

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 21 June 2019	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

KENNETH GRAHAM
Clerk

Membership

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

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

Further Information

This is a meeting which is open to members of the public.

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 either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

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.

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|-------------|--|----------------|
| 1 | Minute of the Executive Sub-committee | 1 - 4 |
| | Minute of meeting of the Executive Sub-committee held on 31 May 2019. | |
| 2 | Revenue Budget Monitoring Report to 24 May 2019 | 5 - 8 |
| | Joint report by Treasurer and Director of Scotland Excel. | |
| 3 | Contracts for Approval | |
| 3(a) | Bikeability Scotland Training Providers | 9 - 16 |
| | Report by Director, Scotland Excel. | |
| 3(b) | Asbestos Related Works and Services | 17 - 30 |
| | Report by Director, Scotland Excel. | |
| 3(c) | Supply and Delivery of Alcoholic and Associated Beverages | 31 - 36 |
| | Report by Director, Scotland Excel. | |
| 4 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 23 August 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 31 May 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Donald L Reid (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

By Video Conference

Councillor Stephen Thompson (Dumfries and Galloway Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

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

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 26 April 2019.

In relation to the update provided in the Minute in relation to the legal challenge to the supply and delivery of grounds maintenance, it was noted that no final account had been submitted.

DECIDED:

(a) That the Minute be approved; and

(b) That it be noted that no final account had been submitted in relation to the legal challenge to the supply and delivery of grounds maintenance contract.

Sederunt

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

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 2018 to 31 March 2019.

The report intimated that Scotland Excel ended the 2018/19 financial year with a small overspend of £3,288 within its Core Operations, comprising an underspend in expenditure of £2,922 and an under-recovery in income of £6,210.

The approved total drawdown from reserves was £90,000 in the year for Core Operations. As reported in period 9, there were additional pressures in Core Operations relating to ICT software and telephony, external recruitment support and costs relating to the local government Supplier Development Programme which supported local spend initiatives. These pressures were offset by a higher than expected underspend in Employee Costs owing to the prudent management of vacancies, resulting in an underspend in gross expenditure for 2018/19 of £2,922.

The Projects ended the year with a surplus of income over expenditure of £422,404. Some of this balance was committed for future Project spend, the detail and management of this balance would be reported in the draft Annual Accounts brought to the Joint Committee on 21 June 2019.

The table in the report provided an analysis of the budget and actual spend during 2018/19 and included a summary of movement in the General Reserve.

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

3 Request for Associate Membership - Glasgow West Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Glasgow West 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.

It was proposed that, in future reports, the Living Wage be detailed as the Scottish Living Wage. This was agreed.

DECIDED:

(a) That the application by Glasgow West Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £2,230, be approved subject to completion and signing of the agreement documentation; and

(b) That, in future reports, the Living Wage be detailed as the Scottish Living Wage.

4 Draft Funding Model Update

There was submitted a report by the Director of Scotland Excel providing an update on the progress made on generating additional funding.

The report intimated that the revenue estimates 2018/19 report presented to the Joint Committee at its meeting held on 8 December 2017 and the Funding Model Review presented to its meeting held on 29 June 2018 highlighted the challenging future financial landscape for local government and the impact on Scotland Excel. It was recognised that over the medium term, local government in Scotland was likely to face further contraction in available resources. In this context, Scotland Excel continued to seek operational savings to manage its financial position flexibly in order to maintain its aim of minimising the level of requisition required and also to develop value propositions for member authorities to ensure that best value was achieved.

The Joint Committee in June 2018 approved a number of funding opportunities, identified by Scotland Excel, being consultancy services; learning and development; associate membership expansion; new build housing; and rebates and the report provided an update on each of the funding opportunities.

The comments provided by members would be incorporated into the report submitted to the meeting of the Joint Committee to be held on 21 June 2019.

DECIDED:

(a) That the progress made be noted;

(b) That it be noted that further updates would be presented to future meetings of the Joint Committee on funding projects including delivery against income targets; and

(c) That it be noted that the comments provided by members would be incorporated into the report submitted to the meeting of the Joint Committee to be held on 21 June 2019.

5 Risk Register Update

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

The comments provided by members would be incorporated into future reports.

DECIDED:

- (a) That the report be noted;
- (b) That it be noted that the comments provided by members would be incorporated into future reports; and
- (c) That risk register reports be brought quarterly to the Executive Sub-committee.

6 Date of Next Meeting

DECIDED:

- (a) That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 21 June 2019 in Glasgow City Chambers; and
- (b) That it be noted that a meeting of the Executive Sub-committee would require to be held during the period 29 July to 9 August 2019.

Agenda Item 2

Scotland Excel

To: Executive Sub-Committee

On: 21 June 2019

Report by:

Joint Report by the Treasurer and the Director

Heading:

Revenue Budget Monitoring Report to 24 May 2019

1. Summary

- 1.1 At the end of Period 2, Scotland Excel is projecting a break-even position in its Core activities. Projects are anticipated to contribute £173k as per the budget approved in December 2018. Further detail is provided in Section 4.

2. Recommendations

- 2.1 It is recommended that members note the report.

3. Background

- 3.1 The 2019/20 budget was approved by the Joint Committee on 7 December 2018. This included a temporary drawdown from Project balances carried forward of £120k in the year for Core Operations.
- 3.2 There has been one budget adjustment, as shown in the financial statement below, moving £10k from Employee Costs to Transport Costs. This is to cover travel and other employee expenses that are now classified differently in the ledger.
- 3.3 At 24 May 2019, the year-to-date net expenditure for Core is £214k, comprising gross expenditure of £370k, less gross income of £156k.
- 3.4 The projection for the end of 2019/20 is a break-even position for Core. Income and expenditure will continue to be monitored through the financial year and this projection will be kept under review.

- 3.5 The year-to-date net expenditure for Projects is £70k, comprising gross expenditure of £187k, less gross income of £117k. Projects are expected to contribute £173k funding to Core Operations during 2019/20, as per the approved budget.
- 3.8 The following table provides an analysis of the actual spend to date along with projected net expenditure for 2019/20 and includes a summary of movement in the Revenue Reserve, as well as a glossary of terms.

SCOTLAND EXCEL
REVENUE BUDGET MONITORING STATEMENT 2019/20
1 April 2019 to 24 May 2019

Description	Agreed Budget 2019/20	Budget adjustments	Revised Budget 2019/20	Year to Date Actual 2019/20	Projected Full Year Actual 2019/20	Projected Full Year Variance 2019/20
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	3,140	(10)	3,130	274	3,130	0
Premises Related Costs	218	0	218	0	218	0
Supplies and Services	248	0	248	37	248	0
Support Costs	221	0	221	57	221	0
Supported Living/Care at Home	169	0	169	0	169	0
Transfer Payments	6	0	6	1	6	0
Transport Costs	0	10	10	1	10	0
Gross Expenditure	4,002	0	4,002	370	4,002	0
Requisition Income	(3,554)	0	(3,554)	0	(3,554)	0
Income from Projects	(173)	0	(173)	0	(173)	0
Temporary Use of Project Balances	(120)	0	(120)	0	(120)	0
Other Income	(155)	0	(155)	(156)	(155)	0
Gross Income	(4,002)	0	(4,002)	(156)	(4,002)	0
Drawdown from Reserves	0	0	0	214	0	0

Summary of in-year Movement in Reserves	£000s	Project Summary				
Opening Revenue Reserve at 1 April 2019	(203)	Gross Expenditure	1,428	187	1,428	0
Budgeted Draw on Reserves	0	Gross Income	(1,601)	(117)	(1,601)	0
Year-end overspend	0		(173)	70	(173)	0
Closing Revenue Reserve at 31 March 2020	(203)					

Glossary

Employee Costs: Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

Premises Related Costs: Includes expenses directly related to the running of premises and land, eg rates, rents and leases, utilities, contract cleaning

Supplies and Services: Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

Support Costs: Includes central support charges e.g. Renfrewshire Council SLA and telephony recharges

Transfer Payments: Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

Transport Costs: Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

Scotland Excel**To: Executive Sub Committee****On: 21 June 2019****Report
by
Director Scotland Excel****Tender: Bikeability Scotland Training Providers****Schedule: 03/19****Period: 01 August 2019 until 31 July 2023 (with option to extend)****1. Introduction and Background**

The purpose of this report is to recommend the establishment of a new Dynamic Purchasing System (DPS) for Bikeability Scotland Training Providers, which the Director has elected to establish pursuant to Contract Standing Order 28 (Dynamic Purchasing Systems). Accordingly, the report requests approval for the establishment of the DPS and for the Director of Scotland Excel to be granted the appropriate delegation of authority to appoint new entrants to the DPS during its lifetime as detailed in this report.

Bikeability Scotland is a cycle training programme, usually delivered in schools between P5 and S2, that teaches children to cycle safely, to learn how to deal with traffic and that, above all, gets children excited about cycling. It's the modern day form of cycling proficiency, a national scheme comprising of 3 main levels aimed at supporting the next generation of confident and responsible cyclists.

Through consultation with Cycling Scotland it was identified that there is currently a gap in the delivery of Bikeability Scotland training, the extent of which varied from local authority to local authority. Current delivery is mostly done by parent/guardian volunteers, alongside a teacher who has undertaken the appropriate training course. This presents a real challenge for schools to create time within the curriculum and also has an element of uncertainty due to the reliance on volunteer helpers.

The introduction of this DPS presents an opportunity for Scotland Excel to provide a national collaborative solution to deliver a mechanism that will help to raise the uptake and the standard of Bikeability Scotland training received within schools. It will ensure that all 32 local authorities in Scotland will have access to professional organisations that can deliver Bikeability Scotland Training.

This route to market has been chosen after careful consideration and market engagement. As this is the first time Bikeability Scotland Training has been

tendered at a national level, the current market place is small and likely to be relatively inexperienced in tendering. By tendering this opportunity as a DPS, it will allow the flexibility of new entrants to bid to join throughout the lifetime of the contract and increase, not only the supply base, but also the level of cyclist skill in Scotland through professional training.

2. Definition of a Dynamic Purchasing System

As defined under Regulation 35 (Dynamic Purchasing Systems) of the Public Contracts (Scotland) Regulations 2015, a DPS is a route to market that a “contracting authority may use for commonly used purchases the characteristics of which, as generally available on the market, meet their requirements”. It has similarities to a framework agreement, but unlike a framework, allows new service providers to join at any point throughout its lifetime. It must be run as a completely electronic process and is set up using the restricted procedure and other associated conditions. Public bodies are permitted to set up a DPS which may be divided into categories of service (Lots).

Although available for some time, traditionally, DPS's were largely considered non-user friendly due to the perceived cumbersome nature of award procedures. In recent years however, as part of the EU's review of procurement rules (implemented in Scotland by the 2015 Regulations) the associated processes have been reviewed and changes implemented at a European Union (EU) level that has seen its use and popularity increase.

This DPS will be seeking legally compliant service providers, capable of delivering Bikeability Scotland Training, whilst allowing for a small level of tailoring to meet operational requirements at an individual council level.

3. Scope Participation and Spend

Based on current spend analysis and grant information provided by Cycling Scotland, the DPS has been advertised at a value of approximately £300,000 per annum.

As noted above, the DPS provides an alternative to a framework model that offers a number of benefits that will help local authorities meet their service needs. Overall, this offers a service delivery option for local authorities that will be easy to use and will cover the full range of requirements at a local level. The lot summary is shown in the table below:

Figure 1 – Lotting Structure:

Lot 1	Aberdeen City Council
Lot 2	Aberdeenshire Council
Lot 3	Angus Council
Lot 4	Argyll and Bute Council
Lot 5	Clackmannanshire Council
Lot 6	Dumfries and Galloway Council
Lot 7	Dundee City Council
Lot 8	East Ayrshire Council
Lot 9	East Dunbartonshire Council
Lot 10	East Lothian Council
Lot 11	East Renfrewshire Council
Lot 12	Edinburgh City Council
Lot 13	Falkirk Council
Lot 14	Fife Council
Lot 15	Glasgow City Council
Lot 16	Highland Council
Lot 17	Inverclyde Council
Lot 18	Midlothian Council
Lot 19	Moray Council
Lot 20	North Ayrshire Council
Lot 21	North Lanarkshire Council
Lot 22	Orkney Islands Council
Lot 23	Perth and Kinross Council
Lot 24	Renfrewshire Council
Lot 25	Scottish Borders Council
Lot 26	Shetland Islands Council
Lot 27	South Ayrshire Council
Lot 28	South Lanarkshire Council
Lot 29	Stirling Council
Lot 30	West Dunbartonshire Council
Lot 31	Western Isles Council (Comhairle nan Eilean Siar)
Lot 32	West Lothian Council

The DPS has been advertised for use by all thirty-two local authorities. The scope and breadth of services available via this DPS, as well as the structure and flexibility of the process to award and ability to allow new entrants throughout its lifetime, will help to ensure participation. It should be noted however that no guarantee of any business is given under the DPS.

4. Procurement Process

A Prior Information Notice (PIN) was issued on 8th February 2019 informing the market of Scotland Excel's intention to issue a DPS with 16 organisations expressing an interest in the opportunity. Market engagement was conducted, which resulted in 9 supplier meetings that helped to inform the procurement strategy.

Following the preparation and approval of necessary documentation, a Contract Notice was issued on 18th April 2019 that detailed the required services the DPS was seeking and invited service providers that considered themselves suitably qualified to deliver those services, to complete a qualification process, which if successfully passed, would grant them access to contract opportunities issued under the DPS.

The qualification stage assesses a service provider's suitability to deliver the service, and evidence their ability to meet mandatory requirements including; appropriate insurances and quality and environmental policies, as well as taking due consideration of previous experience, history of regulatory related performance and history of convictions, bankruptcy and public contract performance via the completion of the European Single Procurement Document (ESPD) and provision of supplementary evidence.

Under the DPS model, councils will be presented with a list of service providers, on a per Lot basis that have successfully passed the minimum qualification criteria, (capability to service, licensing, convictions, insurances and so on), confirming that they are capable of providing a service as defined within the Contract Notice. Councils will be able to tailor their own specifications, within clearly defined parameters as outlined within the Contract Notice. Submitted offers will then be evaluated by the council on both technical and commercial viability and the overall best value offer awarded.

A list of service providers requesting to be granted access to the DPS by adequately evidencing their ability to meet the defined qualification criteria is provided in Appendix 1. Note: Subject to final clarifications.

5. Mobilisation and Management

Contract mobilisation will take place before the anticipated start of the DPS.

Supplier mobilisation packs will be distributed to successful tenderers and as a minimum will include;

- A clear explanation of how the DPS will operate and call off procedures available to local authorities and other participating bodies.
- Contact information for Scotland Excel, local authorities and participating members, who are responsible for this commodity area.

Local authorities and participating bodies will be issued with a framework guidance document which will include;

- The contract's terms & conditions.
- Contract management approach.
- Evaluation methodology template document
- DPS Call off guidance

Further guidance and documentation will be published on Scotland Excel's website, to ensure that this information is easily accessible for all stakeholders.

The DPS Terms and Conditions clearly outline the requirement for service providers awarded contracts via the DPS to provide Management Information to Scotland Excel on a quarterly basis or as required. In addition, the Scotland Excel Operational Supplies and Services (OSS) Team will meet service providers as required to ensure that service providers are operating as required under contracts awarded.

As detailed in section 6 of this report, the service providers that complete the qualification process as “new entrants” will be evaluated during the lifetime of the DPS.

Note: Scotland Excel reserves the right as per the Regulations, to request resubmission of the ESPD as and when required, (with minimum 5 days’ notice) ensuring service providers granted access to the DPS remain suitably qualified throughout.

6. New Entrants

A key outcome of the DPS route to market is a facility to allow new entrants offering services throughout the lifetime of the arrangement and thereby not “lock-out” new service providers who can meet the regulatory requirements and potentially offer best value to local authorities.

As such, following commencement of the DPS, a second Contract Notice will be issued inviting new entrants to complete the qualification process. This invitation will remain open throughout the lifetime of the DPS and approval of new entrants will be the responsibility of Scotland Excel.

New entrants will complete the same qualification process as the original and if evaluated as meeting requirements, will be notified by Scotland Excel and granted access to the DPS. The new entrants will then become available for local authorities to utilise, further stimulating competition among providers as well as allowing the new entrants to compete for contract opportunities issued under it.

The Public Contracts (Scotland) Regulations 2015 require that service providers putting themselves forward to be granted access to the DPS must be informed of their success or failure within a maximum of 10 days following completion and submission of the qualification documents. (Regulations 35, (13) and (14) of the aforementioned Regulations).

In order to remain compliant with this statutory requirement, it is essential that Scotland Excel evaluate and notify respondents of the outcome in as timely a manner as possible. As Committee will clearly be unavailable at 10 days’ notice or less each time a new entrant or entrants apply to access the DPS, this report will therefore recommend that the Director of Scotland Excel be granted the appropriate Delegated Authority to approve such decisions and that the Executive Sub-Committee be updated on status of available service providers on an annual basis via incorporation to the Annual Procurement Report.

7. Recommendation

The Executive Sub Committee is requested to:

- (a) Approve the establishment of the Dynamic Purchasing System for Bikeability Scotland Training Providers;
- (b) Approve the initial respondents selected to participate in the DPS as detailed in Appendix 1;
- (c) Grant Delegation of Authority to the Director of Scotland Excel (or their delegate) to approve the evaluation outcome and award participation on the DPS to any new entrants completing the DPS Qualification process to Scotland Excel's satisfaction, thereby enabling their participation in the Dynamic Purchasing System during its lifetime, ensuring compliance with the applicable procurement rules including the statutory 10-day maximum period for evaluation and notification of outcome; and
- (d) Approve Scotland Excel's proposal that the Executive Sub-Committee be updated on the status of available service providers on an annual basis via incorporation into the Annual Procurement Report

Appendix 1 – Stage 1 Respondents

Lot	Angus Cycle Hub CIC	Fallin Community Enterprises t/a Recycle-a-bike	Glasgow Bike Shed Ltd (trading as Bike for Good)	Outfit Moray	RUTS	Skinny Tyres Ltd	SoulRiders	TTC Group Ltd	West Lothian Bike Library
Lot 1 - Aberdeen City Council	X							X	
Lot 2 - Aberdeenshire Council	X			X				X	
Lot 3 - Angus Council	X					X		X	
Lot 4 - Argyll & Bute Council								X	
Lot 5 - Clackmannanshire Council		X			X	X		X	
Lot 6 - Dumfries & Galloway Council								X	
Lot 7 - Dundee City Council	X					X		X	
Lot 8 - East Ayrshire Council			X					X	
Lot 9 - East Dunbartonshire Council			X				X	X	
Lot 10 - East Lothian Council					X			X	X
Lot 11 - East Renfrewshire Council			X				X	X	
Lot 12 - City of Edinburgh Council			X		X			X	
Lot 13 - Falkirk Council		X			X			X	X
Lot 14 - Fife Council	X				X	X		X	
Lot 15 - Glasgow City Council			X				X	X	
Lot 16 - Highland Council				X				X	
Lot 17 - Inverclyde Council			X					X	
Lot 18 - Midlothian Council					X			X	X
Lot 19 - Moray Council				X				X	
Lot 20 - North Ayrshire Council			X					X	
Lot 21 - North Lanarkshire Council		X	X				X	X	
Lot 22 - Orkney Islands Council								X	
Lot 23 - Perth & Kinross Council	X					X		X	
Lot 24 - Renfrewshire Council			X				X	X	
Lot 25 - Scottish Borders Council					X			X	
Lot 26 - Shetland Islands Council								X	
Lot 27 - South Ayrshire Council			X					X	
Lot 28 - South Lanarkshire Council			X				X	X	
Lot 29 - Stirling Council		X			X	X		X	
Lot 30 - West Dunbartonshire Council			X					X	
Lot 31 - Western Isles Council								X	
Lot 32 - West Lothian Council								X	X

Agenda Item 3 (b)

Scotland Excel

To: Executive Sub Committee

On: 21 June 2019

**Report
by
Director Scotland Excel**

Tender: Asbestos Related Works and Services

Schedule: 2418

Period: 1 July 2019 until 30 June 2021 with the option to extend for up to a further two 12 month periods to 30 June 2023 (effective from 15 July 2019)

1. Introduction and Background

The current framework for Asbestos Surveys, Removal & Disposal, and Analytical Services expired on 31 March 2019. This recommendation is for the award of a renewal framework, which will commence on 15 July 2019 until 14 July 2021, with an option to extend for up to a further two 12 month periods until 14 July 2023.

This framework will enable members to effectively manage planned, ad hoc and emergency asbestos related requirements in all council owned property such as housing stock and civic buildings.

Several enhancements to the current framework are incorporated in the renewal, including the division of each lot into six geographical regions. Tenderers could offer for one, any or all lots and any region within a lot, therefore encouraging bids from local suppliers, facilitating tailored regional pricing and increasing competition and capacity for call offs.

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

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) approved the inclusion of three lots as summarised in Table 1. This covers the full scope of council requirements for asbestos works and services.

As detailed in Appendix 1, 29 councils have confirmed their intention to participate in the renewed framework. East Ayrshire council, East Renfrewshire

council and Glasgow City council have their own contractual arrangements in place. Scotland Excel will liaise with all non-participating members before the expiry of local arrangements to discuss options to transition to the framework.

Table 1: Lotting Structure

Lot No.	Description	Estimated % Spend
1	Asbestos Surveys	24%
2	Asbestos removal and disposal	72%
3	Asbestos analytical services	4%

The forecast annual spend for participating councils is circa £8.3m per annum. The framework was advertised with an estimated spend of £12m per annum to allow for potential increased participation from associate members.

3. Procurement Process

A UIG consisting of representatives from participating councils endorsed the procurement strategy, including the recommendation to utilise the open tender procedure. In addition, a working group of technical representatives was formed to review the lotting structure, technical specifications and participate in the evaluation.

A Prior Information Notice (PIN) was published on 11 November 2017, which resulted in expressions of interest from 65 organisations. Supplier engagement meetings were held to gain an insight to the market which contributed to the strategy.

The contract notice was published on Public Contracts Scotland (PCS) portal on 19 February 2019. The tender documentation was made available for immediate download from 21 February 2019, via the Public Contracts Scotland Tenders (PCS-T) portal.

The procurement process followed a two-stage tendering procedure. At the first stage, using the European Single Procurement Document (ESPD) Scotland, responses were assessed against financial capability, technical/professional capability and business probity requirements. Due to strict regulation in the industry, Tenderers offering for lots 1 and 3 were required to hold a valid UKAS accreditation, and those Tenderers offering for lot 2 were required to hold a minimum one-year HSE license and a valid waste carrier licence. Tenderers were required to pass this stage to be eligible for award.

At the second stage, offers were evaluated against the following criteria and weightings.

Technical	30%
Commercial	70%

Within the main technical section, tenderers were required to evidence their knowledge and experience by responding to a series of method statements that considered resource management, emergency response, customer care and sustainability. In addition to these questions, tenderers were asked to provide details on their fair work practices and community benefits.

Tenderers were also asked to confirm which council areas they had the ability to service. As the framework is split into regions, tenderers could opt to service as many or as few councils within a region; they were not required to service every council within each region. This was designed to encourage bids from local small and medium-sized enterprises (SMEs) and maximise the geographical coverage available through the framework.

Tenderers were also required to complete lot-specific technical sections, which were in alignment with the services or works that will be instructed in each lot.

Within the commercial section, tenderers were invited to offer for each lot on a region by region basis and provide rates for a range of commonly required asbestos works or services. Tenderers were also scored in relation to out of hours working. Tables 2, 3 and 4 provide a breakdown of the scoring available for each of the three lots.

Table 2: Lot 1 Scoring Breakdown

Section	Question	Maximum Score Available
Commercial 70%		
Technical 30%	Method Statements	9
	Out of Hours	3
	Community Benefits and Workforce Matters	3
	British Occupation Hygiene Society (BOHS) Accreditation	1
	Plan of Works	3
	Price Stability	3
	Service Delivery Timescales	8

Table 3: Lot 2 Scoring Breakdown

Section	Question	Maximum Score Available
Commercial 70%		
Technical 30%	Method Statements	9
	Out of Hours	3
	Community Benefits and Workforce Matters	3

	British Occupation Hygiene Society (BOHS)	1
	Plan of Works	5
	Price Stability	3
	Service Delivery Timescales	4
	Asbestos Removal Contractors Association (ARCA) Accreditation	2

Table 4: Lot 3 Scoring Breakdown

Section	Question	Maximum Score Available
Commercial 70%		
Technical 30%	Method Statements	9
	Out of Hours	3
	Community Benefits and Workforce Matters	3
	British Occupation Hygiene Society (BOHS)	1
	Air Monitoring	6
	Price Stability	3
	Service Delivery Timescales	2
	Continuity	3

4. Report on Offers Received

The tender document was downloaded by 64 organisations, with 44 tender responses received. 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 offers received was completed. Appendix 3 confirms the scoring achieved by each tenderer in each lot, per region.

5. Recommendations

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, it is recommended that a multi supplier framework agreement is awarded to 44 suppliers across the three lots as outlined in Appendix 3.

The 44 recommended suppliers can meet operational needs, accreditation and licence requirements, provide a range of choice and capacity for council members, whilst also representing a mix of small, medium and large organisations, with 31 of the recommended suppliers classified as SMEs and 7 micro enterprises.

The recommendations set out in Appendix 3 propose to award all tenderers in all regions offered.

In this generation of the framework, and in consultation with the established technical panel, Scotland Excel amended the schedule of rates to include ancillary services and works in the core list. Furthermore, the schedule was also amended to divide some services and activities into their component activities. This was designed to ensure that members had a holistic set of requirements stipulated in the core list so that prices offered were inclusive of all costs. During evaluation of the offers received, it emerged that this approach resulted in a significant variance in prices submitted on the revised schedule. Scotland Excel undertook a robust clarification process to ensure that the rates submitted were compliant to the specification.

Following this review, it is proposed that all tenderers for all regions are awarded to provide members with the autonomy to agree bespoke work packages in recognition of local procurement objectives.

This supports a primary strategic procurement objective for the renewal, to provide access to a range of competent local and geographically dispersed asbestos suppliers and maximises capacity available under the framework. It also allows a greater proportion of local SMEs and micro enterprises to compete for local public sector contracts.

6. Benefits

Savings

As outlined above due to the changes in the schedule of rates and the significant variance in pricing submitted a neutral savings figure has been incorporated in this report.

Section 7 will outline contract management activity required to update the schedule of rates. Following this exercise, Scotland Excel will conduct a benchmarking exercise in year one of the framework and estimate to deliver a saving of 4%, which is in alignment with our wider non-care portfolio.

As stated in Appendix 1, at the end of the current framework, the contract prices were 3.5% ahead of the market prices demonstrating the value of ongoing contract management activity.

Some tenderers have offered discounts for particular councils within each region, further savings are also possible for members conducting mini-competitions for larger packages of work.

Price Stability

In addition to the mandatory 12 months fixed pricing for all lots, the majority of suppliers have offered an additional 12 months fixed pricing in each lot.

All future requests for prices variance will be considered in line with annual increases in inflation and in accordance with our established price variance process.

Sustainable Procurement Benefits

Within the technical section of the tender, the sustainability method statement assessed tenderers in relation to their corporate approach to sustainability and how their organisation promotes recycle, reuse and reduce initiatives to minimise the impact of the supply chain on the environment. A range of sustainable measures were outlined by suppliers. For example, responsible use of energy, targets to reduce emissions, reduction of water use, staff training sessions and the introduction of electric vehicles. Furthermore, one tenderer has committed to developing a project-specific Waste Reduction Plan in line with a Zero Waste Scotland initiative, which aims to reduce waste by 30% in the first year.

Community Benefits

Scotland Excel is committed to maximising community benefit delivery, as part of the technical section, tenderers were asked to confirm whether they were willing to comply with our community benefits approach for the lifetime of the framework. This approach is designed to deliver local community benefits based on individual member spend thresholds and all 44 recommended suppliers have confirmed their acceptance. Some tenderers provided commentary on the types of community benefits that could be delivered through the framework;

- Asbestos awareness sessions/workshops - fully trained UK Asbestos Training Association (UKATA) accredited Asbestos Awareness Trainers who host asbestos awareness sessions for clients and/or members of the public.
- Routes to employment or training through apprenticeships or trainee roles or support for careers advice and mock interviews.
- Education initiatives for safety around construction sites, educating members of the public on the presence of asbestos.
- Charitable donations and support for local events.

Scotland Excel will monitor spend and community benefits reported through the framework and will share with members on a six-monthly basis.

Fair Work Practices including the Living Wage

Tenderers were asked a question on their approach to fair work practices. Recommended suppliers offer a range of positive work initiatives including performance reviews, staff development, training and flexible working hours.

Tenderers were specifically asked a question in relation to their Scottish Living Wage status. Of the 44 tenderers recommended, 41 pay the Scottish living wage and Appendix 4 provides a breakdown of responses. Of the three remaining suppliers that do not pay the Scottish living wage to all employees and are not

accredited, Tenderers have confirmed that between 81-97% of employees are paid the Scottish living wage.

Scotland Excel will continue to monitor Fair Work Practices, including the Scottish Living Wage within its contract and supplier management programme.

Other Benefits

Further benefits delivered through this generation of the framework are outlined below;

- Best practice procurement of asbestos works and services and a route to market for a pre-assessed supply base holding appropriate accreditations and licenses, complying with robust specifications.
- Recommended suppliers represent an increase in local suppliers awarded onto the framework, offering choice and capacity.
- Introduction of the Term Service Short Contract (TSSC) in lots 1 and 3, which will reduce the administrative burden on members by facilitating the call off of planned schemes of work.

7. Contract Mobilisation and Management

All suppliers and participating members will be issued with a mobilisation pack containing all required details to launch the framework. Supplier engagement will take place to discuss the operation of the framework, roles and responsibilities, management information requirements, Key Performance Indicators (KPIs) and community benefits commitments.

Scotland Excel will hold a mobilisation event with members to discuss target areas for contract management. This will include the establishment of a national working group to review supplier performance, ongoing insurance requirements, a core product review and revised approach to the collection of Management Information (MI).

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 1 arrangement in terms of both risk and spend requiring six monthly supplier and user group reviews as appropriate.

Scotland Excel will ensure ongoing and appropriate checks are in place to monitor the retention of certification and insurance requirements.

8. Summary

This framework for Asbestos related Works and Services provides a route to market for asbestos surveys, removal works and testing services for both domestic and non-domestic properties.

A range of benefits can be reported in relation to; greater geographical service coverage, price stability, sustainable benefits, community benefits and payment of the Scottish living wage.

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

**Appendix 1 – Participation, Spend and Savings Summary – Asbestos related Works and Services 2418
(Management Information is “MI” and the Scottish Procurement Information Hub is “Hub”)**

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	15 July 2019	£125,000	Council confirmed	3.5	0.0%	£0	N/A
Aberdeenshire Council	Yes	15 July 2019	£65,882	Council confirmed	3.5	0.0%	£0	N/A
Angus Council	Yes	15 July 2019	£60,000	Council confirmed	3.5	0.0%	£0	N/A
Argyll & Bute Council	Yes	15 July 2019	£390,000	Hub - confirmed	3.5	0.0%	£0	N/A
City of Edinburgh Council	Yes	15 July 2019	£200,000	Hub - confirmed	3.5	0.0%	£0	N/A
Clackmannanshire Council	Yes	15 July 2019	£50,000	MI - confirmed	3.5	0.0%	£0	N/A
Comhairle nan Eilean Siar	Yes	15 July 2019	£2,500	Council confirmed	3.5	0.0%	£0	N/A
Dumfries & Galloway Council	Yes	15 July 2019	£33,500	MI - confirmed	3.5	0.0%	£0	N/A
Dundee City Council	Yes	15 July 2019	£600,000	Council confirmed	3.5	0.0%	£0	N/A
East Ayrshire Council	No	N/A	N/A	N/A	3.5	0.0%	£0	N/A
East Dunbartonshire Council	Yes	15 July 2019	£300,000	MI - confirmed	3.5	0.0%	£0	N/A
East Lothian Council	Yes	15 July 2019	£250,000	Council confirmed	3.5	0.0%	£0	N/A
East Renfrewshire Council	No	N/A	N/A	N/A	3.5	0.0%	£0	N/A
Falkirk Council	Yes	15 July 2019	£50,000	Council confirmed	3.5	0.0%	£0	N/A
Fife Council	Yes	15 July 2019	£130,000	MI - confirmed	3.5	0.0%	£0	N/A
Glasgow City Council	No	N/A	N/A	N/A	3.5	0.0%	£0	N/A
Highland Council	Yes	15 July 2019	£850,000	Hub - confirmed	3.5	0.0%	£0	N/A
Inverclyde Council	Yes	15 July 2019	£100,000	Hub - confirmed	3.5	0.0%	£0	N/A
Midlothian Council	Yes	15 July 2019	£80,000	MI - confirmed	3.5	0.0%	£0	N/A
Moray Council	Yes	15 July 2019	£77,000	Council confirmed	3.5	0.0%	£0	N/A
North Ayrshire Council	Yes	15 July 2019	£500,000	Council confirmed	3.5	0.0%	£0	N/A
North Lanarkshire Council	Yes	15 July 2019	£750,000	Council confirmed	3.5	0.0%	£0	N/A
Orkney Islands Council	Yes	15 July 2019	£0	MI - confirmed	3.5	0.0%	£0	N/A
Perth & Kinross Council	Yes	15 July 2019	£450,000	Council confirmed	3.5	0.0%	£0	N/A
Renfrewshire Council	Yes	15 July 2019	£600,000	Council confirmed	3.5	0.0%	£0	N/A
Scottish Borders Council	Yes	15 July 2019	£60,000	Hub - confirmed	3.5	0.0%	£0	N/A
Shetland Islands Council	Yes	15 July 2019	£0	MI - confirmed	3.5	0.0%	£0	N/A
South Ayrshire Council	Yes	15 July 2019	£345,414	Council confirmed	3.5	0.0%	£0	N/A
South Lanarkshire Council	Yes	15 July 2019	£1,250,000	Council confirmed	3.5	0.0%	£0	N/A
Stirling Council	Yes	15 July 2019	£126,000	Council confirmed	3.5	0.0%	£0	N/A
West Dunbartonshire Council	Yes	15 July 2019	£175,000	MI - confirmed	3.5	0.0%	£0	N/A
West Lothian Council	Yes	15 July 2019	£750,000	Council confirmed	3.5	0.0%	£0	N/A
Totals			£8,370,296			0.0%	£0	

Asterisk () denotes 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

Tenderer's Name	SME Status	Location	Lots Tendered
A&C Asbestos Consultants inc Ltd	Micro	Alloa	1
ACRON ASBESTOS LTD	Micro	Glasgow	3
ASBESTOS ANALYTICAL SERVICES	Small	Prestwick	1 and 3
Asbestos Building Surveys Limited	Small	Hamilton	1
Asbestos Specialists (UK) Ltd	Small	Elgin	1 and 2
ASKAMS Compliance Services Limited	Medium	Cramlington	1 and 3
Aspect Contracts Limited	Medium	Basildon	2
Carymar Construction Services Limited	Small	Paisley	2
CHAMIC INDUSTRIAL SERVICES LIMITED	Small	Edinburgh	2
Clarke's Environmental Limited	Small	Northallerton	2
CLYDE ENVIRONMENTAL CONSULTANTS LTD	Small	Bellshill	3
Damada (Asbestos Removals) Limited	Small	Hamilton	2
DNKA LTD	Micro	Govan	3
E.D.P. Health, Safety and Environment Consultants Limited	Small	St. Helens	1 and 3
ENVIRAZ (Scotland) Limited	Medium	Glasgow	2
Enviraz Surveys Ltd	Small	Glasgow	1
Environmental Essentials Limited	Medium	Newcastle	1 and 3
Environtec Limited	Medium	Hatfield Peverel	1 and 3
Erith Contractors Limited	Large	Kent	2
Exova Environmental UK Limited	Small	London	1 and 3
FRANKS PORTLOCK CONSULTING LIMITED	Small	Sunderland	1 and 3
GOWRIE CONTRACTS LIMITED	Small	Dundee	2
GREENAIR ENVIRONMENTAL LIMITED	Small	Glasgow	2
HENDERSON ENVIRONMENTAL SERVICES LTD	Micro	Dundee	2
INTONA LIMITED	Small	Dundee	1
Life Environmental Services Limited	Medium	Bishop's Stortford	1 and 3
Lucion Environmental Limited	Large	Gateshead	1 and 3
MDS ENVIRONMENTAL SERVICES LTD	Micro	Thornaby	2
NORTHERN ASBESTOS SERVICES LIMITED	Small	Elgin	2
NOT ONE IOTA LTD	Small	Portadown	1 and 3
Omega Asbestos Consulting Limited	Small	Bowburn	1 and 3
PCS Asbestos Consultants Limited	Small	Huddersfield	1
Plansafe Solutions Limited	Micro	Dumfries	1
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	Medium	Manchester	1 and 3
Rhodar Limited	Large	Leeds	2
RSK Environment Limited	Large	Glasgow	1 and 3
Shield on-site Services Ltd	Medium	Ross-On-Wye	1 and 3
SOCOTEC Asbestos Limited	Medium	Bretby	1 and 3
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	Small	Wishaw	2
Strada Environmental Limited	Micro	Ayr	2
Vega Environmental Consultants Limited	Small	Whitley Bay	1 and 3
William Munro Construction (Highland) Limited	Medium	Alness	1 and 2
WOOD GROUP INDUSTRIAL SERVICES LTD	Large	Staines	2
WSP UK LIMITED	Large	London	1

Appendix 3 - Scoring and Recommendations

Lot 1 – Asbestos Surveys, Region 1		
Tenderer	Score	Award: Yes/No
ASBESTOS ANALYTICAL SERVICES	97.10	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	89.47	Yes
ASKAMS Compliance Services Limited	88.81	Yes
Life Environmental Services Limited	88.04	Yes
Environmental Essentials Limited	86.71	Yes
Vega Environmental Consultants Limited	86.49	Yes
Environtec Limited	86.11	Yes
FRANKS PORTLOCK CONSULTING LIMITED	85.34	Yes
Lucion Environmental Limited	84.44	Yes
Exova Environmental UK Limited	83.44	Yes
Shield on-site Services Ltd	82.59	Yes
INTONA LIMITED	80.73	Yes
Enviraz Surveys Ltd	79.06	Yes
WSP UK LIMITED	75.07	Yes
Asbestos Building Surveys Limited	74.80	Yes
SOCOTEC Asbestos Limited	74.74	Yes
RSK Environment Limited	66.50	Yes
A&C Asbestos Consultants inc Ltd	65.92	Yes
E.D.P. Health, Safety and Environment Consultants Limited	59.45	Yes
Omega Asbestos Consulting Limited	58.57	Yes
NOT ONE IOTA LTD	50.14	Yes
PCS Asbestos Consultants Limited	40.85	Yes
Plansafe Solutions Limited	33.31	Yes

Lot 1 – Asbestos Surveys, Region 4		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	95.29	Yes
ASBESTOS ANALYTICAL SERVICES	93.52	Yes
INTONA LIMITED	91.85	Yes
Shield on-site Services Ltd	91.53	Yes
Vega Environmental Consultants Limited	81.76	Yes
ASKAMS Compliance Services Limited	80.10	Yes
FRANKS PORTLOCK CONSULTING LIMITED	77.16	Yes
Asbestos Specialists (UK) Ltd	68.44	Yes
WSP UK LIMITED	66.57	Yes
Enviraz Surveys Ltd	65.73	Yes
Life Environmental Services Limited	65.60	Yes
E.D.P. Health, Safety and Environment Consultants Limited	62.44	Yes
Asbestos Building Surveys Limited	61.90	Yes
A&C Asbestos Consultants inc Ltd	51.43	Yes
PCS Asbestos Consultants Limited	45.10	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	44.91	Yes
Omega Asbestos Consulting Limited	43.56	Yes
William Munro Construction (Highland) Limited	34.22	Yes

Lot 1 – Asbestos Surveys, Region 2		
Tenderer	Score	Award: Yes/No
FRANKS PORTLOCK CONSULTING LIMITED	96.09	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	93.82	Yes
ASBESTOS ANALYTICAL SERVICES	93.04	Yes
ASKAMS Compliance Services Limited	92.87	Yes
Life Environmental Services Limited	91.89	Yes
Environmental Essentials Limited	90.65	Yes
Vega Environmental Consultants Limited	90.36	Yes
Environtec Limited	90.12	Yes
Lucion Environmental Limited	88.30	Yes
Shield on-site Services Ltd	86.67	Yes
INTONA LIMITED	84.52	Yes
Exova Environmental UK Limited	82.46	Yes
WSP UK LIMITED	78.29	Yes
Enviraz Surveys Ltd	78.12	Yes
SOCOTEC Asbestos Limited	77.94	Yes
Asbestos Building Surveys Limited	77.94	Yes
RSK Environment Limited	69.34	Yes
A&C Asbestos Consultants inc Ltd	68.69	Yes
E.D.P. Health, Safety and Environment Consultants Limited	61.67	Yes
Omega Asbestos Consulting Limited	61.04	Yes
NOT ONE IOTA LTD	49.36	Yes
PCS Asbestos Consultants Limited	42.52	Yes
Plansafe Solutions Limited	32.94	Yes

Lot 1 – Asbestos Surveys, Region 5		
Tenderer	Score	Award: Yes/No
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	93.82	Yes
Environtec Limited	90.02	Yes
Environmental Essentials Limited	87.75	Yes
INTONA LIMITED	84.52	Yes
Shield on-site Services Ltd	83.86	Yes
FRANKS PORTLOCK CONSULTING LIMITED	83.60	Yes
ASKAMS Compliance Services Limited	82.03	Yes
ASBESTOS ANALYTICAL SERVICES	81.98	Yes
Vega Environmental Consultants Limited	80.76	Yes
Lucion Environmental Limited	80.22	Yes
Life Environmental Services Limited	78.57	Yes
Enviraz Surveys Ltd	68.96	Yes
Asbestos Building Surveys Limited	68.06	Yes
Asbestos Specialists (UK) Ltd	63.29	Yes
WSP UK LIMITED	62.10	Yes
E.D.P. Health, Safety and Environment Consultants Limited	61.67	Yes
Omega Asbestos Consulting Limited	51.05	Yes
A&C Asbestos Consultants inc Ltd	48.43	Yes
NOT ONE IOTA LTD	43.19	Yes
PCS Asbestos Consultants Limited	42.52	Yes
Plansafe Solutions Limited	32.93	Yes
William Munro Construction (Highland) Limited	32.71	Yes

Lot 1 – Asbestos Surveys, Region 3		
Tenderer	Score	Award: Yes/No
ASBESTOS ANALYTICAL SERVICES	97.10	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	89.48	Yes
Life Environmental Services Limited	88.04	Yes
Environtec Limited	86.12	Yes
ASKAMS Compliance Services Limited	85.91	Yes
FRANKS PORTLOCK CONSULTING LIMITED	85.34	Yes
Environmental Essentials Limited	85.34	Yes
Shield on-site Services Ltd	82.69	Yes
Lucion Environmental Limited	81.68	Yes
INTONA LIMITED	80.82	Yes
Vega Environmental Consultants Limited	80.79	Yes
WSP UK LIMITED	75.07	Yes
Asbestos Building Surveys Limited	74.80	Yes
SOCOTEC Asbestos Limited	74.75	Yes
Enviraz Surveys Ltd	73.95	Yes
RSK Environment Limited	66.50	Yes
A&C Asbestos Consultants inc Ltd	65.86	Yes
E.D.P. Health, Safety and Environment Consultants Limited	59.45	Yes
Omega Asbestos Consulting Limited	58.57	Yes
NOT ONE IOTA LTD	47.71	Yes
PCS Asbestos Consultants Limited	41.23	Yes
Plansafe Solutions Limited	33.57	Yes

Lot 1 – Asbestos Surveys, Region 6		
Tenderer	Score	Award: Yes/No
FRANKS PORTLOCK CONSULTING LIMITED	97.20	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	90.97	Yes
ASBESTOS ANALYTICAL SERVICES	90.39	Yes
Life Environmental Services Limited	89.51	Yes
Environmental Essentials Limited	88.12	Yes
Vega Environmental Consultants Limited	87.88	Yes
Environtec Limited	87.54	Yes
Lucion Environmental Limited	85.84	Yes
ASKAMS Compliance Services Limited	84.60	Yes
INTONA LIMITED	82.18	Yes
Shield on-site Services Ltd	81.55	Yes
Exova Environmental UK Limited	80.28	Yes
WSP UK LIMITED	76.23	Yes
SOCOTEC Asbestos Limited	75.91	Yes
Enviraz Surveys Ltd	74.90	Yes
Asbestos Building Surveys Limited	69.18	Yes
A&C Asbestos Consultants inc Ltd	66.93	Yes
Asbestos Specialists (UK) Ltd	61.65	Yes
E.D.P. Health, Safety and Environment Consultants Limited	60.26	Yes
Omega Asbestos Consulting Limited	59.48	Yes
NOT ONE IOTA LTD	46.18	Yes
PCS Asbestos Consultants Limited	41.70	Yes
Plansafe Solutions Limited	32.43	Yes

Lot 2 – Asbestos Removal and Disposal, Region 1		
Tenderer	Score	Award: Yes/No
Rhodar Limited	96.49	Yes
Strada Environmental Limited	92.99	Yes
CHAMIC INDUSTRIAL SERVICES LIMITED	92.91	Yes
ENVIRAZ (Scotland) Limited	89.37	Yes
Erith Contractors Limited	85.57	Yes
GOWRIE CONTRACTS LIMITED	85.16	Yes
NORTHERN ASBESTOS SERVICES LIMITED	78.63	Yes
Carymar Construction Services Limited	77.86	Yes
Aspect Contracts Limited	72.38	Yes
Clarke's Environmental Limited	69.94	Yes
WOOD GROUP INDUSTRIAL SERVICES LTD	68.25	Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	67.00	Yes
MDS ENVIRONMENTAL SERVICES LTD	58.07	Yes
Asbestos Specialists (UK) Ltd	47.76	Yes
Damada (Asbestos Removals) Limited	41.42	Yes
GREENAIR ENVIRONMENTAL LIMITED	38.74	Yes

Lot 2 – Asbestos Removal and Disposal, Region 4		
Tenderer	Score	Award: Yes/No
CHAMIC INDUSTRIAL SERVICES LIMITED	97.30	Yes
Rhodar Limited	89.34	Yes
ENVIRAZ (Scotland) Limited	85.09	Yes
NORTHERN ASBESTOS SERVICES LIMITED	81.95	Yes
Carymar Construction Services Limited	80.66	Yes
GOWRIE CONTRACTS LIMITED	78.13	Yes
Erith Contractors Limited	77.02	Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	69.36	Yes
WOOD GROUP INDUSTRIAL SERVICES LTD	68.43	Yes
Clarke's Environmental Limited	64.83	Yes
William Munro Construction (Highland) Limited	59.48	Yes
GREENAIR ENVIRONMENTAL LIMITED	40.90	Yes
Asbestos Specialists (UK) Ltd	40.39	Yes
Damada (Asbestos Removals) Limited	37.16	Yes

Lot 2 – Asbestos Removal and Disposal, Region 2		
Tenderer	Score	Award: Yes/No
Rhodar Limited	98.01	Yes
CHAMIC INDUSTRIAL SERVICES LIMITED	94.47	Yes
ENVIRAZ (Scotland) Limited	90.39	Yes
Erith Contractors Limited	87.05	Yes
GOWRIE CONTRACTS LIMITED	85.74	Yes
Strada Environmental Limited	83.66	Yes
NORTHERN ASBESTOS SERVICES LIMITED	79.09	Yes
Carymar Construction Services Limited	78.99	Yes
Aspect Contracts Limited	73.16	Yes
Clarke's Environmental Limited	70.55	Yes
WOOD GROUP INDUSTRIAL SERVICES LTD	69.41	Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	67.44	Yes
MDS ENVIRONMENTAL SERVICES LTD	58.87	Yes
Asbestos Specialists (UK) Ltd	48.47	Yes
Damada (Asbestos Removals) Limited	41.81	Yes
GREENAIR ENVIRONMENTAL LIMITED	39.42	Yes

Lot 2 – Asbestos Removal and Disposal, Region 5		
Tenderer	Score	Award: Yes/No
CHAMIC INDUSTRIAL SERVICES LIMITED	97.30	Yes
Rhodar Limited	89.88	Yes
ENVIRAZ (Scotland) Limited	88.55	Yes
NORTHERN ASBESTOS SERVICES LIMITED	81.51	Yes
Carymar Construction Services Limited	81.41	Yes
GOWRIE CONTRACTS LIMITED	79.25	Yes
Erith Contractors Limited	76.76	Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	69.60	Yes
WOOD GROUP INDUSTRIAL SERVICES LTD	68.96	Yes
Clarke's Environmental Limited	68.27	Yes
William Munro Construction (Highland) Limited	60.54	Yes
Asbestos Specialists (UK) Ltd	45.33	Yes
GREENAIR ENVIRONMENTAL LIMITED	40.76	Yes
Damada (Asbestos Removals) Limited	39.88	Yes

Lot 2 – Asbestos Removal and Disposal, Region 3		
Tenderer	Score	Award: Yes/No
Rhodar Limited	96.49	Yes
Strada Environmental Limited	93.63	Yes
CHAMIC INDUSTRIAL SERVICES LIMITED	93.48	Yes
Erith Contractors Limited	86.20	Yes
GOWRIE CONTRACTS LIMITED	85.80	Yes
ENVIRAZ (Scotland) Limited	85.00	Yes
Carymar Construction Services Limited	78.44	Yes
Aspect Contracts Limited	72.87	Yes
NORTHERN ASBESTOS SERVICES LIMITED	70.28	Yes
WOOD GROUP INDUSTRIAL SERVICES LTD	68.74	Yes
Clarke's Environmental Limited	67.86	Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	67.37	Yes
HENDERSON ENVIRONMENTAL SERVICES LTD	61.01	Yes
MDS ENVIRONMENTAL SERVICES LTD	58.60	Yes
Asbestos Specialists (UK) Ltd	47.29	Yes
Damada (Asbestos Removals) Limited	41.35	Yes
GREENAIR ENVIRONMENTAL LIMITED	39.06	Yes

Lot 2 – Asbestos Removal and Disposal, Region 6		
Tenderer	Score	Award: Yes/No
Rhodar Limited	98.01	Yes
CHAMIC INDUSTRIAL SERVICES LIMITED	94.44	Yes
Erith Contractors Limited	87.16	Yes
ENVIRAZ (Scotland) Limited	85.15	Yes
GOWRIE CONTRACTS LIMITED	85.02	Yes
Strada Environmental Limited	81.52	Yes
Carymar Construction Services Limited	79.09	Yes
NORTHERN ASBESTOS SERVICES LIMITED	78.27	Yes
Aspect Contracts Limited	73.24	Yes
Clarke's Environmental Limited	70.63	Yes
WOOD GROUP INDUSTRIAL SERVICES LTD	69.49	Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	67.54	Yes
MDS ENVIRONMENTAL SERVICES LTD	58.93	Yes
Asbestos Specialists (UK) Ltd	48.44	Yes
Damada (Asbestos Removals) Limited	41.83	Yes
GREENAIR ENVIRONMENTAL LIMITED	39.46	Yes

Lot 3 - Asbestos Analytical Services, Region 1		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	97.96	Yes
ASBESTOS ANALYTICAL SERVICES	93.95	Yes
Shield on-site Services Ltd	81.84	Yes
Life Environmental Services Limited	79.06	Yes
Vega Environmental Consultants Limited	78.11	Yes
Envirotec Limited	77.43	Yes
Exova Environmental UK Limited	77.04	Yes
ACRON ASBESTOS LTD	75.73	Yes
FRANKS PORTLOCK CONSULTING LIMITED	73.80	Yes
ASKAMS Compliance Services Limited	69.10	Yes
E.D.P. Health, Safety and Environment Consultants Limited	68.18	Yes
SOCOTEC Asbestos Limited	66.45	Yes
NOT ONE IOTA LTD	65.90	Yes
Lucion Environmental Limited	63.67	Yes
RSK Environment Limited	62.77	Yes
Omega Asbestos Consulting Limited	61.57	Yes
DNKA LTD	58.51	Yes
CLYDE ENVIRONMENTAL CONSULTANTS LTD	55.53	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	49.00	Yes

Lot 3 - Asbestos Analytical Services, Region 4		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	98.30	Yes
ASBESTOS ANALYTICAL SERVICES	80.66	Yes
Shield on-site Services Ltd	66.31	Yes
E.D.P. Health, Safety and Environment Consultants Limited	65.82	Yes
FRANKS PORTLOCK CONSULTING LIMITED	62.00	Yes
ACRON ASBESTOS LTD	61.94	Yes
ASKAMS Compliance Services Limited	57.61	Yes
Life Environmental Services Limited	54.63	Yes
Vega Environmental Consultants Limited	47.60	Yes
Omega Asbestos Consulting Limited	38.65	Yes
CLYDE ENVIRONMENTAL CONSULTANTS LTD	36.85	Yes
DNKA LTD	35.52	Yes
Envirotec Limited	33.54	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	31.70	Yes

Lot 3 - Asbestos Analytical Services, Region 2		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	98.30	Yes
ASBESTOS ANALYTICAL SERVICES	87.17	Yes
Shield on-site Services Ltd	82.14	Yes
Life Environmental Services Limited	79.31	Yes
FRANKS PORTLOCK CONSULTING LIMITED	79.13	Yes
Vega Environmental Consultants Limited	78.36	Yes
Envirotec Limited	77.68	Yes
ACRON ASBESTOS LTD	75.98	Yes
ASKAMS Compliance Services Limited	69.31	Yes
E.D.P. Health, Safety and Environment Consultants Limited	68.40	Yes
SOCOTEC Asbestos Limited	66.66	Yes
Lucion Environmental Limited	63.85	Yes
NOT ONE IOTA LTD	63.06	Yes
RSK Environment Limited	62.97	Yes
Exova Environmental UK Limited	62.14	Yes
Omega Asbestos Consulting Limited	61.78	Yes
DNKA LTD	58.43	Yes
CLYDE ENVIRONMENTAL CONSULTANTS LTD	55.71	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	49.12	Yes

Lot 3 - Asbestos Analytical Services, Region 5		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	98.30	Yes
Envirotec Limited	79.39	Yes
ACRON ASBESTOS LTD	77.68	Yes
FRANKS PORTLOCK CONSULTING LIMITED	71.24	Yes
E.D.P. Health, Safety and Environment Consultants Limited	69.81	Yes
Life Environmental Services Limited	68.82	Yes
Shield on-site Services Ltd	66.31	Yes
ASKAMS Compliance Services Limited	63.65	Yes
Lucion Environmental Limited	60.20	Yes
NOT ONE IOTA LTD	54.69	Yes
Vega Environmental Consultants Limited	53.50	Yes
Omega Asbestos Consulting Limited	51.15	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	49.93	Yes
DNKA LTD	44.33	Yes
CLYDE ENVIRONMENTAL CONSULTANTS LTD	39.18	Yes

Lot 3 - Asbestos Analytical Services, Region 3		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	96.25	Yes
ASBESTOS ANALYTICAL SERVICES	94.24	Yes
Shield on-site Services Ltd	82.27	Yes
Life Environmental Services Limited	79.46	Yes
Envirotec Limited	77.82	Yes
ACRON ASBESTOS LTD	76.14	Yes
FRANKS PORTLOCK CONSULTING LIMITED	74.15	Yes
Vega Environmental Consultants Limited	71.17	Yes
E.D.P. Health, Safety and Environment Consultants Limited	68.50	Yes
ASKAMS Compliance Services Limited	67.47	Yes
SOCOTEC Asbestos Limited	66.76	Yes
NOT ONE IOTA LTD	62.82	Yes
Lucion Environmental Limited	62.24	Yes
RSK Environment Limited	61.96	Yes
Omega Asbestos Consulting Limited	61.89	Yes
DNKA LTD	53.21	Yes
CLYDE ENVIRONMENTAL CONSULTANTS LTD	50.49	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	49.17	Yes

Lot 3 - Asbestos Analytical Services, Region 6		
Tenderer	Score	Award: Yes/No
Environmental Essentials Limited	98.30	Yes
ASBESTOS ANALYTICAL SERVICES	87.17	Yes
FRANKS PORTLOCK CONSULTING LIMITED	82.13	Yes
Life Environmental Services Limited	79.31	Yes
Envirotec Limited	77.68	Yes
Vega Environmental Consultants Limited	77.21	Yes
ACRON ASBESTOS LTD	75.98	Yes
E.D.P. Health, Safety and Environment Consultants Limited	68.40	Yes
SOCOTEC Asbestos Limited	66.66	Yes
ASKAMS Compliance Services Limited	65.60	Yes
Shield on-site Services Ltd	64.95	Yes
Lucion Environmental Limited	63.85	Yes
Exova Environmental UK Limited	62.32	Yes
Omega Asbestos Consulting Limited	61.78	Yes
NOT ONE IOTA LTD	60.12	Yes
DNKA LTD	52.60	Yes
CLYDE ENVIRONMENTAL CONSULTANTS LTD	50.74	Yes
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	49.12	Yes

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

Supplier	Accredited	Currently progressing through Scottish Living Wage accreditation process	Pay Scottish Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework	Pay Scottish Living Wage to all employees, but not accredited	Neither accredited nor paying Scottish Living Wage, but do commit to pay the Scottish Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor paying Scottish Living Wage
A&C Asbestos Consultants inc Ltd				Yes		
ACRON ASBESTOS LTD			Yes			
ASBESTOS ANALYTICAL SERVICES				Yes		
Asbestos Building Surveys Limited	Yes					
Asbestos Specialists (UK) Ltd				Yes		
ASKAMS Compliance Services Limited				Yes		
Aspect Contracts Limited				Yes		
Carymar Construction Services Limited				Yes		
CHAMIC INDUSTRIAL SERVICES LIMITED				Yes		
Clarke's Environmental Limited				Yes		
CLYDE ENVIRONMENTAL CONSULTANTS LTD					Yes	
Damada (Asbestos Removals) Limited	Yes					
DNKA LTD	Yes					
E.D.P. Health, Safety and Environment Consultants Limited				Yes		
ENVIRAZ (Scotland) Limited	Yes					
Enviraz Surveys Ltd	Yes					
Environmental Essentials Limited						Yes
Environtec Limited				Yes		
Erith Contractors Limited				Yes		
Exova Environmental UK Limited						Yes
FRANKS PORTLOCK CONSULTING LIMITED				Yes		
GOWRIE CONTRACTS LIMITED				Yes		
GREENAIR ENVIRONMENTAL LIMITED				Yes		
HENDERSON ENVIRONMENTAL SERVICES LTD	Yes					
INTONA LIMITED	Yes					
Life Environmental Services Limited				Yes		
Lucion Environmental Limited				Yes		
MDS ENVIRONMENTAL SERVICES LTD				Yes		
NORTHERN ASBESTOS SERVICES LIMITED	Yes					
NOT ONE IOTA LTD				Yes		
Omega Asbestos Consulting Limited		Yes		Yes		
PCS Asbestos Consultants Limited				Yes		
Plansafe Solutions Limited				Yes		
RESOURCE AND ENVIRONMENTAL CONSULTANTS LIMITED	Yes					
Rhodar Limited				Yes		
RSK Environment Limited				Yes		
Shield on-site Services Ltd				Yes		
SOCOTEC Asbestos Limited						Yes
SPECIALIST BUILDING & ASBESTOS SERVICES LIMITED	Yes					
Strada Environmental Limited	Yes					
Vega Environmental Consultants Limited				Yes		
William Munro Construction (Highland) Limited				Yes		
WOOD GROUP INDUSTRIAL SERVICES LTD	Yes					
WSP UK LIMITED				Yes		

Agenda Item 3 (c)

Scotland Excel

To: Executive Sub Committee

On: 21 June 2019

**Report
by
Director Scotland Excel**

Tender: Supply & Delivery of Alcoholic & Associated Beverages

Schedule: 01-19

Period: 1st August 2019 until 31st July 2022, with the option to extend for up to an additional 12-month period until 31st July 2023

1. Introduction and Background

This recommendation is for the award of a new framework for the Supply & Delivery of Alcoholic & Associated Beverages, which will operate from 1st August 2019 until 31st July 2022, with the option to extend for up to an additional 12-month period until 31st July 2023.

The requirement for this framework has arisen due to the upcoming expiration of a regional contract led by South Ayrshire Council to procure these requirements, with Edinburgh City Council, Fife Council and North Ayrshire Council acting as collaborative partners. Scotland Excel has engaged with these members, with the intention of using this agreement as a model from which to establish a national framework.

The framework was advertised at a value of £5 million over the four-year period, and this report summarises the outcome of the procurement process.

2. Scope, Participation and Spend

As part of the strategy development and through consultation with a number of User Intelligence Groups (UIGs), the inclusion of a single lot was endorsed.

This framework will provide a mechanism for local authorities to procure a range of alcoholic & associated beverages including, but not limited to, draught and packaged beer and cider, wines, spirits, ready to drink alcoholic beverages (RTD's) and soft drinks & mixers.

It is anticipated that these products will be predominately used by local authorities who will facilitate events; for example, the Edinburgh festival and / or civic sites in which they operate their own bar facilities.

3. Procurement Process

A Prior Information Notice (PIN) was published on 22 January 2019 with 9 companies expressing an interest in the opportunity. Market engagement was conducted, resulting in 2 supplier meetings that helped to provide an understanding of the marketplace.

As a matter of best practice and to ensure that the framework aligned with local authority requirements, consultation was conducted to understand their service requirements and current purchasing practices.

To ensure maximum competition, an open tender process was used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 8 April 2019. The tender process was conducted using the Public Contracts Scotland Tender (PCS-T) system.

The procurement process followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the European Single Procurement Document (ESPD). Within the ESPD, 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 for all lots:

Commercial	85%
Technical	15%

Tenderers were required to indicate which local authorities which they had an ability to service.

Tenderers were invited to bid on the following basis;

- In the Commercial Section, tenderers were asked for a national price for each product within a Schedule of Offer, inclusive of delivery;
- In the Technical Section, as outlined in Figure 1, scored method statements on community benefits, contract management & customer service, fair work practices and sustainability.

Figure 1: Technical Section Scoring Breakdown

Section	Question	Maximum Score Available
Commercial 85%		
Technical 15%	Community Benefits	4
	Contract Management & Customer Service	5
	Fair Work Practices	3
	Sustainability	3

4. Report on Offers Received

The tender document was accessed by 9 organisations with 1 of those submitting an offer. The offer received was from Tennent Caledonian Breweries Wholesale Limited (Tennents).

A summary of the offer received, and the SME status is outlined in Appendix 1.

5. Recommendations

Based on the evaluation undertaken in line with the criteria and weightings set out above, it is recommended that a single supplier framework agreement is awarded to Tennents.

Tennents are a Scottish based business as detailed in Appendix 1, and they provide the range of goods and services required by local authorities, as well as meeting all technical specifications within the tender.

6. Benefits

Savings

Scotland Excel has attempted to conduct a benchmarking exercise on the current regional contract. However, the contract is under a price review following the introduction of sugar tax and minimum alcohol pricing last year, and as the pricing submitted for this tender already had these elements applied, a like for like comparison cannot be made at present. However, Scotland Excel will look to conduct a benchmarking exercise once the pricing review exercise has been completed.

Price Stability

Tennents have accepted as part of the terms & conditions of the framework that they will hold prices firm for the first 12 months of the framework.

After the initial 12 months fixed pricing periods offered, Tennents may submit a request for a price variance on an annual basis, in line with the Scotland Excel pricing review process. Price decrease may be submitted at any time throughout the duration of the framework.

Sustainable Procurement Benefits

Community Benefits

Tennents were asked to detail community benefit initiatives that they would commit to deliver throughout the duration of the framework depending on spend levels.

Community benefit received as part of the tender submissions was; sponsorship of local sports teams (unbranded kits) or community events as well as sessions within the Tennents training academy

Fair Work Practices

Tennents confirmed that they currently pay the Scottish Living Wage or above to all direct employees (except volunteers, apprentices and interns). Tennents are unable to become accredited due to some external contractors they work with not currently paying the Scottish Living Wage to all employees.

Sustainability

Tennents were asked to detail their approach to sustainability, and were asked how their organisation reduced waste, considered the environmental impact of transportation, and demonstrated that their products came from sustainable, reliable, and approved sources.

The response included a range of recycling initiatives and also the commissioning of an Anaerobic Digestion plant in May '19 that will utilise the generated effluent at site and will help heat the plant and reduce utility usage.

Tennents also advised that they utilised route planning technologies to reduce mileage, as well as the increased adoption of Euro 6 standard vehicles within their fleets for the delivery of products.

7. Contract Mobilisation and Management

Both Tennents and the participating members will be issued with a mobilisation pack containing information relating to the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend. As such, Scotland Excel will review

the framework with the supplier as appropriate, whilst monitoring management information and community benefits associated with this framework.

8. Summary

This framework for the Supply & Delivery of Alcoholic & Associated Beverages aims to maximise collaboration, consolidate demand and deliver best value. A range of benefits can be reported in relation to price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework to Tennents as detailed in Appendix 2.

Appendix 1 – Offers Received & Status

TENDERER	STATUS	LOCATION
Tennent Caledonian Breweries Wholesale Limited (Company Registration Number SC081527)	Large	Irvine, North Ayrshire

Appendix 2 - Scoring and Recommendations

Lot 1 - Supply & Delivery of Alcoholic & Associated Beverages		
Tenderer	Score	Awarded to Lot
Tennent Caledonian Breweries Wholesale Limited	91.93	Yes