

## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 08 December 2017	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### Present

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

### Chair

Councillor John Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, D Benstead, Principal Procurement Specialist, K Carlin, Assistant Procurement Specialist; C Richardson and Z Brawn, both Procurement Co-ordinators (all Scotland Excel); and M Ball, Senior Accountant and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

### Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Todd Ferguson (North Ayrshire Council).

## **Declaration of Interest**

Councillor Di Mascio declared an interest in item 3e of the agenda and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub Committee held on 17 November 2017.

**DECIDED:** That the Minute be approved.

### **2 Revenue Budget Monitoring**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 1 November 2017.

The report intimated that gross expenditure was £23,000 under budget and income was currently £37,000 over-recovered which resulted in a net underspend of £60,000.

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

### **Sederunt**

Councillor Mackinnon entered the meeting during consideration of the following item of business.

### **3(a) Contract for Approval: Supply and Distribution of Milk**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and distribution of pasteurised milk and associated products which would be effective from 1 March 2018 until 28 February 2021, with the option to extend for an additional one year period until 28 February 2022.

The report intimated that the framework would provide local authorities and other participating bodies with a mechanism to procure a range of dairy products and supported the duties established by the Schools (Health, Promotion and Nutrition) (Scotland) Act 2007 and the standards set out by the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The framework had been divided into geographical lots. Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

The forecast annual spend for participating councils was circa £7.5 million per annum, however, the framework had been advertised at a value of £9 million per annum equating to an estimated value of £36 million over the term of the contract. Tender responses had been received from seven suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring

methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to seven suppliers across the 36 geographical lots as detailed in Appendix 3 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

### **3(b) Contract for Approval: Supply and Delivery of Trade Materials**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of trade materials which would be effective from 17 February 2018 to 16 February 2021, with an option to extend to 16 February 2022.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a broad range of trade materials for council stores, schools, work depots and other facilities, as well as for collection from supplier trade counters.

The framework had been divided into four lots as detailed in table 1 of the report. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework. It was noted that the Scottish Prison Service, NHS Scotland, Advanced Procurement for Universities and Colleges and the Wheatley Group would also be participating in the framework.

The total framework spend was an estimated value of £32m over the term of the contract, however, to accommodate the likely growth from associate members the framework had been advertised at an overall value of £40m. Tender responses had been received from 29 suppliers. A summary of offers received, including those suppliers deemed to be non-compliant, was provided in Appendix 2 to the report.

It was noted that the majority of tenderers for lot 1 offered the same products across the three product quality levels which was contrary to the requirements set out in the tender. It had not been possible to make a recommendation that would deliver the necessary geographical coverage and competition and following endorsement from the User Intelligence Group it was recommended that this lot be not awarded. Scotland Excel would separately tender for power tools only in February 2018 and would extend the life of the power tools lot on the current framework until the new framework was in place.

It was further noted that lot 3 received bids with less than the required product coverage. Full product and geographical coverage had been ensured by slightly reducing the threshold to 65%. All bids with product coverage below this threshold were deemed as non-compliant and were not evaluated further.

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

Based on the evaluation undertaken and to secure best value, capacity and coverage it was recommended that a multi-supplier framework agreement be awarded to 17 suppliers across the three lots as detailed in Appendix 3 to the report.

**DECIDED:**

(a) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved; and

(b) That the recommendation not to award lot 1 and the extension of the current arrangements for power tools only be approved; and

(c) That it be noted that a separate tender exercise would be carried out to ensure sufficient product coverage.

**3(c) Contract for Approval: Repair and Maintenance of Catering Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework for catering equipment repair and maintenance which would be effective from 8 January 2018 to 7 January 2020 with an option to extend for up to two 12 month periods until 7 January 2022.

The Convener advised that the Director of Scotland Excel had withdrawn this report.

**DECIDED:** That it be noted that the report had been withdrawn.

**3(d) Contract for Approval: Supply, Delivery, Installation and Maintenance of Water Coolers and Associated Consumables**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the purchase and rental of water coolers and associated services which would be effective from 8 January 2018 until 7 January 2020 with an option to extend for up to two further 12 month periods until 7 January 2022.

The report intimated that the framework would provide councils with a mechanism to purchase and rent a range of water coolers including free standing bottled water coolers and plumbed in water coolers. Council could also procure the associated maintenance and sanitisation services.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at a value of £6m over the four year period. Tender responses had been received from eight suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to eight suppliers as detailed in Appendix 2 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

## **Declaration of Interest**

Councillor Di Mascio having declared an interest in relation to the following item of business left the meeting and did not take part in any discussion or voting thereon.

### **3(e) Contract for Approval: Pest Control Services and Associated Products**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for pest control services and associated products which would be effective from 8 December 2017 until 30 November 2019 with an option to extend for up to two further one year periods until 30 November 2021.

The report intimated that the framework covered the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories. Additionally, it also included the use of hawks and falcons as a bird deterrent.

The framework had been divided into four lots as detailed in table 1 of the report and was advertised at a total value of £8m for the four year period. Tender responses had been received from 9 suppliers and a summary of all offers received was detailed in Appendix 1 to the report.

It was noted that the quality and range of responses for lot 2 meant that it had not been possible to carry out a full evaluation due to a number of abnormally low and high bids. This lot had been excluded from the evaluation process and no recommendation would be made. As a result of lot 2 being excluded from the evaluation process the total value had been revised to £6m for the four year period.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to seven suppliers across the three lots as detailed in Appendix 2 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

## **Sederunt**

Councillor Di Mascio entered the meeting prior to consideration of the following item of business.

### **4(a) Request for Associate Membership: Routes to Work**

There was submitted a report by the Director of Scotland Excel advising that Routes to Work, an arm's length charity of North Lanarkshire Council that existed to support North Lanarkshire's unemployed, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Routes to Work to become an associate member of Scotland Excel, at no annual membership fee, subject to completion and signing of the agreement document, be approved.

#### **4(b) Request for Associate Membership of Scotland Excel: Design Dundee**

There was submitted a report by the Director of Scotland Excel advising that Design Dundee, a charity founded by Dundee City Council, Scottish Enterprise, The University of Abertay, The University of Dundee and The Victoria and Albert Museum to manage the Victoria and Albert Museum of Design in Dundee, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Design Dundee to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

#### **4(c) Request for Associate Membership of Scotland Excel: Scottish Children's Reporter Administration**

There was submitted a report by the Director of Scotland Excel advising that the Scottish Children's Reporter Administration, a national body focused on children and young people most at risk, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by the Scottish Children's Reporter Administration to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

### **5 Employee Absence Management Report**

There was submitted a report by the Director of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the month of October 2017, the previous six and 12 months and provided information relating to the absence statistics and reasons.

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

### **6 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 26 January 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.