

Minute of Meeting Scotland Excel Executive Sub-Committee

| Date | Time | Venue |
|-----------------------|-------|---|
| Friday, 06 March 2015 | 10:45 | Room CEE 6, Centre for Executive Education Building (CEE), Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA , |

PRESENT

I Whyte (City of Edinburgh Council); N Macdonald (Comhairle nan Eilean Siar); M McElroy (Glasgow City Council); M Holmes (Renfrewshire Council); and Provost E Logan (South Lanarkshire Council).

BY VIDEO LINK

Councillor P Valentine (Angus Council)

CONVENER

Councillor Holmes, Convener, presided.

IN ATTENDANCE

J Welsh, Director of Scotland Excel, H Carr, Head of Strategic Procurement; J McLaggan, Business Services Manager; T Hand, Senior Procurement Specialist; D Pettigrew, Senior Procurement Specialist; S Dalstrom, Senior Procurement Specialist; and L Marron, Senior Procurement Specialist (all Scotland Excel); D Forbes, Finance Manager; and E Coventry, Democratic Services Officer; (both Renfrewshire Council).

APOLOGIES

Councillors G Dykes (Dumfries and Galloway Council); M Smith (Highland Council); G McLean (North Ayrshire Council); and A Westlake (Shetland Council).

DECLARATIONS OF INTEREST

The Clerk intimated this was a standard item on the Agenda and asked members to indicate if there were any declarations of interest.

No declarations of interest were expressed.

1 MINUTE OF EXECUTIVE SUB COMMITTEE

There was submitted the Minute of the meeting of the Executive Sub-Committee held on 30 January, 2015.

DECIDED: That the Minute be approved.

2 REVENUE BUDGET MONITORING REPORT

There was submitted a Revenue Budget Monitoring report by the Treasurer and Director of Scotland Excel for the period 1 April, 2014 to 30 January, 2015.

DECIDED: That the report be noted.

3 VACANCY AND WORKFORCE PLAN

There was submitted a report by the Director which provided an explanation of the current vacancies, a recruitment update and the impact of VER / VR on the operation and budget of Scotland Excel.

The report advised that the use of VR / VER in Scotland Excel had identified a cost of £110,000 to release staff and this figure was below the previously approved budget of £200,000 which was available due to vacant posts in the establishment during the current financial year. The release of the staff identified and approved under the scheme would generate annual savings of £198,000. The release of these staff could be achieved without any impact upon the contract delivery schedule and it was proposed that these savings were reinvested in the service delivery of the organisation.

The report intimated that the three year strategy for Scotland Excel and the supporting organisational structure would be submitted to the next meeting of the Joint Committee. A further update on progress would be given to the Executive Sub Committee in late March 2015.

DECIDED: That the report be noted.

4 **STAKEHOLDER ENGAGEMENT UPDATE**

There was submitted a report by the Director of Scotland Excel which provided an update on the stakeholder engagement project to allow key stakeholders to share views on the future strategic direction of the organisation.

DECIDED: That the report be noted.

5 **DELIVERY OF NATIONAL CARE HOME CONTRACT**

There was submitted a report by the Director of Scotland Excel which provided a progress update regarding Scotland Excel taking on a much more active role in the procurement and management of the National Care Home Contract and set out the expected benefits and potential risks.

Scotland Excel was in dialogue with COSLA to move forward with a value proposition and a series of sample reports had been produced for council and partnership feedback. The report indicated that management of the National Care Home Contract could not be undertaken within present resources. The skills required to effectively manage the National Care Home Contract included procurement, commissioning, data analysis, financial accounting and risk management. The resources to support these activities needed to reflect the contract spend, circa £600m per annum with approximately 353 providers across circa 887 care homes.

The resources currently in place provided capacity only to annually negotiate fees, as well as some policy development work. It was estimated that Scotland Excel would require circa £250k per annum to undertake the necessary activities. This would deliver a 0.5FTE commissioning manager, 0.5FTE legal services, one procurement specialist, a financial specialist, a data specialist and administrator. The overall cost to councils was estimated at only 0.04% of the current expenditure across Scotland.

A full project plan for transfer of responsibilities would be drawn up following formal agreement to the transfer of procurement activity to Scotland Excel.

DECIDED: That the report be noted.

6 **CONTRACT FOR APPROVAL - BUILDING AND TIMBER**

There was submitted a report by the Director of Scotland Excel relative to the framework for the supply and delivery of janitorial products for the period from 1 April 2015 until 31 March 2018 with an option to extend for up to 12 months to 31 March, 2019. The framework would provide councils and other participating bodies with a mechanism to procure a range of building and timber materials in support of construction projects, ongoing maintenance schedules and ad hoc repairs. A number of council departments were likely to use the framework including stores and housing maintenance.

The report indicated that the framework was split into eight lots recognising the current structure of the market place and was designed to align with council requirements. The forecast annual spend for participating councils is £11.6m, equating to £46.4m over the term of the framework, including the extension period. Other participating bodies have validated an additional spend of £0.9m per annum, a total of £3.6m over the term of the framework.

To date 30 councils had confirmed their participation in this framework. East Ayrshire and Stirling Councils would not be participating.

DECIDED: That the business be awarded as follows:

Lot 1 – Timber Doors

Jewson Ltd
Thornbridge Sawmills Ltd
D McNair (Builders Merchants) Ltd
MGM Timber (Scotland) Ltd
Grafton Merchanting GB Ltd
St Andrews Timber Supplies Ltd

Lot 2 – Timber Door Sets

Scotdor
Jewson Ltd
MKM Building Supplies Ltd
D McNair (Builders Merchants) Ltd

Lot 3 – Sheet and Timber Materials

MGM Timber (Scotland) Ltd
Thornbridge Sawmills Ltd
St Andrews Timber Supplies Ltd
Rowan Timber Supplies (Scotland) Ltd
Jewson Ltd
MKM Building Supplies Ltd
D McNair (Builders Merchants) Ltd
Grafton Merchanting GB Ltd

Lot 4 – Timber Fencing

MGM Timber (Scotland) Ltd
Thornbridge Sawmills Ltd
Jewson Ltd
MKM Building Supplies Ltd
Grafton Merchanting GB Ltd
D McNair (Builders Merchants) Ltd
Rowan Timber Supplies (Scotland) Ltd
St Andrews Timber Supplies Ltd

Lot 5 – Laminate Wall Panels

Nu-Style Products Ltd
MGM Timber (Scotland) Ltd
Jewson Ltd
MKM Building Supplies Ltd
St Andrews Timber Supplies Ltd
Thornbridge Sawmills Ltd

Lot 6 – Building Materials

B & Q Plc
MKM Building Supplies Ltd
Jewson Ltd
D McNair (Builders Merchants) Ltd
Grafton Merchanting GB Ltd
St Andrews Timber Supplies Ltd

Lot 7 – Roofing Materials
Jewson Ltd
SIG Trading Ltd, trading as SIG Exteriors UK part of SIG Plc
MKM Building Supplies Ltd
D McNair (Builders Merchants) Ltd
Grafton Merchanting GB Ltd
Lot 8 – Metal Fencing

James Cowie and Co Ltd

7 CONTRACT FOR APPROVAL - GROUNDS MAINTENANCE EQUIPMENT

There was submitted a report by the Director of Scotland Excel relative to the framework for the purchase of grounds maintenance equipment covering the period from 1 March 2015 to 28 February 2018 with an option to extend for up to 1 year to 28 February 2019. The framework covers a range of equipment purchased by councils in order to maintain council amenities (parks, golf courses, pitches etc), green spaces and gardens. The report indicated that the framework was split into twenty lots designed to attract small companies which supply grounds maintenance equipment to their local councils. The lotting strategy was also designed to allow tenderers (mainly SMEs) to bid for specific specialist lots.

The forecast annual spend for participating councils was £8m per annum equating to £32m over the term of the framework including the extension period.

To date 29 Councils and Tayside Contracts had confirmed participation in this framework. Angus Council, Fife Council and South Lanarkshire Council had arrangements in place until 2016 and would decide on participation at a later date.

DECIDED: That the business be awarded as follows:

Lot 1 – Hand Held Equipment

HAMILTON BROS (ENG) LTD
Thomas Sheriff & Co Ltd
Nairn Brown (Glasgow) Ltd
Henry H Sheach Lawnmower Services Ltd
CS Equipment Ltd
Fraser C Robb
A M Phillip
SGM
Alex McDougall
Spaldings Ltd
Garden Machinery & Small Engine Services
Premier Parts UK

Lot 2 - Pedestrian Push Equipment

The Double A Trading Company Ltd
Nairn Brown (Glasgow) Ltd
Alex McDougall
Thomas Sheriff & Co Ltd
Fraser C Robb
Premier Parts UK
Garden Machinery & Small Engine Services
CS Equipment Ltd
SGM
TERRA FIRMA (SCOTLAND) LIMITED
Henderson Grass Machinery Ltd
Henry H Sheach Lawnmower Services Ltd
A M Phillip
Spaldings Ltd

Lot 3 - Pedestrian Equipment – Self Propelled

HAMILTON BROS (ENG) LTD
The Double A Trading Company Ltd
CS Equipment Ltd
Nairn Brown (Glasgow) Ltd
SGM
A M Phillip
Henderson Grass Machinery Ltd
Fraser C Robb
Premier Parts UK
Alex McDougall
Thomas Sheriff & Co Ltd

Lot 4 - Self Propelled Mowers

FAIRWAYS GM LTD
Henderson Grass Machinery Ltd
HAMILTON BROS (ENG) LTD
A M Phillip
The Double A Trading Company Ltd
Fraser C Robb
Nairn Brown (Glasgow) Ltd
Simon Tullett Machinery Co Ltd
SGM
Thomas Sheriff & Co Ltd
CS Equipment Ltd
Henry H Sheach Lawnmower Services Ltd
Garden Machinery & Small Engine Services
Alex McDougall

Lot 5 – Tractor/Vehicle Mounted Pesticide Applicators

The Double A Trading Company Ltd
Nairn Brown (Glasgow) Ltd
FAIRWAYS GM LTD

Thomas Sheriff & Co Ltd
Reekie Group
CS Equipment Ltd
SGM
A M Phillip
Henderson Grass Machinery Ltd
Agricar
Fraser C Robb

Lot 6 Ride-on Equipment

FAIRWAYS GM LTD
The Double A Trading Company Ltd
HAMILTON BROS (ENG) LTD
Henderson Grass Machinery Ltd
Nairn Brown (Glasgow) Ltd
SGM
Thomas Sheriff & Co Ltd
Alex McDougall
CS Equipment Ltd
Scot JCB Ltd
A M Phillip
Henry H Sheach Lawnmower Services Ltd
Simon Tullett Machinery Co Ltd
Garden Machinery & Small Engine Services
Fraser C Robb
Premier Parts UK

Lot 7 Utility Vehicles

FAIRWAYS GM LTD
SGM
The Double A Trading Company Ltd
HAMILTON BROS (ENG) LTD
Reekie Group
Nairn Brown (Glasgow) Ltd
A M Phillip
Scot JCB Ltd
Thomas Sheriff & Co Ltd
Fraser C Robb

Lot 8 Towed Equipment

Nairn Brown (Glasgow) Ltd
HAMILTON BROS (ENG) LTD
Scot JCB Ltd
The Double A Trading Company Ltd
FAIRWAYS GM LTD
A M Phillip
SGM
Thomas Sheriff & Co Ltd
CS Equipment Ltd
Fraser C Robb
Agricar

Reekie Group

Lot 9 Tractors

HAMILTON BROS (ENG) LTD

SGM

Reekie Group

A M Phillip

Henderson Grass Machinery Ltd

The Double A Trading Company Ltd

Thomas Sheriff & Co Ltd

Nairn Brown (Glasgow) Ltd

Scot JCB Ltd

Bryson Tractors Ltd

Fraser C Robb

Agricar

Lot 10 Tractor Mounted Equipment

The Double A Trading Company Ltd

Reekie Group

Nairn Brown (Glasgow) Ltd

SGM

Scot JCB Ltd

FAIRWAYS GM LTD

A M Phillip

Henderson Grass Machinery Ltd

Thomas Sheriff & Co Ltd

HAMILTON BROS (ENG) LTD

Fraser C Robb

Premier Parts UK

Agricar

Lot 11 Tractor Mounted Mowers

HAMILTON BROS (ENG) LTD

The Double A Trading Company Ltd

A M Phillip

Nairn Brown (Glasgow) Ltd

SGM

Scot JCB Ltd

Henderson Grass Machinery Ltd

FAIRWAYS GM LTD

Thomas Sheriff & Co Ltd

Reekie Group

Agricar

Garden Machinery & Small Engine Services

Fraser C Robb

Lot 12 Tractor Mounted Pitch Care

HAMILTON BROS (ENG) LTD

The Double A Trading Company Ltd

A M Phillip

FAIRWAYS GM LTD
Reekie Group
Nairn Brown (Glasgow) Ltd
Scot JCB Ltd
Thomas Sheriff & Co Ltd
SGM
Bunce (Ashbury)
Agricar
Fraser C Robb

Lot 13 Tractor Mounted Stumpgrinder/Chipper/Shredder

SGM
A M Phillip
HAMILTON BROS (ENG) LTD
GIBSON GARDEN MACHINERY LTD
The Double A Trading Company Ltd
Thomas Sheriff & Co Ltd
Fraser C Robb
Premier Parts UK

Lot 14 Vehicle Mounted Equipment

Thomas Sheriff & Co Ltd
Nairn Brown (Glasgow) Ltd
FAIRWAYS GM LTD
The Double A Trading Company Ltd
SGM
A M Phillip
Fraser C Robb

Lot 15 Portable Equipment

Rhinowash Ltd
FAIRWAYS GM LTD
Nairn Brown (Glasgow) Ltd
SGM
Flowplant Group Ltd
Fraser C Robb

Lot 16 Static Equipment

FAIRWAYS GM LTD
Rhinowash Ltd
Fraser C Robb

Lot 17 Hand Held Equipment

Scot JCB Ltd
HAMILTON BROS (ENG) LTD
Nairn Brown (Glasgow) Ltd
CS Equipment Ltd
Thomas Sheriff & Co Ltd
A M Phillip

Fraser C Robb

Lot 18 Pedestrian – Self Propelled

HAMILTON BROS (ENG) LTD
Scot JCB Ltd
CS Equipment Ltd
A M Phillip

Lot 19 Tractor Mounted Equipment

Fraser C Robb
Nairn Brown (Glasgow) Ltd
SGM
The Double A Trading Company Ltd
HAMILTON BROS (ENG) LTD
Scot JCB Ltd
TERRA FIRMA (SCOTLAND) LIMITED
FAIRWAYS GM LTD
Bryson Tractors Ltd
Henderson Grass Machinery Ltd
Thomas Sheriff & Co Ltd
A M Phillip
Bunce (Ashbury)
James A Cuthbertson Limited
Agricar

Lot 20 – Towed Grit Spreaders

Fraser C Robb
A M Phillip
HAMILTON BROS (ENG) LTD
FAIRWAYS GM LTD
SGM
Thomas Sheriff & Co Ltd
Bunce (Ashbury)
Nairn Brown (Glasgow) Ltd
Agricar

8 CONTRACT FOR APPROVAL - ASBESTOS SURVEY, REMOVAL & DISPOSAL AND ANALYTICAL SERVICES

There was submitted a report by the Director of Scotland Excel relative to the framework for asbestos survey, removals and analytical services covering the period from 1 April 2015 until 31 March 2017 with the option to extend for up to 24 months to 31 March 2019.

This framework will enable member councils to procure asbestos related services to ensure their housing and commercial properties are kept up to date in terms of asbestos surveys, removals and testing. The framework is supported, where appropriate, by United Kingdom Accreditation Service (UKAS) accreditation and the Health and Safety Executive (HSE) licenses.

The report indicated that the required asbestos services covered by this framework were segmented into two markets, with one market being for asbestos removal services and the other for survey and/or analytical services. Legislation prevented a supplier who surveyed a property being involved in the removal of any asbestos located within the same property. In response to this market segmentation the framework was split into three lots

The forecast annual spend for participating councils was £8m per annum across the three lots.

To date 29 Councils had confirmed participation in this framework. East Ayrshire, Glasgow and Fife Councils have confirmed that they will not participate in the framework. These councils had their own arrangements in place. All member councils however were listed in the EU contract notice as potential participants so that they may access the framework in the future if required.

DECIDED: That the business be awarded as follows:

Lot 1 – Surveys

AMS Asbestos Management Services Ltd – Offer 1
AMS Asbestos Management Services Ltd – Offer 2
Environmental Essentials Ltd
WSP UK Ltd – Offer 1
AMS Asbestos Management Services Ltd – Offer 3
AMS Asbestos Management Services Ltd – Offer 4
Life Environmental Services – Offer 1
WSP UK Ltd – Offer 2
WSP UK Ltd – Offer 3
SGS MIS Environmental Ltd – Offer 1
AMS Asbestos Management Services Ltd – Offer 5
AMS Asbestos Management Services Ltd – Offer 6
REC Ltd – Offer 1
REC Ltd – Offer 3
Environmental Evaluation Limited – offer 1
Redhill Analysts Ltd – Offer 1
Asbestos Analytical Services – Offer 1
REC Ltd – Offer 2
Environtec Ltd – Offer 1
Asbestos Specialists (UK) Ltd
Redhill Analysts Ltd – Offer 2
WSP UK Ltd – Offer 4
Asbestos Analytical Services – Offer 2
Life Environmental Services – Offer 2
Omega Asbestos Consulting Ltd – Offer 1
REC Ltd – Offer 4
Environmental Evaluation Limited – offer 2
Redhill Analysts Ltd – Offer 3
Omega Asbestos Consulting Ltd – Offer 2
Shield On-Site Services – Offer 1
Shield On-Site Services – Offer 2
Environtec Ltd – Offer 2

Lot 2 – Removal & Disposal

Rhodar Ltd – Offer 1
OCS Environmental Services Limited – Offer 1
Enviraz (Scotland) Ltd – Offer 1
Enviraz (Scotland) Ltd – Offer 2
CHAMIC INDUSTRIAL SERVICES LIMITED
Clarkes Environmental Ltd – Offer 1
OCS Environmental Services Limited – Offer 2
GK Contracts (Scotland) Ltd – Offer 1
Rhodar Ltd – Offer 2
Enviraz (Scotland) Ltd – Offer 3
GK Contracts (Scotland) Ltd – Offer 2
GK Contracts (Scotland) Ltd – Offer 3
Rhodar Ltd – Offer 3
GK Contracts (Scotland) Ltd – Offer 4
GK Contracts (Scotland) Ltd – Offer 5
GOWRIE CONTRACTS LIMITED – Offer 1
GOWRIE CONTRACTS LIMITED – Offer 2
Enviraz (Scotland) Ltd – Offer 4
GK Contracts (Scotland) Ltd – Offer 6
Clarkes Environmental Ltd – Offer 2
Aspect Contracts Limited – Offer 1

Lot 3 – Analytical Services

Environmental Essentials Ltd
AMS Asbestos Management Services Ltd – Offer 1
REC Ltd – Offer 1
AMS Asbestos Management Services Ltd – Offer 2
REC Ltd – Offer 4
Life Environmental Services – Offer 1
REC Ltd – Offer 5
Redhill Analysts Ltd – Offer 1
REC Ltd – Offer 2
Environtec Ltd – Offer 1
AMS Asbestos Management Services Ltd – Offer 3
AMS Asbestos Management Services Ltd – Offer 4
IOM Consulting Ltd – Offer 1
WSP UK Ltd – Offer 1
Redhill Analysts Ltd – Offer 2
REC Ltd – Offer 3
WSP UK Ltd – Offer 2
AMS Asbestos Management Services Ltd – Offer 5
AMS Asbestos Management Services Ltd – Offer 6
ACRON ASBESTOS LTD – Offer 1
IOM Consulting Ltd – Offer 2
Environmental Scientifics Group Limited – Offer 1
Omega Asbestos Consulting Ltd - Offer 1
Environtec Ltd – Offer 2
IOM Consulting Ltd – Offer 3
Omega Asbestos Consulting Ltd - Offer 2
Redhill Analysts Ltd – Offer 3

9 **CONTRACT FOR APPROVAL - PRESENTATION & AUDIO VISUAL EQUIPMENT**

There was submitted a report by the Director of Scotland Excel relative to the framework for Presentation & Audio Visual Equipment covering the period from 1 April 2015 to 31 March 2018, with an option to extend for up to one year until 31 March 2019

The report indicated that the framework would incorporate a wide range of solution based packages for interactive white boards, interactive touch screen display units, interactive projectors, LCD & LED projectors and televisions. Installation and reactive maintenance for those products out with warranty would also feature in this framework. Customers would have a single source option for supply, installation and maintenance thereby increasing efficiency for customers.

The framework consisted of a single lot incorporating interactive white boards featuring various technologies, interactive touch screen display units, interactive and multimedia projectors and televisions. Each product type was offered in a range of models and sizes to suit different requirements and environments. In total 37 products were available along with warranty, installation, commissioning and reactive maintenance.

The forecast annual spend for participating councils was approximately £5-6 million per annum which would allow for expenditure on innovative technology or potential spend through the NHS, Scottish Parliament and council office rationalisation projects.

To date 32 councils and Tayside Contracts had confirmed their intention to participate in this framework from the outset. National Services Scotland (NHS) and the Scottish Parliament have also cited their intention to participate in the framework and this was stated in the contract notice.

DECIDED: That the business be awarded as follows:

AVM Impact Ltd
SSUK Ltd
TCIB Installations
Irruptus Limited (t/a Efficient Infrastructure Solutions)

10 **DATE OF NEXT MEETING**

The next meeting would be held on 27 March, 2015.