

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 26 January 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Bailie Norman MacLeod (Glasgow City Council); Councillor Todd Ferguson (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

By Videolink

Provost Bill Howatson (Aberdeenshire Council) and Councillor Amanda Westlake (Shetland Islands Council).

Chair

Councillor John Shaw, Convener, presided

In Attendance

J Welsh, Director, S Brannagan, Head of Customer and Business Services, D Benstead, Principal Procurement Specialist, L Richard, Strategic Procurement Manager; R Cook, Procurement Co-ordinator and L Gordon, Category Manager (all Scotland Excel); and M Ball, Senior Accountant, D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Altany Craik (Fife Council); Councillor Alister Mackinnon (Highland Council) and Councillor Stephen Thompson (Dumfries and Galloway 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 8 December 2017.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April 2017 to 5 January 2018.

The report intimated that gross expenditure was £33,000 under budget and income was currently £37,000 over-recovered which resulted in a net underspend of £70,000.

DECIDED: That the report be noted.

3 Contract for Approval: Repair and Maintenance of Catering Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a framework agreement for the repair and maintenance of catering equipment which would be effective from 16 February 2018 until 7 January 2020, with the option to extend for up to two 12 month periods until 7 January 2022.

The report intimated that the framework would provide councils with a mechanism to procure repair and maintenance services for commercial gas, electrical and refrigeration catering equipment.

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

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

Arising from discussion on the report it was proposed that a report be submitted to a future meeting of this Sub-committee on Scotland Excel's tendering processes and that tendering processes should be reviewed by Internal Audit as part of their audit plan. This was agreed.

DECIDED:

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

(b) That a report be submitted to a future meeting of this Sub-committee on Scotland Excel's tendering processes and that tendering processes should be reviewed by Internal Audit as part of their audit plan.

4 Contract for Approval: Supply and Delivery of Swimming Pool Chemicals, CO2 Gas and Associated Products

There was submitted a report by the Director of Scotland Excel relative to the award of a framework agreement for the supply and delivery of swimming pool chemicals, CO2 gas and associated products which would be effective from 16 February 2018 until 7 January 2020, with the option to extend for up to two 12 month periods until 7 January 2022.

The report intimated that the new framework would provide councils with a mechanism to procure swimming pool chemicals, CO2 gas for pH control in swimming pools and associated products.

The framework had been divided into two lots as detailed in table 1 of the report and had been advertised at a value of £5 million for the four year period. Tender responses had been received from four suppliers and a summary of offers received was detailed in Appendix 1 to the report.

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

It was noted that any reference in the appendices to the report to Univar Limited should be replaced with Univar BV.

DECIDED:

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

(b) That it be noted that any reference in the appendices to the report to Univar Limited should be replaced with Univar BV.

5 Contract for Approval: Supply and Delivery of Library Books, Educational Textbooks and Multimedia Supplies

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of library books, educational textbooks and multimedia supplies which would be effective from 1 February 2018 until 31 January 2020, with the option to extend for up to two 12 month periods until 31 January 2022.

The report intimated that the framework would provide councils with a mechanism to procure a range of library books including but not limited to adult and children fiction and non-fiction books, reference books, foreign language books, audio books, large print books and DVDs. Councils would also be able to procure a wide range of educational textbooks from various publishers.

The framework had been divided into 19 lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. It was noted that Advance Procurement for Universities and Colleges (APUC) and National Health Service Scotland (NHSS) had confirmed their intention to participate in this framework.

Historic spend data suggested a framework spend of circa £11.4 million per annum, however, to allow for councils and other associate members to migrate over, the framework had been advertised at £14 million per annum. Tender responses had been received from 24 suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework agreement be awarded to 24 suppliers across the 19 lots as detailed in Appendix 3 to the report.

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

6 Request for Associate Membership: Kingdom Support and Care CIC

There was submitted a report by the Director of Scotland Excel advising that Kingdom Support and Care CIC (KSC), a wholly owned subsidiary of Kingdom Housing Association Ltd who were an associate member of Scotland Excel, had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Kingdom Support and Care CIC (KSC) to become an associate member of Scotland Excel, with fees being encompassed within the £5,652 already paid by their parent organisation Kingdom Housing Association, subject to completion and signing of the agreement document, be approved.

7 Request for Associate Membership: Caledonia Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Caledonia Housing Association Limited, a registered Scottish charity, had submitted an application to become an associate membership of Scotland Excel.

DECIDED: That the application by Caledonia Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £5,175, subject to completion and signing of the agreement document, be approved.

8 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 23 February 2018, in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.