

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 25 January 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

KENNETH GRAHAM
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); (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)

Video Conferencing

Should any member wish to participate using video conferencing please contact Lesley Jones on 0141 618 7444.

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.

- | | | |
|-------------|--|----------------|
| 1 | Minute | 5 - 8 |
| | Minute of meeting of the Executive Sub-committee held on 7 December 2018. | |
| 2 | Revenue Budget Monitoring | 9 - 12 |
| | Report by Treasurer and Director of Scotland Excel. | |
| 3 | Contracts for Approval | |
| 3(a) | Supply and Delivery of Grounds Maintenance Equipment | 13 - 30 |
| | Report by Director of Scotland Excel. | |
| 3(b) | Supply and Delivery of Light and Heavy Plant | 31 - 42 |
| | Report by Director of Scotland Excel. | |
| 3(c) | Supply and Delivery of Janitorial Products | 43 - 52 |
| | Report by Director of Scotland Excel. | |
| 3(d) | Supply, Delivery and Installation of Audio Visual Equipment | 53 - 62 |
| | Report by Director of Scotland Excel. | |
| 3(e) | Treatment and Disposal of Recycle and Residual Waste | |
| | Report by Director of Scotland Excel. (not available - copy to follow) | |
| 4 | IT Acceptable Use Policy | 63 - 72 |
| | Report by Director of Scotland Excel. | |
| 5 | Update on the Contract Delivery Plan | 73 - 80 |
| | Report by Director of Scotland Excel. | |
| 6 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 22 February 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 07 December 2018	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

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

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, K Copland, Procurement Coordinator and J Kenney, Senior Procurement Specialist (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council) and Councillor Alister Mackinnon (Highland Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 23 November 2018.

DECIDED: That the Minute be approved.

2(a) Contract for Approval: Supply, Delivery and Installation of Hot Beverage Machinery and Supplies

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply, delivery and installation of hot beverage machinery and supplies which would operate from 14 January 2019 until 13 January 2022, with the option to extend for up to an additional 12-month period until 13 January 2023.

The report intimated that the framework provided councils with a mechanism to procure a range of hot beverage machinery as well as associated consumables.

The framework had been divided into 4 sub-lots as detailed in table 1 of the report and had been advertised at a value of £4 million over the four-year period.

Tender responses had been received from 20 suppliers and a summary of the offers received was detailed in Appendix 1 to the report.

Following a full evaluation of compliant offers, scoring had been completed in accordance with the published tender evaluation methodology and an overall lot commercial score had been calculated for each tenderer which was detailed in Appendix 2 to the report.

Based on the evaluation undertaken in line with the criteria and weightings set out in the tender document, it was recommended that a multiple-supplier framework agreement be awarded to 18 suppliers as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the recommended suppliers with Living Wage status.

DECIDED: That the award of the framework agreement for supply, delivery and installation of hot beverage machinery and supplies, as detailed in Appendix 2 to the report, be approved.

2(b) Contract for Approval: Provision of Energy Advice

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the provision of energy advice which would operate from 14 January 2019 until 13 January 2022, with the option to extend for up to an additional one-year period until 13 January 2023.

The report intimated that the framework would be utilised by local authorities and associate members to help improve fuel poverty for tenants and residents.

The framework had been divided into 32 geographical lots and had been advertised at a value of £4 million over the four-year period.

Tender responses had been received from nine suppliers. Despite significant engagement with the marketplace two lots, lot 22 - Orkney Islands Council area and lot 26 – Shetland Islands Council area, failed to attract any bids. A summary of all offers received and their SME status was detailed in Appendix 1 to the report.

Based on the evaluation undertaken in line with the criteria and weightings set out in the report it was recommended that a multiple-supplier framework agreement be awarded to nine suppliers as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the recommended suppliers with Living Wage status.

It was noted that in relation to lot 7 – Dundee City Council area, the information detailed in the column headed 'Awarded to Lot' in connection with Energy Agency should read 'Yes' and not 'No' as stated.

DECIDED:

(a) That the award of the framework agreement for the provision of energy advice, as detailed in Appendix 2 to the report, be approved; and

(b) That it be noted that in relation to lot 7 – Dundee City Council area, the information detailed in the column headed 'Awarded to Lot' in connection with Energy Agency should read 'Yes' and not 'No' as stated.

3 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 25 January 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



Scotland Excel

To: Scotland Excel Executive Sub Committee

On: 25 January 2019

Report by Joint Report by the Treasurer and the Director

Revenue Budget Monitoring Report to 7 December 2018

1. Summary

Gross expenditure is £9,000 under budget and income is currently £14,000 under recovered which results in a net overspend of £5,000 for Scotland Excel. This is summarised in point 4:

2 Recommendations

It is recommended that members consider the report.

3 Budget Adjustments Since Last Report

There have been no budget adjustments.

4 Budget Performance - Core

4.1 Current Position	Net Overspend £5,000
<i>Previously Reported</i>	<i>Net Overspend £6,000</i>

The variance is namely due to an underspend in Employee Costs and an under-recovery in income relating to Crown Commercial Services.

The underspend in Employee Costs is due to a higher than anticipated staff turnover and a vacancy for the post of Resource Manager.

4.2 Projected Year End Position - Core

It is currently forecast that Scotland Excel will overspend by £12,000 at the year end. This majority of the overspend can be attributed to Supplies and Services (£60,000).

The remainder of the overspend is due to unbudgeted costs for ICT software and telephony, the cost of external recruitment support and costs relating to supporting the local government supplier development programme which supports local spend initiatives.

The overspends detailed above are offset by an underspend in employee costs which has been the result of vacancy management.

It is forecast that income from the partnership with Crown Commercial Services will be less than anticipated. This is however still being discussed with the organisation.

Scotland Excel management will take remedial action during the remainder of the financial year to mitigate the current forecasted overspend.

4.3 Project Income and Expenditure

Members have requested information in relation to the performance of projects, this was also part of an audit recommendation. Please see the table below:

Period 9 Position	Forecast Year End Position
Expenditure: £852,924	Expenditure £1,485,169
Income £1,189,499	Income £1,775,004
Net £336,575	Net £289,535
18/19 Opening Project Reserve	18/19 Forecast Closing Reserves
£264,489	£554,024

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2018/19
1st April 2018 to 7th December 2018

JOINT COMMITTEE : SCOTLAND EXCEL

Description	Agreed Annual Budget	Year to Date Budget	Year to Date Actual	Adjustments	Revised Actual	Budget Variance			Year End Position			
(1)	(2)	(3)	(4)	(5)	(6) = (4 + 5)	(7)			Year End Projection	Year end Variance	Year end Variance	Over / Under Spend
£000's	£000's	£000's	£000's	£000's	£000's	£000's	%		£000's	£000's	%	
Employee Costs	3,033	1,913	1,841	62	1,903	10	0.5%	underspend	3,009	24	0.79%	underspend
Premises Related	176	132	132	0	132	0	0.0%	breakeven	175	1	0.57%	breakeven
Supplies & Services	222	110	98	12	110	0	0.0%	breakeven	237	(15)	-6.64%	overspend
Support Services	220	60	62	0	62	(2)	-3.3%	overspend	221	(1)	-0.47%	breakeven
Transfer Payments	14	1	0	0	0	1	100.0%	underspend	16	(2)	-16.46%	overspend
Transport Related	0	0	0	0	0	0	0.0%	breakeven	0	0	0.00%	breakeven
GROSS EXPENDITURE	3,664	2,216	2,133	74	2,207	9	0.4%	underspend	3,657	7	-0.22%	overspend
Contributions from Local Authorities	(3,484)	(82)	(82)	0	(82)	0	0.0%	breakeven	(3,484)	0	0.00%	breakeven
Other Income - Associate Members	(90)	(70)	(56)	0	(56)	(14)	-20.0%	under-recovery	(70)	(20)	-21.72%	under-recovery
INCOME	(3,574)	(152)	(138)	0	(138)	(14)	-9.2%	under-recovery	(3,555)	(19)	-0.54%	under-recovery
TRANSFER (TO)/FROM RESERVES	90	2,064	1,995	74	2,069	(5)	-0.2%	overspend	102	(12)	-0.76%	overspend

Summary of In Year Movement of Reserves

	£000's
Opening Reserves 1/4/18	(292)
Budgeted Draw on Reserves (Approved at June 18 Committ	90
Projected Year End Overspend / (Underspend)	12
Anticipated Closing Reserves	(190)

Glossary of Terms

Employee Costs - Includes direct employee costs such as salary costs, overtime and indirect employee Costs such as training, recruitment advertsing

Premises Related - This group includes expenses directly related to the running of premises and land. Includes rates, rents and leases, utilites, contract cleaning

Supplies & Services - This includes all direct supplies and service expenses incurred by the committee. Also includes administrative costs such as stationary, postages, printing in addition to ICT equipment, telephony equipment and non recruitment

Support Services - Includes central support charges e.g Renfrewshire Council SLA

Transfer Payments - Includes costs of payments to individuals for which no good or services are received in return e.g Apprenticeship Levy (previously reported under employee costs)

Transport Costs - This group includes all costs associated with the provision, hire or use of transport, including travelling allowances. Includes taxi and car hire costs, Includes staff mileage (previously reported employee costs)



Scotland Excel

To: Executive Sub Committee

On: 25 January 2019

**Report
by
Director Scotland Excel**

Tender: Supply and Delivery of Grounds Maintenance Equipment

Schedule: 09/18

Period: 1 March 2019 to 28 February 2022 (with an option to extend for up to one year to 28 February 2023)

1. Introduction and Background

The current framework for Grounds Maintenance Equipment expires on 28 February 2019. This recommendation is for the award of a new framework, which will operate from 1 March 2019 to 28 February 2022 (with an option to extend for up to one year to 28 February 2023).

The framework covers the supply and delivery of an extensive range of commonly purchased grounds maintenance equipment including but not limited to hand held equipment, pedestrian push equipment, specialist equipment, ride-on equipment, tractors, tractor and vehicle mounted equipment, winter maintenance equipment, pedestrian sweepers and vacuums to maintain amenities such as parks, pitches, golf courses, cemeteries as well as garden and other green spaces.

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

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of thirteen lots as summarised in Table 1. The strategy was designed to align with council requirements, whilst also recognising the current structure of the market place, as well as maximising opportunities for Small and Medium Enterprise (SME) participation.

Table 1: Lotting Structure

<i>Lot Number</i>	<i>Description</i>	<i>Estimated % of Total Spend</i>
1	Hand Held Equipment	9%
2	Pedestrian Push Equipment	2%
3	Pedestrian Self Propelled Equipment	2%
4	Self Propelled Mowers	25%
5	Specialist Equipment	2%
6	Ride on Equipment	34%
7	Utility Vehicles	2%
8	Towed Equipment	8%
9	Tractors	6%
10	Tractors Mounted Equipment	2%
11	Vehicle Mounted Equipment	2%
12	Winter Maintenance Equipment	4%
13	Pedestrian Sweepers and Vacuums	2%

As detailed in Appendix 1, it is anticipated that 30 councils plus Tayside Contracts will participate in this framework renewal. Highland Council has their own arrangement in place and West Dunbartonshire Council has no requirement to use the framework at present. Nonetheless, all councils have a right to participate in the framework as advertised.

The contract was advertised with an estimated value of £24m over the 4-year period. The forecast annual spend for participating councils is circa £3m per annum, however the framework was advertised at a value of £6m per annum to allow for growth in demand from participating councils due to the increased product scope and equipment options, as well as potential participation by other public-sector bodies and Scotland Excel associate members.

3. Procurement Process

A Prior Information Notice (PIN) was published on 8 March 2018, which resulted in expressions of interest from 46 organisations. Market engagement led to sixteen supplier meetings, which helped inform the procurement strategy in areas such as ability to service, market trends, community benefits, sustainability and innovations as well as inclusion of potential products.

Both pre-strategy and strategy UIG meetings were held to facilitate the discussions around current and potential future requirements that local authorities in Scotland have for this framework. As a result, the strategy UIG - consisting of representatives from participating councils - endorsed the procurement strategy on 19 July 2018. A working group of technical representatives from councils was formed to review specifications and the technical criteria to adopt during the tender process.

To ensure maximum competition, the UIG agreed that an open tender process should be followed, and this was advertised in the Official Journal of the European Union and the Public Contracts Scotland portal (PCS) on 12 October 2018. The tender documentation was made available for immediate download, via the Public Contracts Scotland Tenders (PCS-T) system.

The procurement process followed a two-stage tendering procedure. At the first stage, tender European Single Procurement Document (ESPD) responses were assessed against financial capability, technical/professional capability and business probity requirements. Bidders were required to pass this stage to be eligible for award.

At the second stage, offers were evaluated against the following overarching criteria and weightings, with the technical criteria breakdown shown in Table 2 below.

Table 2: Technical Scoring Breakdown

Area	Question	Maximum Available	Score
Commercial 70%			
Technical 30%	Fair Work Practices	4	
	Community Benefits	4	
	Support Services	7	
	Spares	4	
	Operational Processes	7	
	Sustainability	4	

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements which covered areas including; sustainability, support services, operational processes, spares and community benefits. In addition to these questions, bidders were asked to provide added value suggestions to councils.

Within the commercial section, bidders were invited to offer, on a lot by lot basis, a net delivered price for each of the most commonly used grounds maintenance equipment.

4. Report on Offers Received

The tender document was downloaded by 61 organisations, with 27 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 compliant offers received was carried out.

Appendix 3 sets out the scoring achieved by each bidder.

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 arrangement is awarded to 26 suppliers across the 13 lots as outlined in Appendix 3.

The 26 recommended suppliers can meet operational requirements across all geographical areas, as well as provide a range of choice and capacity for council members. These 26 recommended suppliers also represent a mix of micro, small, medium and large organisations, with 22 of the recommended suppliers classified as SMEs and 2 of the recommended suppliers classified as micro businesses.

6. Benefits

Savings

Analysis showed that a significant proportion of grounds maintenance equipment was significantly improved from a technical perspective in areas such as lower vibration ratings, lower emissions/power consumption and higher performance outputs. This as well as the procurement strategy involving a restructuring of the lotting structure makes evaluating direct comparisons with the current framework product offering challenging.

Indexation enables Scotland Excel to demonstrate to councils continued delivery of best value and to monitor framework prices against market performance. For the current framework, current contracts pricing is presently circa 8% below the market resulting in the new framework being cost neutral as presented in Appendix 1.

With regards to the renewal framework, the indexation model will be reviewed to ensure appropriate indices are chosen to demonstrate the delivery of best value to councils. Scotland Excel will work with successful suppliers at mobilisation stage to determine what indices would be the best to monitor in relation to their products.

Price Stability

All suppliers have agreed to the 12-month fixed price period at the start of the framework. Provision thereafter is for price reviews once per 12-month period to accommodate market fluctuations. All requests for price increases will be evaluated against prevailing market conditions and supporting documentary evidence.

Sustainable Procurement Benefits

Scotland Excel liaised with Zero Waste Scotland during strategy and tender development to establish the most relevant suitable factors for inclusion in the framework. Within the technical section of the tender, the sustainability method statement assessed bidders 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 including measures

to reduce waste, methods to reduce carbon footprint in aspects of operations and innovative and sustainable methods of recycling/ disposing of products and/ or packaging at end of life. Some of the examples presented by tenders including but are not limited to: planning multiple drop offs if possible when delivering the equipment, using electric vehicles to transport equipment within their premises, purchasing woodchip from the Biomass Supplier list, waste metal will be taken to a certified scrap metal recycling centre.

Bidders were also asked to detail the environmental standards of the vehicles that will be used to deliver the goods supplied under this framework.

Community Benefits

Bidders were also asked to detail and demonstrate their commitment to providing community benefits. A range of community benefits dependent on spend levels were offered by bidders including:

- Recruitment of additional staff, including modern apprentices
- Sponsorship of local sports teams within the Council area to the value of £250
- Sponsorship of community events
- Work experience to school children and further education students
- Assistance with community projects
- Training sessions to Council apprentices
- Workshop/school/college events
- Employability workshops or events
- Donation of products and labour to support community projects within the Council area to the value of £250

Scotland Excel will support 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 six-monthly basis.

Fair Work Practices including the Living Wage

Bidders were asked a question on their approach to Fair Work Practices for staff employed in the delivery of this framework.

This included questioning suppliers on how they avoid exploitative employment practices and improve the wider diversity of their staff. In addition, suppliers were also asked for details on what training they provided for their staff, as well as how they proactively engage with them to promote empowerment so that they can fulfil their potential. Most suppliers stated that they offered development programmes for their staff, which included training and courses that looked to enhance their skills and advance their careers.

For information, bidders were also asked to confirm their approach to the Scottish Living Wage and the outcome for 26 recommended suppliers is presented in the Appendix 4. Out of 26 recommended suppliers, 24 are currently paying 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. Scotland Excel will work with all awarded suppliers who do not yet pay the Scottish Living Wage to encourage them to achieve this.

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. Each supplier will be invited to a mobilisation meeting, if required, to outline 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 category 2 arrangement in terms of both risk and spend requiring bi annual supplier and user group reviews as appropriate.

8. Summary

This framework for the supply and delivery of grounds maintenance equipment aims to maximise collaboration, support councils' fleet, parks and grounds departments to deliver the various services they provide, promote added value and deliver best value. A range of benefits can be reported in relation to best value, sustainability and community benefits.

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 – Supply and Delivery of Grounds Maintenance Equipment 0918

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 March 2019	£400,000	Confirmed by Member	8.0%	0.0%	Determined at Call Off	Benchmarking against current Framework would not provide a valid comparison to establish savings outlook due to the higher number of products on the new Framework and the technology advancement in products.
Aberdeenshire Council	Yes	01 March 2019	£135,000	Confirmed by Member	8.0%	0.0%		
Angus Council	Yes	01 March 2019	£1,293	Contract MI Spend	8.0%	0.0%		
Argyll & Bute Council	Yes	01 March 2019	£6,950	Contract MI Spend	8.0%	0.0%		
City of Edinburgh Council	Yes	01 March 2019	£2,000	Confirmed by Member	8.0%	0.0%		
Clackmannanshire Council	Yes	01 March 2019	£80,000	Confirmed by Member	8.0%	0.0%		
Comhairle nan Eilean Siar	Yes	01 March 2019	£0	Contract MI Spend	8.0%	0.0%		
Dumfries & Galloway Council	Yes	01 March 2019	£4,480	Contract MI Spend	8.0%	0.0%		
Dundee City Council	Yes	01 March 2019	£100,000	Confirmed by Member	8.0%	0.0%		
East Ayrshire Council	Yes	01 March 2019	£34,399	Contract MI Spend	8.0%	0.0%		
East Dunbartonshire Council	Yes	01 March 2019	£20,000	Confirmed by Member	8.0%	0.0%		
East Lothian Council	Yes	01 March 2019	£10,907	Contract MI Spend	8.0%	0.0%		
East Renfrewshire Council	Yes	01 March 2019	£17,598	Contract MI Spend	8.0%	0.0%		
Falkirk Council	Yes	01 March 2019	£58,354	Contract MI Spend	8.0%	0.0%		
Fife Council	Yes	01 March 2019	£135,000	Confirmed by Member	8.0%	0.0%		
Glasgow City Council	Yes	01 March 2019	£600,000	Confirmed by Member	8.0%	0.0%		
Highland Council	No	N/A	N/A	N/A	N/A	N/A		
Inverclyde Council	Yes	01 March 2019	£140,525	Confirmed by Member	8.0%	0.0%		
Midlothian Council	Yes	01 March 2019	£65,000	Confirmed by Member	8.0%	0.0%		
Moray Council	Yes	01 March 2019	£180,000	Confirmed by Member	8.0%	0.0%		
North Ayrshire Council	Yes	01 March 2019	£100,000	Confirmed by Member	8.0%	0.0%		
North Lanarkshire Council	Yes	01 March 2019	£91,816	Contract MI Spend	8.0%	0.0%		
Orkney Islands Council	Yes	01 March 2019	£0	Contract MI Spend	8.0%	0.0%		
Perth & Kinross Council	Yes	01 March 2019	£86,245	Confirmed by Member	8.0%	0.0%		
Renfrewshire Council	Yes	01 March 2019	£29,369	Contract MI Spend	8.0%	0.0%		
Scottish Borders Council	Yes	01 March 2019	£30,000	Confirmed by Member	8.0%	0.0%		
Shetland Islands Council	Yes	01 March 2019	£0	Contract MI Spend	8.0%	0.0%		
South Ayrshire Council	Yes	01 March 2019	£0	Confirmed by Member	8.0%	0.0%		
South Lanarkshire Council	Yes	01 March 2019	£200,000	Confirmed by Member	8.0%	0.0%		
Stirling Council	Yes	01 March 2019	£5,565	Contract MI Spend	8.0%	0.0%		
West Dunbartonshire Council	No	N/A	N/A	N/A	N/A	N/A		
West Lothian Council	Yes	01 March 2019	£134,609	Confirmed by Member	8.0%	0.0%		
Tayside Contracts	Yes	09 July 2021	£32,200	Confirmed by Member	8.0%	0.0%		
Grand Total			£2,701,310					

*Indexation: this column indicates the comparison between relevant market indices and current contract pricing. For this contract, current contract pricing is presently 8% below the market.

Appendix 2 – List of Tenderers with SME Status

Tenderer Name	Status	Location	Lots Tendered
Agricar Limited	Medium	Angus, Scotland	1,2,7,8,9,10,12
Agrovista UK Limited	Large	Nottingham, England	6,7,8,9,10,11,12
Alex McDougall (Mowers) Limited	Micro	East Kilbride, Scotland	1,2,4,6
Balgownie Limited	Medium	Aberdeen, Scotland	1,2,3,4,6,8,9,10
Bryson Tractors Limited	Small	Lanarkshire, Scotland	4,8,9,10,12
Fairways (GM) Ltd.	Medium	Renfrew, Scotland	2,3,4,5,6,7,8,9,10,11,12
Frank Nicol Farm & Garden Machinery Limited	Small	Ross-Shire, Scotland	1,2,3,4,6,7,8,9
Fraser C Robb Limited	Small	Glasgow, Scotland	1,2,3,4,5,6,7,8,9,10,12
Gammies Groundcare Ltd	Small	Angus, Scotland	1,2,3,4,5,6,7,8,9,10,11,12
Garden Machinery & Small Engine Services	Micro	South Lanarkshire, Scotland	1,2,3,4,8,11,12
Hamilton Bros. (Engineering) Limited	Medium	Lanark, Scotland	1,2,3,4,5,6,7,8,9,10,11,12
Henderson Grass Machinery Limited	Medium	East Lothian, Scotland	1,2,3,4,6,7,8,9,10,11,12
Henry Sheach Lawnmower Services Limited	Small	Fife, Scotland	1,2,4,6
J & S Montgomery Limited	Medium	North Ayrshire, Scotland	2,9,10
James A. Cuthbertson, Limited	Small	Biggar, Scotland	12
Lloyd Limited	Medium	Carlisle, Scotland	1,2,3,4,5,6,7,8,9,10,11,12,13
MTS Nationwide Limited	Medium	West Yorkshire, England	5
Nairn Brown (Glasgow) Limited	Small	Glasgow, Scotland	1,2,3,4,5,6,7,9,10,11
R & L Miller Limited	Small	Ayrshire, Scotland	1,2,8,10
Ransomes Jacobsen Limited	Large	Suffolk, England	2,4,5,6,7,8
Ravenhill Limited	Medium	Moray, Scotland	4,6,7,8,9,12
Reesink Turfcare UK Limited	Small	Cambridgeshire, England	2,3,4,5,6,8,9,10,11
Rickerby Limited	Medium	Cumbria, Scotland	4,5,6,7,8,9,10,11,12
Simon Tullett Machinery Company Limited	Small	Warwickshire, England	4,6,11
Spaldings Limited	Medium	Lincoln, England	1
The Double A Trading Company Limited	Small	Dundee, Scotland	2,3,4,5,6,7,8,9,10,11,12,13
Thomas Sherriff and Company Limited	Medium	Northumberland, England	1,2,3,4,5,6,7,8,9,10,11,12

Appendix 3 - Scoring and Recommendations

Lot 1 - Hand Held Equipment		
Tenderer	Score	Award Yes/No
Thomas Sherriff and Company Limited	81.08	Yes
Hamilton Bros. (Engineering) Limited	79.59	Yes
Henry Sheach Lawnmower Services Limited	77.75	Yes
Fraser C Robb Limited	77.27	Yes
Spaldings Limited	76.52	Yes
Alex McDougall (Mowers) Limited	71.80	Yes
Garden Machinery & Small Engine Services	68.86	Yes
Gammies Groundcare Ltd	66.97	Yes
Nairn Brown (Glasgow) Limited	66.29	Yes
Balgownie Limited	66.24	Yes
Frank Nicol Farm & Garden Machinery Limited	66.17	Yes
Agricar Limited	65.55	Yes
R & L Miller Limited	61.77	No
Lloyd Limited	60.62	No
Henderson Grass Machinery Limited	56.60	No

Lot 2 - Pedestrian Push Equipment		
Tenderer	Score	Award Yes/No
Fraser C Robb Limited	91.92	Yes
Hamilton Bros. (Engineering) Limited	91.87	Yes
Garden Machinery & Small Engine Services	90.10	Yes
Gammies Groundcare Ltd	80.04	Yes
Thomas Sherriff and Company Limited	78.00	Yes
J & S Montgomery Limited	77.48	Yes
The Double A Trading Company Limited	75.31	Yes
Nairn Brown (Glasgow) Limited	74.42	Yes
Alex McDougall (Mowers) Limited	72.47	Yes
Henderson Grass Machinery Limited	71.19	Yes
Frank Nicol Farm & Garden Machinery Limited	68.69	Yes
Lloyd Limited	63.17	No
Ransomes Jacobsen Limited	N/C	No
Fairways (GM) Ltd.	N/C	No
Reesink Turfcare UK Ltd	N/C	No
Henry Sheach Lawnmower Services Limited	N/C	No
Balgownie Limited	N/C	No
Agricar Limited	N/C	No
R & L Miller Limited	N/C	No

Lots 3 - Pedestrian Self Propelled Equipment

Lot 4 - Self Propelled Mowers

Tenderer	Score	Award Yes/No
Reesink Turfcare UK Ltd	92.31	Yes
Garden Machinery & Small Engine Services	90.00	Yes
Gammies Groundcare Ltd	83.26	Yes
Fraser C Robb Limited	78.85	Yes
Hamilton Bros. (Engineering) Limited	78.51	Yes
The Double A Trading Company Limited	71.83	Yes
Henderson Grass Machinery Limited	62.93	Yes
Lloyd Limited	61.28	Yes
Nairn Brown (Glasgow) Limited	N/C	No
Fairways (GM) Ltd.	N/C	No
Thomas Sherriff and Company Limited	N/C	No
Balgownie Limited	N/C	No
Frank Nicol Farm & Garden Machinery Limited	N/C	No

Tenderer	Score	Award Yes/No
Fairways (GM) Ltd.	92.40	Yes
Fraser C Robb Limited	85.23	Yes
Thomas Sherriff and Company Limited	84.82	Yes
Hamilton Bros. (Engineering) Limited	81.51	Yes
The Double A Trading Company Limited	77.90	Yes
Balgownie Limited	76.96	Yes
Gammies Groundcare Ltd	75.66	Yes
Alex McDougall (Mowers) Limited	70.59	Yes
Henderson Grass Machinery Limited	70.10	Yes
Nairn Brown (Glasgow) Limited	66.93	Yes
Lloyd Limited	63.93	Yes
Rickerby Ltd	38.88	No
Bryson Tractors Limited	N/C	No
Simon Tullet Machinery Company Limited	N/C	No
Ransomes Jacobsen Limited	N/C	No
Reesink Turfcare UK Ltd	N/C	No
Garden Machinery & Small Engine Services	N/C	No
Ravenhill Limited	N/C	No
Henry Sheach Lawnmower Services Limited	N/C	No
Frank Nicol Farm & Garden Machinery Limited	N/C	No

Lot 5 - Specialist Equipment

Lot 6 - Ride on Equipment

Tenderer	Score	Award Yes/No
Reesink Turfcare UK Ltd	90.80	Yes
Hamilton Bros. (Engineering) Limited	88.64	Yes
Nairn Brown (Glasgow) Limited	85.77	Yes
Fairways (GM) Ltd.	85.20	Yes
Ransomes Jacobsen Limited	81.29	Yes
Lloyd Limited	79.07	Yes
The Double A Trading Company Limited	78.01	Yes
Rickerby Ltd	78.00	Yes
Gammies Groundcare Ltd	77.92	Yes
MTS Nationwide Limited	73.89	Yes
Fraser C Robb Limited	N/C	No
Thomas Sherriff and Company Limited	N/C	No

Tenderer	Score	Award Yes/No
Fairways (GM) Ltd.	92.40	Yes
Hamilton Bros. (Engineering) Limited	84.81	Yes
Ransomes Jacobsen Limited	83.99	Yes
The Double A Trading Company Limited	81.47	Yes
Thomas Sherriff and Company Limited	79.65	Yes
Fraser C Robb Limited	77.03	Yes
Gammies Groundcare Ltd	72.76	Yes
Alex McDougall (Mowers) Limited	72.63	Yes
Nairn Brown (Glasgow) Limited	68.93	Yes
Lloyd Limited	62.46	No
Rickerby Ltd	55.71	No
Simon Tullet Machinery Company Limited	N/C	No
Ravenhill Limited	N/C	No
Henderson Grass Machinery Limited	N/C	No
Henry Sheach Lawnmower Services Limited	N/C	No
Balgownie Limited	N/C	No
Frank Nicol Farm & Garden Machinery Limited	N/C	No
Agrovista UK Limited	N/C	No
Reesink Turfcare UK Ltd	N/C	No

Lot 7 - Utility Vehicles

Lot 8 - Towed Equipment

Tenderer	Score	Award Yes/No
Thomas Sherriff and Company Limited	91.00	Yes
Fraser C Robb Limited	87.54	Yes
Fairways (GM) Ltd.	83.64	Yes
Ransomes Jacobsen Limited	78.49	Yes
The Double A Trading Company Limited	77.26	Yes
Hamilton Bros. (Engineering) Limited	76.42	Yes
Gammies Groundcare Ltd	73.30	Yes
Nairn Brown (Glasgow) Limited	64.92	Yes
Lloyd Limited	61.75	Yes
Ravenhill Limited	N/C	No
Henderson Grass Machinery Limited	N/C	No
Frank Nicol Farm & Garden Machinery Limited	N/C	No
Agrovista UK Limited	N/C	No
Agricar Limited	N/C	No
Rickerby Ltd	N/C	No

Tenderer	Score	Award Yes/No
Ransomes Jacobsen Limited	87.43	Yes
Balgownie Limited	85.69	Yes
Agrovista UK Limited	83.90	Yes
Agricar Limited	83.85	Yes
Frank Nicol Farm & Garden Machinery Limited	83.29	Yes
Fairways (GM) Ltd.	83.21	Yes
Bryson Tractors Limited	79.92	Yes
Thomas Sherriff and Company Limited	78.93	Yes
Ravenhill Limited	78.17	Yes
Fraser C Robb Limited	78.01	Yes
Hamilton Bros. (Engineering) Limited	75.64	Yes
Nairn Brown (Glasgow) Limited	75.18	Yes
The Double A Trading Company Limited	74.31	Yes
Reesink Turfcare UK Ltd	69.76	Yes
Lloyd Limited	68.47	Yes
Henderson Grass Machinery Limited	66.95	Yes
Gammies Groundcare Ltd	65.37	Yes
Garden Machinery & Small Engine Services	63.99	Yes
Rickerby Ltd	58.65	No
R & L Miller Limited	42.48	No

Lot 9 - Tractors

Lot 10 - Tractor Mounted Equipment

Tenderer	Score	Award Yes/No
Reesink Turfcare UK Ltd	92.31	Yes
Bryson Tractors Limited	87.78	Yes
Fraser C Robb Limited	87.31	Yes
Fairways (GM) Ltd.	86.31	Yes
Hamilton Bros. (Engineering) Limited	81.97	Yes
Balgownie Limited	81.67	Yes
Henderson Grass Machinery Limited	81.10	Yes
J & S Montgomery Limited	76.87	Yes
Gammies Groundcare Ltd	76.51	Yes
The Double A Trading Company Limited	72.30	Yes
Thomas Sherriff and Company Limited	69.29	Yes
Ravenhill Limited	68.52	Yes
Nairn Brown (Glasgow) Limited	66.49	Yes
Frank Nicol Farm & Garden Machinery Limited	64.93	Yes
Lloyd Limited	64.45	Yes
Agricar Limited	60.28	No
Agrovista UK Limited	57.32	No
Rickerby Ltd	46.50	No

Tenderer	Score	Award Yes/No
Gammies Groundcare Ltd	84.45	Yes
Hamilton Bros. (Engineering) Limited	83.11	Yes
Fraser C Robb Limited	82.75	Yes
The Double A Trading Company Limited	82.64	Yes
J & S Montgomery Limited	80.21	Yes
Fairways (GM) Ltd.	74.68	Yes
Balgownie Limited	73.18	Yes
Agricar Limited	72.59	Yes
Lloyd Limited	69.35	Yes
Henderson Grass Machinery Limited	68.75	Yes
Rickerby Ltd	63.37	No
Bryson Tractors Limited	N/C	No
Nairn Brown (Glasgow) Limited	N/C	No
Reesink Turfcare UK Ltd	N/C	No
Thomas Sherriff and Company Limited	N/C	No
Agrovista UK Limited	N/C	No
R & L Miller Limited	N/C	No

Lot 11 - Vehicle Mounted Equipment

Lot 12 - Winter Maintenance Equipment

Tenderer	Score	Award Yes/No
Fairways (GM) Ltd.	92.40	Yes
Hamilton Bros. (Engineering) Limited	90.48	Yes
Nairn Brown (Glasgow) Limited	82.60	Yes
Garden Machinery & Small Engine Services	76.60	Yes
Reesink Turfcare UK Ltd	73.40	Yes
Agrovista UK Limited	71.17	Yes
Henderson Grass Machinery Limited	69.74	Yes
Gammies Groundcare Ltd	68.58	Yes
Simon Tullet Machinery Company Limited	67.67	Yes
The Double A Trading Company Limited	64.71	Yes
Lloyd Limited	61.47	No
Rickerby Ltd	61.17	No
Thomas Sherriff and Company Limited	59.75	No

Tenderer	Score	Award Yes/No
Hamilton Bros. (Engineering) Limited	96.75	Yes
Fairways (GM) Ltd.	85.09	Yes
Lloyd Limited	84.04	Yes
Fraser C Robb Limited	79.74	Yes
Thomas Sherriff and Company Limited	79.28	Yes
James A. Cuthbertson, Limited	75.82	Yes
Henderson Grass Machinery Limited	75.67	Yes
Agricar Limited	71.99	Yes
Gammies Groundcare Ltd	71.73	Yes
The Double A Trading Company Limited	69.22	Yes
Agrovista UK Limited	64.54	Yes
Bryson Tractors Limited	N/C	No
Garden Machinery & Small Engine Services	N/C	No
Ravenhill Limited	N/C	No
Rickerby Ltd	N/C	No

Lot 13 - Pedestrian Sweepers and Vacuums		
Tenderer	Score	Award Yes/No
The Double A Trading Company Limited	92.40	Yes
Lloyd Limited	87.10	Yes

*N/C denotes a non-compliant tenderer

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

Tenderer	Accredited	Progress towards accreditation	Committed to gaining accreditation over the first 2 years of framework	Not accredited Living Wage Employer but pay the Living Wage to all employees	Not accredited, not paying Living Wage but committed to doing so within 2 years	Neither accredited nor paying Living Wage
Agricar Limited				Yes		
Agrovista UK Limited				Yes		
Alex McDougall (Mowers) Limited				Yes		
Balgownie Limited			Yes			
Bryson Tractors Limited			Yes			
Fairways (GM) Ltd.	Yes					
Frank Nicol Farm & Garden Machinery Limited				Yes		
Fraser C Robb Limited	Yes					
Gammies Groundcare Ltd			Yes			
Garden Machinery & Small Engine Services		Yes				
Hamilton Bros. (Engineering) Limited					Yes	
Henderson Grass Machinery Limited				Yes		
Henry Sheach Lawnmower Services Limited				Yes		
J & S Montgomery Limited				Yes		
James A. Cuthbertson, Limited				Yes		
Lloyd Limited				Yes		
MTS Nationwide Limited				Yes		
Nairn Brown (Glasgow) Limited				Yes		
Ransomes Jacobsen Limited	Yes					
Ravenhill Limited				Yes		
Reesink Turfcare UK Limited				Yes		
Rickerby Limited				Yes		
Simon Tullett Machinery Company Limited	Yes					
Spaldings Limited				Yes		
The Double A Trading Company Limited					Yes	
Thomas Sherriff and Company Limited				Yes		

Scotland Excel

To: Executive Sub Committee

On: 25 January 2019

**Report
by
Director Scotland Excel**

Tender: Supply and Delivery of Light and Heavy Plant

Schedule: 08/18

Period: 1 March 2019 until 28 February 2023

1. Introduction and Background

The current framework for Heavy Plant expires on 28 February 2019. This recommendation is for the award of a new framework, which will operate from 1 March 2019 until 28 February 2023.

The framework covers the supply and delivery of an extensive range of commonly purchased light and heavy plant equipment including, but not limited to excavators, pedestrian operated plant, ride on rollers, towed equipment, static plant, forklifts/ telehandlers, trailers, loaders, dumpers, dozers, pavers, planers, mechanical chip spreaders, bond coat sprayers, mobile pot hole fillers and pressure washers.

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

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) endorsed the increase in coverage of the framework to include Light Plant products which are not covered in the current framework for Heavy Plant which resulted in the inclusion of 16 lots as summarised in Table 1: Lotting Structure. This was a key change from the current framework which has 7 lots. The strategy was designed to align with council requirements, whilst also recognising the current structure of the market place, as well as presenting opportunities for Small and Medium Enterprise (SME) participation.

Table 1: Lotting Structure

<i>Lot Number</i>	<i>Description</i>	<i>Estimated % of Total Spend</i>
1	Excavators	20%
2 - 5	Pedestrian Operated Plant, Ride on Rollers, Towed Equipment and Static Plant	20%
6	Forklifts/Telehandlers	10%
7 - 16	Trailers, Loaders, Dumpers, Dozers, Pavers, Planers, Mechanical Chip Spreaders, Bond Coat Sprayers, Mobile Pot Hole Fillers and Pressure Washers	50%

As detailed in Appendix 1 - Participation and Spend Summary – Supply and Delivery of Light and Heavy Plant 08-18, it is anticipated that 31 Scottish councils plus Tayside Contracts will participate in this framework renewal although the framework is available for use by all councils.

The forecast annual spend for participating councils is circa £2.8m per annum. The contract was advertised with an estimated value of £40m over the 4-year period with a view that the value of £10m per annum allowed for anticipated growth due to the higher number of Lots and Products from the previous framework, from participating councils, as well as potential participation by other public sector bodies and Scotland Excel associate members. It should be noted however that no guarantee is given of any business or any level of business under the framework.

3. Procurement Process

A Prior Information Notice (PIN) was published on 15th June 2018, which resulted in expressions of interest from 63 organisations. Market engagement led to 15 supplier meetings, which helped inform the procurement strategy in areas such as ability to service, market trends, community benefits, sustainability and innovations as well as inclusion of potential products.

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 19th July 2018. A working group of technical representatives from councils was formed to review specifications and the technical criteria to adopt during the tender process.

To ensure maximum competition, the UIG agreed that an open tender process should be followed, and this was advertised in the Official Journal of the European Union and the Public Contracts Scotland portal (PCS) on 12th October 2018. The tender documentation was made available for immediate download, via the Public Contracts Scotland Tenders (PCS-T) system.

The procurement process followed a two-stage tendering procedure. At the first stage, tender European Single Procurement Document (ESPD) responses were assessed against financial capability, technical/professional capability and business probability requirements. Tenderers were required to pass this stage to be eligible for award.

At the second stage, offers were evaluated against the following overarching criteria and weightings, with the technical criteria breakdown shown in Table 2: Technical Scoring Breakdown, below.

Table 2: Technical Scoring Breakdown

Area	Question	Maximum Score Available
Commercial 70%		
Technical 30%	Fair Work Practices	4
	Community Benefits	5
	Spares	3
	Sustainability	4
	Operational Processes	7
	Support Services	7

Within the technical section, tenderers were required to evidence their knowledge and experience by responding to method statements which covered areas including; sustainability, operational processes and community benefits. In addition to these questions, tenderers were asked to provide added value suggestions to councils.

Within the commercial section, tenderers were invited to offer, on a lot by lot basis, a net delivered price for each of the specified products within the lot.

4. Report on Offers Received

The tender document was downloaded by 68 organisations, with 18 tender responses received. A summary of all offers received is provided in Appendix 2 - List of Tenderers with SME Status – Supply and Delivery of Light and Heavy Plant 08-18

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received was carried out. All received bids were compliant however there were no offers for Lot 13 – Mechanical Chip Spreaders, Lot 14 – Bond Coat Sprayers and Lot 15 – Mobile Pot Hole Fillers. The products included in these lots have in the past been hired and were not included in the previous framework. The intention of including these products was to establish a purchase option should it be required in the future.

Appendix 3 - Scoring and Recommendations, sets out the scoring achieved by each tenderer.

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 arrangement is awarded to 16 suppliers across the 16 lots as outlined in Appendix 3 - Scoring and Recommendations.

The 16 recommended suppliers can meet operational requirements across all geographical areas and can provide a range of choice and capacity for council members. These 16 recommended suppliers also represent a mix of micro, small, medium and large organisations, with 15 of the recommended suppliers classified as SMEs and three of the recommended suppliers classified as micro.

6. Benefits

Savings

Scotland Excel reviewed the potential to conduct a benchmarking exercise for each council based on the available historic information. It is apparent that a significant proportion of plant items will be upgraded to new model designations to be compliant with the supplied technical specifications of the tender. Given this and that the proposed procurement strategy has seen an increase from 7 lots to 16 lots and with significantly more products, this makes evaluating direct comparisons with the current framework product offering challenging.

Indexation enables Scotland Excel to demonstrate to councils continued delivery of best value and to monitor framework prices against market performance. For the current framework, current contract pricing is presently circa 5% below the market however the indexation will be tracked for the new framework using the same indices. However, the new framework is considered as cost neutral.

With regards to the renewal framework, the indexation model will be reviewed to ensure appropriate indices are chosen to demonstrate the delivery of best value to councils. Scotland Excel will work with successful suppliers at mobilisation stage to determine what indices would be the best to monitor in relation to their products.

Price Stability

All suppliers have agreed to the 12-month fixed price period at the start of the framework. Provision thereafter is for price reviews once per 12-month period to accommodate market fluctuations. All requests for price increases will be evaluated against prevailing market conditions and supporting documentary evidence.

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 including measures to reduce

waste, methods to reduce carbon footprint in aspects of operations and innovative and sustainable methods of recycling/ disposing of products and/ or packaging at end of life.

Tenderers were also asked to detail leasing options, buy-back options, disposal, second hand purchase options, warranty, spare parts and geographical ability to service the councils under the framework.

Community Benefits

Tenderers were also asked to detail and demonstrate their commitment to providing community benefits. A range of community benefits dependent on spend levels were offered by Tenderers including:

- Recruitment of additional staff, including modern apprentices
- Sponsorship of local sports teams
- Sponsorship of community events
- Work experience to school children and further education students
- Assistance with community projects
- Training sessions to council apprentices
- Workshop/school/college event
- Employability workshop or event
- Donation of product vouchers

Scotland Excel will support 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 six monthly basis.

Fair Work Practices including the Living Wage

Tenderers were asked a question on their approach to Fair Work Practices for staff employed in the delivery of this framework.

This included questioning Tenderers on how they avoid exploitative employment practices and improve the wider diversity of their staff. In addition, suppliers were also asked for details on what training they provided for their staff, as well as how they proactively engage with them to promote empowerment so that they can fulfil their potential. Most suppliers stated that they offered development programs for their staff, which included training and courses that looked to enhance their skills and advance their careers.

For information, Tenderers were also asked to confirm their approach to the Scottish Living Wage. Of the 16 recommended suppliers:

- 2 are accredited Scottish Living Wage Employers
- 1 is not an accredited Scottish Living Wage Employer, but has committed to gaining accreditation within two years; and
- 10 are not accredited Scottish Living Wage Employers, but pay the Living Wage to all employees (except volunteers, apprentices and interns)

Details are contained in Appendix 4 – List of Suppliers with Living Wage Status at Point of Tender

Scotland Excel will continue to monitor Fair Work Practices including the Scottish Living Wage within its contract and supplier management program. Scotland Excel will work with all awarded suppliers who do not yet pay the Scottish Living Wage to encourage them to achieve this.

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. Each supplier will be invited to a mobilisation meeting, if required, to outline 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 program, this framework has been classified as a Category 2 arrangement in terms of both risk and spend requiring bi-annual supplier and user group reviews as appropriate.

8. Summary

This framework for the Supply and Delivery of Light and Heavy Plant aims to maximise collaboration, support councils' roads, construction, fleet, cemetery and grounds maintenance departments to deliver the various services they provide, promote added value and deliver best value. A range of benefits can be reported in relation to best value, price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendations contained in this report to award the suppliers and not to award those identified in Appendix 3 - Scoring and Recommendations on to the framework.

Appendix 1 – Participation and Spend Summary – Supply and Delivery of Light and Heavy Plant 08-18

*Indexation: this column indicates the comparison between relevant market indices and current contract pricing. For this contract, current contract pricing is presently 5% below the market for the expiring Framework.

COUNCIL NAME	PARTICIPATING IN NEW (08-18) FRAMEWORK	PARTICIPATING ENTRY DATE	VALIDATED ESTIMATED ANNUAL SPEND	SOURCE OF SPEND	INDEXATION	% ESTIMATED FORECAST SAVINGS	ESTIMATED ANNUAL SAVINGS (£)	BASIS OF SAVINGS CALCULATION
ABERDEEN CITY COUNCIL	Yes	1st March 2019	£100,000	Council Confirmed	5%	0%	To be determined at call-off	Benchmarking against current Framework would not provide a valid comparison to establish savings outlook due to the higher number of products on the new Framework and the technology advancement in the products.
ABERDEENSHIRE COUNCIL	Yes	1st March 2019	£241,000	Council Confirmed	5%	0%		
ANGUS COUNCIL	Yes	1st March 2019	£47,180	Historic MI Spend	5%	0%		
ARGYLL & BUTE COUNCIL	Yes	1st March 2019	£0	Historic MI Spend	5%	0%		
CITY OF EDINBURGH COUNCIL	Yes	1st March 2019	£0	Council Confirmed	5%	0%		
CLACKMANNANSHIRE COUNCIL	Yes	1st March 2019	£60,000	Council Confirmed	5%	0%		
COMHAIRLE NAN EILEAN SIAR	Yes	1st March 2019	£0	Historic MI Spend	5%	0%		
DUMFRIES & GALLOWAY COUNCIL	Yes	1st March 2019	£39,143	Historic MI Spend	5%	0%		
DUNDEE CITY COUNCIL	Yes	1st March 2019	£100,000	Council Confirmed	5%	0%		
EAST AYRSHIRE COUNCIL	Yes	1st March 2019	£0	Council Confirmed	5%	0%		
EAST DUNBARTONSHIRE COUNCIL	Yes	1st March 2019	£325,000	Council Confirmed	5%	0%		
EAST LOTHIAN COUNCIL	Yes	1st March 2019	£76,666	Council Confirmed	5%	0%		
EAST RENFREWSHIRE COUNCIL	Yes	1st March 2019	£32,110	Historic MI Spend	5%	0%		
FALKIRK COUNCIL	Yes	1st March 2019	£256,666	Council Confirmed	5%	0%		
FIFE COUNCIL	Yes	1st March 2019	£0	Council Confirmed	5%	0%		
GLASGOW CITY COUNCIL	Yes	1st March 2019	£5,677	Historic MI Spend	5%	0%		
HIGHLAND COUNCIL	Yes	1st March 2019	£100,000	Council Confirmed	5%	0%		
INVERCLYDE COUNCIL	Yes	1st March 2019	£61,725	Council Confirmed	5%	0%		
MIDLOTHIAN COUNCIL	Yes	1st March 2019	£80,000	Council Confirmed	5%	0%		
MORAY COUNCIL	Yes	1st March 2019	£110,000	Council Confirmed	5%	0%		
NORTH AYRSHIRE COUNCIL	Yes	1st March 2019	£100,000	Council Confirmed	5%	0%		
NORTH LANARKSHIRE COUNCIL	Yes	1st March 2019	£25,360	Historic MI Spend	5%	0%		
ORKNEY ISLANDS COUNCIL	Yes	1st March 2019	£16,275	Historic MI Spend	5%	0%		
PERTH & KINROSS COUNCIL	Yes	1st March 2019	£183,333	Council Confirmed	5%	0%		
RENFREWSHIRE COUNCIL	Yes	1st March 2019	£0	Historic MI Spend	5%	0%		
SCOTTISH BORDERS COUNCIL	Yes	1st March 2019	£175,000	Council Confirmed	5%	0%		
SHETLAND ISLANDS COUNCIL	Yes	1st March 2019	£97,033	Historic MI Spend	5%	0%		
SOUTH AYRSHIRE COUNCIL	Yes	1st March 2019	£30,597	Historic MI Spend	5%	0%		
SOUTH LANARKSHIRE COUNCIL	Yes	1st March 2019	£300,000	Council Confirmed	5%	0%		
STIRLING COUNCIL	Yes	1st March 2019	£62,873	Historic MI Spend	5%	0%		
WEST DUNBARTONSHIRE COUNCIL	No	n/a	£0	Council Confirmed	5%	0%		
WEST LOTHIAN COUNCIL	Yes	1st March 2019	£0	Historic MI Spend	5%	0%		
TAYSIDE CONTRACTS	Yes	1st March 2019	£139,925	Historic MI Spend	5%	0%		
GRAND TOTAL			£2,765,563			0%		

Appendix 2 – List of Tenderers with SME Status – Supply and Delivery of Light and Heavy Plant 08-18

Of the 18 suppliers who responded to the tender one was classified as a large company, 9 were medium size, 5 were small size and the remaining 3 companies were classified as micro.

SUPPLIER	SME STATUS	LOCATION	LOTS TENDERED
Agricar Limited	Medium	Forfar	6
Balgownie Limited	Medium	Aberdeen	1, 2, 3, 4, 5, 6, 7, 8, 16
Bomag (Great Britain) Limited	Medium	Larkfield, Kent	11, 12
Bryson Tractors Limited	Small	Lesmahagow	1, 6, 7, 8
Fast Clean (Scotland) Limited	Micro	Motherwell	16
Finning (UK) Ltd.	Large	Cannock, Staffordshire	1, 3, 6, 8, 9, 10, 11, 12
Fraser C Robb Limited	Small	Drymen	2, 4, 5, 7, 8
Groundwater Lift Trucks Limited	Medium	Stonehaven	6
Hamilton Bros. (Engineering) Limited	Medium	Lanark	1, 2, 3, 5, 7
Indespension Ltd	Medium	Horwich, Bolton	7
Lloyd Limited	Medium	Carlisle	1, 2, 3, 6, 7, 8
Powerwasher Services Ltd	Small	Laurencekirk	4, 5, 16
R & L Miller Limited	Small	Dalry	5, 7
Ravenhill Limited	Medium	Elgin	1, 2, 3, 5, 6, 7, 8, 16
Reid Hydraulic Services Limited	Micro	Arbroath	1, 2, 3, 6
Scot J C B Limited	Medium	Glasgow	1, 2, 3, 4, 5, 6, 8
Vantech Engineering Services Limited	Micro	East Kilbride	2
Young, Plant and Equipment Sales Limited	Small	Doune	1, 2, 3, 4, 5, 6, 7, 8, 9

Appendix 3 - Scoring and Recommendations

Lot 1: Excavators		
Tenderer	Score	Award: Yes/No
Hamilton Bros. (Engineering) Limited	91.10	Yes
Scot J C B Limited	87.47	Yes
Balgownie Limited	87.42	Yes
Bryson Tractors Limited	87.32	Yes
Young, Plant and Equipment Sales Limited	86.85	Yes
Ravenhill Limited	84.12	Yes
Lloyd Limited	80.65	Yes
Finning (UK) Ltd.	77.77	Yes
Reid Hydraulic Services Limited	74.74	Yes

Lot 2: Pedestrian Operated Plant		
Tenderer	Score	Award: Yes/No
Hamilton Bros. (Engineering) Limited	90.62	Yes
Scot J C B Limited	88.36	Yes
Young, Plant and Equipment Sales Limited	86.76	Yes
Balgownie Limited	86.39	Yes
Fraser C Robb Limited	85.49	Yes
Ravenhill Limited	75.95	Yes
Lloyd Limited	75.49	Yes
Vantech Engineering Services Limited	73.72	Yes
Reid Hydraulic Services Limited	61.07	Yes

Lot 3: Ride-On Rollers		
Tenderer	Score	Award: Yes/No
Scot J C B Limited	93.25	Yes
Hamilton Bros. (Engineering) Limited	87.66	Yes
Ravenhill Limited	86.52	Yes
Balgownie Limited	84.82	Yes
Young, Plant and Equipment Sales Limited	84.09	Yes
Finning (UK) Ltd.	81.98	Yes
Reid Hydraulic Services Limited	77.38	Yes
Lloyd Limited	70.01	Yes

Lot 4: Towed Equipment		
Tenderer	Score	Award: Yes/No
Balgownie Limited	90.75	Yes
Fraser C Robb Limited	84.30	Yes
Young, Plant and Equipment Sales Limited	83.38	Yes
Scot J C B Limited	82.00	Yes
Powerwasher Services Limited	72.73	Yes

Lot 5: Static Plant		
Tenderer	Score	Award: Yes/No
Young, Plant and Equipment Sales Limited	85.89	Yes
Ravenhill Limited	80.53	Yes
Balgownie Limited	76.37	Yes
Powerwasher Services Limited	74.52	Yes
Fraser C Robb Limited	71.42	Yes
Hamilton Bros. (Engineering) Limited	69.22	Yes
Scot J C B Limited	67.58	Yes
R & L Miller Limited	64.56	Yes

Lot 6: Forklifts & Telehandlers		
Tenderer	Score	Award: Yes/No
Scot J C B Limited	89.91	Yes
Groundwater Lift Trucks Limited	88.71	Yes
Bryson Tractors Limited	85.51	Yes
Balgownie Limited	83.12	Yes
Young, Plant and Equipment Sales Limited	81.47	Yes
Lloyd Limited	79.25	Yes
Reid Hydraulic Services Ltd	76.25	Yes
Finning (UK) Ltd.	74.98	Yes
Ravenhill Limited	65.92	Yes
Agricar Limited	54.89	No

Lot 7: Trailers		
Tenderer	Score	Award: Yes/No
Hamilton Bros. (Engineering) Limited	89.44	Yes
Fraser C Robb Limited	86.52	Yes
Bryson Tractors Limited	86.27	Yes
R & L Miller Limited	81.00	Yes
Balgownie Limited	80.82	Yes
Young, Plant and Equipment Sales Limited	77.02	Yes
Indespension Ltd	70.49	Yes
Ravenhill Limited	70.32	Yes
Lloyd Limited	67.47	Yes

Lot 8: Loaders		
Tenderer	Score	Award: Yes/No
Bryson Tractors Limited	91.14	Yes
Fraser C Robb Limited	90.57	Yes
Young, Plant and Equipment Sales Limited	88.61	Yes
Balgownie Limited	87.54	Yes
Finning (UK) Ltd.	85.79	Yes
Scot J C B Limited	84.82	Yes
Ravenhill Limited	83.79	Yes
Lloyd Limited	81.96	Yes

Lot 9: Dumpers		
Tenderer	Score	Award: Yes/No
Young, Plant and Equipment Sales Limited	88.61	Yes
Finning (UK) Ltd.	85.94	Yes

Lot 10: Dozers		
Tenderer	Score	Award: Yes/No
Finning (UK) Ltd.	93.50	Yes

Lot 11: Pavers		
Tenderer	Score	Award: Yes/No
Finning (UK) Ltd.	93.50	Yes
Bomag (Great Britain) Limited	81.79	Yes

Lot 12: Planars		
Tenderer	Score	Award: Yes/No
Finning (UK) Ltd.	93.50	Yes
Bomag (Great Britain) Limited	77.00	Yes

Lot 13: Mechanical Chip Spreaders		
Tenderer	Score	Award: Yes/No
No Bids		

Lot 14: Bond Coat Sprayers		
Tenderer	Score	Award: Yes/No
No Bids		

Lot 15: Mobile Pot Hole Fillers		
Tenderer	Score	Award: Yes/No
No Bids		

Lot 16: Pressure Washers		
Tenderer	Score	Award: Yes/No
Powerwasher Services Limited	84.42	Yes
Balgownie Limited	80.34	Yes
Ravenhill Limited	67.43	Yes
Fast Clean (Scotland) Limited	54.36	No

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

Supplier	Accredited	Progress towards accreditation	Not Accredited but pay the Living Wage	Committed to gaining accreditation over the first 2 years of framework	Not paying Living Wage but committed to doing so within 2 years	Neither accredited nor paying Living Wage
Balgownie Limited				Yes		
Bomag (Great Britain) Limited			Yes			
Bryson Tractors Limited			Yes			
Finning (UK) Ltd.						Yes
Fraser C Robb Limited	Yes					
Groundwater Lift Trucks Limited			Yes			
Hamilton Bros. (Engineering) Limited			Yes			
Indespension Ltd						Yes
Lloyd Limited			Yes			
Powerwasher Services Ltd			Yes			
R & L Miller Limited			Yes			
Ravenhill Limited			Yes			
Reid Hydraulic Services Limited			Yes			
Scot J C B Limited						Yes
Vantech Engineering Services Limited			Yes			
Young, Plant and Equipment Sales Limited	Yes					

Scotland Excel

To: Executive Sub Committee

On: 25 January 2019

Report by Director Scotland Excel

Tender: Supply and Delivery of Janitorial Products

Schedule: 12-18

Period: 1 March 2019 until 28 February September 2023

1. Introduction and Background

The current framework for janitorial products will expire on 28 February 2019. This recommendation is for the award of a renewal framework which will operate from 1 March 2019 until 28 February 2023 with no option to extend by this date.

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

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

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

2. Scope, Participation and Spend

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

Table 1: Lotting Structure

Lot No.	Description	Estimated % Spend through lot
1	Paper Products	40%
2	Janitorial Products	30%
2	Chemical Products	15%
4	One-Stop-Lot	15%

This lotting structure recognises the current landscape of the market place and is designed to more closely align with council requirements. The lotting strategy continues to offer opportunities for small, medium and large enterprises (SMEs) in the market place.

The framework was advertised to enable access by all 32 councils in Scotland. As detailed in Appendix 1, 31 councils confirmed their intention to participate in this framework. Shetland Islands Council currently have other arrangements in place and will therefore not participate.

Historical spend data suggests a forecast framework spend of c. £10 million per annum, however, the framework was advertised with a potential value of £12 million per annum. This value will facilitate the potential for non-participating councils and other associate members to make use of the framework at a later date. It should be noted however, that no guarantee is given for any business or any level of business under the framework.

3. Procurement Process

A Prior Information Notice (PIN) was published on 25 April 2018 resulting in expressions of interest from 57 companies. Market engagement led to 17 supplier meetings, which helped inform the delivery strategy in areas such as ability to service, market trends, community benefits as well as inclusion of potential products and specifications.

The User Intelligence Group (UIG), consisting of procurement and technical representatives from the participating councils, endorsed the procurement strategy in August 2018. A working group of technical representatives from the councils was formed to review the technical criteria to be utilised during the tender process. This group also played an integral role in evaluating technical responses from bidders.

To ensure maximum competition, the UIG agreed that an open tender process should be used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 18 September 2018. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

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 are required to answer a number of exclusionary questions along with questions on insurance, financial standing, quality management, health and safety and environmental management.

At the second stage of the process, offers were evaluated against the following criteria and weightings, with the technical scoring breakdown shown in table 2 below:

- All Lots
 - Technical 18%
 - Commercial 82%

Table 2: Scoring Breakdown

Area	Maximum Score Available
Technical	
Community Benefits	4
Fair Work Practices	4
Recycling	2
Supply Chain	1
Service Performance	4
Customer Communication & Staff Resources	3
Commercial	
Commercial	82
Total Score	100

Within the commercial section, tenderers were asked to offer a net delivered price for each of the core items within lots 1 to 3. For lot 4, pricing from lots 1, 2 & 3 was used to facilitate the one-stop-shop lot.

4. Report on Offers Received

The tender document was downloaded by 68 organisations, with 23 tender responses received.

A summary of all offers received is provided in Appendix 2.

All respondents passed the first stage assessment. However, Rexel UK Limited was non-compliant in the second stage of the lot 3 commercial assessment. Rexel UK Limited failed to meet the minimum coverage of items required to bid for this lot (80%).

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

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 seven suppliers across four lots as outlined in Appendix 3.

The seven recommended suppliers provide the choice, scope and range required by councils as well as representing best value and providing geographical coverage. These seven suppliers also represent a mix of small, medium and large organisations, with five of the recommended suppliers classified as SMEs.

Out of the seven recommended suppliers, three are registered in Scotland. However, six of them have depots and sites based in Scotland, helping to support the Scottish economy.

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise for each council based on the available historical information. The results of this benchmarking are detailed in Appendix 1.

The projected average saving across all applicable councils is 7.1% which equates to an estimated total saving of approximately £863k per annum based on current spend levels. The projected savings per councils ranges from a saving of 1.3% to 19.6%. These savings are largely dependent on purchasing patterns of councils.

Appendix 1 includes a column entitled "Indexation". This column demonstrates that based on the market movements of the current framework, Scotland Excel pricing is currently approximately 8% better than the market average.

There is scope for councils to derive further savings as some of the recommended supplier have also offered further discounts or rebates for single source and non-core discounts

Price Stability

For all lots, tenderers were required to hold their prices for a minimum of 12 months. Two of the recommended tenderers have agreed to hold prices for 18 months, while one tenderer agreed to a 24-month period.

Sustainable Procurement Benefits

Within the technical section of the tender, successful tenderers were asked to complete method statements which included their plastic-packaging recycling initiatives, any innovative solutions to store packaging until it is uplifted and their sustainable supply chain routes.

Some of the solutions offered were, where possible, to provide products with dilution control measures, which are effective for fixed volumes of cleaning products, such as trigger sprays. These solutions help reduce the amount of waste chemical, but also reduce the outer packaging.

For innovative solutions to store packaging, one successful tenderer - in order to reduce the amount of packaging associated with its products - suggested the use of low-density polyethylene pouches for relevant products. This tenderer advised that these pouches produce a lower concentration of CO₂ than traditional polyethylenes / plastics.

Another solution to reduce packaging was to stream waste into waste skips. The skips are used to separate different grades of recycling waste in order to facilitate a more complete recycling process.

For sustainable supply chain proposals, one successful tenderer advised that they currently work with their supply chain to drive compliance with the Scottish Government's Sustainable Development Strategy and Environmental & Ethical Policies. Others mentioned that, where possible, they ensure that their supply chains make use of recycled material.

Community Benefits

At the strategy UIG, the group endorsed that community benefits attained would be delivered at a local level for each council and would be aligned to the Scottish Government's National Indicators.

This is a different approach to the current framework and should ensure that councils receive community benefits tailored to their own spend levels, and reflective of their local needs, whilst taking the National Indicators into account.

All seven recommended suppliers confirmed their commitment to Scotland Excel's community benefits approach for this framework. Delivered benefits will be based on the annual spend thresholds of bidder's costs provided for individual councils.

When councils reach annual spend thresholds with a supplier they will accrue Community Benefit Points. The community benefits lead, or other designated person will liaise with the bidder to finalise the specific benefits that they are offered under the framework relative to spend.

Within the published tender documents, tenderers were given indicators of types of community benefits that could be agreed with councils. Examples of the indicative benefits which were conveyed to tenderers were:

- Fundraising event for external charities / initiatives within the council area;
- Work placements to school students from council area;
- Offer training sessions to wider community within the council area (non-employees / school children);
- Employability workshop or event in a school, college or group within the council area;
- Donation of materials and/or labour to support community projects within the Purchasing authority;
- Sponsorship of sports team or community event within the council area;
- Recruit a modern (or other approved) apprentice from within the council area; and
- Recruit one person from within the council area.

Scotland Excel will support 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 distributed to councils on a six-monthly basis.

Fair Work Practices

Tenderers were also scored on how they will engage in fair work practices for staff employed in the delivery of this framework.

- When asked to define how fair work practices would be applied, tenderers responded with various approaches such as: investing a percentage of annual turnover on providing employees with training tailored to personal development requirements;
- promotion of an inclusive business culture by ensuring employees are trained on inclusion and diversity issues, i.e. training courses to promote mutual respect;
- weekly briefings, where company directors update staff on projects, while gathering feedback from staff who are encouraged to be involved in projects that benefit both the company and further employees professional development;
- provision of a local recruitment policy which commits engagement with unemployed persons.

For information, tenderers were also asked to confirm their approach to the Scottish Living Wage, details of which can be found in appendix 4.

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

7. Contract Mobilisation and Management

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 2 arrangement in terms of both risk and spend requiring as a minimum, bi-annual supplier meetings. The UIG will be convened on a regular basis throughout the framework period.

8. Summary

This framework for the supply and delivery of janitorial products aims to maximise collaboration, promote added value in addition to delivering 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 placings on this framework arrangement to the suppliers as detailed in Appendix 3.

Appendix 1 – Participation, Spend and Savings Summary

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 March 2019	£417,491	Contract MI - Confirmed by Member	8.0%	5.3%	£21,952	Benchmarked Current Contract
Aberdeenshire Council	Yes	01 March 2019	£646,832	Contract MI - Confirmed by Member	8.0%	6.0%	£38,843	Benchmarked Current Contract
Angus Council	Yes	01 March 2019	£116,622	Contract MI - Confirmed by Member	8.0%	15.0%	£17,435	Benchmarked Current Contract
Argyll & Bute Council	Yes	01 March 2019	£195,732	Contract MI - Confirmed by Member	8.0%	11.2%	£21,850	Benchmarked Current Contract
City of Edinburgh Council	Yes	01 March 2019	£1,376,677	Contract MI - Confirmed by Member	8.0%	7.1%	£97,744	Benchmarked Current Contract
Clackmannanshire Council	Yes	01 March 2019	£94,433	Contract MI - Confirmed by Member	8.0%	3.1%	£2,902	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	01 March 2019	£105,639	Contract MI - Confirmed by Member	8.0%	19.6%	£20,711	Benchmarked Current Contract
Dumfries & Galloway Council	Yes	01 March 2019	£255,981	Contract MI - Confirmed by Member	8.0%	5.6%	£14,457	Benchmarked Current Contract
Dundee City Council	Yes	01 March 2019	£290,995	Contract MI - Confirmed by Member	8.0%	5.4%	£15,630	Benchmarked Current Contract
East Ayrshire Council	Yes	01 March 2019	£207,009	Contract MI	8.0%	7.1%	£14,698	Benchmarked Current Contract
East Dunbartonshire Council	Yes	01 March 2019	£205,739	Contract MI - Confirmed by Member	8.0%	7.7%	£15,823	Benchmarked Current Contract
East Lothian Council	Yes	01 March 2019	£205,144	Contract MI - Confirmed by Member	8.0%	7.6%	£15,635	Benchmarked Current Contract
East Renfrewshire Council	Yes	01 March 2019	£188,024	Contract MI	8.0%	15.2%	£28,565	Benchmarked Current Contract
Falkirk Council	Yes	01 March 2019	£359,459	Contract MI - Confirmed by Member	8.0%	9.9%	£35,573	Benchmarked Current Contract
Fife Council	Yes	01 March 2019	£573,124	Contract MI	8.0%	2.0%	£11,500	Benchmarked Current Contract
Glasgow City Council	Yes	01 March 2019	£1,500,000	Member Provided	8.0%	7.1%	£106,500	Average Benchmark
Highland Council	Yes	01 March 2019	£705,604	Contract MI - Confirmed by Member	8.0%	7.1%	£50,098	Average Benchmark
Inverclyde Council	Yes	01 March 2019	£119,019	Contract MI - Confirmed by Member	8.0%	14.7%	£17,450	Benchmarked Current Contract
Midlothian Council	Yes	01 March 2019	£217,636	Contract MI	8.0%	6.5%	£14,144	Benchmarked Current Contract
Moray Council	Yes	01 March 2019	£130,316	Contract MI - Confirmed by Member	8.0%	3.3%	£4,362	Benchmarked Current Contract
North Ayrshire Council	Yes	01 March 2019	£278,756	Contract MI - Confirmed by Member	8.0%	9.4%	£26,334	Benchmarked Current Contract
North Lanarkshire Council	Yes	01 March 2019	£877,553	Contract MI - Confirmed by Member	8.0%	7.1%	£62,306	Benchmarked Current Contract
Orkney Islands Council	Yes	01 March 2019	£15,931	Contract MI - Confirmed by Member	8.0%	1.3%	£206	Benchmarked Current Contract
Perth & Kinross Council	Yes	01 March 2019	£162,342	Contract MI - Confirmed by Member	8.0%	12.5%	£20,259	Benchmarked Current Contract
Renfrewshire Council	Yes	01 March 2019	£339,524	Contract MI - Confirmed by Member	8.0%	9.7%	£33,040	Benchmarked Current Contract
Scottish Borders Council	Yes	01 March 2019	£222,578	Contract MI - Confirmed by Member	8.0%	10.2%	£22,778	Benchmarked Current Contract
Shetland Islands Council	No	01 March 2019	£0	Contract MI	8.0%		£0	
South Ayrshire Council	Yes	01 March 2019	£291,370	Contract MI - Confirmed by Member	8.0%	4.4%	£12,966	Benchmarked Current Contract
South Lanarkshire Council	Yes	01 March 2019	£686,602	Contract MI - Confirmed by Member	8.0%	4.3%	£29,279	Benchmarked Current Contract
Stirling Council	Yes	01 March 2019	£160,580	Contract MI - Confirmed by Member	8.0%	2.0%	£3,225	Benchmarked Current Contract
Tayside Contracts	Yes	01 March 2019	£393,293	Contract MI	8.0%	5.9%	£23,176	Benchmarked Current Contract
West Dunbartonshire Council	Yes	01 March 2019	£293,874	Contract MI - Confirmed by Member	8.0%	7.8%	£23,024	Benchmarked Current Contract
West Lothian Council	Yes	01 March 2019	£521,393	Contract MI - Confirmed by Member	8.0%	7.8%	£40,473	Benchmarked Current Contract
Totals			£12,155,272			7.1%	£862,938	

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 – Summary of Offers Received with SME Status

Company Name	SME Status	Location	Lots Offered
Alliance Disposables Limited	Large	Crewe	1, 2, 3 & 4
Arco Limited	Large	Hull	2
Arrow County Supplies Limited	Medium	Shrewsbury	1, 2, 3 & 4
Banner Group Limited	Large	Sheffield	1, 2, 3 & 4
Bunzl UK Limited	Large	London	1, 2, 3 & 4
Diversey Limited	Large	Northampton	3
Enviroclean Global Ltd	Micro	Grangemouth	2
Euro Packaging UK Limited	Large	Birmingham	1 & 3
GMC Corsehill LTD	Small	Irvine	1, 2, 3 & 4
GTS Central Ltd	Small	Lerwick	1, 2, 3 & 4
HCI Supplies LLP	Small	Perth	1, 2, 3 & 4
Instock LTD	Medium	Aberdeen	1, 2, 3 & 4
J.W.G PLC	Medium	Lerwick	1, 2, 3 & 4
James Mutch Limited	Small	Aberdeen	1, 2, 3 & 4
Jangro Network Limited	Large	Bolton	1, 2, 3 & 4
John Barry Limited	Medium	Edinburgh	1
Lyreco UK Limited	Large	Telford	1, 2, 3 & 4
Office Depot UK Limited	Large	Leicester	1, 2, 3 & 4
Personnel Hygiene Services Limited	Large	Dordon	1 & 3
Rexel UK Limited	Large	Birmingham	1, 2, 3 & 4
The Guthrie Group Limited	Small	Livingston	1, 2, 3 & 4
Unico Limited	Medium	London	1, 2, 3 & 4
ZEP UK Limited	Medium	Widness	3

Appendix 3 - Scoring and Recommendations

Lot 1 Paper Products			Lot 2 Janitorial Products		
Tenderer	Final Score	Awarded to Lot	Tenderer	Final Score	Awarded to Lot
Unico Limited	96.38	Yes	Instock LTD	96.38	Yes
Bunzl UK Limited	94.14	Yes	HCI Supplies LLP	95.66	Yes
Arrow County Supplies Limited	92.37	Yes	Bunzl UK Limited	95.54	Yes
HCI Supplies LLP	89.01	Yes	Unico Limited	94.00	Yes
The Guthrie Group Limited	87.86	Yes	Alliance Disposables Limited	89.37	Yes
Instock LTD	80.72	Yes	Arrow County Supplies Limited	85.66	No
Alliance Disposables Limited	80.07	Yes	GMC Corsehili LTD	85.20	No
James Mutch Limited	77.11	No	The Guthrie Group Limited	82.94	No
Lyreco UK Limited	73.53	No	James Mutch Limited	73.47	No
Rexel UK Limited	73.04	No	Lyreco UK Limited	70.29	No
Personnel Hygiene Services Limited	65.69	No	GTS Central Ltd	66.62	No
Banner Group Limited	65.32	No	Jangro Network Limited	65.90	No
John Barry Limited	65.21	No	Banner Group Limited	64.89	No
GTS Central Ltd	65.08	No	Rexel UK Limited	63.16	No
GMC Corsehili LTD	62.58	No	Enviroclean Global Ltd	60.38	No
J.W.G. PLC	57.77	No	Arco Limited	56.96	No
Euro Packaging UK Limited	55.79	No	Office Depot UK Limited	56.22	No
Jangro Network Limited	55.59	No	J.W.G. PLC	51.47	No
Office Depot UK Limited	52.80	No			
Lot 3 Chemical Products			Lot 4 One-Stop-Shop		
Tenderer	Final Score	Awarded to Lot	Tenderer	Final Score	Awarded to Lot
Bunzl UK Limited	95.56	Yes	Bunzl UK Limited	95.56	Yes
Alliance Disposables Limited	95.21	Yes	Unico Limited	95.11	Yes
The Guthrie Group Limited	89.05	Yes	HCI Supplies LLP	91.77	Yes
Unico Limited	88.37	Yes	Arrow County Supplies Limited	89.24	Yes
HCI Supplies LLP	85.93	No	Instock LTD	86.27	Yes
Arrow County Supplies Limited	84.11	No	The Guthrie Group Limited	85.88	Yes
Banner Group Limited	82.58	No	Alliance Disposables Limited	85.71	Yes
GMC Corsehili LTD	80.84	No	GMC Corsehili LTD	76.50	No
Instock LTD	78.15	No	Lyreco UK Limited	73.46	No
Lyreco UK Limited	74.80	No	James Mutch Limited	73.26	No
Zep UK Limited	70.81	No	Banner Group Limited	67.33	No
Jangro Network Limited	70.34	No	Rexel UK Limited	67.24	No
GTS Central Ltd	68.28	No	GTS Central Ltd	66.45	No
Diversey Limited	62.35	No	Jangro Network Limited	64.78	No
James Mutch Limited	55.93	No	Office Depot UK Limited	57.12	No
Personnel Hygiene Services Limited	55.34	No	J.W.G. PLC	55.09	No
J.W.G. PLC	54.41	No			
Office Depot UK Limited	53.16	No			
Euro Packaging UK Limited	47.19	No			
Rexel UK Limited	Non Compliant	No			

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

Supplier	Accredited	Progress towards accreditation	Committed to gaining accreditation over the first 2 years of framework	Paying Living Wage to all employees (except volunteers, apprentices and interns) but not accredited	Neither accredited nor paying Living Wage, but commit to paying the Living Wage to all employees (except volunteers, apprentices and interns) within the initial two year period of the Framework Contract.
Alliance Disposables Limited				Yes	
Arrow County Supplies Limited				Yes	
Bunzl UK Limited	Yes				
HCI Supplies LLP				Yes	
Instock LTD			Yes		
The Guthrie Group Limited	Yes				
Unico Limited					Yes

Scotland Excel

To: Executive Sub Committee

On: 25 January 2019

**Report
by
Director Scotland Excel**

Tender: Supply, Delivery and Installation of Audio Visual Equipment

Schedule: 06-18

Period: 1 April 2019 until 31 March 2023

1. Introduction and Background

The current framework for the presentation and audio-visual equipment will expire on 31st March 2019. This recommendation is for the award of a renewal framework which will operate from 1 April 2019 until 31 March 2023.

This framework will provide councils with a mechanism to procure a range of audio visual equipment including, but not limited to, interactive touch screens; television screens; digital signage; and projectors. Users of the framework are likely to include schools, council buildings and civic centres.

The renewal incorporates a number of enhancements to the current framework, including, for the first time, a lot for additional support needs and the option to hire equipment for events.

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

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) endorsed the development of five lots as summarised in Table 1

Table 1: Lotting Structure

Lot No.	Description	Estimated % Spend through lot
1	Audio Visual Equipment	35%
2	Solutions	35%
3	Additional Support Needs	10%
4	Event Equipment Hire	10%
5	Service, Repair and Maintenance of Audio Visual Equipment	10%

This lotting structure recognises the current landscape of the market place and is designed to more closely align with council requirements. The lotting strategy continues to present opportunities for small to medium enterprise (SME) participation.

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

Historical spend data suggests a forecast framework spend of c. £7.3 million per annum. The framework was advertised with a potential value of £7.5 million per annum to take account for advancements in digital technology. It should be noted however, that no guarantee is given of any business or any level of business under the framework.

3. Procurement Process

A Prior Information Notice (PIN) was published on 19 April 2018 resulting in expressions of interest from 74 companies. Market engagement led to meetings with 30 suppliers, which helped inform the delivery strategy in areas such as ability to service, market trends, community benefits as well as inclusion of potential products and specifications.

The User Intelligence Group (UIG), consisting of procurement and technical representatives from the participating councils, endorsed the procurement strategy in June 2018. A working group of technical representatives from the councils was formed to review the technical criteria to be utilised during the tender process. This group also played an integral role in evaluating technical responses from bidders.

To ensure maximum competition, the UIG agreed that an open tender process should be used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 17 September 2018. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

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 are required to answer a number of exclusionary questions along with questions on insurance, financial standing, quality management, health and safety and environmental management.

At the second stage of the process, offers were evaluated against the following criteria and weightings, with the technical scoring breakdown shown in table 2 below:

- All lots
 - Technical 20%
 - Commercial 80%

Table 2: Scoring Breakdown

Area	Maximum Score Available
Technical	
Community Benefits	4
Fair Work Practices	4
Supply Chain	3
Sustainability	4
Customer Service	3
Product and Service Support	2
Total Score Technical	20
Commercial	80
Total Score	100

In the commercial section, bidders were asked to provide a national combined price for supply, delivery and installation for each product listed within lots 1 – 4 as well as call-out rates for maintenance and repair for lot 5.

4. Report on Offers Received

The tender document was downloaded by 82 organisations, with 22 tender responses received.

A summary of all offers received is provided in Appendix 2.

All respondents passed the first stage assessment. However, two suppliers, FES Support Services Limited and Lairds of Troon were non-compliant in the second stage lot 1 commercial assessment. Both suppliers failed to meet the minimum coverage of items required to bid (70%).

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

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 7 suppliers across five lots as outlined in Appendix 3.

The 7 recommended suppliers provide the choice, scope and range required by councils as well as representing best value and providing geographical coverage. These 7 suppliers also represent a mix of small, medium and large organisations, with 4 of the recommended suppliers classified as SMEs.

Of the 7 recommended suppliers, 3 are based in Scotland, supporting the Scottish economy.

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise for each council based on the available historical information. The results of this benchmarking are detailed in Appendix 1.

Based on current forecast spend levels, the cost impact to the councils can be recorded as being cost neutral. However, the framework will now allow councils to purchase the latest, most advanced products without an increase on pricing from the previous framework. Appendix 1 includes a column entitled "Indexation". This column demonstrated that based on the market movements of the current framework, Scotland Excel pricing is currently approximately 10% behind the market average.

Price Stability

For all lots, tenderers agreed to hold both core and non-core pricing for at least 18 months with 6 of the suppliers agreeing to hold pricing for 24 months.

Sustainable Procurement Benefits

Within the technical section of the tender, bidders were asked to complete a method statement describing what approach they would take to determine if the useful life of an otherwise redundant product or components may be extended; their approach to reduce waste and ensure legal requirements of disposal are made and reducing the use of packaging and waste.

Some solutions included looking to repair or extend the life of the item in the first instance by troubleshooting/upgrading software/firmware or if need be, by ordering component parts. Where a repair cannot be carried out or it is considered beyond economical repair, the tenderer will find the most cost-effective replacement for this customer and assist with The Waste Electrical and Electronic Equipment Directive (WEEE Directive) disposal of their current product as per our waste and environmental policy.

Other tenderers aim to reduce the impact to the environment through operations, including minimising transportation of goods and people where practicable, and minimising CO2/Green House Gases (GHG) in the procurement of parts e.g. using land / sea rather than air freight. One Tenderer will utilise minimal air traffic for goods and people preferring to utilise land and sea in dedicated and or consolidated shipments to minimise the environmental impact of transportation

As well as the above, tenderers also aim to recycle 100% of waste materials and packaging in partnership with local specialist recycling partners. Each waste material is processed to create new raw materials of which all can be used in future products. The waste is transported in consolidated loads where possible to further minimise the overall carbon footprint.

Tenderers have also committed to adhering to government guidance on conflict minerals and not supplying products, components, minerals and materials from conflict-affected areas. The products that the tenderers propose are from

recognised and respected brands who offer public statements which explain their policies for ethical sourcing.

To ensure continuity of supply tenderers have demonstrated a good working relationship and several contractual agreements in place with a variety of the industry's manufacturers and distributors. This will allow tenderers to supply the same products from several different manufacturers to suit demand.

Community Benefits

At the strategy UIG, the group endorsed that community benefits attained would be delivered at a local level for each council and would be aligned to the Scottish Government's National Indicators.

This is a different approach to the current framework and should ensure that councils receive community benefits tailored to their own spend levels, and reflective of their local needs, whilst taking the National Indicators into account.

All 7 recommended suppliers confirmed their commitment to Scotland Excel's community benefits approach for this framework. Delivered benefits will be based on the annual spend thresholds of bidder's costs provided for individual councils.

When councils reach annual spend thresholds with a supplier they will accrue Community Benefit Points. The community benefits lead, or other designated person will liaise with the bidder to finalise the specific benefits that they are offered under the framework relative to spend.

Within the published tender documents, tenderers were given a list of indicative community benefits that could be agreed with councils. Examples of the indicative benefits which were conveyed to tenderers were:

- Fundraising event for external charities / initiatives within the council area;
- Work placements to school students from council area;
- Offer training sessions to wider community within the council area (non-employees / school children);
- Employability workshop or event in a school, college or group within the council area;
- Sponsorship of sports team or community event within the council area;
- Recruit a modern (or other approved) apprentice from within the council area; and
- Recruit one person from within the council area.

Scotland Excel will support 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 six-monthly basis.

Fair Work Practices

Tenderers were also scored on how they will engage in fair work practices for staff employed in the delivery of this framework.

When asked to define how fair work practices would be applied, tenderers responded with various approaches such as: robust appraisal programmes and staff working to become Certified Technology Specialist (CTS) qualified (a new industry qualification relating to the audio-visual industry, run by the trade umbrella organization AVIXA). Tenderers recognize the benefits of a diverse workforce and are committed to providing a working environment that is free from discrimination.

For information, tenderers were also asked to confirm their approach to the Scottish Living Wage, details of which can be found in appendix 4. All 7 bidders are currently paying 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

Other benefits to be noted within this framework include tenderers offering to provide arrangement of accredited manufacturer installation training where councils choose to install equipment and providing dedicated product specific training which can be arranged for twilight/in-service days.

7. Contract Mobilisation and Management

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 2 arrangement in terms of both risk and spend requiring as a minimum, bi-annual supplier meetings. The UIG will be convened on a regular basis throughout the framework period.

8. Summary

This framework for the supply, delivery and installation of audio visual equipment aims to maximise collaboration, promote added value in addition to delivering 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 placings on this framework arrangement to the suppliers as detailed in Appendix 3.

Appendix 1 – Participation, Spend and Savings Summary

Supply, Delivery and Installation of Audio Visual Equipment

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 April 2019	£314,833	Contract MI - Confirmed by Member	10.0%	0.4%	£1,259	Average Benchmark
Aberdeenshire Council	Yes	01 April 2019	£307,516	Contract MI - Confirmed by Member	10.0%	0.4%	£1,230	Average Benchmark
Angus Council	Yes	01 April 2019	£130,409	Contract MI - Confirmed by Member	10.0%	0.4%	£522	Average Benchmark
Argyll & Bute Council	Yes	01 April 2019	£29,565	Contract MI - Confirmed by Member	10.0%	0.4%	£118	Average Benchmark
City of Edinburgh Council	Yes	01 April 2019	£772,476	Contract MI - Confirmed by Member	10.0%	0.4%	£3,090	Average Benchmark
Clackmannanshire Council	Yes	01 April 2019	£30,000	Contract MI	10.0%	0.4%	£120	Average Benchmark
Comhairle nan Eilean Siar	Yes	01 April 2019	£35,000	Contract MI	10.0%	0.4%	£140	Average Benchmark
Dumfries & Galloway Council	Yes	01 April 2019	£37,579	Contract MI - Confirmed by Member	10.0%	0.4%	£150	Average Benchmark
Dundee City Council	Yes	01 April 2019	£94,071	Contract MI - Confirmed by Member	10.0%	0.4%	£376	Average Benchmark
East Ayrshire Council	Yes	01 April 2019	£731,961	Contract MI - Confirmed by Member	10.0%	0.4%	£2,928	Average Benchmark
East Dunbartonshire Council	Yes	01 April 2019	£244,210	Contract MI - Confirmed by Member	10.0%	0.4%	£977	Average Benchmark
East Lothian Council	Yes	01 April 2019	£111,154	Contract MI - Confirmed by Member	10.0%	0.4%	£445	Average Benchmark
East Renfrewshire Council	Yes	01 April 2019	£342,825	Contract MI - Confirmed by Member	10.0%	0.4%	£1,371	Average Benchmark
Falkirk Council	Yes	01 April 2019	£210,000	Contract MI - Confirmed by Member	10.0%	0.4%	£840	Average Benchmark
Fife Council	Yes	01 April 2019	£341,983	Contract MI - Confirmed by Member	10.0%	0.4%	£1,368	Average Benchmark
Glasgow City Council	Yes	01 April 2019	£500,000	Member Provided	10.0%	0.4%	£2,000	Average Benchmark
Highland Council	Yes	01 April 2019	£109,664	Contract MI - Confirmed by Member	10.0%	0.4%	£439	Average Benchmark
Inverclyde Council	Yes	01 April 2019	£40,000	Contract MI	10.0%	0.4%	£160	Average Benchmark
Midlothian Council	Yes	01 April 2019	£148,210	Contract MI - Confirmed by Member	10.0%	0.4%	£593	Average Benchmark
Moray Council	Yes	01 April 2019	£532,612	Contract MI - Confirmed by Member	10.0%	0.4%	£2,130	Average Benchmark
North Ayrshire Council	Yes	01 April 2019	£233,632	Contract MI - Confirmed by Member	10.0%	0.4%	£935	Average Benchmark
North Lanarkshire Council	Yes	01 April 2019	£250,000	Contract MI	10.0%	0.4%	£1,000	Average Benchmark
Orkney Islands Council	Yes	01 April 2019	£0	Contract MI	10.0%	0.4%	£0	Average Benchmark
Perth & Kinross Council	Yes	01 April 2019	£131,197	Contract MI - Confirmed by Member	10.0%	0.4%	£525	Average Benchmark
Renfrewshire Council	Yes	01 April 2019	£350,000	Contract MI - Confirmed by Member	10.0%	0.4%	£1,400	Average Benchmark
Scottish Borders Council	Yes	01 April 2019	£245,702	Contract MI - Confirmed by Member	10.0%	0.4%	£983	Average Benchmark
Shetland Islands Council	Yes	01 April 2019	£11,600	Contract MI	10.0%	0.4%	£46	Average Benchmark
South Ayrshire Council	Yes	01 April 2019	£619,655	Contract MI - Confirmed by Member	10.0%	0.4%	£2,479	Average Benchmark
South Lanarkshire Council	Yes	01 April 2019	£30,000	Contract MI	10.0%	0.4%	£120	Average Benchmark
Stirling Council	Yes	01 April 2019	£61,000	Contract MI	10.0%	0.4%	£244	Average Benchmark
West Dunbartonshire Council	Yes	01 April 2019	£48,000	Contract MI	10.0%	0.4%	£192	Average Benchmark
West Lothian Council	Yes	01 April 2019	£328,365	Contract MI - Confirmed by Member	10.0%	0.4%	£1,313	Average Benchmark
Totals			£7,373,219			0.4%	£29,493	

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 – Tenderers with SME Status

Company Name	SME Status	Location	Lots Offered
Adlib Audio Limited	Medium	Speke, Liverpool	1 and 4
AGI Services Ltd	Micro	Bishopbriggs, Glasgow	5
Audio Light Systems Limited	Micro	Newton Village, Edinburgh	1, 2, 3 and 5
AVM Impact Ltd	Large	Sunbury-On-Thames, Middlesex	1 - 5
Cameron Communications Limited	Small	Thornliebank Industrial Estate, Glasgow	1, 2 and 5
Cameron Presentations Limited	Small	Giffnock, Glasgow	4
CDEC Limited	Medium	Slough, Berkshire	1 and 2
Dunfermline Repair Centre Ltd	Micro	Dunfermline, Fife	5
Irruptus Limited t/a Efficient Infrastructure Solutions	Small	East Kilbride, Glasgow	1 - 5
FES Support Services Limited	Large	Pirnhall Business Park, Stirling	1
GV Multi-Media Limited	Medium	Hounslow, Middlesex	1 and 2
HI Audio Visual Limited	Micro	Glasgow, Glasgow City	1 - 5
Insight Direct (UK) Ltd	Large	Terry Street, Sheffield	1 - 5
Lairds of Troon Limited	Small	Kilmarnock, Ayrshire	1
Learning Space Belfast Ltd	Small	College Street, Belfast	2, 3 and 5
McGill & Co Ltd	Medium	Dundee, Tayside	1, 2, 4 and 5
Mediascape Ltd	Small	Glasgow, Glasgow City	1, 2 and 5
PCM Technology Solutions UK, Ltd	Medium	St James Square, London	1 and 2
Rompa Limited	Medium	Chesterfield, Derbyshire	2 and 3
SSUK Limited	Small	Hillington, Glasgow	1 - 5
Streamtec Limited	Small	Yeaman Shore, Dundee	1, 2 and 5
XMA Limited	Large	Wilford, Nottingham	1, 2 and 5

Appendix 3 - Scoring and Recommendations

Lots 1 - Audio Visual Equipment		
Tenderer	Score	Awarded to Lot
AVM Impact Ltd	96.25	Yes
Irruptus Limited t/a Efficient Infrastructure Solutions	85.78	Yes
SSUK Limited	83.22	Yes
XMA Limited	81.69	Yes
CDEC Limited	75.18	No
PCM Technology Solutions UK, Ltd	73.90	No
McGill & Co Ltd	70.35	No
GV Multi-Media Limited	67.55	No
Mediascape Ltd	62.92	No
Audio Light Systems Limited	61.78	No
HI Audio Visual Limited	60.73	No
Cameron Communications Limited	60.17	No
Insight Direct (UK) Ltd	59.94	No
Streamtec Limited	59.19	No
Adlib Audio Limited	49.79	No
FES Support Services Limited	N/C	No
Lairds of Troon limited	N/C	No

Lots 3 - Additional Suport Needs		
Tenderer	Score	Awarded to Lot
AVM Impact Ltd	96.63	Yes
SSUK Limited	72.56	Yes
Learning Space Belfast Ltd	64.12	Yes
Irruptus Limited t/a Efficient Infrastructure Solutions	54.76	No
Audio Light Systems Limited	51.73	No
Rompa Limited	44.60	No
HI Audio Visual Limited	39.67	No
Insight Direct (UK) Ltd	37.85	No

Lots 5 - Service, Repair and Maintenance of Audio Visual Equipment		
Tenderer	Score	Awarded to Lot
SSUK Limited	94.13	Yes
AVM Impact Ltd	70.62	Yes
Irruptus Limited t/a Efficient Infrastructure Solutions	67.45	Yes
Dunfermline Repair Centre Ltd	60.48	Yes
XMA Limited	52.73	Yes
AGI Services Ltd	48.17	No
McGill & Co Ltd	45.84	No
Mediascape Ltd	45.30	No
HI Audio Visual Limited	44.48	No
Streamtec Limited	44.33	No
Insight Direct (UK) Ltd	42.25	No
Audio Light Systems Limited	40.38	No
Cameron Communications Limited	40.21	No
Learning Space Belfast Ltd	38.26	No

Lots 2 - Solutions		
Tenderer	Score	Awarded to Lot
AVM Impact Ltd	96.25	Yes
SSUK Limited	91.49	Yes
Irruptus Limited t/a Efficient Infrastructure Solutions	79.46	Yes
Mediascape Ltd	68.64	No
CDEC Limited	62.81	No
Learning Space Belfast Ltd	61.96	No
HI Audio Visual Limited	57.92	No
GV Multi-Media Limited	56.30	No
Audio Light Systems Limited	53.47	No
PCM Technology Solutions UK, Ltd	52.37	No
McGill & Co Ltd	51.52	No
XMA Limited	50.93	No
Cameron Communications Limited	43.31	No
Streamtec Limited	41.97	No
Insight Direct (UK) Ltd	41.11	No
Rompa Limited	40.76	No

Lots 4 - Event Hire Equipment		
Tenderer	Score	Awarded to Lot
Insight Direct (UK) Ltd	94.13	Yes
AVM Impact Ltd	58.65	Yes
SSUK Limited	52.26	Yes
HI Audio Visual Limited	44.42	No
Cameron Presentations Limited	41.92	No
Irruptus Limited t/a Efficient Infrastructure Solutions	31.88	No
Adlib Audio Limited	29.92	No
McGill & Co Ltd	27.07	No

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

Supplier	Accredited	Progress towards accreditation	Committed to gaining accreditation over the first 2 years of framework	Paying Living Wage to all employees (except volunteers, apprentices and interns) but not accredited	Neither accredited nor paying Living Wage
AVM Impact Ltd				Yes	
Dunfermline Repair Centre Ltd		Yes			
Insight Direct (UK) Ltd	Yes				
Irruptus Limited t/a Efficient Infrastructure Solutions				Yes	
Learning Space Belfast Ltd		Yes			
SSUK Limited	Yes				
XMA Limited	Yes				

Scotland Excel

To: Executive Sub Committee

On: 25 January 2019

**Report
by
Director Scotland Excel**

IT Acceptable Use Policy

1. Introduction

This report is to make the committee aware of the implementation of an IT Acceptable Use Policy within Scotland Excel. The policy sets out a number of important proactive and preventative measures with regard to employees use of IT equipment.

2. Policy Scope

Members are aware of the extensive use Scotland Excel makes of information technology to support delivery of its services. Members may also be aware of the increasing importance of the need for proactive and preventative measures to ensure secure use of these resources.

The policy covers a number of areas including; access control, internet and email use, remote working etc.

All Scotland Excel employees will be issued with a copy of the policy and it will become a part of the organisations induction process. A number of additional policies and training programmes are currently in development and will be presented to members in due course.

3. Recommendations

The committee is asked to note the IT Acceptable Use Policy.

Scotland Excel

IT Acceptable Use Policy

Table of Contents

Scotland Excel	0
IT Acceptable Use Policy	0
Introduction	2
Computer Access Control – Individual’s Responsibility	2
Internet and email Conditions of Use	3
Clear Desk and Clear Screen	3
Working Off-site.....	4
Mobile Storage Devices	4
Software.....	4
Hardware	4
Viruses.....	5
Telephony Equipment Conditions of Use	5
Actions upon Termination of Contract	5
Monitoring and Filtering	5
Confirmation	7

INTRODUCTION

This Acceptable Usage Policy covers the security and use of all Scotland Excel's information and IT equipment. It also includes the use of email, internet, voice and mobile IT equipment. This policy applies to all Scotland Excel's employees, contractors and agents (hereafter referred to as 'individuals').

This policy applies to all information, in whatever form, relating to Scotland Excel's business activities worldwide, and to all information handled by Scotland Excel relating to other organisations with whom it deals. It also covers all IT and information communications facilities operated by Scotland Excel or on its behalf.

COMPUTER ACCESS CONTROL – INDIVIDUAL'S RESPONSIBILITY

Access to the Scotland Excel IT systems is controlled by the use of User IDs, passwords and a Multi-factor Authentication (MFA) process. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the Scotland Excel's IT systems.

Individuals must not:

- Allow anyone else to use their user ID and password on any Scotland Excel IT system.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access Scotland Excel's IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorised changes to Scotland Excel's IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any unauthorised device to the Scotland Excel network or IT systems.
- Store Scotland Excel data on any unauthorised device.
- Give or transfer Scotland Excel data or software to any person or organisation outside Scotland Excel without the authority of Scotland Excel.

Line managers must ensure that individuals are given clear direction on the extent and limits of their authority with regard to IT systems and data.

INTERNET AND EMAIL CONDITIONS OF USE

Use of Scotland Excel internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to Scotland Excel in any way, not in breach of any term or condition of employment and does not place the individual or Scotland Excel in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Scotland Excel considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Scotland Excel, alter any information about it, or express any opinion about Scotland Excel, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Scotland Excel mail to personal non-Scotland Excel email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Scotland Excel unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Scotland Excel devices to the internet using non-standard connections.

CLEAR DESK AND CLEAR SCREEN

In order to reduce the risk of unauthorised access or loss of information, Scotland Excel enforces a clear desk and screen ethos as follows:

- Personal or confidential business information must be protected using security features provided for example secure print on printers.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed matter must be disposed of using confidential waste bins or shredders.

WORKING OFF-SITE

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Working away from the office must be in line with Scotland Excel remote working procedures.
- Equipment and media taken off-site must not be left unattended in public places (e.g. must not be store in public view in a car.)
- Laptops must be carried as hand luggage when travelling.
- Information should be protected against loss or compromise when working remotely (for example at home or in public places). Laptop encryption must be used.
- Particular care should be taken with the use of mobile devices such as laptops, mobile phones, smartphones and tablets. They must be protected at least by a password or a PIN and, where available, encryption.

MOBILE STORAGE DEVICES

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Scotland Excel authorised mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

SOFTWARE

Employees must use only software that is authorised by Scotland Excel on Scotland Excel's computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Scotland Excel computers must be approved and installed by the Scotland Excel IT department.

Individuals must not:

- Store personal files such as music, video, photographs or games on Scotland Excel IT equipment.

HARDWARE

Employees must ensure reasonable steps are taken to ensure hardware is maintained and stored in a secure manner (to the best of your ability). This includes;

- Ensuring any damage to Scotland Excel IT Hardware is reported to the IT department in a timely manner.
- Changes in hardware ownership are immediately reported to the IT department and the Confirmation section of this document by amended with the changed assets.
- Both physical condition and cleanliness of the hardware is kept to an acceptable standard.

VIRUSES

The IT department has implemented centralised, automated virus detection and virus software updates within the Scotland Excel. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Scotland Excel anti-virus software and procedures.

TELEPHONY EQUIPMENT CONDITIONS OF USE

Use of Scotland Excel voice equipment is intended for business use. Individuals must not use Scotland Excel's voice facilities for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communications

Individuals must not:

- Use Scotland Excel's Telephony equipment for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

ACTIONS UPON TERMINATION OF CONTRACT

All Scotland Excel equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Scotland Excel at termination of contract.

All Scotland Excel data or intellectual property developed or gained during the period of employment remains the property of Scotland Excel and must not be retained beyond termination or reused for any other purpose.

MONITORING AND FILTERING

All data that is created and stored on Scotland Excel computers is the property of Scotland Excel and there is no official provision for individual data privacy, however wherever possible Scotland Excel will avoid opening personal emails.

IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Scotland Excel has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 2018, the General Data Protection Regulation (regulation EU 2016/679) ("GDPR"), the Privacy and Electronic Communications (EC Directive) Regulations 2003, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- Data Protection Act 2018

It is your responsibility to report suspected breaches of security policy without delay to your line management, the IT department, or the Data Protection Officer.

CONFIRMATION

I have read the User Acceptance policy above and will adhere to the guidance outlined in accordance with the policy.

Employee Name: _____

Date _____

Employee Signature: _____

Manager's Name: _____

Date _____

Manager's Signature: _____

Asset(s):



Scotland Excel

To: Executive Sub Committee

On: 25 January 2019

**Report
by
Director Scotland Excel**

Update on the Contract Delivery Plan

1. Introduction

This report provides a progress update on the 2018/ 2019 contract delivery plan.

2. Progress to Date

As detailed in Appendices 1 – 3, the 2018/ 2019 contract delivery plan comprises framework renewals, new developments, framework extensions and frameworks with ongoing contract management only.

There are 65 current frameworks in the Scotland Excel contract portfolio, with five of these frameworks to be renewed before 31 March 2019 (Appendix 1).

The strategy for the dynamic purchasing system for the treatment of recyclable and residual waste was approved by the executive sub committee in September and is forecast to be in place for February 2019.

The delivery date for a renewal framework for asbestos surveys, removal and disposal, and analytical services has been moved from November to July to allow for a re-tender required by an emerging issue relating to professional indemnity insurance.

As part of Scotland Excel's partnership agreement with Crown Commercial Services (CCS) for light vehicles, the renewal CCS vehicle purchase framework (RM6060) has completed its standstill period and is now live.

The Scotland Excel framework for Online School Payments has now expired. It was agreed with Council Colleagues that as late adoption had taken place, it would be worthwhile delaying the renewal of a replacement framework with work due to begin on renewal in Spring 2019. The scope of this project would be widened to incorporate additional requirements such as cashless catering.

The remaining renewal frameworks in 2018/ 2019 are currently on track with the forecast schedule.

As detailed in Appendix 2, both the hot beverage and energy advice services frameworks were delivered ahead of schedule in December 2018. An opportunity

assessment been conducted for vocational training service providers and this will now no longer be tendered by Scotland Excel.

A further ten of the frameworks on the current portfolio have extension options that were likely to be exercised in 2018/ 2019 with all ten of these extensions already approved (Appendix 3).

Overall, efficiencies delivered to date in 2018/ 2019 are 4.4%, which is above the 2-4% forecast savings range.

In addition to the activity detailed in Appendices 1 -3, Scotland Excel is exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction.

Scotland Excel has finalised the procurement strategy for care and support services. In 2018-2019, Scotland Excel will continue to work with a range of partners to implement the procurement strategy.

In 2018/ 2019, Scotland Excel will also deliver a new sourcing strategy for care home services for older people. This strategy, again co-produced with stakeholders, will build on current best practice and complement local strategic commissioning plans.

The first generation new build residential construction framework is progressing well. The framework will support councils to deliver new affordable houses in line with Strategic Housing Investment Plans (SHIPs). A strategy has now been agreed with councils and the first of a two-stage tender procedure was issued in December 2018. The procurement exercise remains on course for going live in August 2019.

Scotland Excel, working in partnership with the Digital Office, released a prior information notice (PIN) for market engagement across a range of projects to drive digital transformation across Scotland. A further Prior Information Notice was subsequently released to notify the market place regarding a replacement Social Work Case Care Management System. A Technical panel comprising of ICT colleagues from within councils has been derived and two meetings have now taken place to work on the ITT specification requirements. It is anticipated that this ITT will be released in January 2019.

3. Conclusion

Members are invited to note the progress made to date.

Appendix 1 - List of contracts to be renewed

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
Treatment Of Recyclable & Residual Waste	25,000,000	Renew	Jun-18	Feb-19			2% - 4%		Paper to be presented to Executive Sub Committee on 25 January 2019
Street Lighting Materials	35,000,000	Renew	Jul-18		Aug-18		2% - 4%	13.0%	Framework is live
Salt	16,250,000	Renew	Jul-18		Jun-18		2% - 4%	-11.1%	Framework is live
Road Maintenance Materials	2,500,000	Renew	Jul-18		Aug-18		2% - 4%	2.0%	Framework is live
Roadstone	5,000,000	Renew	Jul-18		Jun-18		2% - 4%	13.3%	Framework is live
Social Care Agency Workers	20,000,000	Renew	Aug-18		Jun-18		2% - 4%	N/A	Framework is live
Fresh Meat, Cooked Meats & Fresh Fish	10,000,000	Renew	Oct-18		Jun-18		2% - 4%	2.3%	Framework is live
Washroom Solutions	3,500,000	Renew	Oct-18		Aug-18		2% - 4%	0.0%	Framework is live
Asbestos	12,000,000	Renew	Nov-18	Jul-19			2% - 4%		Strategy in development
Online School Payments	2,500,000	Renew	Dec-18	Dec-19			2% - 4%		Plan delayed to incorporate additional requirements
Road Signage Materials	1,250,000	Renew	Dec-18		Oct-18		2% - 4%	16.0%	Framework is live
Vehicle Purchase RM6060	15,000,000	Renew	Dec-18		Dec-18		2% - 4%	N/A	Framework is live
Technology Enabled Care	6,300,000	Renew	Jan-19		Oct-18		2% - 4%	9.1%	Framework is live
Light & Heavy Plant	10,000,000	Renew	Mar-19				2% - 4%		Recommendations to be presented to Executive Sub Committee on 25 January 2019
Ground Maintenance Equipment	5,000,000	Renew	Mar-19				2% - 4%		Recommendations to be presented to Executive Sub Committee on 25 January 2019
Janitorial Products	12,000,000	Renew	Mar-19				2% - 4%		Recommendations to be presented to Executive Sub Committee on 25 January 2019
Audio Visual Equipment	7,500,000	Renew	Apr-19				2% - 4%		Recommendations to be presented to Executive Sub Committee on 25 January 2019

Appendix 2 – List of new contracts to be developed and delivered in 2018/ 2019

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
Vocational Training Service Providers	2,500,000	New Contract	Mar-18	Jun-19	N/A		5.5%		Opportunity assessment concluded that there is a limited appetite for a collaborative contract
Power Tools	625,000	New Contract	Jun-18		Apr-18		5.5%	5.8%	Framework is live
Boiler Maintenance	10,000,000	New Contract	Jul-18		Sep-18		5.5%	5.8%	Framework is live
First Aid Materials	2,000,000	New Contract	Sep-18	Oct-18	Aug-18		5.5%	15.0%	Framework is live
Commercial Catering Equipment	4,000,000	New Contract	Oct-18		Sep-18		5.5%	9.9%	Framework is live
Care Home Services for Older People	450,000,000	New Contract	Jan-19	Apr-19			N/A		Strategy in development
Hot Beverage Machinery & Supplies	1,000,000	New Contract	Jan-19		Dec-18		5.5%	6.3%	Framework is live
Energy Advice Services	1,000,000	New Contract	Jan-19		Dec-18		5.5%	N/A	Framework is live

Appendix 3 – Contracts with extension options and contract management activity ongoing in 2018/ 2019

Contracts with extension options in 2018/ 19

Contract Description	Est Annual Value
Bitumen Products	£12,000,000
Builds Related Engineering Consultancy	£10,000,000
Education Materials	£17,500,000
Electrical Materials	£14,000,000
Fostering & Continuing Care	£25,000,000
Frozen Foods	£25,000,000
Outdoor Play Equipment and Artificial Surfaces	£17,500,000
Personal Protective Equipment	£10,000,000
Plumbing & Heating Materials	£20,621,122
Waste Disposal Equipment	£1,250,000

Contracts which are shaded have been approved for extension

Contracts with no renewal or extension activity and contract management activity ongoing in 2018/ 19

Contract Description	Est Annual Value
Bottled Gas	£ 2,000,000
Building And Timber Materials	£ 15,200,000
Care Homes for Adults (LD)	£ 31,000,000
Catering Machines	£ 2,000,000
Catering Sundries	£ 6,000,000
Children's Residential Care	£ 105,000,000
Community Meals	£ 4,000,000
Customer Service Platform	£ 3,750,000
Demolition	£ 16,000,000
Digital Publications and Services	£ 1,000,000
Domestic Furniture and Furnishings	£ 20,000,000
Education And Office Furniture	£ 9,000,000
Energy Efficiency Contractors	£ 200,000,000
Engineering Consultancy	£ 17,000,000
Fire Fighting & Rescue Services	£ 2,500,000
Groceries & Provisions	£ 30,000,000
Heavy Vehicles	£ 40,000,000
Laundry Equipment	£ 1,100,000
Library Books & Textbooks	£ 14,000,000
Milk	£ 9,000,000
Organic Waste	£ 12,000,000
Pest Control Services	£ 1,500,000
Recycle And Refuse Containers	£ 12,500,000
Secure Care	£ 20,000,000
Security Services and Equipment	£ 18,000,000
Steeplejack Services	£ 1,750,000
Street Lighting Bulk Renewal of Luminaires	£ 5,000,000
Swimming Pool Chemicals	£ 1,250,000
Trade Materials	£ 10,000,000
Tyres for Vehicles & Plant	£ 6,500,000
Vehicle & Plant Hire	£ 15,000,000
Vehicle Parts	£ 12,000,000
Water Coolers	£ 1,500,000