

## Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 21 April 2023	09:30	Remote using Microsoft Teams Platform,

MARK CONAGHAN  
Clerk

### Membership

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Mandy Watt (City of Edinburgh Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Dennis Leask (Shetland Islands Council); Councillor Peter Henderson (South Ayrshire Council); and Councillor Walter Brogan (South Lanarkshire Council).

Councillor John Shaw (Convener) and Councillor Altany Craik (Vice Convener).

### Further Information - online meetings only

This meeting is on-line only but is a meeting which is open to members of the public by prior arrangement. A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk)

## **Members of the Press and Public - contact details**

Members of the press and public wishing to attend the meeting should contact [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) to allow the necessary arrangements to be made.

## 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.

- |           |   |                |
|-----------|---|----------------|
| <b>1</b>  | <b>Minute</b>   | <b>5 - 10</b>  |
|           | Minute of meeting of the Executive Sub-committee held on 17 March 2023.   |                |
| <b>2</b>  | <b>Contract for Approval - Supply, Delivery and Installation of Commercial Catering Equipment</b>                   | <b>11 - 24</b> |
|           | Report by Chief Executive of Scotland Excel.  |                |
| <b>3a</b> | <b>Request for Associate Membership of Scotland Excel by Blochairn Housing Association Limited</b>                  | <b>25 - 26</b> |
|           | Report by Chief Executive of Scotland Excel.  |                |
| <b>3b</b> | <b>Request for Associate Membership of Scotland Excel by Care Inspectorate</b>                                      | <b>27 - 28</b> |
|           | Report by Chief Executive of Scotland Excel.  |                |
| <b>3c</b> | <b>Request for Associate Membership of Scotland Excel by Right There</b>  | <b>29 - 30</b> |
|           | Report by Chief Executive of Scotland Excel.  |                |
| <b>4</b>  | <b>Employee Supporting Attendance Report</b>  | <b>31 - 34</b> |
|           | Report by Chief Executive of Scotland Excel.  |                |
| <b>5</b>  | <b>Structure of Contract Approval Reports</b>   | <b>35 - 54</b> |
|           | Report by Chief Executive of Scotland Excel.  |                |
| <b>6</b>  | <b>Date of Next Meeting</b>   |                |
|           | Note that the next meeting of the Executive Sub-committee will be held remotely on MS teams at 9.30 on 19 May 2023. |                |





## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 17 March 2023	09:30	Remote using Microsoft Teams Platform,

### Present

Councillor David Keating (Aberdeenshire Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carolyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Peter Henderson (South Ayrshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Richard, Strategic Programme Manager, S Christie, Commercial Programme Manager, E Campbell, Procurement Coordinator, L Campbell, Customer Services Manager, L A Campbell, Academy Tutor, G Montgomery, Category Manager, K Forrest, Office Manager, C Kirkwood, Assistant Procurement Specialist, L Mooney, Senior Communications Specialist, I Murray, Senior Housing Services Specialist, A Park and E Walker (both Graduate Trainees) (all Scotland Excel); C McCourt, Head of Finance & Business Services, L Mitchell, Managing Solicitor (Contracts & Conveyancing), T McGowan, Senior Accountancy Assistant and P Shiach, Senior Committee Services Officer (all Renfrewshire Council) and A Kolodziej, Audit Manager (Azets).

### Apologies

Councillor Mandy Watt (City of Edinburgh Council), Councillor Michael McPake (North Lanarkshire Council) and Councillor Dennis Leask (Shetlands Islands 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 17 February 2023.

In relation to the Contract for Approval: Building Construction Consultancy, members were advised that during the standstill period an enquiry had been received from a partially successful bidder with regard to their technical score for lot 3. Scotland Excel had investigated the matter, the outcome of which was a revised recommendation to award the bidder to additional regions in lot 3 as set out in the amended lot 3 table which would be circulated following this meeting. This did not change the status for any other bidder, or impact on any other lot and subject to this approval the revised recommendation would be communicated via a fresh standstill prior to the award of the framework.

#### **DECIDED:**

(a) That the Minute be approved; and

(b) That the update provided in relation to the Contract for Approval: Building Construction Consultancy be noted.

### **2 Chief Executive's Update Report to Chief Executive Officers Management Group - March 2023**

There was submitted a report by the Chief Executive of Scotland Excel relative to the Chief Executive's update report considered at the meeting of the Scotland Excel Chief Executive Officers Management Group (CEOMG) held on 16 March 2023.

The report intimated that the CEOMG met quarterly and that as part of the regular governance process, the Chief Executive of Scotland Excel provided an update on the work of Scotland Excel. Following discussions with the Convener, it had been agreed that future reports, be shared with members of the Scotland Excel Executive Sub-committee, following CEOMG meetings.

The report submitted to the CEOMG meeting held on 16 March 2023, which covered the period from November 2022 and February 2023, was appended to the report.

**DECIDED:** That the report be noted.

### 3 **Revenue Budget Monitoring Report to 3 February 2023**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2022 to 3 February 2023.

The report intimated that at the end of period 11, Scotland Excel was projecting a breakeven position by year-end in its core activities and a planned £0.208 million increase in committed project reserves by year-end. It was noted that both core and projects budgets would be monitored closely over the remainder of the financial year, targeted at maintaining a break-even position for core operations by 31 March 2023. Further detail was provided in section 3 of the report.

The appendices to the report provided an analysis of the actual spend to date along with projected net expenditure for 2022/23 and included a summary of movement in both the revenue reserve and the project reserves.

**DECIDED:** That the report be noted.

### 4 **Report on the Annual Audit Plan 2022/23**

There was submitted a report by the Treasurer relative to the annual audit plan 2022/23 for Scotland Excel which outlined Azets planned activities in their audit of the 2022/23 annual accounts, a copy of which was appended to the report.

The report intimated that Azets had submitted an audit plan which outlined the approach to the audit of the 2022/23 annual accounts to assess whether the accounts provided a true and fair view of the organisation's financial position and also whether the accounts had been prepared in accordance with proper accounting practice, the Code of Practice on Local Authority Accounting in the UK 2022/23.

The audit plan outlined the responsibilities of Scotland Excel and Azets; the assessment of key challenges and risks; and the approach and timetable for completion of the audit. It was noted that the risks identified here were included in the audit plans of many bodies which Azets worked with and their inclusion was not a reflection of any specific risk within Scotland Excel.

The report advised that the statutory deadline for the approval of the audited accounts for 2022/23 was 30 September 2023 and that the annual audit report was planned to be reported to the meeting of the Executive Sub-committee scheduled to be held on 15 September 2023.

The report noted that the proposed audit fee was indicated at £10,510 for the current financial year and represented a local increase above the 12.5% uplift set by Audit Scotland for 2022/23. Within the terms of the Audit Scotland appointment, local audit teams had discretion to vary the fee by up to 10% above the level set depending on the level of identified audit risk and this proposed higher fee reflected the additional work required in the first year of a new audit appointment.

Adrian Kolodziej, Audit Manager, Azets, presented the annual audit plan to members.

**DECIDED:**

- (a) That Azets annual audit plan 2022/23, appended to the report, be noted; and
- (b) That the proposed audit fee for 2022/23 of £10,510 be approved.

## 5 **Contract for Approval: Supply, Delivery and Installation of Audio Visual Equipment**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a fifth-generation renewal framework for the supply, delivery and installation of audio visual (AV) equipment for a period of four years from 3 April 2023 until 2 April 2027, subject to approval and completion of a standstill period.

The framework would provide councils and other participating bodies with a mechanism to procure a range of AV equipment including, but not limited to, interactive touch screens, wireless presentation systems, and projectors and specialist AV equipment for people with additional support needs.

The report summarised the outcome of the procurement process for this national framework which had been divided into three lots, as detailed in table 1 of the report.

The report advised that the framework had been advertised at a total value of £9 million per annum and Appendix 1 to the report detailed the participation and spend summary of those participating in the framework.

Tender responses had been received from 13 suppliers and Appendix 2 to the report provided a summary of the offers received.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers had been carried out and Appendix 3 to the report confirmed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to five suppliers across the three lots, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage. The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, the framework had been classified as class D in terms of risk and spend, as detailed in Appendix 5 to the report.

**DECIDED:** That the award of the multi-supplier framework for supply, delivery and installation of audio visual equipment, as detailed in Appendix 3 to the report, be approved.

## 6 **Net Zero Strategy**

There was submitted a report by the Chief Executive relative to Scotland Excel's 'Net Zero Strategy' which had been developed in response to commitments made within Scotland Excel's Corporate Strategy 2023/28 and linked Operating Plan approved by



the Joint Committee on 9 December 2022. A copy of the strategy was appended to the report.

The report intimated that the strategy would be used to support Scotland Excel member councils in the delivery of their individual and collective net zero goals linked to Scottish Government 'climate emergency' policy and legislation. The report noted that, as the centre for procurement expertise for Scotland's local government sector, Scotland Excel contract arrangements were used by a wide range of council services that linked to many of the key areas identified within individual council strategies aimed at tackling climate change and achieving net zero.

The report advised that Scotland Excel's Corporate Strategy 2023/28 committed to a continued promotion of frameworks to assist council members in implementing their climate change policies; Scotland Excel would also work with suppliers, partners and members to identify opportunities to reduce the carbon footprint of the existing contract portfolio; Scotland Excel's Operating Plan 2023/24 committed that Scotland Excel would implement actions from the Net Zero Strategy via a whole organisation approach to support council members' net zero journey; the Net Zero Strategy would ensure that the Scotland Excel contract portfolio remained crucial in assisting councils and others in meeting regulatory requirements; and that Scotland Excel would lead by example by exploring carbon impacts of business activities to ensure that contract arrangements continued to meet the needs of members councils.

**DECIDED:**

- (a) That the Net Zero Strategy be approved; and
- (b) That the flexibility for potential refinement as linked activities and opportunities developed during the delivery phase be noted.

## **7 Scotland Excel Academy Strategy**

There was submitted a report by the Chief Executive of Scotland Excel relative to the refreshed strategy for the Scotland Excel Academy which supported members requests for lower priced and shorter duration development programmes and workshops covering the areas detailed in the report.

The report intimated that the refreshed strategy would create a new nationally recognised procurement pathway for the public sector which was fully aligned to the Scottish national procurement development framework and the Scottish Qualification Authority.

The report advised that the current Academy Strategy provided a multi-disciplinary development portfolio comprising procurement, leadership and management, project management, business analysis, decision making and innovation disciplines. The methodology adopted by the Academy enabled people to apply learning to their work practice, delivering immediate impact at work. It was noted that the Academy had been instrumental in the creation and use of the current national procurement development framework which formed Appendix 1 to the report.

Section 3 of the report provided further detail on the proposed Scotland Excel Academy Strategy.

**DECIDED:** That the new Scotland Excel Academy Strategy be approved.

8(a) **Request for Associate Membership of Scotland Excel by Cunninghame Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Cunninghame Housing Association Limited 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 Cunninghame Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £4,980, be approved, subject to completion and signing of the agreement documentation.

8(b) **Request for Associate Membership of Scotland Excel by Linthouse Housing Association Ltd**

There was submitted a report by the Chief Executive of Scotland Excel advising that Linthouse Housing Association Limited 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 Linthouse Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,764, be approved, subject to completion and signing of the agreement documentation.

9 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held remotely on MS teams at 9.30 am on 21 April 2023.

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 21 April 2023**

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

**Tender: Supply, Delivery and Installation of Commercial Catering Equipment**

**Schedule: 1322**

**Period: 36 months with an option to extend for up to a further 12 months**

### **1. Introduction and Background**

This recommendation is for the award of the second-generation renewal framework for the Supply, Delivery and Installation of Commercial Catering Equipment.

This framework will provide a mechanism for Councils and other participating bodies to procure a range of gas, electric and refrigerated commercial catering equipment. This will include, but is not limited to, blast chillers, combi ovens, fridges, freezers, hot and cold holding equipment, gas ranges, mixers, dishwashers, microwaves and other associated products.

This proposed framework will be for a period of 36 months with an option to extend for up to a further 12 months as advertised in the published tender documents. Subject to approval and completion of a standstill period, the framework is intended to commence on or around June 2023.

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, the commercial user intelligence group steering group (CUIG-SG) endorsed the inclusion of five lots as summarised in Table 1.

**Table 1: Lotting Structure**

<b>Lot Number</b>	<b>Description of Sections</b>	<b>Estimated %age of Overall Spend</b>
1	Prime Cooking Equipment	35%
2	Warewashing Equipment	20%
3	Refrigeration Equipment	20%
4	Heated, Ambient and Refrigerated Display	5%
5	Food Preparation Equipment	20%

The lot structure remains unchanged from the previous generation.

As detailed in Appendix 1, 31 councils have confirmed their intention to participate in this framework, with all councils included in the advertised contract notice.

The framework was advertised at a total value of £1.5 million per annum, which equates to an estimated spend of £6 million over the maximum 4-year term of the framework. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework. It also takes into account additional spend for councils to facilitate the roll out of universal free school meals across primary 4 – 7 pupils. This has already been introduced for primary 4 and 5 with primary 6 and 7 to follow during the current parliamentary term and the Scottish Government's manifesto pledge to introduce a free breakfast service for all primary school pupils and pilot programmes in selected high schools.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 15 July 2022 which resulted in expressions of interest from 31 companies. A number of supplier engagement meetings were held on the basis of Regulation 41 (Preliminary Market Consultation) of the Public Contracts (Scotland) Regulations 2015 to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from small and medium-sized enterprises (SMEs)

Thereafter, the Contract Notice was published via the Find A Tender and Public Contracts Scotland (PCS) portal on 18 January 2023, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the law and procedures currently in force.

As a matter of best practice and to ensure that the framework aligned with councils' requirements, a programme of consultation was conducted to understand their service requirements, the technical aspects of these services and their current purchasing practices and the future requirements that could be covered by this framework. This information was used to generate the specifications and selection/award criteria.

Scotland Excel has taken cognisance of the current situation relative to the Coronavirus pandemic. Scotland Excel has carefully monitored the situation throughout the period of the tender exercise and determined it was appropriate to undertake this renewal tender exercise and recommend the establishment of this framework.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation.

The published tender documents anticipated the appointment to the framework of a range of tenderers with relevant and demonstrable experience and capabilities. There was no fixed number of tenderers to be awarded participation and no fixed score ensured success. The most economically advantageous tenderer or tenderers was to be identified once all of the bids had completed the evaluation in accordance with the requirements set down within the tender documents. Awards would be sufficient to meet council requirements.

Tenderers required to meet the advertised minimum requirements for participation and were able to bid for one, any or all local authority areas for each lot, where applicable.

All suppliers were evaluated against the advertised selection criteria using the Single Procurement Document (SPD), and the stated award criteria of:

1. Technical 20%
2. Commercial 80%

Within the technical section, tenderers were required to evidence their knowledge and experience by responding to a series of technical areas which are detailed within table 2 below:

**Table 2: Technical Criteria**

Description	Weighting
Fair Work First	3
Customer Service	7
Sustainability	7
Community Benefits	3
<b>Total score</b>	<b>20</b>

The commercial section of the tender was worth 80 points. Points were awarded in the commercial section based on comparison of all offers received, whilst accounting for the tenderer's response to the commercial award criteria. In all lots, tenders were evaluated on the basis of a 'basket of goods' methodology as set out in the published tender documents.

Following a full evaluation of all compliant offers, scoring was completed in accordance with the published tender evaluation methodology, and a score was calculated for each tenderer.

### **3. Report on Offers Received**

The tender document was downloaded by 32 organisations, with 16 tender responses received by the specified closing date and time. A summary of all offers received is provided in Appendix 2.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received was completed. Appendix 3 confirms the scoring achieved by each bidder.

### **4. Recommendations**

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to 8 suppliers across 5 lots as outlined in Appendix 3.

The 8 recommended suppliers offer best value and represent a mix of micro, small, medium and large organisations.

The range of suppliers recommended provides coverage for all awarding framework lots and competitive options for all participating bodies as well as offering a degree of choice and capacity.

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

### **5. Benefits**

#### **Savings**

Scotland Excel has conducted a benchmarking exercise comparing current pricing against the pricing submitted within the renewal tender. The result of this benchmarking is listed in Appendix 1. The projected average on cost across all councils is 13.8%, which equates to an estimated total on cost of approximately £130,467 per annum based on current forecast spend levels. Given the market movement forecast of 20% over the period of the current framework as demonstrated in figure 1, the impact through transition to the new framework is more tangible estimate at a saving of 6.2%, or c.£64,288 across all councils. In order to mitigate the risk posed by these price increases, post-tender negotiations (PTN) will be conducted with successful bidders in accordance with law and guidance in order to maximise potential savings and to ensure the renewed framework continues to offer value to our members.

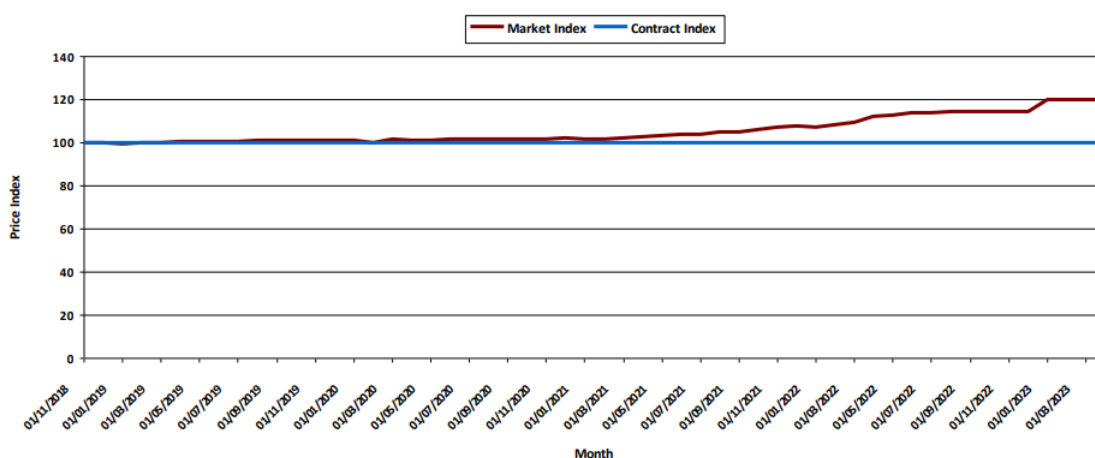
However, this may not be the most accurate reflection of current conditions due to the nature of the framework and the volume of non-core spend (due to the rate of change in technology as new specifications and models are released on a regular basis). This, coupled with a shift in council buying habits post-pandemic, makes maintaining a core product list more challenging.

## Indexation Report - Commercial Catering Equipment



Schedule No: 1118  
Contract Title: Supply, Delivery, Installation Of Commercial Catering Equipment  
Contract Manager: Ewen MacLuskie  
Start Date: 01/11/2018

Index	Type	Index Weighting (%)
Consumer Price Index	Standard	100



### Notes:

The Contract Index tracks the general movement in contract prices and not the actual contract price paid. The Market Index tracks the general market movement against a weighted basket of relevant indices and not the current index levels. This report should be used as a guide only.

Produced by Scotland Excel - 03/04/2023

Figure 1: 1118 Indexation Report – Commercial Catering Equipment

A targeted approach will be implemented during contract management. This will include regular core product list reviews involving suppliers and councils to ensure a realistic gauge of contract performance is achieved.

It should be noted that future buying patterns in councils may change in light of changes to catering services and the roll out of universal free school meals and potential introduction of free breakfast service.

## Price Stability

The framework secures 12 months fixed pricing across all lots. Thereafter, all requests for price increases will be evaluated according to the Terms and Conditions of the framework and require to be supported by documentary evidence.

## Rebate

A rebate of 0.5% payable to Scotland Excel will be applied to framework spend above £75,000 (excluding the initial £75,000) and will be calculated based upon

all framework spend with the supplier reported through management information returns.

### **Sustainability**

Within the technical section of the tender, Scotland Excel included a sustainability related method statement, which included questions on the following:

- End of Life
- Waste reduction & Environmental Considerations
- Transportation
- Stock Holding
- Supply Chain

Responses received as part of the tender exercise are summarised, below:

One supplier has introduced various initiatives to reduce greenhouse gas emissions. This included eliminating idling in their vehicles. They measure and monitor vehicle fuel use & idling using a tracking software which issues alerts on speeding and idling. From September 2022 to January 2023, the technology resulted in 347kg of CO<sub>2</sub>e savings.

One supplier ensures each of the manufacturers they work with are monitored to ensure they subscribe to ethical trading principles and processes. Any paper and wooden products supplied are also Forest Stewardship Council (FSC) Certified. The supplier ensures each of the brands provide them with traceability, records of provenance and quality control.

Further responses included an in-house, back-to-base repair workshop where the supplier manages to fix over 75% of customer returns, which they sell through their clearance centre, or on online platforms, such as eBay, leading to over a thousand products being given a second life. All products which they are unable to repair are recycled by their waste partner supported by their Zero to Waste policy.

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

### **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for its members. Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. These 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. Of



the eight recommended suppliers, seven have committed to delivering these benefits. Airedale Catering Equipment Limited have not committed to the 'community benefits points' based approach however they have committed to supporting community events as required to support Scotland Excel members. Scotland Excel will continue to engage with all appointed suppliers to drive maximum adoption and delivery of community benefits where appropriate.

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

- Employability workshop or events in schools, college or community groups
- Sponsorship of local sports teams and community events
- Donations of products and vouchers
- Recruitment of apprentices and full-time employees

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 basis.

### **Fair Work First including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making.

Within the technical section of the tender, bidders were assessed on their approach to fair work practices and payment of the Real Living Wage to their workforce. Of the eight recommended bidders, seven pay the Real Living Wage, with one supplier being accredited, as detailed in Appendix 4 - List of Recommended Suppliers with Living Wage Status. The supplier who does not currently pay the Real Living Wage - Nisbets PLC - pay the National Living Wage, or higher, to all colleagues regardless of age or Apprenticeship status. They are working towards paying the Real Living Wage, but at an average of £10.50 per hour, they have stated they cannot commit to the 2-year target that the question requests.

Scotland Excel will continue to monitor Fair Work First practices, including encouraging further uptake by suppliers committing to paying staff the Real Living Wage, during contract and supplier management activity.

## **6. Contract Mobilisation and Management**

As part of the mobilisation process, the appointed suppliers will be offered a contract mobilisation meeting to outline the operation of the framework, including roles and responsibilities, management information and community benefit commitments. Suppliers and participating members will both be issued with a mobilisation pack containing all required details to utilise the framework.

In accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend as detailed in Appendix 5, this framework is classified as class D. As such, it will require annual supplier meetings and surveys, and annual user group reviews as appropriate. In order to keep core product lists relevant and up-to-date there will be more regular engagement with suppliers carried out in the first year of the contract. Continued compliance will then be assessed on an ongoing basis.

Meetings and engagement undertaken with suppliers will adhere to all applicable health and safety guidelines.

## **7. Summary**

This second-generation framework for the Supply, Delivery and Installation of Commercial Catering Equipment continues to maximise collaboration, promote added value and deliver best value. A range of benefits can be reported in relation price stability, sustainability and community benefits.

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

**Appendix 1 – Participation, Spend and Savings Summary**  
**1322 Supply, Delivery and Installation of Commercial Catering Equipment**

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 June 2023	£10,906	Scotland Excel Management Information	20.0%	-13.8%	-£1,505	Benchmark Current Contract
Aberdeenshire Council	Yes	01 June 2023	£1,071	Scotland Excel Management Information	20.0%	-13.8%	-£148	Benchmark Current Contract
Angus Council	Yes	01 June 2023	£65,618	Scotland Excel Management Information	20.0%	-13.8%	-£9,055	Benchmark Current Contract
Argyll & Bute Council	Yes	01 June 2023	£4,905	Scotland Excel Management Information	20.0%	-13.8%	-£677	Benchmark Current Contract
City of Edinburgh Council	Yes	01 June 2023	£257,072	Scotland Excel Management Information	20.0%	-13.8%	-£35,476	Benchmark Current Contract
Clackmannanshire Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
Comhairle nan Eilean Siar	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
Dumfries & Galloway Council	Yes	01 June 2023	£6,695	Scotland Excel Management Information	20.0%	-13.8%	-£924	Benchmark Current Contract
Dundee City Council	Yes	01 June 2023	£6,137	Scotland Excel Management Information	20.0%	-13.8%	-£847	Benchmark Current Contract
East Ayrshire Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
East Dunbartonshire Council	Yes	01 June 2023	£1,054	Scotland Excel Management Information	20.0%	-13.8%	-£145	Benchmark Current Contract
East Lothian Council	Yes	01 June 2023	£8,395	Scotland Excel Management Information	20.0%	-13.8%	-£1,159	Benchmark Current Contract
East Renfrewshire Council	Yes	01 June 2023	£11,280	Scotland Excel Management Information	20.0%	-13.8%	-£1,557	Benchmark Current Contract
Falkirk Council	Yes	01 June 2023	£1,007	Scotland Excel Management Information	20.0%	-13.8%	-£139	Benchmark Current Contract
Fife Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
Glasgow City Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
Highland Council	Yes	01 June 2023	£48,509	Scotland Excel Management Information	20.0%	-13.8%	-£6,694	Benchmark Current Contract
Inverclyde Council	Yes	01 June 2023	£150	Scotland Excel Management Information	20.0%	-13.8%	-£21	Benchmark Current Contract
Midlothian Council	Yes	01 June 2023	£51,995	Scotland Excel Management Information	20.0%	-13.8%	-£7,175	Benchmark Current Contract
Moray Council	Yes	01 June 2023	£191	Scotland Excel Management Information	20.0%	-13.8%	-£26	Benchmark Current Contract
North Ayrshire Council	Yes	01 June 2023	£55,081	Scotland Excel Management Information	20.0%	-13.8%	-£7,601	Benchmark Current Contract
North Lanarkshire Council	Yes	01 June 2023	£181,039	Scotland Excel Management Information	20.0%	-13.8%	-£24,983	Benchmark Current Contract
Orkney Islands Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
Perth & Kinross Council	Yes	01 June 2023	£7,516	Scotland Excel Management Information	20.0%	-13.8%	-£1,037	Benchmark Current Contract
Renfrewshire Council	Yes	01 June 2023	£25,704	Scotland Excel Management Information	20.0%	-13.8%	-£3,547	Benchmark Current Contract
Scottish Borders Council	Yes	01 June 2023	£1,748	Scotland Excel Management Information	20.0%	-13.8%	-£241	Benchmark Current Contract
Shetland Islands Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
South Ayrshire Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
South Lanarkshire Council	Yes	01 June 2023	£172,453	Scotland Excel Management Information	20.0%	-13.8%	-£23,798	Benchmark Current Contract
Stirling Council	No	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
West Dunbartonshire Council	Yes	01 June 2023	£0	Scotland Excel Management Information	20.0%	-13.8%	£0	Benchmark Current Contract
West Lothian Council	Yes	01 June 2023	£15,259	Scotland Excel Management Information	20.0%	-13.8%	-£2,106	Benchmark Current Contract
Tayside Contracts	Yes	01 June 2023	£11,628	Scotland Excel Management Information	20.0%	-13.8%	-£1,605	Benchmark Current Contract
<b>Totals</b>			<b>£945,412</b>			<b>-13.8%</b>	<b>-£130,467</b>	
Associate Members	Yes	01 June 2023	£28,618	Scotland Excel Management Information	20.0%	-13.8%	-£3,949	Benchmark Current Contract
<b>Totals</b>			<b>£974,030</b>			<b>-13.8%</b>	<b>-£134,416</b>	

Indexation – This column confirms the difference when the relevant market indices are compared with the relevant Contract indices derived from framework specific cost drivers.

## Appendix 2 – List of Tenderers with SME Status

Appendix 2 details: all organisations who submitted a valid offer as part of the tender process, their SME status, location and the lots for which they have bid.

Supplier's Name	SME Status	Location	Lots Tendered	Lots awarded
AFE Group Limited T/A Williams Refrigeration	Medium	Norfolk	3	N/A
Airedale Catering Equipment Limited	Medium	Bradford	1, 2, 3, 4 & 5	3
Bunzl UK Limited trading as Lockhart Catering Equipment	Large	Reading	1, 2, 3, 4 & 5	1,2 & 5
CLR Service and Sales Ltd	Small	Aberdeen	1, 2, 3, 4 & 5	N/A
E & R Moffat Limited	Medium	Bonnybridge	1 & 4	4
AFE Group Limited T/A Falcon Foodservice Equipment	Medium	Stirling	1 & 4	N/A
Fast Fixx Catering Engineers Limited	Small	Glasgow	1, 2 & 3	N/A
ITW Limited t/a Hobart UK Equipment	Large	Peterborough	1, 2 & 5	N/A
Instock Ltd	Medium	Aberdeen	1, 2, 3, 4 & 5	1, 2, 3, 4 & 5
ITW Limited trading as Foster Refrigerator	Large	Norfolk	3	N/A
JLA Limited	Large	West Yorkshire	1, 2, 3 & 5	N/A
Lovat's Catering Engineering Services Limited T/A Lovat's Group	Small	Kirkcaldy	1, 2, 3, 4 & 5	1 & 2
Meiko UK Limited	Medium	Berkshire	2	N/A
Merchant City Refrigeration (Scotland) Ltd.	Micro	Glasgow	3	3
Nisbets PLC	Large	Bristol	1, 2, 3, 4 & 5	3 & 4
Stephens Catering Equipment Company Limited	Medium	Ballymena	1, 2, 3, 4 & 5	1

### Appendix 3 - Scoring and Recommendations

Appendix 3 shows the final score each tenderer received for each lot.

Lot 1 - Prime Cooking Equipment		
Supplier	Total Score	Award: Yes/No
Instock Ltd	97.00	Yes
Bunzl UK Limited trading as Lockhart Catering Equipment	81.06	Yes
Stephens Catering Equipment Company Limited	80.01	Yes
Lovat's Catering Engineering Services Limited T/A Lovat's Group	78.02	Yes
Airedale Catering Equipment Limited	73.91	No
JLA Limited	73.11	No
CLR Service and Sales Ltd	69.76	No
Fast Fixx Catering Engineers Limited	64.74	No
Nisbets PLC	62.95	No
AFE Group Limited T/A Falcon Foodservice Equipment	59.75	No
ITW Limited t/a Hobart UK Equipment	57.35	No
E & R Moffat Limited	49.90	No

Lot 2 - Warewashing Equipment		
Supplier	Total Score	Award: Yes/No
Instock Ltd	97.00	Yes
Lovat's Catering Engineering Services Limited T/A Lovat's Group	77.64	Yes
Bunzl UK Limited trading as Lockhart Catering Equipment	77.22	Yes
JLA Limited	69.68	No
Stephens Catering Equipment Company Limited	69.05	No
Airedale Catering Equipment Limited	62.48	No
Fast Fixx Catering Engineers Limited	60.68	No
CLR Service and Sales Ltd	58.16	No
Meiko UK Limited	56.50	No
ITW Limited t/a Hobart UK Equipment	48.74	No
Nisbets PLC	43.82	No

Lot 3 - Refrigeration Equipment		
Supplier	Total Score	Award: Yes/No
Nisbets PLC	96.75	Yes
Instock Ltd	95.64	Yes
Merchant City Refrigeration (Scotland) Ltd.	83.70	Yes
Airedale Catering Equipment Limited	78.81	Yes
Bunzl UK Limited trading as Lockhart Catering Equipment	66.39	No
Lovat's Catering Engineering Services Limited T/A Lovat's Group	61.25	No
AFE Group Limited T/A Williams Refrigeration	51.44	No
JLA Limited	50.60	No
CLR Service and Sales Ltd	48.62	No
Stephens Catering Equipment Company Limited	46.80	No
ITW Limited trading as Foster Refrigerator	42.84	No
Fast Fixx Catering Engineers Limited	42.35	No

Lot 4 - Heated, Ambient and Refrigerated Display		
Supplier	Total Score	Award: Yes/No
Instock Ltd	97.00	Yes
Nisbets PLC	91.76	Yes
E & R Moffat Limited	90.22	Yes
Lovat's Catering Engineering Services Limited T/A Lovat's Group	85.41	No
Airedale Catering Equipment Limited	79.83	No
Stephens Catering Equipment Company Limited	77.70	No
AFE Group Limited T/A Falcon Foodservice Equipment	74.05	No
Bunzl UK Limited trading as Lockhart Catering Equipment	73.22	No
CLR Service and Sales Ltd	72.22	No

Lot 5 - Food Preparation Equipment		
Supplier	Total Score	Award: Yes/No
Instock Ltd	97.00	Yes
Bunzl UK Limited trading as Lockhart Catering Equipment	78.90	Yes
Airedale Catering Equipment Limited	66.72	No
Nisbets PLC	59.07	No
Lovat's Catering Engineering Services Limited T/A Lovat's Group	50.79	No
Stephens Catering Equipment Company Limited	44.68	No
CLR Service and Sales Ltd	42.17	No
JLA Limited	41.83	No
ITW Limited t/a Hobart UK Equipment	39.00	No

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

Supplier	Accredited	Currently progressing through Real Living Wage accreditation process	Not accredited Real Living Wage Employer but 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
Airedale Catering Equipment Limited				Yes		
Bunzl UK Limited trading as Lockhart Catering Equipment				Yes		
E & R Moffat Limited				Yes		
Instock Ltd	Yes					
Lovat's Catering Engineering Services Limited T/A Lovat's Group				Yes		
Merchant City Refrigeration (Scotland) Ltd.				Yes		
Nisbets PLC						Yes
Stephens Catering Equipment Company Limited				Yes		

## **Appendix 5 – Segmentation classifications**

1322 Supply, Delivery and Installation of Commercial Catering Equipment is classified as class D.

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: 21 April 2023**

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

### **Request for Associate Membership of Scotland Excel by Blochairn Housing Association Limited**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership 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.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 Blochairn Housing Association Limited is located in the Royston area of Glasgow with a housing stock of 292 properties. Blochairn Housing Association Limited is a community-based housing association and aims to involve the local community to make sure the association is successful in the long term and it maintains and protects the investment of public funds in the regeneration of the area. Its' philosophy and culture is to seek continuous improvement, involving everyone - Management Committee, staff and residents - in the ongoing development and improvement of the organisation.

Blochairn Housing Association Limited is a Registered Society (under the Co-operative and Community Benefit Societies Act 2014), a Registered Social Landlord and a Registered Scottish Charity.

- 2.2 Blochairn Housing Association Limited is an accredited real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Blochairn Housing Association Limited can be recommended for associate membership on the basis of the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it 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.

- 3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Blochairn Housing Association Limited application to join Scotland Excel as an associate member be approved, with an annual fee of £515 subject to the agreement document.

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 21 April 2023**

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

**Request for Associate Membership of Scotland Excel by The Social Care and Social Work Improvement Scotland operating under the name of the 'Care Inspectorate'**

### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership 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.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

### **2. Organisation Background**

- 2.1 The Social Care and Social Work Improvement Scotland, operating under the name of the 'Care Inspectorate', is an executive non-departmental public body of the Scottish Government. It is responsible for the quality of care in Scotland to ensure it meets high standards. Where improvement is needed, it supports services to make positive changes.

Its vision is that everyone experiences safe, high-quality care that meets their needs, rights and choices.

- 2.2 The Care Inspectorate is an accredited real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, The Care Inspectorate can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(b) as a public authority or body.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that The Care Inspectorate application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.
- .

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 21 April 2023**

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

### **Request for Associate Membership of Scotland Excel by Right There**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership 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.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 Right There is a registered charity based in Glasgow covering all of Scotland with its services. The charities' vision is for a world where everyone has an equal chance to create a safe and supportive place to call home. Rooted in local communities across Scotland, they are there for people of all ages who are living with the effects of family breakdowns, homelessness, poverty, addiction, or are moving on from care or other life changes.

They aim to support people to feel healthier, happier, more confident, and build trusting relationships, so they can go their own way in life.

From experiencing homelessness and addiction to leaving care, everyone who arrives at Right There has different circumstances and challenges. Right There offer different options depending on what's right for the individual.

- 2.2 Right There is an accredited real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Right There can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it 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.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that the Right There application to join Scotland Excel as an associate member be approved, with an annual fee of £550 and subject to the agreement document.

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 21 April 2023**

**Report by:  
 Chief Executive Scotland Excel**

### **Employee Supporting Attendance Report**

#### **1. Introduction and purpose of the report**

- 1.1. In response to the Renfrewshire Council Internal Audit team recommendation, this report on organisational supporting attendance is submitted on a quarterly basis highlighting the absence rate in the organisation. The report also highlights some of the support mechanisms that the organisation has implemented to support staff members.

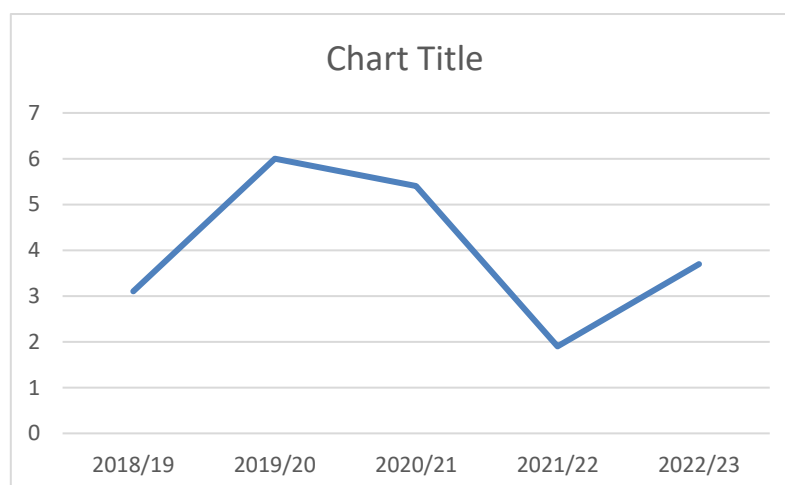
#### **2. Scotland Excel Absence Management Target**

- 2.1. The Joint Committee has previously agreed that Scotland Excel should work to an absence rate of below 4%. This target aligns Scotland Excel with partner organisations, supports good practice in this area and demonstrates the ongoing commitment to absence management as a key efficiency target.

#### **3. Overview of Attendance**

- 3.1 In line with audit recommendations, the attached report has been prepared for the Executive Sub Committee. The report details:
  - Breakdown of current month, last six months and last 12 months absence figures
  - Illustration of 12 months in days
  - Illustration of last 12 months in percentages
- 3.2 The report includes the latest absence details for the 12-month period to 28 February 2023 in which the rate of absence across the organisation has been maintained below the 4% target.
- 3.3 The 3.5 % absence rate in March 2022, at the beginning of the period reported, was due to a rise in Covid-19 infections and long-term absences. This dropped significantly in April 2022 to 0.4% but then climbed steadily through to 1.9% in July 2022 because of a further increase in Covid-related cases, an occurrence that was reflected throughout the general population at that time. The percentage absence rate then dropped significantly to 0.2% in August 2022 as Covid cases cleared.

- 3.4 Within the reported period, an increase in long-term absences saw the percentage absence rate rise from 0.4% in September 2022 to 3.5% in December. In the first two months of 2023 that figure has begun to reduce steadily.
- 3.5 Overall, the rolling 6 and 12 month, average absence rates have been maintained at or below 2.5%. The absence rates for the reporting periods as shown in appendix 1 are:
- previous 1 month to 2.8% (50 days)
  - previous 6 months to 2.5% (278.5 days)
  - previous 12 months to 1.9% (400.5 days)
- 3.6 The graph below shows average sickness days per employee within Scotland Excel over the past 5 years.
- 3.7 Average sickness days reached a peak of 6 days per employee in 2019/20 which coincided with the rise of the Covid-19 pandemic and a number of long-term absences related to mental ill health. The rate had been steadily decreasing since then. However, a number of long-term absences from October 2022 has resulted in an increase to February 2023. The initiatives described below, however, will continue to be utilised to support staff in maintaining attendance at work.



#### 4. Overview of supporting attendance initiatives

- 4.1. In addition to actively supporting members of staff absent through ill health, Scotland Excel continues to implement positive early intervention practices including working with Occupational Health and other support services to maintain employee attendance and to support members of staff who may be experiencing difficulties while remaining at work. Scotland Excel continues to support a range of interventions for staff including Occupational Health referral, confidential counselling services, Cognitive Behavioral Therapy (CBT) sessions and issuing wellbeing emails with further information on health initiatives that can be accessed independently by all staff.



- 4.2. Scotland Excel recognises that positive mental health amongst staff members is an area that should be actively supported and encouraged. In addition to actively promoting good mental health practices and initiatives, the organisation has a number of staff (15) from across all operational areas and grades who have trained as accredited Mental Health First Aiders. In providing this confidential support opportunity to staff members it is hoped that any personal difficulties they may be experiencing can be addressed at an early stage with appropriate signposting to professional support.
- 4.3. Given the growing interest among staff members about mental health, further training has been planned in the coming year for those wishing to become accredited Mental Health First Aiders.
- 4.4. Scotland Excel has also implemented a Mental Health at Work Commitment Action Plan which is recognised as a comprehensive tool for adopting best practice in promoting and maintaining positive mental health within the organisation.
- 4.5. **Trauma Informed Organisation** - Starting the journey to become a Trauma-informed organisation, Laura James, National Trauma Lead from the Improvement Service, presented to the whole Scotland Excel workforce at a face-to-face staff event on Wednesday 22 March 2023. The key message from Laura was that many of us have experienced trauma within our lives, indeed, research suggests that 1 in 7 adults in Scotland have experienced psychological trauma making it relevant to all organisations as, "...trauma is everyone's business."
- 4.6. Laura also highlighted that, no one colleague, agency or organisation is solely responsible for responding to trauma. Joined-up multi-agency working where every colleague and every organisation understands their role helps to ensure that services and systems respond to trauma and its impact as early as possible, and provides a shared language and understanding for leaders, the workforce and people affected by trauma.
- 4.7. Next steps for Scotland Excel will be to conduct a self-assessment exercise using the Quality Improvement Framework to be issued in Spring 2023.

## **5. Recommendation**

- 5.1 The Executive Sub Committee is requested to note the contents of this report.

## Appendix 1.

# HR Report - Absence as at: February 2023



No of Employees During Period

108

Avg Absence Days per Employee

3.7

Absence Rate Last 12 Months

1.9%

### Absences Current Month

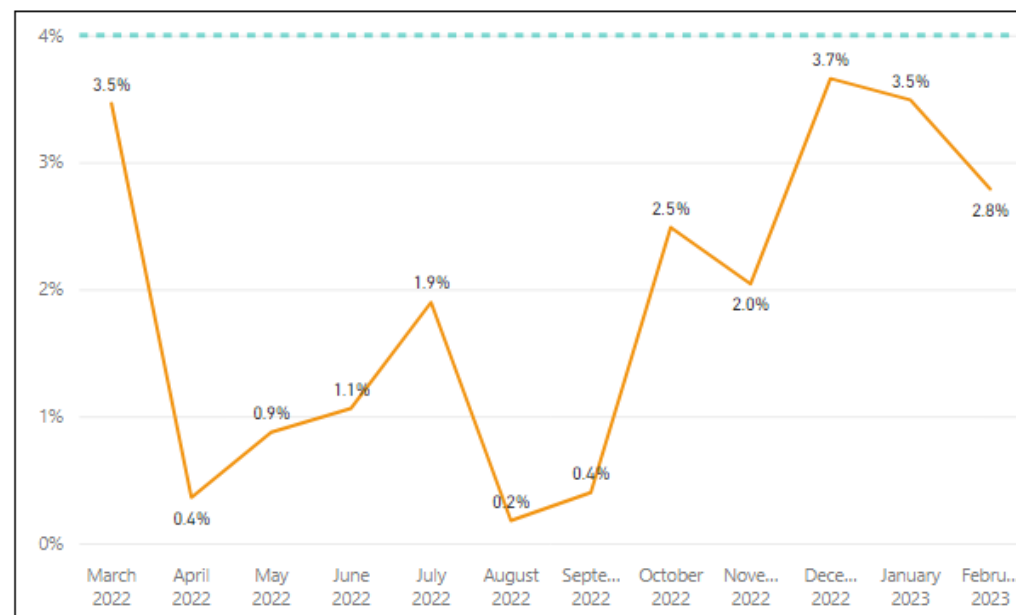
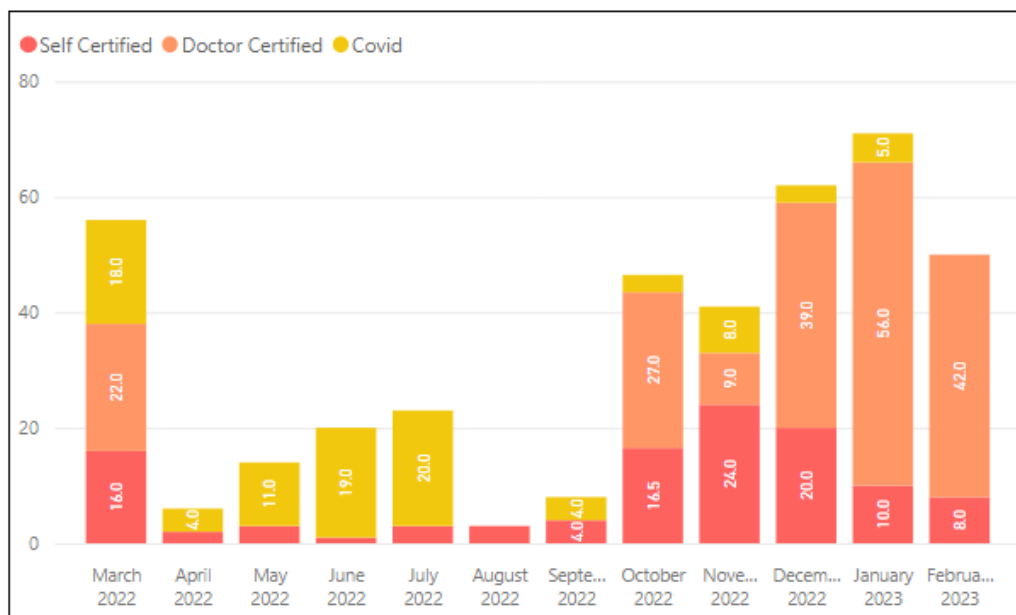
Self Certified	Covid	Doctor Certified	Total Absences	Average Absence Rate
8.0	0.0	42.0	50.0	2.8%

### Absences Last 6 Months

Self Certified	Covid	Doctor Certified	Total Absences	Average Absence Rate
82.5	23.0	173.0	278.5	2.5%

### Absences Last 12 Months

Self Certified	Covid	Doctor Certified	Total Absences	Average Absence Rate
110.5	95.0	195.0	400.5	1.9%



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 21 April 2023**

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

### **Structure of Contract Approval Reports**

#### **1. Summary**

- 1.1 This report proposes a revised methodology to be used when presenting reports that seek approval to award frameworks. The changes reflect Scotland Excel's focus on enhancing value for members.

#### **2. Recommendations**

- 2.1 It is recommended that the Executive Sub Committee consider the circumstances set out in the background of this report and support a change to methodologies used when presenting recommendations for the award of new frameworks.
- 2.2 At present Scotland Excel provides to Executive Sub Committee information on benchmarked contract performance when compared to market indices. Currently this is presented as a chart demonstrating trends against market conditions. It is recommended that the monetary impact resulting from this comparison is now included in the reporting of contract benefits.
- 2.3 The committee is asked to agree the addition of new measures to the formal reporting on contract benefits. Reports will include further datasets that will be used to evidence the impact of benefits within frameworks. These additional measures will include:
- a calculation on cost avoidance achieved through collaboration (immediate effect)
  - metrics to incorporate the measurement of carbon tonnage associated with framework goods or services (future development)
  - further measures as applicable to each framework (See Table 1).
- 2.4 The committee is further asked to agree a change to the formatting of information on suppliers recommended for award; specifically in the number

and formatting of appendices in which the attributes of bidders to each framework are set out.

2.5 Current appendices are as follows:

- Appendix 1 – Participation and Spend Summary (*of Scotland Excel Members*)
- Appendix 2 – List of Suppliers and SME Status (*including Name, SME status, Location, Lots/regions Tendered, Lots/Regions Awarded*)
- Appendix 3 – Scoring and Recommendations (*total score, per bidder, per lot/region, recommendation status*).
- Appendix 4 – List of Recommended Suppliers with Real Living Wage status
- Appendix 5 – Segmentation Classifications

The proposed approach will include a new Appendix 2 which will consolidate the content of the current appendices 2 and 4. Appendices 1 and 3 will remain the same. Further work on simplifying appendix 3 will continue. Appendix 5 will be removed with the classification of the framework being detailed in the body of the report.

2.6 The changes proposed here will be introduced over the coming months as each report seeking approval for a Contract Award is brought to the committee. Any further proposals for changes to content will be brought back to committee.

### 3. Background

- 3.1 Scotland Excel develops every framework in the portfolio to achieve value for member councils and participating associate members. The articulation of this value currently focuses on a calculation of benchmarked savings expressed monetary sum. This is calculated as part of the evaluation of the commercial offers.
- 3.2 This calculation currently compares the pricing offered for the core product (or service) range associated with the framework, with the prices associated with the equivalent range in the previous framework. In a first generation framework the comparison is made with costs for the products or services being bought previously by members which is provided to Scotland Excel through the User Intelligence Group.
- 3.3 The current methodology has been in place since Scotland Excel first delivered collaborative solutions for members in 2008. Since that time market conditions have become less stable, inflation has risen significantly, to an extent not previously experienced by Scotland Excel.
- 3.4 An update to Scotland Excel's methodology is now being considered to better support councils to interpret the value achieved through working collaboratively across the local government sector. The Commercial UIG Steering Group has

1. [BPI 1: Procurement Efficiency Savings \(www.gov.scot\)](http://www.gov.scot/BPI1:ProcurementEfficiencySavings)

been consulted on this change and engagement with relevant stakeholders will continue as the methodology develops.

- 3.5 National guidance on the reporting of Procurement Benefits<sup>1</sup> in Scotland's publicly funded sectors was prepared by the Scottish Government around 15 years ago, with an update made in March 2019. The guidance has been reviewed in the preparation of this report.
- 3.6 Table 1. below, summarises the reportable benefits the guidance document defines. The calculation described in 3.1 and 3.2 of this report aligns with BT1 (direct price savings) in the table. The proposals set out here include introducing measures aligned to BT2 (price versus market) and BT3 (savings from using collaborative arrangements) initially and to explore further measures for inclusion in recorded benefits associated with Scotland Excel frameworks. These could include BT6 (demand management) and BT7 (active price management) where possible and relevant.
- 3.7 Scotland Excel's recently launched Net Zero strategy creates the potential to explore reporting more benefits under BT14 (sustainability), in addition to those currently captured in respect of Fair Work First and the payment of the Real Living Wage.

**Table 1. Savings and Benefit types**

BT1 - direct price based savings
BT2 - price versus market savings
BT3 - process savings from use of collaborative arrangements
BT4 - introduction of electronic trading – Purchase to Pay (P2P) process
BT5 - introduction of electronic tendering – electronic issue, receipt and/or adjudication of tenders (organisation's own tendering activity)
BT6 - demand management
BT7 - active price management
BT8 - make versus buy / outsourcing
BT9 - cost removal
BT10 - added value
BT11 - risk reduction
BT12 - payment / title terms based savings
BT13 - process re-engineering
BT14 – sustainability based benefits

- 3.8 The introduction of such measures would assist Scotland Excel in further evidencing the value of collaboration in the sector and ensure a continuing focus on value for money in frameworks. The changes to value reporting provides more detail for use by councils in statutory Annual Procurement

1. BPI 1: Procurement Efficiency Savings ([www.gov.scot](http://www.gov.scot))

Reports, supporting members to evidence the benefits achieved from public procurement.

- 3.9 Currently Scotland Excel produces an Annual Procurement Report following the end of each financial year. Inclusion of the measures recommended in this report will enhance the qualitative and quantitative impact of that report. Further changes will be applied to internal processes to ensure consistent use of the Benefit Types (BT1-14).
- 3.10 Annually Scotland Excel provides each member council with an Annual Value Report, as well as preparing a sectoral Value Report. These reports summarise benefits associated with frameworks as well as those arising from the broader range of services offered by Scotland Excel. Capturing more detail on the measures proposed here will enhance the content of the reports, providing members with more detail on Value added.
- 3.11 A reworked report has been provided as an example of how the changes outlined in this report would be applied to framework approval. The committee granted approval for janitorial supplies in January 2023. The original paper can be viewed [here](#). Appendix 1 shows the same Contract Approval report with the proposed changes applied [Highlighted for ease of identification].

## Appendix to Report: Worked Example

### Scotland Excel

**To:** Executive Sub-Committee

**On:** Provided as a worked example

**Report by:**

**Chief Executive of Scotland Excel**

**Tender:** Supply and Delivery of Janitorial Products

**Schedule:** 12/22

**Period:** 1 March 2023 until 28 February 2027

#### 1. Introduction and Background

The current framework for janitorial products will expire on 28 February 2023. This proposed framework will be for a period of four years from 1 March 2023 until 28 February 2027. Subject to approval and completion of a standstill period, the framework agreement is anticipated to commence on 1 March 2023.

This framework provides councils with a mechanism to procure a range of janitorial products including, but not limited to, paper-towels, cleaning chemicals, hand-soap, refuse sacks, cleaning equipment such as mops & buckets. Users of the framework are likely to include schools, nurseries, leisure centres, community centres, social work, council buildings, civic centres. This framework is also available to Scotland Excel associate members.

- The renewal framework will include a one-stop-shop lot; giving councils the option to choose a sole supplier for their janitorial requirements, either via a mini competition or by direct award.

The report summarises the outcome of the procurement process for this national framework arrangement.

#### 2. Scope, Participation and Spend

During the strategy development, the User Intelligence Groups (UIG) endorsed the development of four lots as summarised in Table 1.

**Table 1: Lotting Structure**

Lot No.	Description	Estimated % Spend through lot
1	Paper Products	40%
2	Janitorial Products	30%

1. [BPI 1: Procurement Efficiency Savings \(www.gov.scot\)](http://www.gov.scot)

3	Chemicals	15%
4	One-Stop-Shop	15%

This lotting structure recognises the current landscape of the marketplace and is designed to more closely align with council requirements. The lotting strategy continues to offer opportunities for small, medium and large enterprises (SMEs) in the marketplace and is explained further in report section 3, below.

The framework was advertised to enable access by all 32 councils in Scotland. As detailed in Appendix 1, 32 councils confirmed their intention to participate in this framework.

Historical spend data suggests a forecast framework spend of c. £12 million per annum, however, this figure increased over the course of the pandemic due to the implementation of enhanced cleaning regimes to c. £16 million. The new framework was advertised with a potential value of £14 million per annum. This value will facilitate the potential for low/non spending councils and other associate members to make use of the framework at a later date. It will also allow for the increase cost of alternative/eco-friendlier products. It should be noted that no guarantee is given for any business or any level of business under the framework.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 13 July 2022 which resulted in expressions of interest from 61 companies. Several supplier engagement meetings were held on the basis of Regulation 41 (Preliminary Market Consultation) of the Public Contracts (Scotland) Regulations 2015 to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from SME's.

The User Intelligence Group (UIG), consisting of procurement and technical representatives from the participating councils, endorsed the procurement strategy in September 2022. A working group of technical representatives from the councils was formed to review the technical criteria to be utilised during the tender process.

Thereafter, the Contract Notice was published via the Find a Tender and Public Contracts Scotland (PCS) portal on 15 November 2022, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the law and procedures currently in force.

Scotland Excel has taken cognisance of the current situation relative to the Coronavirus pandemic and related pressures on the health and social care system in Scotland. Balancing the current situation with the need to provide a route to market for councils to obtain essential cleaning and janitorial products, Scotland Excel has carefully monitored the situation throughout the period of the current framework and determined it was appropriate to undertake this renewal tender exercise and to recommend the establishment of this framework.

1. [BPI 1: Procurement Efficiency Savings \(www.gov.scot\)](https://www.gov.scot/bpi/1/procurement-efficiency-savings)



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

1. Technical 25%
2. Commercial 75%

Within the technical section, suppliers were required to evidence their knowledge and experience by responding to a series of technical areas which are detailed within table 2 below:

**Table 2: Technical Criteria**

Description	Weighting
Service Performance	3
Fair Work First	5
Customer Communications & Staff Services	4
Recycling	7
Supply Chain	4
Community Benefits	2
<b>Total score</b>	<b>25</b>

The commercial section of the tender was worth 75 points. Points were awarded in the commercial section based on comparison of all offers received, whilst accounting for the supplier's response to the commercial award criteria. In all lots, tenders were evaluated on the basis of a 'basket of goods'. Together with other requirements, suppliers were required to submit pricing for at least 80% of the goods listed within the schedule of offer(s), otherwise their offers would have been deemed non-compliant and removed from the evaluation process.

Following a full evaluation of all compliant offers, scoring was completed in accordance with the published tender evaluation methodology, and a score was calculated for each supplier.

Lot 4 (One-Stop-Shop) is intended to be a "one-stop-shop" lot for councils that wish to consolidate their spend. Consequently, suppliers must be successfully awarded a place onto lots 1, 2 and 3 to be eligible for award on Lot 4. Scotland Excel did not award a separate score to Lot 4 participants.

#### 4. Report on Offers Received

The tender document was downloaded by 69 organisations, with 20 tender responses received by the specified closing date and time. A summary of all offers received is provided in Appendix 2, and pricing was checked and validated as appropriate.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of all compliant offers received was completed. ~~Appendix 3 confirms the scoring achieved by each supplier.~~ Appendix 2 provides a summary of the offers received with scoring and recommendations set out in Appendix 3.

#### 5. Recommendations

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to 12 suppliers across four lots as outlined in Appendix 3.

The 12 recommended suppliers offer best value and represent a mix of small, medium and large organisations. By taking an inclusive approach this will provide members with a greater offering.

The range of suppliers recommended provides coverage for all awarding framework lots and competitive options for all participating bodies as well as offering a degree of choice and capacity.

The Executive Sub Committee is accordingly requested to approve the recommendation to award this framework as detailed within Appendix 2 (Comparative Digest of Framework Offers) Appendix 3 (Scoring and Recommendations).

#### 6. Benefits

##### Savings

Scotland Excel has conducted a benchmarking exercise comparing current pricing against the pricing submitted within the renewal tender. The result of this benchmarking is listed in Appendix 1. The projected average saving across all councils is 4%, which equates to an estimated total saving of approximately £641k per annum based on current forecast spend levels.

It should also be noted that the current framework contract is currently operating 12% under market conditions as detailed in Figure 1 indexation report below, therefore achieving an accumulative saving of 16%. This saving is in addition to the conducted benchmarking exercise and is a result of tight contract management procedures and equates to £722k available from use of the previous framework. The 4% saving opportunity in this framework is additional to this sum.

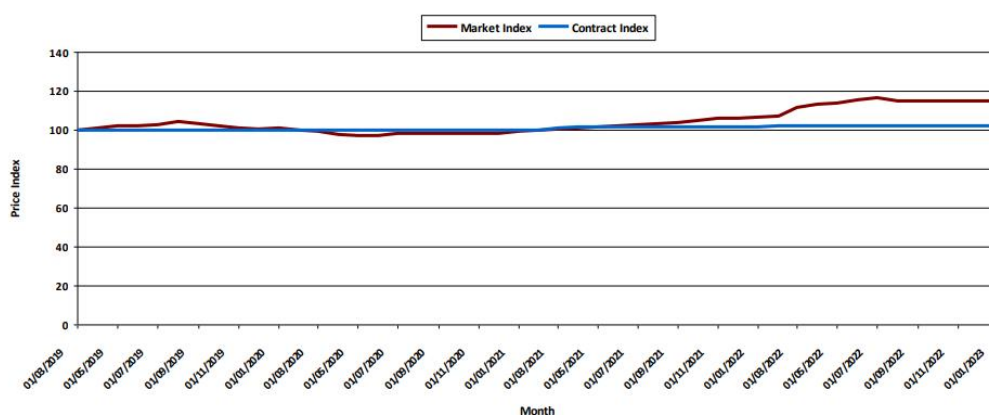
1. BPI 1: Procurement Efficiency Savings ([www.gov.scot](http://www.gov.scot))

## Indexation Report - Janitorial Products



Schedule No: 1218  
Contract Title: Janitorial Products  
Contract Manager: Angie McCarty  
Start Date: 01/03/2019

Index	Type	Index Weighting (%)
Index Mundi - Wood Pulp	Standard	45
Consumer Price Index	Standard	20
Road Fuel - Diesel	Standard	20
Producers Price Index (EU28)	Specific	15



### Notes:

The Contract Index tracks the general movement in contract prices and not the actual contract price paid. The Market Index tracks the general market movement against a weighted basket of relevant indices and not the current index levels. This report should be used as a guide only.

Produced by Scotland Excel - 05/01/2023

Figure 1 Indexation Report – January 2023

Further to the benefits from direct price comparison and comparing prices against market conditions this framework also provides a benefit from the costs avoided by working collaboratively in the sector. All 32 local authorities have indicated an intention to use this framework, the cost avoidance based on employment time in the purchasing organisation is set out by the Scottish Government at £6,000 for this type of tender. This equates to £192,000 of benefit to the local government sector. This calculation does not take account of cost avoidance achieved by Tayside Contracts or associate members.

### Price Stability

The framework applies 6 months fixed pricing to all lots. Thereafter, all requests for price increases will be evaluated according to the Terms and Conditions of the framework and require to be supported by documentary evidence.

### Rebate

A rebate of 0.5% payable to Scotland Excel will be applied to framework spend above £200,000 and will be calculated based upon all framework spend with the supplier reported through management information returns.

### Sustainable Procurement Benefits

#### Sustainability

Within the technical section of the tender, Scotland Excel included a sustainability related method statement, which included, amongst other questions the following:

- Recycling
- Supply Chain

Responses received as part of the tender exercise are summarised, below:

One supplier is currently introducing an innovative sustainable cleaning and sanitising concept which virtually eliminates the use of single-use plastic from a client's operation, whilst at the same time drastically reducing the carbon footprint impact from the supply chain.

Another supplier is proactively working with supply partners to seek out solutions to use less plastic and drive plastic reduction for example working with a mop head and cloth supplier to stop wrapping each item individually – instead these now come in packs of 10.

Another example is a supplier's commitment to achieve Net Zero by 2025 and zero waste by 2025. In direct response to Zero Waste Scotland's statement that 'four-fifths (80%) of Scotland's carbon footprint comes from the goods, materials and services which they produce' the supplier has implemented a Zero Waste Plan covering the procurement of sustainable and recyclable materials to prevent waste going to landfill and reduce the associated carbon emissions.

### **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for members. Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. These 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 spending 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. Of the recommended suppliers, all 12 have committed to delivering these benefits. Scotland Excel will continue to engage with all appointed suppliers to drive maximum adoption and delivery of community benefits where appropriate.

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

- employability workshop or events in schools, college or community groups
- sponsorship of local sports teams and community events
- donations of products and vouchers
- recruitment of full-time employees

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 basis.

### **Fair Work First including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. Within the technical section of the tender, suppliers were assessed on their approach to fair work practices and payment of the Real Living Wage to their workforce. Of the 12 recommended suppliers, 11 pay the Real Living Wage, with 4 suppliers being accredited, as detailed in ~~Appendix 4 – List of Recommended Suppliers with Living Wage Status~~ Appendix 2. Scotland Excel will continue to work with suppliers to encourage greater coverage in those that pay the Real Living wage, and also to monitor additional commitment made.

## **7. Contract Mobilisation and Management**

As part of the mobilisation process, all suppliers will be offered a contract mobilisation meeting to outline the operation of the framework, including roles and responsibilities, management information and community benefit commitments. Suppliers and participating members will be issued with a mobilisation pack containing all required details to utilise the framework.

In accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend ~~as detailed in Appendix 5,~~ this framework is classified as class D. As such, it will require annual supplier meetings and surveys, and annual user group reviews as appropriate. During the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for members.

Meetings and engagement undertaken with suppliers will adhere to all applicable health and safety guidelines.

## **8. Summary**

This fourth-generation framework for the supply and delivery of Janitorial Products continues to maximise collaboration, promote added value and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement as detailed in ~~Appendix 3 (Scoring and Recommendations)~~ Appendix 2 (Comparative Digest of Framework Offers) and Appendix 3 Scoring and Recommendations.

1. BPI 1: Procurement Efficiency Savings ([www.gov.scot](http://www.gov.scot))

**Participation, Spend and Savings Summary**  
**1222 Supply and Delivery of Janitorial Products**

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 March 2023	£1,361,700	Council Provided	12%	4.0%	£54,468	Benchmarked Current Framework
Aberdeenshire Council	Yes	01 March 2023	£1,565,527	Council Provided	12%	4.0%	£62,621	Benchmarked Current Framework
Angus Council	Yes	01 March 2023	£2,013,840	Council Provided	12%	4.0%	£80,554	Benchmarked Current Framework
Argyll & Bute Council	Yes	01 March 2023	£58,055	Council Provided	12%	4.0%	£2,322	Benchmarked Current Framework
City of Edinburgh Council	Yes	01 March 2023	£1,011,949	Council Provided	12%	4.0%	£40,478	Benchmarked Current Framework
Clackmannanshire Council	Yes	01 March 2023	£168,945	Council Provided	12%	4.0%	£6,758	Benchmarked Current Framework
Comhairle nan Eilean Siar	Yes	01 March 2023	£0	Council Provided	12%	4.0%	£0	Benchmarked Current Framework
Dumfries & Galloway Council	Yes	01 March 2023	£138,587	Council Provided	12%	4.0%	£5,543	Benchmarked Current Framework
Dundee City Council	Yes	01 March 2023	£340,181	Council Provided	12%	4.0%	£13,607	Benchmarked Current Framework
East Ayrshire Council	Yes	01 March 2023	£297,792	Council Provided	12%	4.0%	£11,912	Benchmarked Current Framework
East Dunbartonshire Council	Yes	01 March 2023	£581,022	Council Provided	12%	4.0%	£23,241	Benchmarked Current Framework
East Lothian Council	Yes	01 March 2023	£340,769	Council Provided	12%	4.0%	£13,631	Benchmarked Current Framework
East Renfrewshire Council	Yes	01 March 2023	£504,494	Council Provided	12%	4.0%	£20,180	Benchmarked Current Framework
Falkirk Council	Yes	01 March 2023	£121,921	Council Provided	12%	4.0%	£4,877	Benchmarked Current Framework
Fife Council	Yes	01 March 2023	£121,921	Council Provided	12%	4.0%	£4,877	Benchmarked Current Framework
Glasgow City Council	Yes	01 March 2023	£0	Council Provided	12%	4.0%	£0	Benchmarked Current Framework
Highland Council	Yes	01 March 2023	£7,625	Council Provided	12%	4.0%	£305	Benchmarked Current Framework
Inverclyde Council	Yes	01 March 2023	£321,542	Council Provided	12%	4.0%	£12,862	Benchmarked Current Framework
Midlothian Council	Yes	01 March 2023	£170,870	Council Provided	12%	4.0%	£6,835	Benchmarked Current Framework
Moray Council	Yes	01 March 2023	£171,791	Council Provided	12%	4.0%	£6,872	Benchmarked Current Framework
North Ayrshire Council	Yes	01 March 2023	£91,899	Council Provided	12%	4.0%	£3,676	Benchmarked Current Framework

North Lanarkshire Council	Yes	01 March 2023	£944,170	Council Provided	12%	4.0%	£37,767	Benchmarked Current Framework
Orkney Islands Council	Yes	01 March 2023	£345,499	Council Provided	12%	4.0%	£13,820	Benchmarked Current Framework
Perth & Kinross Council	Yes	01 March 2023	£399,651	Council Provided	12%	4.0%	£15,986	Benchmarked Current Framework
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
Renfrewshire Council	Yes	01 March 2023	£400,000	Council Provided	12%	4.0%	£16,000	Benchmarked Current Framework
Scottish Borders Council	Yes	01 March 2023	£130,201	Council Provided	12%	4.0%	£5,208	Benchmarked Current Framework
Shetland Islands Council	Yes	01 March 2023	£0	Council Provided	12%	4.0%	£0	Benchmarked Current Framework
South Ayrshire Council	Yes	01 March 2023	£585,685	Council Provided	12%	4.0%	£23,427	Benchmarked Current Framework
South Lanarkshire Council	Yes	01 March 2023	£1,836,707	Council Provided	12%	4.0%	£73,468	Benchmarked Current Framework
Stirling Council	Yes	01 March 2023	£165,272	Council Provided	12%	4.0%	£6,611	Benchmarked Current Framework
Tayside Contracts	Yes	01 March 2023	£326,863	Council Provided	12%	4.0%	£13,075	Benchmarked Current Framework
West Dunbartonshire Council	Yes	01 March 2023	£399,336	Council Provided	12%	4.0%	£15,973	Benchmarked Current Framework
West Lothian Council	Yes	01 March 2023	£929,643	Council Provided	12%	4.0%	£37,186	Benchmarked Current Framework
<b>Totals</b>			<b>£15,853,458</b>				<b>£634,138</b>	
Associate Members	Yes	01 March 2023	£176,289	Supplier MI	12%	4.0%	£7,052	Benchmarked Current Framework
<b>Totals</b>			<b>£16,029,747</b>				<b>£641,190</b>	

Indexation – This column confirms the difference when the relevant market indices are compared with the relevant Contract indices derived from framework specific cost drivers.



## Appendix 2 Comparative Digest of Offers

TENDERER NAME	SME STATUS	LIVING WAGE STATUS (RECOMMENDED SUPPLIERS ONLY)	LOCATION	NUMBER OF SUB-LOTS BID FOR	NUMBER OF SUB-LOTS AWARDED	OVERALL STATUS
Alliance Disposables Limited	Medium	Yes	Glasgow	3	4	Successful
Arrow County Supplies Limited	Medium	Yes	Shrewsbury	3	4	Successful
Aspire Industrial Services Limited	Small	Yes	Glasgow	3	1	Part Successful
BFS Group Limited	Large	-	Slough	3	0	Unsuccessful
Bunzl UK Limited	Large	Yes	London	3	4	Successful
Cleaning & Wiping Supplies Ltd.	Small	-	East Kilbride	2	0	Unsuccessful
Creative Activity Group Limited	Small	-	Londonderry	1	0	Unsuccessful
Enviroclean Global Ltd	Small	Yes	Grangemouth	3	4	Successful
Findel Education Limited	Large	-	Hyde	3	0	Unsuccessful
GMC Corsehill Ltd.	Small	Yes	Irvine	3	4	Successful
Instock Ltd	Medium	Yes	Aberdeen	3	4	Successful
OT Group Limited	Large	No	Tameside	3	1	Part Successful
Perfect Hygiene Limited	Small	-	Aberdeen	1	0	Unsuccessful
Personnel Hygiene Services Limited	Large	Yes	Caerphilly	3	2	Part Successful
Prime Industrial & Janitorial Supplies Limited	Small	Yes	Dunfermline	3	1	Part Successful
Pro Health Solutions Ltd	Micro	-	Altrincham	1	0	Unsuccessful

1. [BPI 1: Procurement Efficiency Savings \(www.gov.scot\)](http://www.gov.scot)



Rentokil Initial UK Ltd	Large	-	Crawley	3	0	Unsuccessful
Sky Chemicals (UK) Limited	Small	-	Sheffield	1	0	Unsuccessful
The Guthrie Group Limited	Small	Yes	Livingston	2	2	Successful
Unico Limited	Medium	Yes	Falkirk	3	4	Successful

*Note: in this example there was a “one-stop-shop” lot so bidder could offer for three lots and be appointed to the fourth.*

### Appendix 3 - Scoring and Recommendations

Lot 1 – Paper Products		
SUPPLIER NAME	TOTAL SCORE	Recommended for award (Yes/No)
Arrow County Supplies Limited	99.00	Yes
Alliance Disposables Limited	97.93	Yes
Personnel Hygiene Services Limited	93.08	Yes
Instock Ltd	90.50	Yes
Unico Limited	89.87	Yes
GMC Corsehill Ltd.	87.78	Yes
Bunzl UK Limited	85.91	Yes
Enviroclean Global Ltd	81.06	Yes
Rentokil Initial UK Ltd	75.02	No
BFS Group Limited	73.31	No
Pro Health Solutions Ltd	73.11	No
OT Group Limited	72.31	No
Cleaning & Wiping Supplies Ltd.	71.74	No
Aspire Industrial Services Limited	67.83	No
Perfect Hygiene Limited	55.71	No
Prime Industrial & Janitorial Supplies Limited	51.60	No
Findel Education Limited	50.13	No

Lot 2 – Janitorial Products		
SUPPLIER NAME	TOTAL SCORE	Recommended for award (Yes/No)
Unico Limited	97.75	Yes
Instock Ltd	93.84	Yes
GMC Corsehill Ltd.	93.21	Yes
Arrow County Supplies Limited	92.46	Yes
Enviroclean Global Ltd	89.56	Yes
Bunzl UK Limited	89.41	Yes
Personnel Hygiene Services Limited	85.82	Yes
Alliance Disposables Limited	82.22	Yes
Prime Industrial & Janitorial Supplies Limited	81.74	Yes
The Guthrie Group Limited	81.52	Yes
OT Group Limited	80.22	Yes
Findel Education Limited	68.32	No
Rentokil Initial UK Ltd	63.21	No
Aspire Industrial Services Limited	60.79	No
BFS Group Limited	57.74	No
Cleaning & Wiping Supplies Ltd.	54.20	No

Lot 3 – Chemicals		
SUPPLIER NAME	TOTAL SCORE	Recommended for award (Yes/No)
The Guthrie Group Limited	98.15	Yes
Bunzl UK Limited	97.50	Yes
Arrow County Supplies Limited	95.78	Yes
Instock Ltd	93.38	Yes
Unico Limited	93.38	Yes
GMC Corsehill Ltd.	92.24	Yes
Enviroclean Global Ltd	81.72	Yes
Aspire Industrial Services Limited	79.36	Yes
Alliance Disposables Limited	76.95	Yes
Prime Industrial & Janitorial Supplies Limited	67.32	No
Personnel Hygiene Services Limited	61.13	No
Rentokil Initial UK Ltd	53.73	No
OT Group Limited	52.93	No
Creative Activity Group Limited	48.14	No
Findel Education Limited	45.31	No
Sky Chemicals (UK) Limited	36.88	No
BFS Group Limited	35.40	No

1. [BPI 1: Procurement Efficiency Savings \(www.gov.scot\)](http://www.gov.scot)

Lot 4 – One Stop Shop	
SUPPLIER NAME	Recommended for award (Yes/No)
Alliance Disposables Limited	Yes
Arrow County Supplies Limited	Yes
Bunzl UK Limited	Yes
Enviroclean Global Ltd	Yes
GMC Corsehill Ltd.	Yes
Instock Ltd	Yes
Unico Limited	Yes
Aspire Industrial Services Limited	No
BFS Group Limited	No
Cleaning & Wiping Supplies Ltd.	No
Creative Activity Group Limited	No
Findel Education Limited	No
OT Group Limited	No
Perfect Hygiene Limited	No
Personnel Hygiene Services Limited	No
Prime Industrial & Janitorial Supplies Limited	No
Pro Health Solutions Ltd	No
Rentokil Initial UK Ltd	No
Sky Chemicals (UK) Limited	No
The Guthrie Group Limited	No



