
RM Brown Demolitions Ltd	28.5	28.5	28.5	30.1	28.5	28.5	30.1	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	30.1	28.5	28.5	28.5	30.1	28.5	28.5	28.5	30.1	28.5	28.5	28.5	0	
Safedem Limited	47.8	47.8	47.8	47.2	46.5	47.8	47.2	48	47.8	48	46.9	46.5	46.9	47.8	47.8	46.9	46.9	46.5	48	46.9	47.2	47.8	46.9	48	47.2	48	46.9	47.8	47.2	47.8	46.9	46.5	32	
Technical Demolition Services Limited	44.8	44.8	44.8	45.2	44.8	44.8	45.2	44.8	44.8	44.8	44.8	44.8	44.8	44.8	44.8	44.8	44.8	44.8	44.8	44.8	45.2	44.8	44.8	44.8	45.2	44.8	44.8	44.8	45.2	44.8	44.8	44.8	15	
Thompsons of Prudoe Limited					45.4			45.4		45.4	45.4	45.4	45.4			45.4	45.4	45.4	45.4	45.4			45.4	45.4		45.4	45.4				45.4	45.4	0	
William Goodfellow (Contractors) Limited	62.5	62.5	62.5	64.6	62.5	62.5	64.6	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	62.5	64.6	62.5	62.5	62.5	64.6	62.5	62.5	62.5	64.6	62.5	62.5	62.5		

Appendix 3 – Scoring and Recommendations. Page 3 of 3
Lot 3 - Emergency Demolition

Lot 3 - Emergency Demolition																																	
17 tenders submitted																																	
12 tenderers recommended for award																																	
5 tenderers not recommended for awarded																																	
KEY																																	
Recommended for award																																	
Not recommended for award																																	
No offer																																	
Supplier	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council	Inverclyde Council	Midlothian Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	The Highland Council	The Moray Council	West Dunbartonshire	West Lothian Council	Council Coverage
Andrew Cook (Builders) Limited																																0	
Bardem Limited																																0	
Burnfield Builders & Demolishers Limited				55.2	49.2	48.5				49.9	49.2	49.2	49.2	48.5		49.2	49.9	49.2	49.9	49.2		49.9	49.2	49.9		49.9	49.2	48.5			49.2	49.2	21
C.E.P. Demolitions Limited																																0	
Caskie Limited	44.3	44.3	44.3	46.1	47.1	46.7		47.9	44.9	47.9	47.3	45.7	47.3	46.7	45.7	47.3	47.6	47.3	47.9	47.3		44.9	47.3	46.5		47.9	47.3	46.7		47.4	47.3	47.3	28
Central Demolition Limited	45.8	45.8	46.5	49.3	46.1	45.6			46.6	46.6	46.1	46.1	46.1	45.6	46.1	46.1	46.6	46.1	46.6	46.1		46.6	46.1			46.5	46.1	45.6	46.7		46.1	46.1	26
Chamic Industrial Services Limited																																0	
Chris Wright & Sons Ltd	31.4	31.4	31.4	35.1	30.8	30.1	32.5	31.4	31.4	31.4	30.8	30.8	30.8	30.1	30.8	30.8	35.4	30.8	31.4	30.8	28.4	31.4	30.8	31.4	28.4	31.4	30.8	30.1	29.6	36.1	30.8	30.8	2
Coleman Group (CNC Group Holdings Ltd)																																0	
Daltons Demolitions Limited					44.8	43.6						44.3		43.6	44.2	44.2		44.8		44.2		44.7		44.7			44.2	43.6				44.8	7
Damada (Asbestos Removals) Ltd																																0	
David Morton (Larbert) Limited	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	91.8	32
David Smith Contractors Ltd	28.0	28.0	27.0				31.5		26.5																				28.8	28.8			0
Dem-Master Demolition Limited	44.5	44.5	44.5		46.1	45.0		44.8	46.2	44.8	46.1	46.1	46.1	45.0	45.5	46.1	46.6	46.1	45.0	45.8		46.1	46.1	44.8		44.8	46.1	45.0	48.7	48.7	46.1	46.1	28
Dundee Plant Company Limited			25.9						26.5						25.7							26.2											0
GCM Services Scotland Ltd																																0	
George Beattie & Sons Limited	46.6	46.6	46.6	50.5	46.7	46.2	51.1	47.2	47.2	47.3	46.7	46.2	46.7	46.2	46.7	46.7	47.3	46.7	47.3	46.7	46.5	47.3	46.7	47.2	46.5	47.3	46.7	46.2	50.5	50.5	46.7	46.7	32
G&J Demolition Limited																29.0																	0
Gowrie Contracts Limited																																	0
JCH Plant Hire Ltd																																	0
JCI (Demolition & Construction) Ltd				55.4	50.4	49.8		51.0		51.0	50.4	50.4	50.4	49.8	50.4	50.4	51.0	50.4	51.0	50.4		51.0	50.4	51.0		51.0	50.4	49.8			50.4	50.4	23
John Graham (Metals) Limited																																	0
John Gunn & Sons Limited																													20.6				0
MacWilliam Demolition Ltd																																	0
MGR Industrial Services Limited																																	0
Reigart Contracts Limited			44.7	48.7	44.1	43.6		44.7	44.7	44.7	44.1	44.1	44.1	43.6	44.1	44.1	44.7	44.1	44.7	44.1		44.7	44.1	44.7		44.7	44.1	43.6			44.1	44.1	17
Rhodar Limited																																	0
RM Brown Demolitions Ltd	21.3	20.6	20.6	23.9	20.2	19.8	27.1	20.6	20.6	20.6	20.2	20.2	20.2	19.8	20.2	20.2	20.6	20.2	20.6	20.2		20.6	20.2	20.6		20.6	20.2	19.8	23.9	23.9	20.2	20.2	0
Safedem Limited	36.9	36.9	38.1	41.0	37.6	37.2		38.1	38.1	38.1	37.6	37.6	37.6	37.2	37.6	37.6	38.1	37.6	38.1	37.6		38.1	37.6	37.3		38.1	37.6	37.2	40.6	40.6	37.6	37.6	7
Technical Demolition Services Limited																																	0
Thompsons of Prudoe Limited																																	0
William Goodfellow (Contractors) Limited																																	0
William Munro Construction (Highland) Limited							35.1														31.1								32.4	32.1			3
Total Suppliers Offered Per Council	9	9	11	10	12	12	6	9	11	11	11	12	11	12	12	13	11	12	11	12	4	13	11	11	3	11	12	12	10	9	11	12	
Total Recommended Suppliers Per Council	6	6	7	7	9	7	4	6	7	8	8	9	8	7	8	10	7	7	8	9	3	9	8	8	3	8	7	7	6	5	7	7	

Appendix 4 – List of Recommended Suppliers with Real Living Wage Status at Point of Tender

Supplier	Accredited Real Living Wage Employer and committed to maintaining	In process of becoming an accredited Real Living Wage Employer within the first two year period	Not an accredited Real Living Wage Employer but commit to gaining accreditation within the first two year period	Not an accredited Real Living Wage Employer but pay the Real Living Wage to all employees (except vols, APR & interns) committed to maintaining	Not an accredited Real Living Wage Employer and do not pay the Real Living Wage to all employees, but commit to paying the Real Living Wage to all employees (except vols, APR & interns) within the first two year period	Not an accredited Real Living Wage Employer and do not currently pay the Real Living Wage to all employees
Bardem Limited	YES					
Burnfield Builders & Demolishers Limited				YES		
Caskie Limited	YES					
Central Demolition Limited				YES		
Chris Wright & Sons Ltd			YES			
Coleman Group (CNC Group Holdings Ltd)				YES		
Daltons Demolitions Limited		YES				
Damada (Asbestos Removals) Ltd	YES					
David Morton (Larbert) Limited				YES		
David Smith Contractors Ltd				YES		
Dem-Master Demolition Limited		YES				
Dundee Plant Company Limited	YES					
GCM Services Scotland Ltd				YES		
George Beattie & Sons Limited	YES					
Gowrie Contracts Limited				YES		
JCH Plant Hire Ltd	YES					
JCJ (Demolition & Construction) Ltd				YES		
John Graham (Metals) Limited				YES		
MacWilliam Demolition Ltd				YES		
MGR Industrial Services Limited		YES				
Reigart Contracts Limited		YES				
Safedem Limited		YES				
Technical Demolition Services Limited			YES			
William Goodfellow (Contractors) Limited				YES		
William Munro Construction (Highland) Limited				YES		

Appendix 5 – Segmentation classifications

1119 Demolition and Deconstruction Works is classified as level B

There are five segmentation classifications and these classifications are rated from Class A to Class E. Each classification has contract and supplier management activities associated with it based on pre-determined weighted criteria.

Class A

Due to the unique and bespoke nature of the frameworks that fall within this class, a contract management plan to be developed and agreed with CSG.

Class B

Quarterly supplier contact, six monthly surveys, annual UIG, frequent support to councils, suppliers and external stakeholders requiring high level of procurement expertise, extensive contract monitoring.

Class C

Six monthly supplier contact, six monthly to annual surveys, annual UIG, regular support to councils, suppliers and external stakeholders requiring procurement expertise, high contract monitoring.

Class D

Annual supplier contact, annual surveys, optional annual UIG, ad-hoc support to councils, suppliers and external stakeholders potentially requiring procurement expertise, regular contract monitoring.

Class E

Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring.



Scotland Excel

To: Executive Sub-Committee

On: 19 June 2020

**Report by:
Chief Executive of Scotland Excel**

Tender: Supply and Delivery of Catering Sundries

Schedule: 1919

Period: 1 August 2020 until 31 July 2022 (with the option to extend for up to an additional two 12 month periods until 31 July 2024)

1. Introduction and Background

The current framework for catering sundries will expire on 31 July 2020. This proposed renewal framework will operate from 1 August 2020 until 31 July 2022 (with the option to extend for up to two 1-year periods until 31 July 2024).

This framework will provide councils and associate members with a mechanism to procure a range of catering sundries including disposable/recyclable cups, plates and cutlery, and other cookware and crockery for use within catering environments including schools, cafes and restaurants, corporate and civic locations, leisure centres, community centres and social work premises.

The renewal incorporates a number of enhancements to the current framework, including the option for recyclable and compostable products.

This report summarises the outcome of the procurement process for this national framework arrangement, and presents recommendations for award.

2. Scope, Participation and Spend

As part of the strategy development and through consultation with the User Intelligence Groups (UIG), it was decided to simplify the lotting structure from 3 to 2 lots as per figure 1 below. The products that were included within the Insulated Containers lot will now be captured in Lot 2 Catering Sundries.

Figure 1: Lotting Structure

Lot No.	Description	Estimated % Spend through lot
1	Catering Disposables	70%
2	Catering Sundries	30%

The framework was advertised to permit access by all 32 councils and associate members in Scotland. As detailed in Appendix 1, 32 councils and Tayside Contracts have confirmed their intention to participate in this framework.

Historical spend data suggests a forecast framework spend of c£3 million per annum. This framework is being advertised with a value of up to £4million per annum. A contingency has been built in to allow for a potential cost increase on the alternative/eco-friendlier products and to allow for a council not using the current framework to participate in the new framework.

3. Procurement Process

A Prior Information Notice (PIN) was published on 27th August 2019. This resulted in expressions of interest from 25 companies which led to 7 supplier meetings being held, supporting key elements of the development strategy. These included - ability to service, market trends, community benefits, sustainability, product range/specification along with discussions on plastics and how legislative changes would affect disposable products during the lifetime of the framework.

The User Intelligence Group (UIG), consisting of procurement and technical representatives from participating councils, endorsed the procurement strategy at 3 regional events on 23rd, 30th and 31st October 2019. A working group of technical representatives from the councils reviewed the specifications and the technical criteria to be adopted during the tender process.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation. All bidders were evaluated against selection criteria using the European Single Procurement Document (ESPD), and the stated award criteria of:

- Technical 20%
- Commercial 80%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to a series of technical requirements which are detailed in figure 2.

Figure 2: Technical Scoring

Description	Lot 1 and 2 Weighting
Fair Work Practices	4
Community Benefits Confirmation	5
Plastic	4
Recycling & Added Value	4
Servicing the Contract and Supply Chain	3
Total score	20

The commercial section of the tender was worth 80 points.

Bidders were invited to offer on a lot by lot basis and a discount from recommended retail price (RRP) model was used. Bidders were requested to submit an RRP price for each product along with a percentage discount for a basket of goods.

4. Report on Offers Received

Offers were received from 10 tenderers, a summary of which is provided in Appendix 2 (List of Tenderers).

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers received was carried out. Appendix 3 outlines the scoring achieved by each bidder, of which 9 are recommended for award across both lots.

5. Recommendations

The 9 recommended suppliers provide the choice, scope and range of catering sundries required by councils as well as representing best value and providing geographical coverage. These 9 suppliers also represent a mix of small, medium and large organisations, with 4 of the recommended suppliers classified as SMEs (defined as having between 10 and 249 employees)

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise based on available historic spend information. The results of this benchmarking are detailed in Appendix 1.

The projected average saving across all councils is 4.88%, which equates to an estimated total saving of approximately £184,000 per annum based on current forecast spend levels.

This figure is based on current pricing of the most used supplier for current core list products, against the best offer received.

However, it should be noted that future buying patterns in councils may differ in light of changes to catering services and menu options that schools may adopt during the planned phased return in August following the Covid-19 crisis.

Scotland Excel will work closely with councils when catering services begin planning their return and create individual benchmarking documents based on projected spend and purchasing habits.

Price Stability

Price Stability was not scored for this tender due to market uncertainty from Brexit at the time of tendering. However, a price stability clause was included, and of the recommended suppliers, 8 have offered 12 months fixed pricing and 1 has offered 24 months fixed pricing.

Sustainable Procurement Benefits

Within the technical section of the tender, Scotland Excel included a number of sustainability related method statements, including :

- Use of Plastic and changes to legislation
- Recycling and Added Value

In December 2020 new legislation will come into effect with regards to the removal of single use plastic. The impact of this will be that 8 plastic items will be removed (including disposable cutlery, plastic stirrers, plastic straws, disposable plates and bowls) with another 19 products reviewed after this period (including disposable cups and plastic cup lids for hot beverages).

Within the current framework these items would be purchased through Lot 1, Catering Disposables. As a result of the removal of plastics, bidders were asked how their organisation will adapt and how they would deal with any other policy/legislation changes during the lifetime of this framework

The 6 recommended suppliers for Lot 1 are all working towards the elimination of these products and are equipped to deal with any changes that may arise during the lifetime of the framework.

In preparation some suppliers have mentioned they are working with the Plastic Pact, a network of key stakeholders working to implement solutions that support a circular economy for plastics.

Bidders were asked a question in relation to recycling, including how packaging on deliveries would be reduced or recyclable. Responses from the recommended bidders include:

- 95% of packaging used for deliveries will be collected and recycled and the bidder is working towards being a zero to landfill company throughout 2020
- 100% of bidders' delivery packaging comprises recycled material

Due to the nature of Lot 1, within the commercial schedule of offer bidders were asked to note what percentage of each product on the lot was recyclable or compostable.

From the 6 recommended suppliers for this lot, 5 suppliers have committed to the majority of the items being 100% recycled with a number of items being compostable.

Scotland Excel will continue to monitor any further changes in legislation that may affect the framework during its lifetime and will work with successful suppliers and councils to implement these.

Community Benefits

Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. The benefits aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Councils will accrue 'community benefit points' based on their level of spend with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. All recommended suppliers have committed to delivering these benefits.

Within the published tender documents, suppliers were given a list of indicative community benefits that could be agreed with councils. Examples of these are:

- Fundraising event for external charities / initiatives within the council
- Work placements to school students from councils
- Support local food banks and community pantry initiatives
- Support holiday hunger programmes
- Sponsorship of sports team or community event within the council to the value of £500
- Recruit a modern (or other approved) apprentice from within the council
- Recruit one person from within the council area

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a 6 monthly period basis.

Fair work Practice including Real Living Wage

Scotland Excel recognises the importance of fair work practices in the delivery of effective public services. Within the technical section of the tender, one of the method statements assessed bidders on areas such as how they will commit to fair work practices. These include payment of the Real Living Wage, a fair pay policy, improving wider diversity of staff and avoiding exploitative employment practices, such as no inappropriate use of zero hours contracts.

Appendix 4 shows a breakdown of responses received from tenderers on their approach to fair work practices and their position on the payment of the Real Living Wage. In addition, 2 of the 4 suppliers classified as neither accredited nor paying the living wage have confirmed that all employees servicing Scottish operations are paid the at the living wage rate or above.

Scotland Excel will monitor status with all awarded suppliers during the lifetime of the framework and engage with the Living Wage Foundation on this particular market.

7. Contract Mobilisation and Management

As part of the mobilisation process, all suppliers will be invited to a contract mobilisation meeting to outline the operation of the framework. This will include roles and responsibilities, management information requirements and community benefits reporting. Suppliers and participating councils will be issued with a mobilisation pack containing all required details which will enable them to utilise the framework.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a category D framework. As such, Scotland Excel will conduct annual review meetings with suppliers and the option for annual user group reviews, as appropriate, whilst monitoring management information and community benefits associated with this framework. A summary of contract and supplier management classifications can be found in Appendix 5.

Supplier performance will be monitored by the contract supplier management process where surveys will be issued to councils for feedback on elements of the framework such as quality and service. This feedback will form the basis of contract management meetings with suppliers, who will be able to review the feedback and if required initiate an improvement programme.

8. Summary

This is the fourth generation framework for the Supply and Delivery of Catering Sundries and aims to maximise collaboration, consolidate demand and deliver best value.

The Executive Sub Committee is requested to approve the recommendation to award this framework to the suppliers detailed within Appendix 3 (Scoring and Recommendations).

Appendix 1 – Participation, Spend and Savings Summary

Supply and Delivery of Catering Sundries

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 August 2020	£134,134	Validated by Council	1.0%	4.88%	£6,546	Benchmark Current Contract
Aberdeenshire Council	Yes	01 August 2020	£216,018	Validated by Council	1.0%	4.88%	£10,542	Benchmark Current Contract
Angus Council	Yes	01 August 2020	£9,129	Scotland Excel Management Information	1.0%	4.88%	£446	Benchmark Current Contract
Argyll & Bute Council	Yes	01 August 2020	£87,856	Validated by Council	1.0%	4.88%	£4,287	Benchmark Current Contract
City of Edinburgh Council	Yes	01 August 2020	£260,360	Scotland Excel Management Information	1.0%	4.88%	£12,706	Benchmark Current Contract
Clackmannanshire Council	Yes	01 August 2020	£18,396	Scotland Excel Management Information	1.0%	4.88%	£898	Benchmark Current Contract
Comhairle nan Eilean Siar	Yes	01 August 2020	£625	Scotland Excel Management Information	1.0%	4.88%	£30	Benchmark Current Contract
Dumfries & Galloway Council	Yes	01 August 2020	£110,908	Scotland Excel Management Information	1.0%	4.88%	£5,412	Benchmark Current Contract
Dundee City Council	Yes	01 August 2020	£64,055	Validated by Council	1.0%	4.88%	£3,126	Benchmark Current Contract
East Ayrshire Council	Yes	01 August 2020	£88,000	Scotland Excel Management Information	1.0%	4.88%	£4,294	Benchmark Current Contract
East Dunbartonshire Council	Yes	01 August 2020	£69,252	Validated by Council	1.0%	4.88%	£3,380	Benchmark Current Contract
East Lothian Council	Yes	01 August 2020	£47,778	Validated by Council	1.0%	4.88%	£2,332	Benchmark Current Contract
East Renfrewshire Council	Yes	01 August 2020	£117,409	Validated by Council	1.0%	4.88%	£5,730	Benchmark Current Contract
Falkirk Council	Yes	01 August 2020	£110,495	Scotland Excel Management Information	1.0%	4.88%	£5,392	Benchmark Current Contract
Fife Council	Yes	01 August 2020	£192,125	Scotland Excel Management Information	1.0%	4.88%	£9,376	Benchmark Current Contract
Glasgow City Council	Yes	01 August 2020	£674,000	Validated by Council	1.0%	4.88%	£32,891	Benchmark Current Contract
Highland Council	Yes	01 August 2020	£27,638	Validated by Council	1.0%	4.88%	£1,349	Benchmark Current Contract
Inverclyde Council	Yes	01 August 2020	£42,579	Scotland Excel Management Information	1.0%	4.88%	£2,078	Benchmark Current Contract
Midlothian Council	Yes	01 August 2020	£62,909	Scotland Excel Management Information	1.0%	4.88%	£3,070	Benchmark Current Contract
Moray Council	Yes	01 August 2020	£30,007	Validated by Council	1.0%	4.88%	£1,464	Benchmark Current Contract
North Ayrshire Council	Yes	01 August 2020	£106,990	Validated by Council	1.0%	4.88%	£5,221	Benchmark Current Contract
North Lanarkshire Council	Yes	01 August 2020	£257,607	Scotland Excel Management Information	1.0%	4.88%	£12,571	Benchmark Current Contract
Orkney Islands Council	Yes	01 August 2020	£2,592	Scotland Excel Management Information	1.0%	4.88%	£126	Benchmark Current Contract
Perth & Kinross Council	Yes	01 August 2020	£46,740	Validated by Council	1.0%	4.88%	£2,281	Benchmark Current Contract
Renfrewshire Council	Yes	01 August 2020	£99,071	Scotland Excel Management Information	1.0%	4.88%	£4,835	Benchmark Current Contract
Scottish Borders Council	Yes	01 August 2020	£74,992	Validated by Council	1.0%	4.88%	£3,660	Benchmark Current Contract
Shetland Islands Council	Yes	01 August 2020	£1,653	Scotland Excel Management Information	1.0%	4.88%	£81	Benchmark Current Contract
South Ayrshire Council	Yes	01 August 2020	£118,915	Validated by Council	1.0%	4.88%	£5,803	Benchmark Current Contract
South Lanarkshire Council	Yes	01 August 2020	£115,035	Scotland Excel Management Information	1.0%	4.88%	£5,614	Benchmark Current Contract
Stirling Council	Yes	01 August 2020	£26,450	Validated by Council	1.0%	4.88%	£1,291	Benchmark Current Contract
West Dunbartonshire Council	Yes	01 August 2020	£325,720	Validated by Council	1.0%	4.88%	£15,895	Benchmark Current Contract
West Lothian Council	Yes	01 August 2020	£39,860	Validated by Council	1.0%	4.88%	£1,945	Benchmark Current Contract
Tayside Contracts	Yes	01 August 2020	£133,034	Validated by Council	1.0%	4.88%	£6,492	Benchmark Current Contract
Totals			£3,712,333			4.88%	£181,162	
Associate Members			£61,168			4.88%	£2,985	
Totals			£3,773,501			4.88%	£184,147	

Appendix 2 – List of Tenderers with SME Status

Name of Tenderers	SME Status	Location	Lots Tendered	Lots to be Awarded
Alliance Disposables Limited	Medium	Crewe, Cheshire	Lots 1 and 2	Lots 1 and 2
BFS Group Limited T/A Bidfood	Large	Slough, England	Lots 1 and 2	Lot 2
Brake Bros Limited	Large	Ashford, Kent	Lots 1 and 2	Lots 1 and 2
Bunzl UK Limited TA Bunzl Catering Supplies	Large	London	Lot 1	Lot 1
Bunzl UK Limited TA Lockhart Catering Equipment	Large	London	Lot 2	Lot 2
GMC Corsehill Ltd	Small	Paisley	Lots 1 and 2	Lot 1 and 2
Instock Ltd	Medium	Aberdeen	Lots 1 and 2	Lots 1 and 2
Kitchway Ltd	Mirco	London	Lot 2	None
Nisbets Plc	Large	Bristol	Lots 1 and 2	Lot 2
Unico Limited	Medium	London	Lot 1	Lot 1

Appendix 3 - Scoring and Recommendations

Catering Sundries 1919

Recommendations - Lot 1 – Catering Disposable

Supplier	Commercial (out of 80)	Technical (out of 20)	Total Score (out of 100)	Awarded to Lot
Instock Ltd	80.00	17.875	97.88	Yes
Unico Limited	66.83	18.875	85.70	Yes
GMC Corsehill Ltd	65.74	18.25	83.99	Yes
Alliance Disposables Limited	68.40	12.125	80.53	Yes
Bunzl UK Limited TA Bunzl Catering Supplies	62.37	15.625	78.00	Yes
Brake Bros Limited	56.56	16.5	73.06	Yes
BFS Group Limited T/A Bidfood	46.55	15.625	62.17	No
Nisbets Plc	31.90	15.25	47.15	No

Recommendations - Lot 2 - Catering Sundries

Supplier	Commercial (out of 80)	Technical (out of 20)	Total Score (out of 100)	Awarded to Lot
Instock Ltd	80.00	17.875	97.88	Yes
Alliance Disposables Limited	77.92	12.125	90.04	Yes
GMC Corsehill Ltd	50.74	18.25	68.99	Yes
Bunzl UK Limited TA Lockhart Catering Equipment	40.47	16.5	56.97	Yes
Nisbets Plc	38.83	15.25	54.08	Yes
Brake Bros Limited	34.93	16.5	51.43	Yes
BFS Group Limited T/A Bidfood	32.64	15.625	48.26	Yes
Kitchway Ltd	28.28	9.75	38.03	No

Appendix 4- List of Recommended Suppliers with Living Wage Status

Tenderer	Accredited	Currently progressing through Real Living Wage accreditation process	Pay Real Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework	Pay Real Living Wage to all employees, but not accredited	Neither accredited nor paying Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor paying Real Living Wage
Alliance Disposables Limited		Yes				
BFS Group Limited T/A Bidfood						Yes
Brake Bros Limited*						Yes
Bunzl UK Limited TA Bunzl Catering Supplies					Yes	
Bunzl UK Limited TA Lockhart Catering Equipment					Yes	
GMC Corsehill Ltd			Yes			
Instock Ltd			Yes			
Nisbets Plc						Yes
Unico Limited*						Yes

* Brakes Bros Limited and Unico Limited pay the majority of Scottish staff the Real Living Wage

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Appendix 5 – Contract & Supplier Management Classification

There are 5 segmentation classifications and these classifications are rated from Class A to Class E. Each classification has associated contract and supplier management activities associated with it based on the pre-determined weighted criteria.

Class A

Due to the unique and bespoke nature of the frameworks that fall within this class, a contract management plan to be developed and agreed with CSG.

Class B

Quarterly supplier contact, six monthly surveys, annual UIG, frequent support to councils, suppliers and external stakeholders requiring high level of procurement expertise, extensive contract monitoring.

Class C

Six monthly supplier contact, six monthly to annual surveys, annual UIG, regular support to councils, suppliers and external stakeholders requiring procurement expertise, high contract monitoring.

Class D

Annual supplier contact, annual surveys, optional annual UIG, ad-hoc support to councils, suppliers and external stakeholders potentially requiring procurement expertise, regular contract monitoring.

Class E

Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring.

Scotland Excel

To: Executive Sub-Committee

On: 19 June 2020

**Report by:
Chief Executive of Scotland Excel**

Request for Associate Membership of Scotland Excel by Bon Accord Care Limited

1. Summary

- 1.1 Scotland Excel can be approached by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature to become associate members of Scotland Excel.

Some organisations choose to apply for Scotland Excel Associate Membership to benefit local economic growth, network with other organisations or to improve their efficiency in offering services to their clients.

2. Background

- 2.1 Bon Accord Care Limited is an arms-length external organisation of Aberdeen City Council. Bon Accord Care Limited works together with service users, partners and employees to support our communities and create meaningful relationships with those around us. They deliver a range of services that are aimed at prevention, maximising independence and enhancing wellbeing.

Their focus from the outset is to get to know individual preferences, wants, history and lifestyle to ensure that each person receives a service that is unique to them.

Their range of services cover: care at home, housing support, residential care homes, rehabilitation, reablement, occupational therapy, SVQs through Learning and Development, community equipment, telecare, day care, responder, respite and community meals.

- 2.2 Bon Accord Care Limited is an accredited Real Living Wage employer.

3. **Recommendations**

3.1 It is the practice of Scotland Excel that, before any application is submitted for approval, a number of validation checks are carried out on the organisation concerned. These include a review of the Memorandum and Articles of Association or similar fundamental documentation, the financial position and the type of contracts which the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 It is recommended to committee that Bon Accord Care Limited application to join Scotland Excel as an associate member be approved, with no annual fee, subject to the agreement document.

No fee will be charged due to their status as an arms-length external organisation of a local authority as their associate membership is considered as part of the overall local authority membership.

In the case of Bon Accord Care Limited and on the basis of the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that Bon Accord Care Limited has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities we recommend that the application be approved.