

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 15 September 2023**

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

**Tender: Supply, Delivery, Servicing and Maintenance of Fire Safety Products**

**Schedule: 1122**

**Period: The initial period of the Framework Contract is 24 months from the commencement date with an option to extend for up to a further two 12-month periods subject to satisfactory operation and performance.**

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

This recommendation is for the award of a framework for the Supply, Delivery and Maintenance of Fire Safety Products.

The scope encompasses the provision of a range of fire safety products and services, including but not limited to fire extinguishers, fire blankets and associated products, as well as a range of services which will ensure that relevant fire safety equipment and products are suitably maintained which Councils may require.

The proposed framework will be for a period of two years from the commencement with an option to extend for two twelve-month periods. Subject to approval and completion of a standstill period, the framework is intended to commence on 1<sup>st</sup> October 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 two lots as summarised in Table 1.

**Table 1: Lotting Structure**

<b>Lot No.</b>	<b>Description</b>	<b>Estimated % Spend through lot</b>
1	Supply and Delivery of Fire Safety Equipment including Signage	65 %
2	Service, Repair and Maintenance of Fire Safety Equipment	35 %

As detailed in Appendix 1, 22 councils plus Tayside Contracts 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 £1m per annum, which equates to an estimated spend of £4 million over the maximum 4-year term of the framework if the extension options are exercised. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework. A number of associate members have reported spend through this framework and it is anticipated that Advanced Procurement for Universities and Colleges (APUC) will actively encourage use of this framework.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published in July 2022 which resulted in expressions of interest from 32 companies. Scotland Excel held supplier engagement meetings with 5 suppliers in August 2022. Scotland Excel also met with prospective suppliers during a Meet the Buyer event held in Edinburgh in April 2023.

Thereafter, the Contract Notice was published via the Find a Tender and Public Contracts Scotland (PCS) portal on 26 June 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 service requirements, the technical aspects of these services, 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 also engaged with Scottish Fire and Rescue Service to review and revise the proposed specifications of the goods and services.

Scotland Excel took cognisance of the situation relative to the Coronavirus pandemic in considering this tender exercise. Balancing the current situation with the need to provide a route to market for councils to obtain fire safety goods and their servicing and maintenance, Scotland Excel determined to proceed with the tender exercise to establish this framework. Scotland Excel has carefully monitored the situation throughout the period of the tender exercise and has determined it is appropriate to recommend the establishment of the framework as set out in this report.

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.

The tender followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the Single Procurement Document (SPD). Within the SPD, tenderers were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety, and environmental management policies and/or procedures.

At the second stage of the process, offers were evaluated against the following criteria and weightings:

**Table 2: Weightings**

For All Lots	Total Available Scores
Technical	20
Commercial	80

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 3 below:

**Table 3: Technical Criteria**

Description	Weighting
Contract Management and Customer Service	5
Sustainability	5
Fair Work First	5

Community Benefits	5
<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. For lot 1 tenderers were required to provide pricing for a minimum number of goods as stated in the methodology as set out in the published tender documents. The minimum threshold was set at 80 % of the listed goods. All offers met this threshold.

For lot 2 tenderers were required to provide prices for servicing of fire safety equipment as stated in the methodology 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.

#### **4. Reports on Offers Received**

The tender document was downloaded by 45 organisations, with 15 tender responses received by the specified closing date and time.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of all compliant offers received was completed. A summary of all the offers received and the scoring achieved by each bidder is set out in Appendix 2.

#### **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 8 suppliers (in whole or in part) as outlined in Appendix 2.

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

The range of suppliers recommended provides coverage 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 (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 on cost across all councils is 7.7%, which equates to an estimated total increase of approximately £9,742 per annum based on current forecast spend levels. Given the market movement forecast of 22% 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 circa. 14%, or c.£81,600 across all councils.

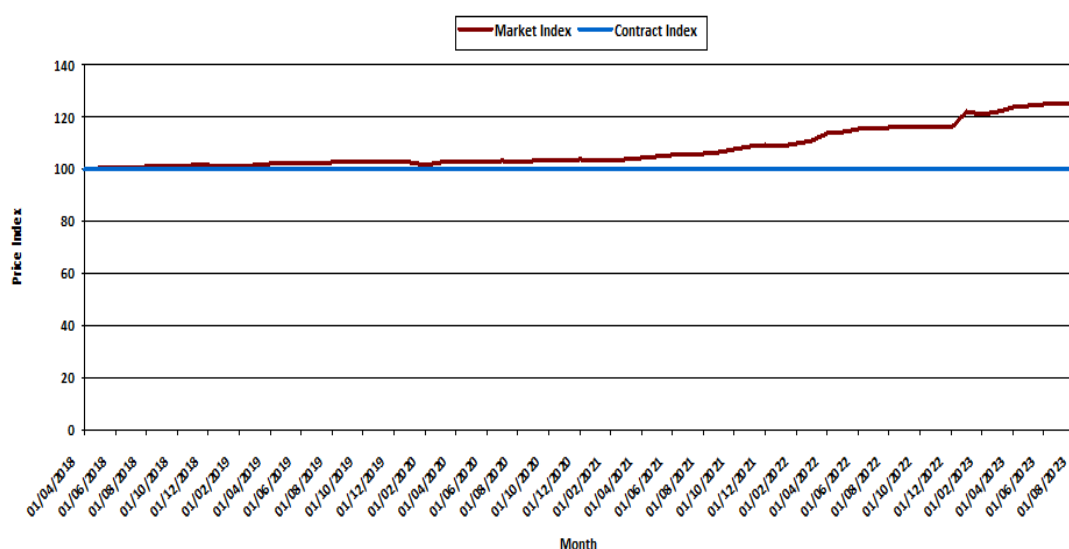


Figure 1 Indexation Report August 2023

These savings are summarised in Table 4 in accordance with the Scottish Government procurement benefits reporting guidance.

**Table 4 Savings Summary**

Reference	Type	Reportable Outcome
BT1	Direct price-based savings	£-9,742
BT2	Price versus market savings	22%
BT3	Process savings from use of collaborative arrangements	£62,500

## **Price Stability**

The framework applies 12 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 £75,000 (excluding the initial £75,000) and will be calculated based upon all framework spend with the supplier reported through management information returns.

## **Sustainable Procurement Benefits**

### **Sustainability**

The following sustainability benefits represent the Scottish Government reporting guidance for sustainability-based benefits (BT14).

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

- Waste reduction
- Environmental impact of transportation
- Supply Chain and its impact on the environment

Some of the sustainable elements that will be delivered by this framework include an increase in the number of electric vehicles being used in its delivery and the re-use and refurbishment of fire extinguishers. One of the recommended suppliers also has its own CO2 filling plant which reduces the need for products to be decommissioned.

### **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for our 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. All of the recommended suppliers have committed to the 'community benefits points'-based approach. 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, suppliers were assessed on their approach to Fair Work First and payment of the Real Living Wage to their workforce. Of the eight recommended suppliers, all pay the real living wage, with 3 being accredited Real Living Wage employers, as detailed in Appendix 2 – Scoring and Recommendations.

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

## **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 segmentation tool, 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.

## **8. Summary**

This second-generation framework for the Supply, Delivery, Servicing and Maintenance of Fire Safety 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 2.



## Appendix 1: Participation, Spend and Savings Summary

### 1122 Supply, Delivery, Servicing and Maintenance of Fire Safety 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	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Aberdeenshire Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Angus Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Argyll and Bute Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Clackmannanshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Comhairle nan Eilean Siar	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Dumfries and Galloway Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Dundee City Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
East Ayrshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
East Dunbartonshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
East Lothian Council	Yes	01-Oct-23	£8,899	MI Confirmed	22%	-7.7%	£-685	Benchmark Current Contract
East Renfrewshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Falkirk Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Fife Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Glasgow City Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Inverclyde Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Midlothian Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
North Ayrshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
North Lanarkshire Council	Yes	01-Oct-23	£2,321	MI Confirmed	22%	-7.7%	-£179	Benchmark Current Contract
Orkney Islands Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Perth and Kinross Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Renfrewshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Scottish Borders Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Shetland Islands Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
South Ayrshire Council	Yes	01-Oct-23	£47,780	MI Confirmed	22%	-7.7%	-£3679	Benchmark Current Contract
South Lanarkshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract

Stirling Council	Yes	01-Oct-23	£14,674	MI Confirmed	22%	-7.7%	-£1130	Benchmark Current Contract
Tayside Contracts	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
The City of Edinburgh Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
The Highland Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
The Moray Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
West Dunbartonshire Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
West Lothian Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
<b>Totals</b>			<b>£73,673</b>				<b>-£5673</b>	
Associate Members	Yes	01-Oct-23	£52,843.00	MI Confirmed	22%	-7.7%	-£4069	Benchmark Current Contract
<b>Totals</b>			<b>£126,516</b>				<b>-£9742</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 - Scoring and Recommendations

<u>LOT NUMBER</u>	<u>LOT NAME</u>	<u>TENDERER LEGAL NAME</u>	<u>SME STATUS</u>	<u>REAL LIVING WAGE STATUS</u>	<u>LOCATION</u>	<u>NUMBER OF LOTS BID FOR</u>	<u>NUMBER OF LOTS RECOMMENDED</u>	<u>OVERALL RECOMMENDATION STATUS</u>	<u>PLACING</u>	<u>TOTAL COMMERCIAL SCORE</u>	<u>TOTAL TECHNICAL SCORE</u>	<u>TOTAL SCORE</u>	<u>RECOMMENDED FOR AWARD FOR LOT/SUB- LOT?</u>
1	Fire Safety equipment including Signage	Bell Fire And Security Limited	Small	4	Glasgow	2	2	SUCCESSFUL	1	80.00	14.25	94.25	Y
1	Fire Safety equipment including Signage	Core Fire Ltd	Small	4	Glasgow	2	2	SUCCESSFUL	2	64.22	19.38	83.60	Y
1	Fire Safety equipment including Signage	M & S Fire Protection (Glasgow) Limited	Small	1	Glasgow	2	2	SUCCESSFUL	3	65.60	17.00	82.60	Y
1	Fire Safety equipment including Signage	Lion Safety Limited	Small	1	Falkirk	1	1	SUCCESSFUL	4	62.58	18.75	81.33	Y
1	Fire Safety equipment including Signage	Churches Fire Security Ltd.	Medium	3	Chandlers Ford	2	1	PART-SUCCESSFUL	5	60.88	17.50	78.38	Y
1	Fire Safety equipment including Signage	Boyd Group (Scotland) Limited	Micro	4	Dumfries	2	1	PART-SUCCESSFUL	6	59.24	17.50	76.74	Y
1	Fire Safety equipment including Signage	Caledonia Fire And Security Limited	Small	4	KIRKCALDY	2	2	SUCCESSFUL	7	59.61	14.13	73.74	Y
1	Fire Safety equipment including Signage	Tyco Fire & Integrated Solutions (Uk) Limited	Large	1	Manchester	2	2	SUCCESSFUL	8	52.05	17.50	69.55	Y
1	Fire Safety equipment including Signage	Spie Scotshield Limited	Medium	4	Glasgow	2	0	UNSUCCESSFUL	9	48.56	18.13	66.69	N
1	Fire Safety equipment including Signage	Dm Integrated Limited	Small	1	Airdrie	2	0	UNSUCCESSFUL	10	46.12	19.50	65.62	N
1	Fire Safety equipment including Signage	Graham Fire Protection Ltd.	Micro	4	Blairgowrie	2	0	UNSUCCESSFUL	11	52.94	12.25	65.19	N
1	Fire Safety equipment including Signage	Walker Fire (Uk) Limited	Medium	4	Preston	2	0	UNSUCCESSFUL	12	46.03	17.50	63.53	N
1	Fire Safety equipment including Signage	Firemark Ltd	Small	4	Bridgwater	2	0	UNSUCCESSFUL	13	44.20	16.50	60.70	N
1	Fire Safety equipment including Signage	Invincible Security Ltd.	Small	4	Ardrossan	2	0	UNSUCCESSFUL	14	44.18	16.50	60.68	N
1	Fire Safety equipment including Signage	Chubb Fire & Security Limited	Medium	4	Blackburn	2	0	UNSUCCESSFUL	15	41.18	18.75	59.93	N
2	Service, Repair and Maintenance of Fire Safety Products	Tyco Fire & Integrated Solutions (Uk) Limited	Large	1	Manchester	2	2	SUCCESSFUL	1	80.00	17.50	97.50	Y
2	Service, Repair and Maintenance of Fire Safety Products	M & S Fire Protection (Glasgow) Limited	Small	1	Glasgow	2	2	SUCCESSFUL	2	76.89	17.00	93.89	Y
2	Service, Repair and Maintenance of Fire Safety Products	Bell Fire And Security Limited	Small	4	Glasgow	2	2	SUCCESSFUL	3	35.88	14.25	50.13	Y
2	Service, Repair and Maintenance of Fire Safety Products	Caledonia Fire And Security Limited	Small	4	KIRKCALDY	2	2	SUCCESSFUL	4	27.84	14.13	41.97	Y
2	Service, Repair and Maintenance of Fire Safety Products	Core Fire Ltd	Small	4	Glasgow	2	2	SUCCESSFUL	5	22.12	19.38	41.50	Y
2	Service, Repair and Maintenance of Fire Safety Products	Spie Scotshield Limited	Medium	4	Glasgow	2	0	UNSUCCESSFUL	6	15.12	18.13	33.25	N
2	Service, Repair and Maintenance of Fire Safety Products	Walker Fire (Uk) Limited	Medium	4	Preston	2	0	UNSUCCESSFUL	7	14.25	17.50	31.75	N
2	Service, Repair and Maintenance of Fire Safety Products	Churches Fire Security Ltd.	Medium	3	Chandlers Ford	2	1	PART-SUCCESSFUL	8	10.98	17.50	28.48	N
2	Service, Repair and Maintenance of Fire Safety Products	Dm Integrated Limited	Small	1	Airdrie	2	0	UNSUCCESSFUL	9	8.39	19.50	27.89	N
2	Service, Repair and Maintenance of Fire Safety Products	Chubb Fire & Security Limited	Medium	4	Blackburn	2	0	UNSUCCESSFUL	10	8.29	18.75	27.04	N
2	Service, Repair and Maintenance of Fire Safety Products	Firemark Ltd	Small	4	Bridgwater	2	0	UNSUCCESSFUL	11	8.73	16.50	25.23	N
2	Service, Repair and Maintenance of Fire Safety Products	Boyd Group (Scotland) Limited	Micro	4	Dumfries	2	1	PART-SUCCESSFUL	12	7.63	17.50	25.13	N
2	Service, Repair and Maintenance of Fire Safety Products	Invincible Security Ltd.	Small	4	Ardrossan	2	0	UNSUCCESSFUL	13	6.99	16.50	23.49	N
2	Service, Repair and Maintenance of Fire Safety Products	Graham Fire Protection Ltd.	Micro	4	Blairgowrie	2	0	UNSUCCESSFUL	14	8.93	12.25	21.18	N

Note: a key for Real Living Wage Status Reference and Descriptions is included below.

**Key:** Real Living Wage Status Reference and Descriptions

Real Living Wage Status Reference	Real Living Wage Status Description
1	An accredited Living Wage Employer.
2	Currently going through the process of becoming an accredited Living Wage Employer.
3	Not an accredited Living Wage Employer but commit to gaining accreditation over the initial two-year contract period.
4	Not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns).
5	Not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees (except volunteers, apprentices and interns) but commit to paying the Living Wage to all employees within initial two-year contract period.
6	Not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees.