

## **Notice of Meeting and Agenda Scotland Excel Executive Sub-Committee**

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

KENNETH GRAHAM  
Head of Corporate Governance

### **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

During consideration of the following items of business, the meeting will be open to the press and public.

### Apologies

Apologies received from members of the Board.

### 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.

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Minute of Executive Sub Committee</b><br>Minute of meeting of the Executive Sub-Committee held on 30 January 2015     | <b>5 - 10</b>  |
| <b>2</b> | <b>Revenue Budget Monitoring Report</b><br>Joint Report by the Treasurer and the Director for period to 30 January 2015. | <b>11 - 14</b> |
| <b>3</b> | <b>Vacancy and Workforce Plan</b><br>Report by Director on Vacancy and Workforce Plan                                    | <b>15 - 16</b> |
| <b>4</b> | <b>Stakeholder Engagement Update</b><br>Report by Director on Stakeholder Engagement                                     | <b>17 - 20</b> |
| <b>5</b> | <b>Delivery of National Care Home Contract</b><br>Report by Director on Delivery of National Care Home Contract          | <b>21 - 28</b> |
| <b>6</b> | <b>Contract for Approval - Building and Timber</b><br>Report by Director   | <b>29 - 42</b> |
| <b>7</b> | <b>Contract for Approval - Grounds Maintenance Equipment</b>   | <b>43 - 54</b> |
| <b>8</b> | <b>Contract for Approval - Asbestos Survey, Removal &amp; Disposal and Analytical Services</b><br>Report by Director     | <b>55 - 68</b> |

- 9      **Contract for Approval - Presentation & Audio Visual Equipment**      69 - 78  
Report by Director
- 10     **Date of Next Meeting**  
27 March 2015



**MINUTE OF MEETING OF THE SCOTLAND EXCEL EXECUTIVE SUB-COMMITTEE  
HELD AT RENFREWSHIRE HOUSE, PAISLEY ON 30 JANUARY, 2015**

**PRESENT**

Councillors P Valentine (Angus Council); I Whyte (City of Edinburgh Council); N Macdonald (Comhairle nan Eilean Siar); M McElroy (Glasgow City Council); G McLean (North Ayrshire Council); and Provost E Logan (South Lanarkshire Council).

Councillor Valentine, Vice Convener, presided.

**APOLOGIES**

Councillors G Dykes (Dumfries and Galloway Council); L Erskine (Fife Council); M Smith (Highland Council); M Holmes (Renfrewshire Council); and A Westlake (Shetland Council)..

**IN ATTENDANCE**

J Welsh, Director of Scotland Excel, H Carr, Head of Strategic Procurement; I McCulloch, Head of Professional Services; J McLaggan, Business Services Manager; R Bridgen, Senior Procurement Specialist; G Montgomery, Senior Procurement Specialist; L Richard, Acting Category Manager; and K Copland, Business Services Assistant (all Scotland Excel); and D Forbes, Finance Manager; E Coventry, Democratic Services Officer; and K Druce, Assistant Committee Services Officer (all Renfrewshire Council).

**DECLARATIONS OF INTEREST**

Councillor McElroy (Glasgow City Council) declared an interest in Item 10(b) of the Agenda as he was an employee of the Scottish Parliament and indicated his intention not to take part in any discussion or voting thereon.

**1. MINUTE OF THE MEETING OF THE EXECUTIVE SUB-COMMITTEE**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 5 December, 2014.

**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 2 January, 2015.

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

### 3. **TRANSFORMING SCOTLAND EXCEL - BUSINESS, BUDGET AND WORKFORCE PLAN UPDATE REPORT**

There was submitted a report by the Director which provided an update on progress made on the Transforming Scotland Excel - Business, Budget and Workforce Plan.

The report advised that the Director continued with the Stakeholder Engagement Programme to engage with all stakeholder groups to understand their requirements. The category management model of procurement continued to be embedded into the organisation with the first stages of changes in organisational structure being implemented.

A number of core projects were identified that would support Scotland Excel in achieving its goals. Each project had been assigned an internal project manager and a project brief had been agreed. The overall programme would be managed by internal Scotland Excel resources and supported and delivered by the appointment of two temporary Business Change Project Managers. The core projects launched were:- Stakeholder Engagement; Funding the future of Scotland Excel; Business and Market Intelligence; Governance, Policy and Processes; Leading Change and Organisational Development.

The report indicated that workforce planning was an ongoing aspect of business development and as such, revision of the organisational plan was required to achieve the flexibility required to reshape and manage the current and future workforce over the next year.

A number of workforce planning actions were already underway including: vacancy management; the realignment of various posts into different business areas in line with customer needs; a review of temporary employees; and an assessment of interest in Voluntary Redundancy/Voluntary Early Retirement (VR/VER). To enable Scotland Excel to take the organisation and its stakeholders to the next level of excellence through the Transformational Change Project and to enable Scotland Excel VR/VER where appropriate, it was proposed that funding of up to £200k be utilised from the forecast underspend in the current financial year 2014/15 and that any successful VR/VER applications be agreed through a phased approach over 2015.

The report intimated that over the next few months the new business plan and structure would be developed for presentation and approval for the Joint Committee on 12 June, 2015 and up until then regular update progress reports would be presented at each Committee.

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

#### 4. **PROGRESS REPORT**

There was submitted a report by the Director of Scotland Excel which provided an update on the development and activities of Scotland Excel since the last meeting in terms of the five strategic aims of Scotland Excel.

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

#### 5. **ASSESSING PROCUREMENT CAPABILITY – 2014 PCA RESULTS**

There was submitted a report by the Director of Scotland Excel which detailed findings of the 2014 Procurement Capability Assessment (PCA) Programme. After completion of the 2014 assessments, the sector had 4 organisations at Superior level, 25 at Improved and 3 at Conformance level of performance. The PCA was constructed of 8 sections each focussing on different aspects of procurement performance. In 2014 the section on contract and supplier management made the largest improvement (7%). This area was a particular weakness for public sector and the increase demonstrated the improvement made in this area.

An Annual Event would be held in late March 2015 to:- analyse the results of the PCA's undertaken; discuss the assessment regime that would replace the current PCA's; and address future requirements for Scotland Excel in supporting the Councils.

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

#### 6. **CONTRACTS FOR APPROVAL**

##### (a) **Janitorial Supplies**

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 March 2015 until 28 February 2018 with an option to extend for up to 12 months to 28 February, 2019. The new framework was renamed Janitorial Products to establish a clear difference for customers from the Washroom Solutions framework. The framework covered a wide range of janitorial products; the significant spend items were black bin bags, paper towels and washing detergents.

The report indicated that the framework was split into three distinct product group areas within one Lot: Janitorial products; Paper products and Chemical products. Additionally each group had two sections: Highest value spend range to include products that had demonstrated expenditure in excess of £20k per annum and Mid value spend range to include products that had demonstrated spend in excess of £5k per annum. This equated to approximately £8 million per annum.

To date 29 councils and Tayside Contracts had confirmed their participation in this framework. Glasgow, Stirling and The Highlands Councils would not be participating.

**DECIDED:** That the business be awarded as follows.

<b>Supply and Delivery of Janitorial Products</b>
Unico Limited
Instock Disposables Limited
Alliance

**(b) Security Services & Equipment**

There was submitted a report by the Director of Scotland Excel relative to the framework for the supply and delivery of Security Services and Equipment (including installation, maintenance and repair) for 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 existing framework covered the supply of manned guards and the stewarding of council organised public events. The scope of the replacement framework had been extensively widened to incorporate a broader range of security services such as CCTV and alarm systems design, installation and maintenance. This framework provided councils and other participating bodies with a mechanism to procure a wide range of security services and solutions ranging from traditional manned guards to more sophisticated technology based solutions such as intruder and fire alarms, sprinkler systems and CCTV.

As part of the strategy development for this framework a full security services expenditure review was conducted and six Lots were agreed by the User Intelligence Group (UIG) incorporating the updated range of technological requirements such as CCTV and alarms etc. Based on the expenditure split, an overall framework saving figure of 7.84% was estimated, generating annual savings of approximately £1m. The following lotting structure was designed to align with council requirements and to maximise opportunities for SMEs:

The report indicated that the framework was six Lots as follows: Lot 1 - The provision of Manned Guarding Services (Including Mobile & Key holding); Lot 2 - The provision of Event Stewarding and Marshalling Services; Lot 3 - The provision of CCTV Security Systems (incl. Installation, CCTV-ARC services, maintenance & repair); Lot 4 - The provision of Security Alarm Systems (incl. Installation, ARC services, maintenance & repair); Lot 5 - The provision of Fire Detection Alarm Systems (incl. Installation, ARC services, maintenance & repair); and Lot 6 - The provision of combined CCTV, Security Alarm & Fire Systems (incl. Installation, ARC services, maintenance & repair).



To date 28 councils and Tayside Contracts have confirmed their intention to participate in this framework. Fife Council had indicated it would consider participation in the longer term subject to internal review and expiry of existing contractual arrangements. East Ayrshire Council, North Ayrshire Council and Scottish Borders Council advised they would not participate as they had arrangements in place locally. However, all member councils were listed in the EU contract notice as potential participants and may access the framework in the future if required.

**DECIDED:** That the business be awarded as follows:

Supplier	Award
AFA FIRE & SECURITY LTD	Lots 3, 4 5,6
Alarmfast Supervision Security Systems Ltd	Lots 5, 6
Allander Security Limited	Lot 1
Chubb Fire & Security Limited	Lots 3, 4 5,6
Croma Vigilant	Lot 2
FES Limited	Lots 3, 4 5,6
G4S Secure Solutions	Lots 1, 2
GTS Solutions CIC	Lots 1, 2
IC Fire & Security Ltd	Lots 3, 4 5,6
IRN SECURITY	Lots 3, 4 5,6
MITIE Security Ltd	Lots 1, 2
Profile Security Services Ltd	Lot 1
SecuriGroup	Lots 1, 2
Securitay Limited	Lot 1
Sercon Support Services Ltd	Lot 1
Spie Scotshield Limited	Lots 3, 4 5,6

## 7. **EMPLOYEE ABSENCE MANAGEMENT REPORT**

There was submitted a report by the Director of Scotland Excel providing information on the employee absence statistics for Scotland Excel. The report advised of the absence levels for the period to November, 2014 and provided information relating to the absence statistics and reasons thereto.

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

## 8. **ASSOCIATE MEMBER APPLICATIONS**

### (a) **Community Safety Glasgow**

There was submitted a report by the Director of Scotland Excel indicating that a request for associate membership of Scotland Excel had been received from Community Safety Glasgow. It was noted that Community Safety Glasgow was a limited company with charitable status, established by Glasgow City Council in October 2006 as an Arms Length External Organisation (ALEO). The aim of the organisation was to prevent crime, tackle antisocial behaviour and promote community safety in the city by

delivering a range of interventions, activities and programmes across the city through schools and communities.

**DECIDED:** That the Community Safety Glasgow application to join Scotland Excel as an associate member be approved subject to completion and signing of the SLA and, as an ALEO of Glasgow City Council there be no annual membership fee.

**(b) Scottish Parliament Corporate Body**

There was submitted a report by the Director of Scotland Excel indicating that a request for associate membership of Scotland Excel had been received from the Scottish Parliament Corporate Body which was a body of the Scottish Parliament responsible for the administration of the Parliament. The Scottish Parliamentary Corporate Body was established by section 21 of, and Schedule 2 to, the Scotland Act 1998. The Scottish Parliamentary Corporate Body considered and made decisions on a wide range of issues in relation to the running of the Parliament and included the property, staff and resources that the Parliament required in order to operate.

The Scottish Parliamentary Corporate Body had expressed interest in potentially accessing some of the future contracts which Scotland Excel was developing. To enable them to do this they had submitted a request for associate membership.

**DECIDED:** That the Scottish Parliamentary Corporate Body application to join Scotland Excel as an associate member be approved subject to completion and signing of the SLA and payment of annual membership fee of £650.

**9. DATE OF NEXT MEETING**

The next meeting would be held on 6 March, 2015.

That the meeting due to be held on 22<sup>nd</sup> May be moved to 15<sup>th</sup> May 2015

## SCOTLAND EXCEL

**To:** Scotland Excel Executive Sub Committee

**On:** 6 March 2015

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**Report by:** Joint Report by the Treasurer and the Director

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**Heading:** Revenue Budget Monitoring Report to 30 January 2015

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### 1. Summary

- 1.1 Gross expenditure is £46,000 under budget and income is currently £145,000 over recovered which results in a net underspend of £191,000 for Scotland Excel. This is summarised in point 4:

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### 2 Recommendations

- 2.1 It is recommended that members consider the report.

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### 3 Budget Adjustments Since Last Report

- 3.1 There have been no budget adjustments since the last report.

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### 4 Budget Performance

- |                             |                                |
|-----------------------------|--------------------------------|
| <b>4.1 Current Position</b> | <b>Net Underspend £191,000</b> |
| <i>Previously Reported</i>  | <i>Net Underspend £197,000</i> |

The variance in expenditure is primarily due to an underspend in Employee Costs and Supplies & Services partially offset by an overspend in Administrative Costs.

The underspend in Employee Costs is mainly related to 4 vacancies within procurement roles. A recruitment process is underway and these posts are expected to be filled by the year end. This is partially offset by agency fees for additional temporary staff. Additional Employee and Travel Costs in relation to the procurement reform team are offset by additional income.

The underspend in Supplies and Services is due to delays in the planned expenditure on IT development.

The overspend in Administration Costs is mainly due to legal fees incurred following a recent challenge over a tendering contract, the majority of these costs are expected to be recovered on conclusion of the legal process. Additional recruitment costs related to the filling of vacancies have also contributed to the overspend.

Training courses delivered by Scotland Excel have resulted in the overspend within Payments to Other Bodies. These are fully recharged back to delegates and offset by additional income.

The over recovery of Other Income relates to the recoverable Employee Costs, Legal Fees and Training Costs discussed above.

## **4.2 Projected Year End Position**

The projected year end position shows a draw down from reserves of £337,700 which is £117,700 less than the approved draw down primarily associated with the vacancies discussed in 4.1. This includes a projected draw on reserves of £112,900 in respect of VR/VER costs as discussed in the 2015-16 Revenue Estimates report approved by the Joint Committee on the 5 December 2014.

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**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2014/15**  
**1st April 2014 to 30th January 2015**

JOINT COMMITTEE : SCOTLAND EXCEL

Description (1)	£000's (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's   (7)   %
Employee Costs	2,721	2,211	2,112	0	2,112	99   4.5%   underspend
Property Costs	178	172	172	0	172	0   0.0%   breakeven
Supplies & Services	183	102	67	0	67	35   34.3%   underspend
Contractors and Others	247	206	202	0	202	4   1.9%   underspend
Administration Costs	308	55	80	0	80	(25)   -45.5%   overspend
Payments to Other Bodies	33	19	86	0	86	(67)   -352.6%   overspend
<b>GROSS EXPENDITURE</b>	<b>3,670</b>	<b>2,765</b>	<b>2,719</b>	<b>0</b>	<b>2,719</b>	<b>46   1.7%   underspend</b>
Contributions from Local Authorities	(3,184)	(3,184)	(3,184)	0	(3,184)	0   0.0%   breakeven
Other Income	(30)	(30)	(175)	0	(175)	145   483.3%   over-recovery
<b>INCOME</b>	<b>(3,214)</b>	<b>(3,214)</b>	<b>(3,359)</b>	<b>0</b>	<b>(3,359)</b>	<b>145   4.5%   over-recovery</b>
<b>TRANSFER (TO)/FROM RESERVES</b>	<b>456</b>	<b>(449)</b>	<b>(640)</b>	<b>0</b>	<b>(640)</b>	<b>191   42.5%   underspend</b>

	Agreed Annual Budget	Year to Date Budget	Year to Date Actual	Adjustments	Revised Actual
CORE OPERATIONS EXPENDITURE	3,265	2,469	2,435	0	2,435
NON-CORE OPERATIONS EXPENDITURE	405	296	284	0	284
<b>TOTAL GROSS EXPENDITURE</b>	<b>3,670</b>	<b>2,765</b>	<b>2,719</b>	<b>0</b>	<b>2,719</b>

Budgeted Deficit	£000's	Opening Reserves
Anticipated Year End Deficit	456	(1,135)
	338	(797)

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## Scotland Excel Executive Sub Committee

**To: Executive Sub Committee**

**On: 6 March 2015**

### Report by Director

### Vacancy and Workforce Plan Report

#### 1. Introduction

At the January Executive Sub Committee members requested a report explaining the current vacancies, recruitment update and the impact of VER / VR on the operation and budget of Scotland Excel. The purpose of this report is to update members on these areas.

#### 2. Background

The use of VR / VER in Scotland Excel has identified a cost of £110,000 to release staff and this figure is 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 will generate annual savings of £198,000. The release of these staff can be achieved without any impact upon the contract delivery schedule and it is proposed that these savings are reinvested in the service delivery of the organisation.

In January Scotland Excel advertised a number of posts that were either vacant in the establishment or would support the future development of the organisation ahead of the implantation of the future 3 year business plan. These posts were;

- Strategic Procurement Manager – 1 post, already vacant
- Procurement Category Managers – 4 posts, new posts funded from existing structural changes.
- Procurement Category Analyst – 1 post, replacement for previous post holder.
- Business Change Project Managers – 2 temporary posts funded from funds identified at the Joint Committee in December 2014.

In addition to the posts previously advertised it is the intention to create a new post, Head of Customer & Business Services which will play a key role in engaging externally with our stakeholders and develop effective marketing and communications strategies.

The 3 year strategy for Scotland Excel and the supporting organisational structure will be submitted to the June Joint Committee; however a further update on progress will be given to the Executive Sub Committee in late March.

#### 3. Recommendation

Members are requested to note the content of this report.





## Scotland Excel Executive Sub Committee

**To: Executive Sub Committee**

**On: 6 March 2015**

### **Report by Director**

### **Stakeholder Engagement Update**

#### **1. Introduction and Purpose**

As members will be aware, on appointment to the role of director, Julie Welsh, made a commitment to launch an extensive stakeholder engagement project to allow key stakeholders to share views on the future strategic direction of the organisation. This paper is an update on the progress made

#### **2. Background**

As the primary stakeholders of Scotland Excel, the 32 local authorities were identified as the main cohort of meetings to be scheduled. Meetings were to be organised with three primary groups; corporate procurement managers, chief executives and their senior teams and elected members. Additional stakeholder groups have been identified and will form part of phase II of the stakeholder engagement exercise.

#### **3. Progress Update**

A number of meetings have been held since the last update:

- Presented to the Angus council Procurement Board, a mixed member officer group, on Scotland Excel background, future strategic direction and the direction of the sector.
- Met with Joint Committee member at Perth & Kinross Council.
- Presented to Perth & Kinross Chief Executive and senior team on Scotland Excel strategy and Commercial Excellence future strategy.
- Met with Corporate procurement team at South Lanarkshire council.
- Met with South Lanarkshire councillor Convery, chair of finance and corporate committee.
- Presented to South Lanarkshire Chief Executive and senior team on Scotland Excel strategy and discussed future services.
- Met with key contract stakeholders at South Lanarkshire council.
- Met with Supplier Development Programme
- Discussed Scotland Excel strategy and sector direction with Chief Executive and director at West Lothian council.
- Met with Joint Committee member at West Lothian Council.
- Met with corporate procurement team at West Lothian council.
- Discussed Scotland Excel strategy with Chief Executive at City of Glasgow council.
- Met corporate procurement team at City of Glasgow council.

A number of additional meetings have now been scheduled to meet with extended stakeholders within councils. **Table 1** provides an update on meetings to date and future scheduled meetings. A “standard approach” emerged from the initial meetings consisting of a number of meetings being held within each council covering a range of topics:

- Background and performance of Scotland Excel
- Future strategic direction discussion
- Council specific discussion on procurement performance and direction
- Future strategic direction of the sector.

This approach has been welcomed by subsequent organisations and it is anticipated that future meetings will continue to be in this format unless requested otherwise.

**Table 1**

Council	CEO	CPM Meeting	Status	CEO/CMT Meeting	Status	Member Meeting	Status	Comments
Aberdeen City	Angela Scott	31/10/2014	Done					Awaiting dates
Aberdeenshire Council	Colin MacKenzie	31/10/2014	Done					Awaiting dates
Angus Council	Richard Stiff	13/10/2014	Done	16/01/2015	Done	02/02/2015	Done	
Argyll & Bute Council	Sally Loudon	13/11/2014	Done	09/01/2015	Done	09/01/2015	Done	
City of Edinburgh Council	Sue Bruce	14/11/2014	Done					NS providing dates
Clackmannanshire Council	Elaine McPherson	02/12/2014	Done					Awaiting dates
Comhairle nan Eilean Siar	Malcolm Burr	04/12/2014	Done	04/12/2014	Done	04/12/2014	Done	
Dumfries and Galloway Council	Gavin Stevenson	03/10/2014	Done					Awaiting dates
Dundee City Council	David Dorward	13/10/2014	Done	11/03/2015		11/03/2015		
East Ayrshire Council	Fiona Lees	03/10/2014	Deputy Attended					EAC dates provided
East Dunbartonshire Council	Gerry Cornes	23/10/2014	Done					Awaiting dates
East Lothian Council	Angela Leitch	20/11/2014	Done					Awaiting dates
East Renfrewshire Council	Lorraine McMillan	13/11/2014	Done	07/01/2014	Done			Awaiting response from councillor
Falkirk Council	Mary Pitcaithly	02/12/2014	Done	20/03/2015		20/03/2015		
Fife Council	Steve Grimmond	19/12/2014	Done					SXL provided dates
Glasgow City Council	Anne-Marie O'Donnell	31/10/2014	Done	25/02/2015		Jan-15	Done	
Inverclyde Council	John Mundell	13/11/2014	Done	26/01/2015	Done	26/01/2015	Done	
Midlothian Council	Kenneth Lawrie	20/11/2014	Done					CPM unavailable. Re-organising
North Ayrshire Council	Elma Murray	03/10/2014	Done	22/04/2015				
North Lanarkshire Council	Gavin Whitefield	23/10/2014	Done					Awaiting dates
Orkney Islands Council	Alistair Buchan	09/12/2014	Done	09/12/2014	Done	09/12/2014	Done	
Perth & Kinross Council	Bernadette Malone	13/10/2014	Done	03/02/2015	Done	03/02/2014	Done	
Renfrewshire Council	Sandra Black	13/11/2014	Done	07/04/2015		07/04/2015		
Scottish Borders Council	Tracey Logan	20/11/2014	Done	16/03/2015		16/03/2015		
Shetland Islands Council	Mark Boden							Awaiting dates
South Ayrshire Council	Eileen Howat	03/10/2014	Done	19/11/2014	Done	19/11/2014	Done	
South Lanarkshire Council	Lindsay Freeland	23/10/2014	Done	05/02/2015	Done	05/02/2015	Done	
Stirling Council	Stewart Carruth	02/12/2014	Done					Awaiting dates
Tayside Contracts / TPC		13/10/2014	Done	17/03/2015				
The Highland Council	Steve Barron	30/03/2015		30/03/2015				
The Moray Council	Roddy Burns						-	SXL providing dates
West Dunbartonshire Council	Joyce White	23/10/2014	Done	27/04/2015		25/04/2015		
West Lothian Council	Graham Hope	02/12/2014	Done	10/02/2015	Done	10/02/2015	Done	

#### 4. Next Steps

The schedule will continue to be developed to ensure all councils have been covered. The nature and scale of each of the meetings has been greater than first anticipated but due to the positive response from this will be continued. Phase II meetings will be start to be co-ordinated from next month in order to meet other external stakeholders e.g. Chamber of Commerce, FSB, Directors of Finance etc.

In addition to the above exercise, a longer term stakeholder engagement process will be agreed for the future as part of the Scotland Excel transformation programme under the stakeholder engagement project.

## **5. Conclusion**

Members are asked to note this update on the progress made since the last update on the 30<sup>th</sup> January. These stakeholder sessions continue to deliver vital input to the future strategy and shape of Scotland Excel.



## **Scotland Excel Executive Sub Committee**

**To: Executive Sub Committee**

**On: 6 March 2014**

### **Report by Director**

#### **National Care Home Contract**

#### **1. Introduction and Background**

This report provides the Executive Sub Committee with a progress update with regards to Scotland Excel taking on a much more active role in the procurement and management of the National Care Home Contract. The report sets out the expected benefits and potential risks.

Appendix 1 sets out a brief history of the development and implementation of the contract from 2006 to the present day. A key point is that a national fee rate is set and negotiated annually. The contract is then used to spot purchase care home placements locally. The contract has not been subject to any past competitive tendering.

As at March 2014, 31,943 people were living in older peoples care homes in Scotland at an estimated cost of circa £600m per annum. With the exception of Shetland Islands Council, the National Care Home Contract is currently used by all Scottish councils.

In recent years there have been major changes in the landscape that have a direct impact on the National Care Home Contract and how it is managed including:

- Implementation of the Public Bodies (Joint Working) (Scotland) Act 2014, which sets out the process for the integration of health and social care, and delivery of joint strategic commissioning plans;
- Recommendations from the National Task Force Development Group covering areas such as rehabilitation and prevention, personalisation, capacity planning, risk management, care home governance, quality assurance, fee structures and costs;
- Continued risk of major care provider failure (such as Southern Cross) with no national intelligence for providers operating across councils.

Against this background, it is proposed that Scotland Excel undertakes the management of the National Care Home Contract. Scotland Excel is currently in dialogue with COSLA to move forward with a value proposition and a series of sample reports have been produced for council and partnership feedback.

## **2. Procurement Process**

Currently the National Care Home Contract is negotiated annually by a team of senior local government officials, led by COSLA. Scottish Care and the Coalition of Care Providers Scotland (CCPS) lead the negotiations on the providers' side and council Leaders make the final decision about the terms of the contract and national fee levels. Negotiations have generally led to increased % on rates to cover inflation and other specific cost pressures, for example current fee negotiations for 2015/2016 have a specific focus on responding to the low levels of pay in the care home sector.

One council recently conducted a separate procurement exercise for care home places, based on the national rate with a fixed percentage increase across 3 years. The procurement however failed to elicit sufficient interest from providers.

Scotland Excel expect to review the present contracting approach and all alternate options with purchasers, providers and other stakeholders within the first 12 months of taking on the procurement management of the contract.

## **3. Benefits of Scotland Excel taking on Procurement Management**

Scotland Excel would ensure that policy directives are supported via any future procurement management, including community benefits, workforce management, self directed support and sustainability. Core benefits that Scotland Excel would bring outwith current arrangements include:

- supporting the development of Joint Strategic Commissioning Plans including stakeholder and market analysis, performance management, benchmarking, spend analysis, opportunity assessment, procurement strategy and national provider monitoring;
- contributing to the implementation of the National Task Force Development Group recommendations;
- developing an early warning system across Scotland which would alert partnerships to anticipated market failures, with a particular focus on providers in financial distress;
- creating and sharing national business and market intelligence to complement local contract monitoring information and provide the basis for informed negotiation;
- applying price indexation methodology to assess perceived cost pressures within the care home sector and provide a basis for joint discussion on managing these pressures;
- monitoring of workforce conditions including, where relevant, the payment of the living wage and modelling of the costs of any future workforce initiatives;
- undertaking a provider development programme to improve quality and encourage innovation; and
- reporting to all stakeholders on industry performance.

None of these activities are being delivered presently. Whilst councils actively engage with services at a care home level, there are no resources in place to performance monitor at a national and provider level with implications for loss of opportunities to identify efficiencies or risk across the sector.

## 5 Resources

Management of the National Care Home Contract cannot be undertaken within present resources. The skills required to effectively manage the National Care Home Contract include procurement, commissioning, data analysis, financial accounting and risk management. The resources to support these activities need to reflect the contract spend, circa £600m per annum with approximately 353 providers across circa 887 care homes.

The resources currently in place provide capacity only to annually negotiate fees, as well as some policy development work. Moving forward however there is an opportunity to enhance contract management activities, particularly in respect to providers operating across Scotland (it is estimated that circa 49% of annual spend is shared by 15 providers). There is no national monitoring of contract performance, or shared intelligence about the achievement of outcomes for older people or the state of the workforce in terms of pay conditions. As stated above there is no national intelligence which would provide early warning of potential major failure of large providers.

It is estimated that Scotland Excel will require circa £250k per annum to undertake the necessary activities. This delivers 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 is estimated at only 0.04% of the current expenditure across Scotland.

While it is recognised that this cost comes at a time when budgets are under pressure, many of the planned activities that would be funded will prevent a likely duplication of strategic commissioning plan effort in councils. Any shared service arrangement would deliver significant efficiencies in terms of procurement and performance management, data analysis, financial accounting and risk management. As a benchmark it is estimated that if each council undertook the function of separately commissioning and procuring care home services it would cost circa £1m (refer Appendix 2).

## 6. Risks

The procurement management of the National Care Home Contract brings a number of risks, including:

Risk Description			Impact	Likely	Controls
Councils	default	on	High	Low	Requires agreement prior to transfer of responsibility or work will not commence
resources to deliver activity					
Providers refuse to engage with Scotland Excel			High	Medium	High levels of provider engagement and the development of incentives within contract

				terms for the provision of performance information
Scotland underestimates the level of resources required to deliver stated outcomes	Excel	High	Low	Deliverables are tied to levels of resources with the development of a service level agreement with Councils
Partners default on their commitment to contribute to outcome of fee negotiations		High	Medium	High levels of partnership working with all stakeholders including Scottish Government, COSLA and Provider representative bodies to ensure that fee negotiations can be funded
Major care failure not predicted		High	Medium	Although controls can be put in place to identify risk there will be instances of unanticipated failure. This needs to be made explicit in service level agreements with purchasing bodies.

The key to Scotland Excel delivering benefits across Scotland will undoubtedly be high levels of stakeholder engagement and following agreement to transfer responsibility for the National Care Home Contract, Scotland Excel would host a series of mobilisation meetings with councils to assist and encourage their engagement and the realisation of the potential benefits. Additionally Scotland Excel will continue to work with COSLA, Scottish Government, Scottish Care and CCPS throughout the lifetime of the contract to ensure that the contract continues to meet the needs of stakeholders.

## 7 Timescales

A full project plan for transfer of responsibilities can be drawn up following formal agreement to the transfer of procurement activity to Scotland Excel. In the meantime it is suggested that the following high level timescales would apply:

Task	Timescale
Development and agreement on governance	March 2015
Approval to transfer management	April 2015
Contract mobilisation	April to May 2015
Develop report structure with all stakeholders	June 2015
First performance reports	September 2015

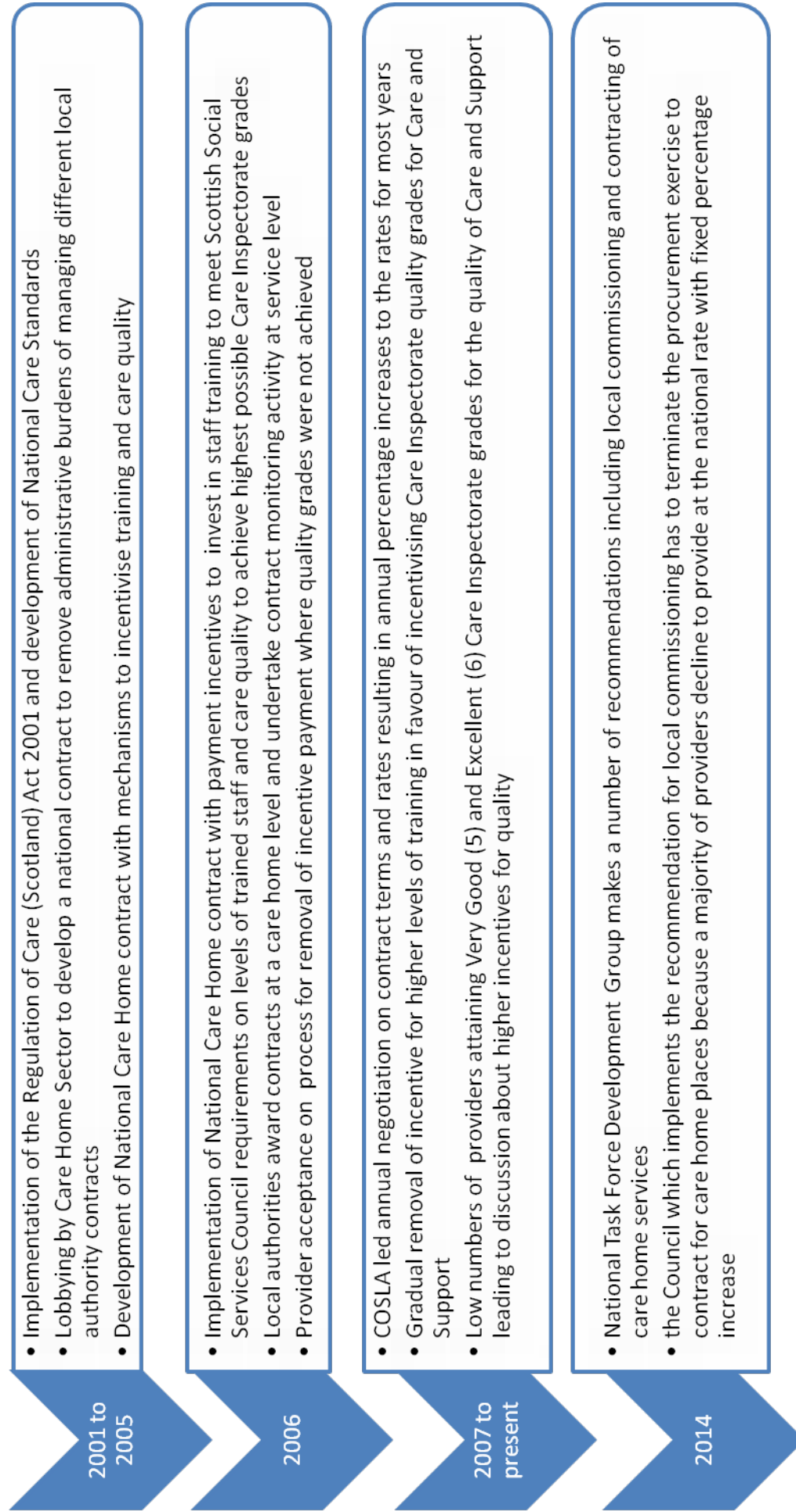
## 8 Conclusion

The challenge is to deliver the benefits outlined above of a national shared collaborative approach which maintains equity across Scotland, while providing scope for local commissioning arrangements. Key to this is partnership working at national level. Scotland Excel has proven experience in the delivery of national arrangements and is well



placed to provide market oversight and risk management, under the governance of the partners.





Estimated cost to Council of local procurement of care home places									
Salaries only									
Post	days spent	NJC pay scale point	Salary p.a. 1.4.14	Cost	Oncost 15%	Total	Comment		
Commissioning manager	40	51	44598	£4,887	£733	£5,621	Procurement strategy negotiation		
Procurement officer	236	36	30810	£19,921	£2,988	£22,909	Strategy development/tender management		
Administration	20	14	16776	£919	£138	£1,057	Document handling		
Legal services	10	38	32613	£894	£134	£1,028	Legal advice/functions		
Finance	20	25	22257	£1,220	£183	£1,402	Price evaluation/guidance		
Total costs				£27,841	4176.11	£32,017	Averaged per council		
						£1,024,539 For 32 councils if salary and process was equivalent			
Note 1	Salary scales are estimated for these functions and may vary by Council size								
Note 2	The estimated days spent is based on Cost and Effectiveness considerations from a report prepared for the European Commission in March 2011 this would result in a requirement for 116 days per Council dedicated to the framework agreement tender exercise alone with an estimated minimum 120 days for planning, development of procurement strategy, equality impact assessment, risk register and engagement with providers								

## Scotland Excel Executive Sub Committee

**To:** Executive Sub Committee

**On:** 6 March 2015

### Report by Director

**Tender:** Supply and Delivery of Building and Timber Materials

**Schedule:** 13/14

**Period:** 1 April 2015 until 31 March 2018 with an option to extend for up to 12 months until 31 March 2019

#### 1. Introduction and Background

The current framework for Building and Timber Materials expires on 31 March 2015. Following User Intelligence Group (UIG) discussions and based upon the high level of satisfaction with the current framework, it was agreed that a renewal framework should be established. This proposed renewal framework will operate from 1 April 2015 until 31 March 2018 with an option to extend for up to 12 months until 31 March 2019.

This framework will 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 are likely to use the framework including stores and housing maintenance.

The current Building and Timber Materials framework (40/10) received positive feedback from the supply base as it was regarded as promoting the expectation of legal and sustainable timber. The framework was also recognised in a 2012 World Wide Fund for Nature (WWF) report, as making it easier to ensure legality and sustainability of timber purchases. A majority of councils have signed up to WWF's "*What wood you choose*" timber pledges with many achieving bronze, silver and gold status. A key objective for the renewal is to build upon the current framework to embed best practice sustainable procurement of timber materials.

#### 2. Scope, Participation and Spend

As part of strategy development, the UIG approved the inclusion of eight lots in this framework as summarised in Table 1. This lotting strategy recognises the current structure of the market place and was designed to align with council requirements.

The lotting strategy also maximised the opportunities for SMEs to bid and increased competition, in particular for more specialist items, for example, timber door sets.

**Table 1: Lotting Structure**

<i>Lot No.</i>	<i>Description</i>	<i>No. of products</i>	<i>Estimated % of Spend</i>
1	Timber Doors	47	11%
2	Timber Door Sets	17	6%
3	Sheet and Timber Materials	235	31%
4	Timber Fencing	29	2%
5	Laminated Wall Panels	17	16%
6	Building Materials	192	17%
7	Roofing Materials	185	14%
8	Metal Fencing	44	3%
-	Total	766	100%

As detailed in Appendix 1, 30 councils have confirmed their intention to participate in this framework, an increase from the 26 councils participating in the current framework. East Ayrshire and Stirling councils have confirmed that they will not participate as they have their own arrangements in place.

In addition to councils, cross sectoral discussions have been held and NHS, Advanced Procurement for Universities and Colleges (APUC), Scottish Prison Service (SPS), the Scottish Government as well as River Clyde Homes and Rossie Young People Trust (both associate members of Scotland Excel) have also confirmed an intention to participate in the framework.

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 allow a contingency, for those participating councils that do not have full spend visibility, the framework had been advertised at £61m.

### **3. Procurement Process**

A UIG consisting of representatives from participating councils agreed the procurement strategy. In addition, a working group consisting of technical and procurement representatives was formed to review technical specifications and rationalise the core list.

A Prior Information Notice (PIN) was published on 16 May 2014 which resulted in expressions of interest from 37 organisations. Meetings were held with potential bidders including both incumbent and new suppliers. During meetings, ability to service, trading processes, market trends, community benefits and sustainability were discussed as well as the current core lists and specifications.

To ensure maximum competition, the UIG agreed that an open tender process should be followed to establish the renewal framework.

This framework was advertised in the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal on the 16 October 2014. The tender process was conducted using the Public Contracts Scotland Tender (PCS-Tender) system.

The procurement process followed a two stage tendering procedure. At the first stage, tender responses were assessed against financial capability, technical/professional capability and business probity requirements. Bidders were required to pass this stage in order for their offer to be evaluated. At the second stage of the process, the offers were evaluated against the following criteria and weightings.

**Lots 1-5 (Timber Lots)**

Technical	25%
Commercial	75%

**Lots 6-8 (Non Timber Lots)**

Technical	20%
Commercial	80%

Bidders offering for timber lots (1-5) were required to upload evidence to confirm that all products offered will come from a legal source and a sustainable source in accordance with UK Government Timber Procurement Policy. Submitted evidence was assessed by Scotland Excel and the Central Point of Expertise on Timber (CPET).

Within the technical element, bidders were required to evidence their knowledge and experience by responding to method statements which covered areas including; service and delivery, contract management, sustainability and community benefits. Bidders were also assessed in terms of any additional fixed pricing periods offered.

Within the commercial element, bidders were invited to offer on a lot by lot basis, with fixed pricing for six months for timber lots (1-5) for core items and twelve months for non timber lots (6-8) for core items. Bidders were invited to offer discounts in relation to non core items, collection, single source and delivery to central stores.

#### **4. Report on Offers Received**

The tender document was downloaded by 52 organisations. An on time offer was submitted by 28 bidders. A summary of the offers received is provided in Appendix 2.

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

## **5. Recommendations**

Under EU procurement legislation a framework agreement can be concluded with a single supplier or more than one supplier. If the framework agreement is concluded with more than one supplier, the minimum number of suppliers must be three (provided there is a sufficient number of suppliers satisfying the selection criteria and meeting the award criteria).

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 13 suppliers across the eight lots as outlined in Appendix 3.

As well as offering best value, the range of suppliers recommended will meet the varied operational and geographic requirements of participating councils. Councils are also provided an appropriate degree of choice, sufficient capacity and ongoing competition. The 13 recommended suppliers also represent a mix of small, medium and large organisation, with eight of the recommended suppliers classified as SMEs.

## **6. Benefits**

### **Savings**

Scotland Excel conducted a benchmarking exercise based upon historic purchasing patterns of councils, comparing current prices paid with the prices submitted against the new framework. The result of this benchmarking is listed in Appendix 3, the projected saving for all councils is estimated at 5.4% which equates to a saving of £661,999 per annum. The estimated savings range from -0.8% to 24.6%.

There is scope for councils to derive further savings from non core, single source, collection and delivery to central stores discounts offered.

Scotland Excel was supported by CPET to assess the evidence submitted by bidders to substantiate the provision of legal and sustainable timber. CPET also delivered training to the project team and council participants on the assessment of evidence. Through this national collaboration, payment of only one set of fees to CPET was required. Without this framework, individual councils would have to separately pay for these services. It is estimated that, by negating the need for each participating council to separately engage with CPET, total costs of approximately £17,000 have been avoided.

### **Price Stability**

All recommended suppliers have agreed to hold their prices for six months for timber lots (1-5) and for twelve months for non-timber lots (6-8). For lots 1-5 three suppliers offered an additional fixed pricing of six months. For lots 6-8 one supplier offered additional fixed pricing of 6 months and one supplier offered an additional three months.



Any requests for future price increases will be managed in line with Scotland Excel's established review process and documented terms and conditions.

### **Sustainable Procurement Benefits**

All recommended suppliers evidenced an accredited management system or, alternatively, their environmental policy, procedures and training. Within the technical element, the sustainability method statement assessed suppliers in relation to the promotion of fuel efficiency, fleet management, reduction, reuse and recycling within their organisation. A range of sustainable measures were outlined by suppliers including; reduction in emissions, packaging, water consumption, energy use and waste to landfill; implementation of driver efficiency and fleet management measures; investment in lower impact or double decker trucks; introduction of reusable packaging, sustainable products and recycling streams.

As previously stated, an important objective of this procurement exercise was to build upon the current framework to embed best practice sustainable procurement of timber materials. This renewal framework reaffirmed that Scotland Excel and councils are committed to the UK Government Timber Procurement Policy and advised that, all timber and wood derived products for supply or use in performance of the contract must be independently verifiable and come from a legal source and a sustainable source. All recommended suppliers have evidenced that only legal and sustainable timber will be supplied through the framework.

A key development in the new framework is the inclusion of terms in relation to the European Timber Regulations (EUTR), which came into effect in 2013. The EUTR places obligations on operators and traders of timber in relation to due diligence, risk and traceability.

Within the technical element, those bidders offering for timber lots (1-5) were also required to evidence their management of the end to end timber supply chain to minimise the impact of the environment. Bidders provided a range of details in relation to; chain of custody, EUTR, forest management, chemical usage, wildlife protection, biomass, future planning and planting.

By reaffirming commitment to the UK Government Timber Procurement Policy, assessing the evidence submitted by bidders, incorporating EUTR and through ongoing monitoring of sustainability during contract management this renewal framework promotes best practice procurement of timber. As a result, it is envisaged that the framework will support more councils to sign up to WWF pledges as well as help those that have already signed up to progress onto and achieve Silver and Gold status. Scotland Excel is currently engaging with WWF to confirm how best to support councils through this campaign and gain an awareness of upcoming campaigns that councils would be eligible for, through participation in the framework.

Bidders were asked to detail community benefits initiatives they would commit to deliver during the lifetime of the framework. These commitments will be agreed during mobilisation and reported through ongoing contract management returns.

Results on reported community benefits will be disseminated to councils on a six monthly basis. A range of community benefits were offered by bidders including;

- Recruitment of an apprentice to manage public sector/Scotland Excel business
- Recruitment of four apprentices per annum, paid the living wage.
- 120 weeks of work experience placements
- A return to work three week placement for long term unemployed
- Commitment to attend return to work events hosted by councils
- Development of a leadership academy to provide destinations to employment
- Donations of end of life products to community projects and college courses
- Training sessions on chain of custody or DIY skills
- Site visits for schools
- Personal community fund equal to 0.25% of each council's retrospective annual sales.

### **Living Wage**

While this renewal is a supply framework and there is a limited ability to influence supplier behaviour on workforce matters compared with a services framework, an unscored question asked bidders to confirm whether they adhered to the living wage. Of the 13 recommended suppliers, nine confirmed they adhere to the living wage. This approach is in alignment with the Scottish Government's recent Scottish Procurement Policy Note (SPPN) on workforce matters, where it was highlighted that consideration of a bidder's approach to employment practices and workforce matters must be proportionate and based on the nature of the contract.

### **Other Benefits**

Some of the recommended suppliers are able to provide additional services including a cutting, finishing and bundling service as well as pallet uplift. A range of discounts are available including, non core, collection, delivery to central source, sole supply and early settlement.

## **7. Contract Mobilisation and Management**

Each supplier will be invited to a mobilisation meeting to outline the operation of the framework, roles and responsibilities, management information requirements, community benefits commitments and timber documentation requirements. Both suppliers and participating members will be issued with a mobilisation pack containing all required details to launch the framework.

Scotland Excel will also discuss with councils their interest in a framework launch event to provide new suppliers with an introduction to key stakeholders.

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 six monthly or annual supplier and user group reviews as appropriate. Within the first year of the framework it is envisaged that more

frequent meetings may be required with new suppliers to the framework to embed standard contract management procedures and expectations.

Scotland Excel will continue to engage with key stakeholders to ensure ongoing and appropriate checks are in place to confirm the legality and sustainability of timber supplied through the framework. This engagement will include discussions of how Scotland Excel can support councils through their obligations and promote the sustainable benefits of the framework to assist with timber pledges and any relevant successor campaigns.

## **8. Summary**

This framework for the supply and delivery of building and timber materials aims to maximise collaboration, embed best practice procurement of timber materials and deliver best value in terms of price, quality and service.

A range of benefits can be reported in relation to savings, price stability and sustainable procurement. Although this is a renewal framework, positive efficiencies have been achieved through close working relationships with an already established UIG to rationalise the core list. Developments in this renewal include; a broader scope to include timber door sets and metal fencing, additional services, wider discounting structure and community benefits commitments.

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



## Appendix 1 – Participation, Spend and Savings Summary Supply and Delivery of Building and Timber Materials 13/14

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 April 2015	£956,370	Contract MI - Confirmed by Member	4.0%	£38,149	Benchmarked Current Contract
Aberdeenshire Council	Yes	01 April 2015	£262,706	Contract MI - Confirmed by Member	-0.8%	-£2,022	Benchmarked Current Contract
Angus Council	Yes	01 April 2015	£6,778	Contract MI	3.4%	£228	Benchmarked Current Contract
Argyll & Bute Council	Yes	01 April 2015	£40,875	Contract MI - Confirmed by Member	7.0%	£2,851	Benchmarked Current Contract
City of Edinburgh Council	Yes	01 April 2015	£50,000	Contract MI - Confirmed by Member	10.9%	£5,459	Benchmarked Current Contract
Clackmannanshire Council	Yes	01 April 2015	£239,756	Contract MI - Confirmed by Member	2.9%	£6,962	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	01 April 2015	£8,831	Contract MI - Confirmed by Member	3.2%	£286	Benchmarked Current Contract
Dumfries & Galloway Council	Yes	01 April 2015	£11,885	Contract MI - Confirmed by Member	24.6%	£2,921	Benchmarked Current Contract
Dundee City Council	Yes	01 April 2015	£365,494	Contract MI - Confirmed by Member	11.0%	£40,199	Benchmarked Current Contract
East Ayrshire Council	No						
East Dunbartonshire Council	Yes	01 April 2015	£250,000	Contract MI - Confirmed by Member	5.6%	£13,954	Benchmarked Current Contract
East Lothian Council	Yes	01 April 2015	£422,000	Contract MI - Confirmed by Member	12.2%	£51,334	Benchmarked Current Contract
East Renfrewshire Council	Yes	01 April 2015	£50,000	Contract MI - Confirmed by Member	16.4%	£8,185	Benchmarked Current Contract
Falkirk Council	Yes	01 April 2015	£1,265,000	Contract MI - Confirmed by Member	4.2%	£53,585	Benchmarked Current Contract
Fife Council	Yes	01 April 2015	£2,000,000	Contract MI - Confirmed by Member	3.5%	£70,866	Benchmarked Current Contract
Glasgow City Council	Yes	01 April 2015	£24,861	Contract MI - Confirmed by Member	5.8%	£1,447	Benchmarked Current Contract
Highland Council	Yes	01 April 2015	£103,843	Contract MI - Confirmed by Member	7.2%	£7,504	Benchmarked Current Contract
Inverclyde Council	Yes	01 April 2015	£32,740	Contract MI - Confirmed by Member	7.2%	£2,343	Benchmarked Current Contract
Midlothian Council	Yes	01 April 2015	£633,497	Contract MI - Confirmed by Member	10.0%	£63,566	Benchmarked Current Contract
North Ayrshire Council	Yes	01 April 2015	£700,000	Contract MI - Confirmed by Member	5.4%	£37,696	Benchmarked Current Contract
North Lanarkshire Council	Yes	01 April 2015	£29,959	Contract MI - Confirmed by Member	16.4%	£4,926	Benchmarked Current Contract
Orkney Islands Council	Yes	01 April 2015	£22,670	Contract MI - Confirmed by Member	5.4%	£1,230	Benchmarked Current Contract
Perth & Kinross Council	Yes	01 April 2015	£106,689	Contract MI	19.0%	£20,289	Benchmarked Current Contract
Renfrewshire Council	Yes	01 April 2015	£400,000	Contract MI - Confirmed by Member	9.4%	£37,702	Benchmarked Current Contract
Scottish Borders Council	Yes	01 April 2015	£15,000	Contract MI - Confirmed by Member	4.5%	£671	Benchmarked Current Contract
Shetland Islands Council	Yes	01 April 2015	£14,000	Contract MI - Confirmed by Member	19.6%	£2,740	Benchmarked Current Contract
South Ayrshire Council	Yes	01 April 2015	£230,000	Contract MI - Confirmed by Member	7.9%	£18,090	Benchmarked Current Contract
South Lanarkshire Council	Yes	01 April 2015	£1,500,000	Contract MI - Confirmed by Member	4.4%	£65,182	Benchmarked Current Contract
Stirling Council	No						
The Moray Council	Yes	01 April 2015	£129,948	Contract MI - Confirmed by Member	5.6%	£7,251	Benchmarked Current Contract
West Dunbartonshire Council	Yes	01 April 2015	£750,000	Contract MI - Confirmed by Member	4.6%	£34,459	Benchmarked Current Contract
West Lothian Council	Yes	01 April 2015	£1,000,000	Contract MI - Confirmed by Member	1.9%	£18,499	Benchmarked Current Contract
Tayside Contracts	Yes	01 April 2015	£2,247	Contract MI - Confirmed by Member	14.0%	£315	Benchmarked Current Contract
Scottish Government	Yes	01 April 2015	£30,000	Member Provided	5.4%	£1,626	Average Saving
NHS	Yes	01 April 2015	£150,000	Member Provided	5.4%	£8,130	Average Saving
APUC	Yes	01 April 2015	£33,000	Member Provided	2.6%	£846	Benchmarked Using Member Provided Data
SPS	Yes	01 April 2015	£400,000	Member Provided	5.0%	£20,167	Benchmarked Using Member Provided Data
River Clyde Homes	Yes	01 April 2015	£65,000	Member Provided	5.4%	£3,523	Average Saving
Rossie Young People Trust	Yes	01 April 2015	£200,000	Member Provided	5.4%	£10,840	Average Saving
<b>Totals</b>			<b>£12,503,149.00</b>		<b>5.4%</b>	<b>£661,999.00</b>	

## Appendix 2 – Summary of Offers Received

<b>Tenderer's Name</b>	<b>SME Status</b>	<b>Location</b>	<b>Lots Tendered</b>
Allison Enterprises Limited	Small	Perth	4 and 8
Beatsons Building Supplies Ltd.	Medium	Alloa	3,4,6 and 7
B&Q Plc	Large	Hampshire	1,3,5 and 6
Coventry for Fencing	Small	Auchterarder	4
Cowal Building and Plumbing Supplies Ltd	Small	Dunoon	3,5 and 6
D McNair (Builders Merchants) Ltd	Medium	Glasgow	1,2,3,4,5,6 and 7
Grafton Merchanting GB Ltd	Large	Glasgow	1,3,4,5,6 and 7
James Cowie and Co Ltd	Medium	Hamilton	8
Jewson Ltd	Large	Coventry	1,2,3,4,5,6 and 7
Keith Builders Merchants Ltd	Small	Keith	1,3,4,5,6 and 7
Lothian Building Supplies Ltd	Small	East Lothian	6 and 7
M & T (Builders Merchants) Ltd	Small	Helensburgh	6
Mermaid Panels Ltd	Medium	Laceby	5
MGM Timber (Scotland) Ltd	Medium	Perth	1,3,4,5 and 7
MKM Building Supplies Ltd	Large	Glasgow	1,2,3,4,5,6 and 7
Nu-Style Products Ltd	Small	Aberdeen	5
Rembrand Timber Ltd	Medium	Dundee	1,3 and 4
Rowan Timber Supplies (Scotland) Ltd	Medium	Plains	1,3,4 and 5
Saltire Trade Plastics Ltd	Small	Airdrie	6 and 7
Scotdor	Small	East Kilbride	1 and 2
SIG Trading Ltd, trading as SIG Exteriors UK part of SIG Plc	Large	Leeds	6 and 7
SIG Trading Ltd, trading as SIG Roofing & Roofline	Large	Leeds	7
Smith and Frater Ltd	Medium	Grangemouth	5
St Andrews Timber Supplies Ltd	Small	Edinburgh	1,3,4,5 and 6
Specialist Building Products Ltd t/a Swish Building Products	Large	Tamworth	6 and 7
The Roofing & Building Supply Co Ltd	Small	Edinburgh	7
Thornbridge Sawmills Ltd	Medium	Grangemouth	1,3,4 and 5
Travis Perkins Trading Company Limited	Large	Northampton	1 and 6

### Appendix 3 - Scoring and Recommendations

Lot 1 – Timber Doors	
Tenderer	Score
Jewson Ltd* <sup>1</sup>	93.42
Thornbridge Sawmills Ltd*	84.75
D McNair (Builders Merchants) Ltd*	83.00
MGM Timber (Scotland) Ltd*	81.75
Grafton Merchanting GB Ltd*	80.42
St Andrews Timber Supplies Ltd*	79.59
Rembrand Timber Ltd	72.34
MKM Building Supplies Ltd	71.30
Rowan Timber Supplies (Scotland) Ltd	71.21
B&Q Plc	70.85
Travis Perkins Trading Company Limited	69.85
Keith Builders Merchants Ltd	50.72
Scotdor	46.29

Lot 2 – Timber Door Sets	
Tenderer	Score
Scotdor*	82.00
Jewson Ltd*	78.54
MKM Building Supplies Ltd*	76.31
D McNair (Builders Merchants) Ltd*	75.54

Lot 3 – Sheet and Timber Materials	
Tenderer	Score
MGM Timber (Scotland) Ltd*	95.46
Thornbridge Sawmills Ltd*	85.60
St Andrews Timber Supplies Ltd*	83.72
Rowan Timber Supplies (Scotland) Ltd*	79.50
Jewson Ltd*	77.46
MKM Building Supplies Ltd*	76.29
D McNair (Builders Merchants) Ltd*	75.16
Grafton Merchanting GB Ltd*	68.98
B&Q Plc	62.27
Rembrand Timber Ltd	61.29
Keith Builders Merchants Ltd	56.71
Cowal Building and Plumbing Supplies Ltd	42.37

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 4 – Timber Fencing</b>	
<b>Tenderer</b>	<b>Score</b>
MGM Timber (Scotland) Ltd*	91.56
Thornbridge Sawmills Ltd*	86.50
Jewson Ltd*	75.84
MKM Building Supplies Ltd*	74.69
Grafton Merchanting GB Ltd*	73.67
D McNair (Builders Merchants) Ltd*	73.12
Rowan Timber Supplies (Scotland) Ltd*	72.58
St Andrews Timber Supplies Ltd*	68.10
Coventry for Fencing	61.98
Rembrand Timber Ltd	56.26
Keith Builders Merchants Ltd	54.80

<b>Lot 5 – Laminate Wall Panels</b>	
<b>Tenderer</b>	<b>Score</b>
Nu-Style Products Ltd*	90.50
MGM Timber (Scotland) Ltd*	80.16
Jewson Ltd*	73.11
MKM Building Supplies Ltd*	70.60
St Andrews Timber Supplies Ltd*	70.31
Thornbridge Sawmills Ltd*	65.88
D McNair (Builders Merchants) Ltd	61.89
Mermaid Panels Ltd	61.21
Grafton Merchanting GB Ltd	60.97
Smith and Frater Ltd	57.64
B&Q Plc	57.44
Rowan Timber Supplies (Scotland) Ltd	56.89
Keith Builders Merchants Ltd	44.68
Cowal Building and Plumbing Supplies Ltd	39.57



<b>Lot 6 – Building Materials</b>	
<b>Tenderer</b>	<b>Score</b>
B&Q Plc*	94.30
MKM Building Supplies Ltd*	90.08
Jewson Ltd*	89.65
D McNair (Builders Merchants) Ltd*	86.75
Grafton Merchanting GB Ltd*	83.52
St Andrews Timber Supplies Ltd*	79.79
SIG Trading Ltd, trading as SIG Exteriors UK part of SIG Plc	76.20
Lothian Building Supplies Ltd	76.10
M & T (Builders Merchants) Ltd	75.88
Travis Perkins Trading Company Limited	74.03
Beatsons Building Supplies Ltd.	64.53
Cowal Building and Plumbing Supplies Ltd	59.10
Keith Builders Merchants Ltd	57.27
Specialist Building Products Ltd t/a Swish Building Products	56.86
Saltire Trade Plastics Ltd	49.09

<b>Lot 7 – Roofing Materials</b>	
<b>Tenderer</b>	<b>Score</b>
Jewson Ltd*	95.08
SIG Trading Ltd, trading as SIG Exteriors UK part of SIG Plc*	90.24
MKM Building Supplies Ltd*	88.13
D McNair (Builders Merchants) Ltd*	86.75
Grafton Merchanting GB Ltd*	78.18
MGM Timber (Scotland) Ltd	69.67
Lothian Building Supplies Ltd	69.19
Beatsons Building Supplies Ltd.	64.45
Keith Builders Merchants Ltd	61.19
Specialist Building Products Ltd t/a Swish Building Products	60.81
The Roofing & Building Supply Co Ltd	59.72
Saltire Trade Plastics Ltd	53.06

<b>Lot 8 – Metal Fencing</b>	
<b>Tenderer</b>	<b>Score</b>
James Cowie and Co Ltd*	92.25



## **Scotland Excel Executive Sub Committee**

**To: Executive Sub Committee**

**On: 6 March 2015**

**Report by Director**

**Tender: Grounds Maintenance Equipment**

**Schedule: 10-14**

**Period: 1 March 2015 to 28 February 2018 with option to extend for up to one year to 28 February 2019**

### **1 Introduction and Background**

This report covers the outcome of the evaluation of offers received in relation to the first iteration of a 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.

Given the type of equipment required, this framework will facilitate the purchase of specialist equipment from (mainly) small companies local to the purchasing council. A framework arrangement provides efficiency in terms of councils purchasing against an established framework as opposed to issuing requests for quotes (where the total purchase value is below the tender threshold) or conducting lower value tender exercises.

In terms of the equipment offered, it was stipulated in the tender that it must comply with the appropriate specification and be heavy duty industrial/commercial equipment manufactured for those purposes and used by professionals as opposed to equipment manufactured for domestic purposes. Scotland Excel and Councils retained the right to decide whether or not the equipment offered is professional (industrial/commercial) standard and to reject equipment which in their opinion doesn't meet that requirement.

### **2 Scope, Participation and Spend**

As part of the strategy development, twenty lots were agreed. The inclusion of multiple lots in the tender was 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 as detailed in the table below:

Lot No.	Description	No of Items in Lot	Estimated % of Total Spend
1	Hand held trimmers/chainsaws	9	2
2	Pedestrian push mowers/ linemarker	3	2
3	Self propelled stump/grinder/cultivator/scarifier	8	3
4	Self propelled walk behind mowers	14	4
5	Tractor mounted/demountable sprayers	2	2
6	Ride on mowers	18	24
7	Utility vehicles	4	3
8	Towed equipment	9	5
9	Tractors	12	24
10	Tractor mounted equipment	19	5
11	Tractor mounted mowers	3	2
12	Tractor mounted equipment (pitch care)	11	4
13	Tractor mounted chipper/spreader/stump grinder	5	5
14	Water wagon/vehicle mounted topdresser	2	2
15	Jetting unit/power washers	5	3
16	Static power washers	4	2
17	Slab Lifter/breakers/cut off saws	5	2
18	Floor saw/tool heater	2	2
19	Tractor mounted salt/grit spreader/snow plough	12	2
20	Towed salt/grit spreaders	3	2

As detailed in Appendix 1, 29 Councils and Tayside Contracts have confirmed participation in this framework. Angus Council, Fife Council and South Lanarkshire Council have arrangements in place until 2016 and will decide on participation at a later date.

The forecast annual spend for participating councils is £8m per annum equating to £32m over the term of the framework including the extension period. However, this figure does not take into account the requirement for maintenance, repair and servicing which councils requested was included in the tender but was not quantifiable at the time the tender was issued. Therefore, to account for this requirement as well as potential contract growth due to future participation of councils which have current contracts, the framework value was advertised as £50m over the contract period.

### 3 Procurement Process

The User Intelligence Group (UIG) which informs this commodity includes officers who are part of a well established UIG involved in vehicles related frameworks.

To ensure that the framework is awarded to the most capable suppliers, the UIG agreed that a two stage tender process should be used. At the first stage, bidders were assessed on financial capability, technical and professional capability and business probity. Bidders were required to pass this stage in order for their offer to be evaluated. At the second stage of the process, the offers were evaluated against the following criteria and weightings:

Quality/Service	40%
Financial	60%

Bidders were invited to offer on a lot by lot basis and provide rates for each item, as well as confirm which councils they are prepared to service.

The framework was advertised in the Official Journal of the European Union (OJEU) via the Public Contracts Scotland (PCS) portal. The tender process was conducted using the Public Contracts Scotland tender system (PCS Tender).

#### **4 Report on Offers Received**

50 suppliers expressed interest in the framework in reply to a Prior Information Notice published via the PCS portal and in the OJEU. 51 suppliers accessed the tender and 26 suppliers (as detailed in Appendix 2) submitted a bid

Based on the criteria and methodology set out in the tender document, a full evaluation of the offers received was undertaken. Appendix 3 of this report sets out the scoring achieved by each tenderer.

#### **5 Recommendations**

A framework agreement can be concluded with a single supplier. Where the agreement is concluded with several suppliers, the minimum number of suppliers must be three (provided there are a sufficient number of suppliers satisfying the selection criteria and tenders which meet the award criteria).

Based on the evaluation undertaken in accordance with the criteria and weightings set out previously, it is recommended that framework agreements are awarded to all 26 suppliers which submitted a compliant offer across the 20 lots. This recommendation followed from a UIG meeting where representatives from Scotland Excel, 12 Councils and Tayside Contracts met to discuss possible award to suppliers which bid for inclusion in the framework.

As this framework relates to specialist equipment, councils may conduct mini competitions for their specific requirements with all capable suppliers on the lots in order to ensure they achieve best value. The wide range of scoring reflects the specialist nature of the equipment, the range of pricing submitted by prospective suppliers, the narrow range of equipment offered by some of the smaller suppliers and failure by some suppliers to fully answer questions in the tender.

The group also took into consideration that no supplier bid for all 20 lots and only 13 of 26 bidders offered to supply all councils. It was the view that, since this is the first collaborative Grounds Maintenance Equipment framework and in order to provide councils with coverage and choice of both supplier and equipment, all suppliers which submitted a compliant bid for items in a lot should be recommended.

Appointing 26 suppliers ensures the operational requirements of participating councils are met, provides sufficient geographical coverage and provides choice of equipment and supplier. The 26 suppliers represent a mix of small, medium and large organisations with 17 classified as SMEs. The majority of these suppliers are already conducting business with councils. It should be noted that, on average, SMEs bid for 6 lots out of a possible 20 thereby supporting the

decision to have smaller Lots as opposed to aggregating the equipment into larger lots for which SMEs might be less able to bid.

## **6 Benefits**

### **Savings**

As this is the first framework for grounds maintenance equipment, Scotland Excel conducted a benchmarking exercise based on the average of current rates paid (provided by councils) for equipment compared to rates submitted by the supplier providing the most economically advantageous compliant offer. 9 councils provided pricing information in relation to 50% of the items specified in the tender. The resultant average saving across all participating councils was calculated at approximately 8.9%, equating to £535,000 per annum.

Scotland Excel will monitor the suppliers throughout the period of the framework to validate savings and ensure the framework continues to meet requirements.

### **Price Stability**

1 bidder offered to maintain rates for 24 months, 22 bidders offered to maintain rates for 12 months and 3 bidders submitted rates on a fluctuating basis.

### **Health & Safety**

Provision was made within the tender so that prospective contractors must provide information regarding noise and emissions levels for the equipment offered as well as HAVS (Hand/Arm Vibration Syndrome) ratings. Where requested by councils, appointed suppliers must provide certificates to prove that the equipment offered complies with all relevant legislation in these areas.

### **Community Benefits**

Bidders were asked to detail community benefits initiatives they would commit to deliver during the lifetime of the framework. These commitments will be agreed during mobilisation and reported through ongoing contract management returns. Results on reported community benefits will be disseminated to councils on a six monthly basis. A range of community benefits were offered by bidders including;

Modern apprenticeships

Local authority work placement schemes

Work/back to work placement schemes for unemployed

Sponsorship of local charity events

Sponsorship of local sports teams

Involvement with the Royal Highland Educational Trust

## **Living Wage**

This is a supply framework therefore there is limited scope to influence supplier behaviour on workforce matters when compared to a services based framework. The tender contained a clause advising prospective bidders of the current hourly rate considered to be the minimum hourly wage necessary for shelter (housing and incidentals such as clothing and other basic needs) and nutrition for a person for an extended period of time. It also asked bidders to bear it in mind throughout the duration of the contract and to confirm that they acknowledged Scotland Excel's commitment to the Living Wage. All 26 suppliers acknowledged Scotland Excel's commitment to the Living Wage.

## **7 Contract Mobilisation and Management**

In terms of risk and spend, this framework has been classified as a level 2 arrangement in accordance with Scotland Excel's Contract and Supplier Management Programme. As such, Scotland Excel will conduct quarterly management information reviews and annual supplier reviews where applicable.

Following framework award, Scotland Excel will implement a mobilisation plan. It is anticipated that the majority of councils will use this new framework as several of the appointed suppliers already supply a number of councils. There should be no impediment to immediate contract adoption.

All framework suppliers will be required to appoint an account manager to liaise directly with councils.

Mobilisation meetings will be held with suppliers on an "as required" basis following the award of this framework.

## **8 Summary**

This framework aims to provide service users with a range of equipment and suppliers required for operational purposes.

The estimated value of the framework arrangement over the total framework period, including the option to extend, is £50m.

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





## Appendix 1 – Participation, Spend and Savings Summary

### Grounds Maintenance Equipment 10-14

					Appendix 1
Council Name	Potential Participation	Potential Start Date	Estimated Annual Spend	Saving (£)	Source of Spend Data
Aberdeen City Council	Y	Mar-15	£305,750	£27,212	Council provided
Aberdeenshire Council	Y	Mar-15	£483,466	£43,028	Council provided
Angus Council	Y	Jan-16	£269,000	£23,941	Council provided
Argyll and Bute Council	Y	Mar-15	£250,000	£22,250	Council provided
City of Edinburgh Council	Y	Mar-15	£100,000	£8,900	Council provided
Clackmannanshire Council	Y	Mar-15	£103,845	£9,242	Council provided
Comhairle nan Eilean Siar	Y	N/A	£0	£0	Council provided
Dumfries and Galloway Council	Y	Mar-15	£50,000	£4,450	Council provided
Dundee City Council	Y	Jan-16	£100,000	£8,900	Council provided
East Ayrshire Council	Y	Mar-15	£3,000	£267	Council provided
East Dunbartonshire Council	Y	Mar-15	£200,000	£17,800	Council provided
East Lothian Council	Y	Mar-15	£43,898	£3,907	Council provided
East Renfrewshire Council	Y	Mar-15	£114,602	£10,200	Council provided
Falkirk Council	Y	Mar-15	£225,000	£20,025	Council provided
Fife Council	N	N/A	£0	£0	Council provided
Glasgow City Council	Y	Mar-15	£108,500	£9,657	Council provided
Inverclyde Council	Y	Mar-15	£281,673	£25,069	Council provided
Midlothian Council	Y	Mar-15	£224,398	£19,971	Council provided
North Ayrshire Council	Y	Mar-15	£150,000	£13,350	Council provided
North Lanarkshire Council	Y	Mar-15	£691,078	£61,506	Council provided
Orkney Islands Council	Y	Mar-15	£15,000	£1,335	Council provided
Perth and Kinross Council	Y	Jan-16	£60,000	£5,340	Council provided
Renfrewshire Council	Y	Mar-15	£43,879	£3,905	Council provided
Scottish Borders Council	Y	Mar-15	£245,000	£21,805	Council provided
Shetland Islands Council	Y	Mar-15	£20,000	£1,780	Council provided
South Ayrshire Council	Y	Mar-15	£400,000	£35,600	Council provided
South Lanarkshire Council	Y	Jan-16	£440,000	£39,160	Council provided
Stirling Council	Y	Mar-15	£405,264	£36,068	Council provided
The Highland Council	N	N/A	£0	£0	Council provided
The Moray Council	Y	Mar-15	£180,000	£16,020	Council provided
West Dunbartonshire Council	Y	Mar-15	£60,000	£5,340	Council provided
West Lothian Council	Y	Mar-15	£335,267	£29,839	Council provided
Tayside Contracts	Y	Jan-16	£112,000	£9,968	Council provided
			<b>£6,020,620</b>	<b>£535,835</b>	

**Appendix 2 – SME Status**  
**Grounds Maintenance Equipment 10-14**

Grounds Maintenance Equipment Schedule 10/14 1 March 2015 to 28 February 2018 (with option to extend)		Appendix 2	
Tender Name	Town/City	SME Status	Lots Tendered
A M Phillip Agritech Ltd	Forfar	Large	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20
Agricar Ltd	Stirling	Medium	5, 8, 9, 10, 11, 12, 19, 20
Alex McDougall (Mowers) Ltd	East Kilbride	Small	1, 2, 3, 4, 6
Bryson Tractors Ltd	Lanark	Small	9, 19
Bunce (Ashbury) Ltd	Swindon	Small	12, 19, 20
CS Equipment Ltd	Irvine	Small	1, 2, 3, 4, 5, 6, 8, 17, 18
Fairways (GM) Ltd	Kinross	Medium	4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 16, 19, 20
Flowplant Group Ltd	Glasgow	Small	15
Fraser C Robb	Drymen	Small	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20
Garden Machinery & Small Engine Services	Hamilton	Small	1, 2, 4, 6, 11,
Gibsons Garden Machinery Ltd	Colne (Lancs)	Small	13
Hamilton Bros Eng Ltd	Bishopton	Medium	1, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 17, 18, 19, 20
Henderon Grass Machinery Ltd	Haddington	Medium	2, 3, 4, 5, 6, 9, 10, 11, 19
Henry Sheach Lawnmower Services Ltd	Kirkcaldy	Small	1, 2, 4, 6
James A. Cuthbertson Ltd	Biggar	Small	19
Nairn Brown (Glasgow) Ltd	Busby	Small	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 17, 19, 20
Premier Parts UK	Cupar	Small	1, 2, 3, 6, 10, 13
Reekie Group Ltd	Cupar	Medium	5, 7, 8, 9, 10, 11, 12
Rhinowash Ltd	Wishaw	Small	15, 16
Scot JCB Ltd	Glasgow	Large	6, 7, 8, 9, 10, 11, 12, 17, 18, 19
SGM Contracts Ltd	Inverkeithing	Small	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 19, 20
Simon Tullett Machinery Company Ltd	Henley in Arden (Warwickshire)	Small	4, 6
Spaldings Ltd	Lincoln	Large	1, 2
Terra Firma (Scotland) Ltd	Stirling	Small	2, 19,
The Double A Company Ltd	Cupar	Small	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 19
Thomas Sherriff & Co Ltd	Haddington	Medium	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 19, 20

### Appendix 3 – Scoring and Recommendations

#### Grounds Maintenance Equipment 10-14

Grounds Maintenance Equipment			Appendix 3		
Schedule 10/14					
March 2015 to 28 February 2018 (with option to extend)					
<b>Lot 1 - Hand Held Equipment</b>	<b>Score</b>	<b>Recommended Y/N</b>	<b>Lot 2 - Pedestrian Push Equipment</b>	<b>Score</b>	<b>Recommended Y/N</b>
<b>Supplier</b>			<b>Supplier</b>		
HAMILTON BROS ( ENG ) LTD	83.71	Y	The Double A Trading Company Ltd	84.96	Y
Thomas Sherriff & Co Ltd	80.71	Y	Nairn Brown (Glasgow) Ltd	84.86	Y
Nairn Brown (Glasgow) Ltd	78.63	Y	Alex McDougall	82.20	Y
Henry H Sheach Lawnmower Services Ltd	78.34	Y	Thomas Sherriff & Co Ltd	80.29	Y
CS Equipment Ltd	77.94	Y	Fraser C Robb	77.00	Y
Fraser C Robb	77.00	Y	Premier Parts UK	75.43	Y
AM Phillip	75.45	Y	Garden Machinery & Small Engine Services	74.63	Y
SGM	74.27	Y	CS Equipment Ltd	27.50	N
Alex McDougall	71.94	Y	SGM	27.00	N
Spaldings Ltd	65.36	Y	TERRA FIRMA (SCOTLAND) LIMITED	24.50	N
Garden Machinery & Small Engine Services	60.77	Y	Henderson Grass Machinery Ltd	22.00	N
Premier Parts UK	60.72	Y	Henry H Sheach Lawnmower Services Ltd	22.00	N
			AM Phillip	21.50	N
			Spaldings Ltd	13.00	N
<b>Lot 3 - Pedestrian equipment - Self propelled</b>	<b>Score</b>	<b>Recommended Y/N</b>	<b>Lot 4 - Self Propelled Mowers</b>	<b>Score</b>	<b>Recommended Y/N</b>
<b>Supplier</b>			<b>Supplier</b>		
HAMILTON BROS ( ENG ) LTD	89.78	Y	FAIRWAYS GM LTD	86.92	Y
The Double A Trading Company Ltd	87.50	Y	Henderson Grass Machinery Ltd	82.00	Y
CS Equipment Ltd	79.78	Y	HAMILTON BROS ( ENG ) LTD	75.66	Y
Nairn Brown (Glasgow) Ltd	77.59	Y	AM Phillip	75.39	Y
SGM	76.49	Y	The Double A Trading Company Ltd	72.61	Y
AM Phillip	72.22	Y	Fraser C Robb	71.02	Y
Henderson Grass Machinery Ltd	70.83	Y	Nairn Brown (Glasgow) Ltd	69.29	Y
Fraser C Robb	68.82	Y	Simon Tullett Machinery Co Ltd	67.51	Y
Premier Parts UK	63.73	Y	SGM	66.34	Y
Alex McDougall	26.00	N	Thomas Sherriff & Co Ltd	66.09	Y
Thomas Sherriff & Co Ltd	21.50	N	CS Equipment Ltd	65.46	Y
			Henry H Sheach Lawnmower Services Ltd	62.19	Y
			Garden Machinery & Small Engine Services	60.49	Y
			Alex McDougall	26.00	N
<b>Lot 5 - Tractor/Vehicle Mounted Pesticide Applicators</b>	<b>Score</b>	<b>Recommended Y/N</b>	<b>Lot 6 - Ride-on Equipment</b>	<b>Score</b>	<b>Recommended Y/N</b>
<b>Supplier</b>			<b>Supplier</b>		
The Double A Trading Company Ltd	87.50	Y	FAIRWAYS GM LTD	87.50	Y
Nairn Brown (Glasgow) Ltd	75.80	Y	The Double A Trading Company Ltd	84.91	Y
FAIRWAYS GM LTD	55.71	Y	HAMILTON BROS ( ENG ) LTD	78.98	Y
Thomas Sherriff & Co Ltd	50.64	Y	Henderson Grass Machinery Ltd	75.90	Y
Reekie Group	44.43	Y	Nairn Brown (Glasgow) Ltd	75.12	Y
CS Equipment Ltd	43.24	Y	SGM	72.62	Y
SGM	42.62	Y	Thomas Sherriff & Co Ltd	71.76	Y
AM Phillip	37.94	Y	Alex McDougall	70.58	Y
Henderson Grass Machinery Ltd	37.25	Y	CS Equipment Ltd	70.14	Y
Agricar	32.48	Y	Scot JCB Ltd	69.29	Y
Fraser C Robb	31.21	Y	AM Phillip	68.61	Y
			Henry H Sheach Lawnmower Services Ltd	65.24	Y
			Simon Tullett Machinery Co Ltd	63.30	Y
			Garden Machinery & Small Engine Services	60.34	Y
			Fraser C Robb	59.56	Y
			Premier Parts UK	57.97	Y

			Appendix 3 Continued		
Lot 7 - Utility Vehicles	Score	Recommended Y/N	Lot 8 - Towed Equipment	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
FAIRWAYS GM LTD	87.50	Y	Nairn Brown (Glasgow) Ltd	88.00	Y
SGM	84.55	Y	HAMILTON BROS ( ENG ) LTD	79.84	Y
The Double A Trading Company Ltd	79.26	Y	Scot JCB Ltd	73.33	Y
HAMILTON BROS ( ENG ) LTD	68.27	Y	The Double A Trading Company Ltd	73.11	Y
Reekie Group	68.09	Y	FAIRWAYS GM LTD	70.73	Y
Nairn Brown (Glasgow) Ltd	67.92	Y	AM Phillip	69.39	Y
AM Phillip	64.79	Y	SGM	67.93	Y
Scot JCB Ltd	62.59	Y	Thomas Sherriff & Co Ltd	67.41	Y
Thomas Sherriff & Co Ltd	58.42	Y	CS Equipment Ltd	65.30	Y
Fraser C Robb	57.25	Y	Fraser C Robb	61.95	Y
			Agricar	44.19	Y
			Reekie Group	28.50	N
Lot 9 - Tractors	Score	Recommended Y/N	Lot 10 - Tractor Mounted Equipment	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
HAMILTON BROS ( ENG ) LTD	87.20	Y	The Double A Trading Company Ltd	87.42	Y
SGM	85.59	Y	Reekie Group	87.36	Y
Reekie Group	83.34	Y	Nairn Brown (Glasgow) Ltd	86.89	Y
AM Phillip	81.50	Y	SGM	85.87	Y
Henderson Grass Machinery Ltd	80.62	Y	Scot JCB Ltd	85.70	Y
The Double A Trading Company Ltd	74.00	Y	FAIRWAYS GM LTD	85.37	Y
Thomas Sherriff & Co Ltd	72.88	Y	AM Phillip	81.50	Y
Nairn Brown (Glasgow) Ltd	70.50	Y	Henderson Grass Machinery Ltd	80.01	Y
Scot JCB Ltd	70.07	Y	Thomas Sherriff & Co Ltd	79.09	Y
Bryson Tractors Ltd	67.62	Y	HAMILTON BROS ( ENG ) LTD	73.28	Y
Fraser C Robb	67.47	Y	Fraser C Robb	71.80	Y
Agricar	53.98	Y	Premier Parts UK	71.39	Y
			Agricar	55.94	Y
Lot 11 - Tractor Mounted Mowers	Score	Recommended Y/N	Lot 12 - Tractor Mounted Pitch Care	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
HAMILTON BROS ( ENG ) LTD	90.00	Y	HAMILTON BROS ( ENG ) LTD	90.00	Y
The Double A Trading Company Ltd	72.28	Y	The Double A Trading Company Ltd	84.27	Y
AM Phillip	69.43	Y	AM Phillip	77.97	Y
Nairn Brown (Glasgow) Ltd	67.26	Y	FAIRWAYS GM LTD	77.36	Y
SGM	56.97	Y	Reekie Group	77.25	Y
Scot JCB Ltd	56.80	Y	Nairn Brown (Glasgow) Ltd	71.48	Y
Henderson Grass Machinery Ltd	56.68	Y	Scot JCB Ltd	69.96	Y
FAIRWAYS GM LTD	56.46	Y	Thomas Sherriff & Co Ltd	65.28	Y
Thomas Sherriff & Co Ltd	55.56	Y	SGM	64.15	Y
Reekie Group	54.20	Y	Bunce (Ashbury)	60.04	Y
Agricar	49.55	Y	Agricar	54.37	Y
Garden Machinery & Small Engine Services	44.44	Y	Fraser C Robb	53.22	Y
Fraser C Robb	41.55	Y			
Lot 13 -Tractor Mounted Stumpgrinder/Chipper/Shredder	Score	Recommended Y/N	Lot 14 - Vehicle Mounted Equipment	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
SGM	83.91	Y	Thomas Sherriff & Co Ltd	74.28	Y
AM Phillip	81.50	Y	Nairn Brown (Glasgow) Ltd	67.52	Y
HAMILTON BROS ( ENG ) LTD	78.09	Y	FAIRWAYS GM LTD	27.50	N
GIBSON GARDEN MACHINERY LTD	73.76	Y	The Double A Trading Company Ltd	27.50	N
The Double A Trading Company Ltd	72.75	Y	SGM	27.00	N
Thomas Sherriff & Co Ltd	72.12	Y	AM Phillip	21.50	N
Fraser C Robb	67.10	Y	Fraser C Robb	17.00	N
Premier Parts UK	59.50	Y			

			Appendix 3 Continued		
Lot 15 - Portable Equipment	Score	Recommended Y/N	Lot 16 - Static Equipment	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
Rhinowash Ltd	87.43	Y	FAIRWAYS GM LTD	87.50	Y
FAIRWAYS GM LTD	84.42	Y	Rhinowash Ltd	82.13	Y
Nairn Brown (Glasgow) Ltd	82.89	Y	Fraser C Robb	74.02	Y
SGM	80.43	Y			
Flowplant Group Ltd	77.00	Y			
Fraser C Robb	74.80	Y			
Lot 17 - Hand Held Equipment	Score	Recommended Y/N	Lot 18 - Pedestrian - Self Propelled	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
Scot JCB Ltd	86.00	Y	HAMILTON BROS ( ENG ) LTD	89.25	Y
HAMILTON BROS ( ENG ) LTD	77.12	Y	Scot JCB Ltd	86.00	Y
Nairn Brown (Glasgow) Ltd	74.31	Y	CS Equipment Ltd	77.75	Y
CS Equipment Ltd	73.68	Y	AM Phillip	62.59	Y
Thomas Sherriff & Co Ltd	68.41	Y			
AM Phillip	68.24	Y			
Fraser C Robb	61.84	Y			
Lot 19 - Tractor Mounted Equipment	Score	Recommended Y/N	Lot 20 - Towed Grit Spreaders	Score	Recommended Y/N
<b>Supplier</b>			<b>Supplier</b>		
Fraser C Robb	77.00	Y	Fraser C Robb	77.00	Y
Nairn Brown (Glasgow) Ltd	76.93	Y	AM Phillip	59.13	Y
SGM	71.73	Y	HAMILTON BROS ( ENG ) LTD	52.63	Y
The Double A Trading Company Ltd	70.62	Y	FAIRWAYS GM LTD	49.14	Y
HAMILTON BROS ( ENG ) LTD	67.20	Y	SGM	49.10	Y
Scot JCB Ltd	67.20	Y	Thomas Sherriff & Co Ltd	45.98	Y
TERRA FIRMA (SCOTLAND) LIMITED	67.01	Y	Bunce (Ashbury)	42.20	Y
FAIRWAYS GM LTD	63.38	Y	Nairn Brown (Glasgow) Ltd	28.00	N
Bryson Tractors Ltd	62.38	Y	Agricar	6.00	N
Henderson Grass Machinery Ltd	61.05	Y			
Thomas Sherriff & Co Ltd	60.15	Y			
AM Phillip	59.26	Y			
Bunce (Ashbury)	57.00	Y			
James A. Cuthbertson Limited	53.98	Y			
Agricar	46.02	Y			



## **Scotland Excel Executive Sub Committee**

**To: Executive Sub Committee**

**On: 6 March 2015**

### **Report by Director**

**Tender: Asbestos Survey, Removal & Disposal and Analytical Services**

**Schedule: 11/14**

**Period: 1 April 2015 to 31 March 2017, with an option to extend for up to 24 months to 31 March 2019**

### **1. Introduction and Background**

The current framework for asbestos survey, removals and analytical services expires on 31 March 2015. Following User Intelligence Group (UIG) discussions it was agreed that a second generation framework should be established, subject to a comprehensive update to the terms and conditions as well as enhancements to the specification to respond to changing council needs and legislative requirements. The terms and conditions adopted for this framework are NEC Professional Services, NEC Engineering and Construction and SBCC Minor Works Building Contract. The new framework will operate from 1 April 2015 until 31 March 2017 with the option to extend for up to 24 months to 31 March 2019.

Asbestos related services, particularly surveys are often required on an urgent and reactive bases. The current FW has limited choice for survey and removal demands, the key objective of this framework is to offer the necessary choice to meet often urgent requirements.

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 will be supported, where appropriate, by United Kingdom Accreditation Service (UKAS) accreditation and the Health and Safety Executive (HSE) licenses.

## 2. Scope, Participation and Spend

The required asbestos services covered by this framework are segmented into two markets, with one market being for asbestos removal services and the other for survey and/or analytical services. Legislation prevents a supplier who surveys a property being involved in the removal of any asbestos located within the same property. In response to this market segmentation, the following lots have been agreed:

**Table 1: Lotting Structure**

Lot No.	Description	% Spend Distribution
1	Surveys	25%
2	Removal & Disposal	70%
3	Analytical Services	5%

As detailed in Appendix 1, 29 councils have confirmed their intention to participate in this framework. East Ayrshire, Glasgow and Fife councils have confirmed they will not participate in the framework. These councils have their own arrangements in place. All member councils however are listed in the EU contract notice as potential participants so that they may access the framework in the future if required.

Based on the spend profile of councils members, the framework has an advertised forecast spend of £8 million per annum across all three lots.

## 3. Procurement Process

A User Intelligence Group (UIG) consisting of procurement and technical representatives from the participating councils was established to develop a procurement strategy to best meet user requirements.

To ensure that the contract was awarded to the most capable tenderers, the UIG agreed that the Open Procedure for tendering should be used. It was also agreed that a two stage procedure would be used, stage 1 Qualification and Stage 2 Award. Stage 1 assessed tenderers business probity, quality management, environmental and health and safety systems and insurances, as well as industry required accreditation.

At the second stage of the process, the offers were evaluated against the following criteria and weightings:



- Commercial 65%
- Technical 35%

Tenderers had the ability to offer up to six pricing structures and indicate which councils they wished to service through each pricing structure. This method was adopted to best reflect this service based market and ensure the provision of the most competitive pricing both locally and across Scotland.

The framework was advertised in the Public Contracts Scotland portal as well as the Official Journal of the European Union. The tender process was conducted using the Public Contract Scotland – Tenders system (PCS –Tenders).

#### **4. Report on Offers Received**

A total of 68 organisations accessed the tender documents, with 41 submitting an offer before the closing date and time. Two of the suppliers submitted non compliant bids and were not considered further in the evaluation process.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 39 compliant offers received was conducted and details of the overall scores per lot are set out in Appendix 3.

#### **5. Recommendations**

Under EU procurement legislation a framework arrangement can be concluded with a single supplier. If the agreement is concluded with several suppliers, the minimum number of suppliers must be three (provided there is sufficient numbers of suppliers satisfying the selection criteria and tenders meeting the award criteria).

Based on the evaluations carried out in line with the criteria and weightings set out above, it is recommended that the framework be awarded to a total of 24 suppliers across all lots as detailed in Appendix 3.

The range of suppliers recommended will meet the varied operational and geographical requirements of participating councils and provides an appropriate degree of choice with regards to maximising operational efficiency and best commercial value. The 24 recommended suppliers also represent a very healthy mix of small/medium and large organisations, with 22 of the recommended suppliers classified as SMEs.

## **6. Benefits**

### **Savings**

Scotland Excel conducted a benchmarking exercise for each council comparing the current framework pricing against the highest ranking supplier for each council for each lot. Based on the benchmarking, estimated savings ranging from 0.6% to 28.4% are achievable. The overall estimated savings are approximately £907k (12.7%) per annum across the participating councils, based on current spend forecast.

These forecast savings are in addition to the enhanced specification adopted that ensures an increased volume of sampling. For lot 1 survey the current specification required three samples to be taken with any additional samples purchased at an additional cost per sample. The new framework now requires 10 samples within the core cost, this will give councils further significant savings as they currently pay for all additional samples. For lot 2, pricing allows for both removal and disposal, while the current framework only requires the removal and the disposal of the associated asbestos waste is charged at an additional cost.

### **Price Stability**

From the 24 recommended suppliers 20 of them have fixed their prices for 24 months, with one supplier fixing their pricing for 18 months and the remaining three fixed for 12 months.

Any requests for price increases will be considered in accordance with the defined Scotland Excel process and evaluated against a range of market analysis indices.

### **Sustainable Procurement Benefits**

The majority of the recommended suppliers are ISO14001 Environmental Management accredited or equivalent meaning they are actively working towards reducing cost, emissions and waste.

Within the tender document questions were asked and scored on environmental initiatives and community benefits in addition a non scored question on added value was also asked.

### Environmental Initiatives

As asbestos products are hazardous waste and need to be disposed in specialist landfills, the suppliers on the framework are only able to direct minimal waste from landfill. However, successful suppliers have demonstrated their commitment to reducing their carbon footprint. Initiatives that will be pursued include producing asbestos survey reports electronically, the use of Euro 5 and 6 emission standard vehicles and online work schedules to reduce visits to the office. Many suppliers have also detailed their commitment to reuse, recycle and reduce waste.

### Community Benefits

Tenderers were asked to detail community benefits initiatives they would commit to deliver during the lifetime of the framework. These commitments will be agreed during mobilisation and reported through ongoing contract management returns. Results on reported community benefits will be disseminated to councils on a six monthly basis. A range of community benefits were offered by bidders including

- Asbestos awareness sessions
- Apprenticeships
- Community events sponsorship
- Commitment to employing locally
- Commitment to use local suppliers
- Fundraising for charities

### Added Value

Successful suppliers have also offered a range of supplementary benefits including:

- Free asbestos consultancy advice to support councils with asbestos related issues
- Assistance with establishing project specific technical specifications
- Asbestos removal trained operatives to carry out specific jobs were councils need both asbestos removal and electrical/plumbing works carried out
- Giving councils access to their asbestos management databases, where they keep records of properties that have had surveys and or removal works done

## **Living Wage**

As part of their tender submission suppliers were asked non scored questions on the living wage. Suppliers were asked to confirm if they currently pay their full workforce the living wage and if not what percentage of staff received the living wage. A question was also asked on their intention to gain living wage accreditation over the framework arrangement.

From the 24 recommended suppliers, one is an accredited living wage supplier, two are currently going through the process of becoming accredited and 15 have committed to gain accreditation throughout the initial framework period.

The supplier's responses confirm that 11 of those recommended currently pay 100% of their staff the living wage or above, the remaining suppliers pay between 69 – 98% of their staff the living wage. Many of the staff not being paid living wage are trainees. In such circumstances suppliers have detailed their commitment to train and develop their staff members to ultimately earn the living wage or above.

## **7. Contract Mobilisation and Management**

In accordance with Scotland Excel's established Contract Supplier Management (CSM) programme, in terms of risk and spend, this framework is classified as level 2. As such, on a quarterly basis Scotland Excel will collect, analyse and review detailed supplier management information and will monitor the community benefits associated with this framework.

Key performance indicators will be finalised and monitored quarterly, these will be a driver to ensure that the required service is monitored, maintained and where possible improved during the framework period.

Due to the large number of new suppliers being appointed to the framework, Scotland Excel will be hosting two Council/Supplier mobilisation events during which the suppliers will be given the opportunity to give a presentation to councils and hold a question and answers session. In addition to these events an online "Hub" will be established for the User Intelligence Group (UIG) and Technical Group members to share best practice, any good news stories and any issues. This will give Scotland Excel full visibility of how the framework is operating and allow for the early resolution of any identified issues.

## **8. Summary**

This framework aims to provide contract users with access to the best value supplier(s) for asbestos related services.

Although this is a second generation framework, positive efficiencies and savings have still been achieved through close working relationships with an already existing UIG and in particular the technical representatives from the member councils.

The Executive Sub Committee is requested to approve the recommendations to award agreements to the suppliers as detailed in Appendix 3.



## Appendix 1 – Participation, Spend and Savings Summary

### Asbestos Survey, Removal & Disposal and Analytical Services 11-14

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 April 2015	£304,000	Spikes Cavell - Confirmed by Member	3.7%	£11,339	Benchmarked Current Contract
Aberdeenshire Council	Yes	01 April 2015	£184,000	Spikes Cavell - Confirmed by Member	3.7%	£6,863	Benchmarked Current Contract
Angus Council	Yes	01 April 2015	£60,000	Spikes Cavell - Confirmed by Member	3.7%	£2,238	Benchmarked Current Contract
Argyll & Bute Council	Yes	01 April 2015	£185,000	Spikes Cavell - Confirmed by Member	0.6%	£1,129	Benchmarked Current Contract
City of Edinburgh Council	Yes	01 April 2015	£180,000	Member Provided	16.3%	£29,286	Benchmarked Current Contract
Clackmannanshire Council	Yes	01 April 2015	£50,000	Member Provided	16.3%	£8,135	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	01 April 2015	£10,000	Member Provided	28.4%	£2,844	Benchmarked Current Contract
Dumfries & Galloway Council	Yes	01 April 2015	£19,000	Spikes Cavell	16.3%	£3,091	Benchmarked Current Contract
Dundee City Council	Yes	01 April 2015	£129,000	Spikes Cavell - Confirmed by Member	16.5%	£21,259	Benchmarked Current Contract
East Ayrshire Council	No						
East Dunbartonshire Council	Yes	01 April 2015	£270,000	Member Provided	16.3%	£43,929	Benchmarked Current Contract
East Lothian Council	Yes	01 April 2015	£300,000	Member Provided	16.3%	£48,810	Benchmarked Current Contract
East Renfrewshire Council	Yes	Autumn 2016	£100,000	Spikes Cavell - Confirmed by Member	16.3%	£16,270	Benchmarked Current Contract
Falkirk Council	Yes	01 April 2015	£90,000	Spikes Cavell - Confirmed by Member	16.3%	£14,643	Benchmarked Current Contract
Fife Council	No						
Glasgow City Council	No						
Highland Council	Yes	01 April 2015	£750,000	Spikes Cavell - Confirmed by Member	3.7%	£27,975	Benchmarked Current Contract
Inverclyde Council	Yes	01 June 2016	£45,000	Spikes Cavell - Confirmed by Member	16.3%	£7,322	Benchmarked Current Contract
Midlothian Council	Yes	01 April 2016	£352,000	Spikes Cavell - Confirmed by Member	16.3%	£57,270	Benchmarked Current Contract
North Ayrshire Council	Yes	01 April 2015	£119,000	Spikes Cavell - Confirmed by Member	16.3%	£19,361	Benchmarked Current Contract
North Lanarkshire Council	Yes	01 November 2015	£1,377,200	Spikes Cavell - Confirmed by Member	16.3%	£224,070	Benchmarked Current Contract
Orkney Islands Council	Yes	TBC	£10,000	Spikes Cavell - Confirmed by Member	0.0%	£0	
Perth & Kinross Council	Yes	01 July 2016	£139,000	Spikes Cavell - Confirmed by Member	14.8%	£20,628	Benchmarked Current Contract
Renfrewshire Council	Yes	01 April 2015	£305,000	Spikes Cavell - Confirmed by Member	16.3%	£49,624	Benchmarked Current Contract
Scottish Borders Council	Yes	01 April 2015	£84,000	Spikes Cavell - Confirmed by Member	2.0%	£1,714	Benchmarked Current Contract
Shetland Islands Council	Yes	01 April 2015	£5,000	Spikes Cavell - Confirmed by Member	23.9%	£1,197	Benchmarked Current Contract
South Ayrshire Council	Yes	01 April 2015	£300,000	Spikes Cavell - Confirmed by Member	16.3%	£48,810	Benchmarked Current Contract
South Lanarkshire Council	Yes	TBC	£500,000	Spikes Cavell - Confirmed by Member	16.3%	£81,350	Benchmarked Current Contract
Stirling Council	Yes	01 April 2015	£40,000	Spikes Cavell - Confirmed by Member	3.7%	£1,492	Benchmarked Current Contract
The Moray Council	Yes	01 April 2015	£50,000	Spikes Cavell - Confirmed by Member	3.7%	£1,865	Benchmarked Current Contract
West Dunbartonshire Council	Yes	01 April 2015	£500,000	Spikes Cavell - Confirmed by Member	16.3%	£81,350	Benchmarked Current Contract
West Lothian Council	Yes	01 April 2015	£451,000	Spikes Cavell - Confirmed by Member	16.3%	£73,378	Benchmarked Current Contract
<b>Totals</b>			<b>£6,908,200.00</b>		<b>12.7%</b>	<b>£907,240.94</b>	

## Appendix 2 – SME Status

### Asbestos Survey, Removal & Disposal and Analytical Services 11-14

Supplier Name	SME Status	Location
ACRON Asbestos Ltd	Small	Glasgow
AMS Asbestos Management Services Ltd	Small	Cramlington
Asbestos Analytical Services	Small	Prestwick
Asbestos Building Surveys	Small	East Kilbride
Asbestos Consultancy Scotland Ltd	New Company	Glasgow
Asbestos Specialists (UK) Ltd	Small	Elgin
Aspect Contracts Limited	Medium	Basildon
Chamic Industrial Services Limited	Small	Edinburgh
Clarkes Environmental Ltd	Small	Northallerton
Ductclean (UK) Ltd	Medium	Welwyn Garden City
Enviraz (Scotland) Ltd	Medium	Glasgow
Enviraz Surveys Ltd	Medium	Glasgow
Environmental Consultancy Services	Small	Glasgow
Environmental Essentials Ltd	Medium	Newcastle
Environmental Evaluation Ltd	Small	Staffordshire
ESG Asbestos Limited	Medium	Stirling
Environtec Limited	Medium	Hamilton
Ethos Environmental Ltd	Small	Edinburgh
Exova (UK) Ltd	Medium	Glasgow
Gentoo Construction Limited	Large	Sunderland
G.K Contracts (Scotland) Ltd	Small	Paisley
GOWRIE CONTRACTS LIMITED	Small	Dundee
Healthy Buildings (Ireland) Ltd T/A HBE Risk Management	Small	Edinburgh
IOM Consulting Ltd	Medium	Edinburgh
Life Environmental Servcies Ltd	Medium	Stortford
MDS Environmental Services Ltd	Small	Stockton on Tees
Northern Asbestos Services Limited	Small	Elgin
OCS Environmental services Limited	Medium	Coatbridge
Omega Asbestos Consulting Ltd	Small	Northallerton
Resource and Environmental Consultants Limited	Small	East Kilbride
Redhill Analytsts Ltd	Medium	Newdigate
Reigart Contracts Limited	Medium	Coatbridge
Rhodar Limited	Medium	Glasgow
The Environmental Consultancy Ltd T/A RPS Consultants	Large	Aberdeen
SGS MIS Environmental Ltd	Large	Consett
Shield On-Site Services Ltd	Medium	East Kilbride
Thompsons of Prudhoe Ltd	Large	Northumberland
Pyeroy Group Limited	Large	Gateshead
WSP UK Limited	Large	Glasgow



### Appendix 3 – Scoring and Recommendations Asbestos Survey, Removal & Disposal and Analytical Services 11-14

Asterisk (\*) denotes recommended suppliers

#### Lot 1 - Surveys

Supplier	Final Score	Supplier	Final Score	Supplier	Final Score
*AMS Asbestos Management Services Ltd - Offer 1	89.2	*Omega Asbestos Consulting Ltd - Offer 1	65.7	Shield On-Site Services - Offer 4	50.4
*AMS Asbestos Management Services Ltd - Offer 2	89.2	*REC Ltd - Offer 4	63.9	Enviraz Surveys Limited - Offer 2	50.1
*Environmental Essentials Limited	87.0	*Environmental Evaluation Limited - Offer 2	63.9	HBE Risk Management - Offer 1	48.6
*WSP UK Ltd - Offer 1	84.3	*Redhill Analysts Ltd - Offer 3	63.7	Asbestos Building Surveys Ltd (ABS Ltd) - Offer 2	48.4
*AMS Asbestos Management Services Ltd - Offer 3	83.9	*Omega Asbestos Consulting Ltd - Offer 2	62.4	IOM Consulting Ltd - Offer 1	47.2
*AMS Asbestos Management Services Ltd - Offer 4	83.9	*Shield On-Site Services - Offer 1	61.6	Shield On-Site Services - Offer 5	46.6
*Life Environmental Services - Offer 1	82.1	*Shield On-Site Services - Offer 2	61.6	IOM Consulting Ltd - Offer 2	44.8
*WSP UK Ltd - Offer 2	81.9	*Environtec Ltd - Offer 2	60.6	HBE Risk Management - Offer 3	44.3
*WSP UK Ltd - Offer 3	81.1	REC Ltd - Offer 5	59.6	Environmental Consultancy Services - Offer 1	44.2
*SGS MIS Environmental Ltd - Offer 1	80.8	Life Environmental Services - Offer 3	59.5	IOM Consulting Ltd - Offer 3	43.5
*AMS Asbestos Management Services Ltd - Offer 5	77.8	Environmental Evaluation Limited - Offer 3	59.3	IOM Consulting Ltd - Offer 4	41.1
*AMS Asbestos Management Services Ltd - Offer 6	77.7	Omega Asbestos Consulting Ltd - Offer 3	58.7	Enviraz Surveys Limited - Offer 3	40.6
*REC Ltd - Offer 1	75.9	Exova (UK) Ltd - Offer 1	57.8	RPS	38.9
*REC Ltd - Offer 3	75.5	Enviraz Surveys Limited - Offer 1	57.3	HBE Risk Management - Offer 2	38.8
*Environmental Evaluation Limited - Offer 1	73.3	Asbestos Analytical Services - Offer 3	57.1	IOM Consulting Ltd - Offer 5	38.0
*Redhill Analysts Ltd - Offer 1	72.7	Shield On-Site Services - Offer 3	56.6	Omega Asbestos Consulting Ltd - Offer 4	37.3
*Asbestos Analytical Services - Offer 1	71.9	Environmental Scientifics Group Limited - Offer 1	54.7	Ethos Environmental Ltd - Offer 1	36.3
*REC Ltd - Offer 2	71.4	Exova (UK) Ltd - Offer 2	54.3	Environmental Consultancy Services - Offer 2	35.1
*Environtec Ltd - Offer 1	70.9	MDS Environmental Services Limited	54.0	Enviraz Surveys Limited - Offer 4	31.6
*Asbestos Specialists (UK) Ltd	70.1	Environmental Evaluation Limited - Offer 4	53.0	Enviraz Surveys Limited - Offer 5	30.8
*Redhill Analysts Ltd - Offer 2	67.9	Asbestos Building Surveys Ltd (ABS Ltd) - Offer 1	52.2	Asbestos Consultancy Scotland Ltd	30.0
*WSP UK Ltd - Offer 4	67.7	Asbestos Analytical Services - Offer 4	50.9	Ethos Environmental Ltd - Offer 2	29.3
*Asbestos Analytical Services - Offer 2	67.7	Exova (UK) Ltd - Offer 3	50.8	SGS MIS Environmental Ltd - Offer 2	26.9
*Life Environmental Services - Offer 2	66.8	Environmental Scientifics Group Limited - Offer 2	50.7	Ethos Environmental Ltd - Offer 3	26.0

### Appendix 3 – Scoring and Recommendations

#### Asbestos Survey, Removal & Disposal and Analytical Services 11-14

Asterisk (\*) denotes recommended suppliers

#### Lot 2 - Removal & Disposal

Supplier	Final Score
*Rhodar Ltd - Offer 1	94.2
*OCS Environmental Services Limited - Offer 1	84.7
*Enviraz (Scotland) Ltd - Offer 1	80.8
*Enviraz (Scotland) Ltd - Offer 2	78.2
*CHAMIC INDUSTRIAL SERVICES LIMITED	78.0
*Clarkes Environmental Ltd - Offer 1	78.0
*OCS Environmental Services Limited - Offer 2	76.2
*GK Contracts (Scotland) Ltd - Offer 1	75.0
*Rhodar Ltd - Offer 2	73.9
*Enviraz (Scotland) Ltd - Offer 3	71.8
*GK Contracts (Scotland) Ltd - Offer 2	68.5
*GK Contracts (Scotland) Ltd - Offer 3	63.0
*Rhodar Ltd - Offer 3	61.7
*GK Contracts (Scotland) Ltd - Offer 4	58.2
*GK Contracts (Scotland) Ltd - Offer 5	55.5
*GOWRIE CONTRACTS LIMITED - Offer 1	54.5
*GOWRIE CONTRACTS LIMITED - Offer 2	54.5
*Enviraz (Scotland) Ltd - Offer 4	54.0
*GK Contracts (Scotland) Ltd - Offer 6	51.7
*Clarkes Environmental Ltd - Offer 2	51.5
*Aspect Contracts Limited - Offer 1	48.7
GOWRIE CONTRACTS LIMITED - Offer 3	46.6
Aspect Contracts Limited - Offer 2	46.5
Gentoo Construction Limited	42.9
Reigart Contracts Limited - Offer 1	32.5
Ductclean (UK) Ltd - Offer 1	32.3
Reigart Contracts Limited - Offer 2	31.3
Ductclean (UK) Ltd - Offer 2	30.6
Reigart Contracts Limited - Offer 3	30.4
Ductclean (UK) Ltd - Offer 3	29.7
Ductclean (UK) Ltd - Offer 4	29.4
Thompsons of Prudhoe Ltd - Offer 1	29.1
Thompsons of Prudhoe Ltd - Offer 2	28.2
Thompsons of Prudhoe Ltd - Offer 3	28.2
Northern Asbestos Services Limited	28.1
Ductclean (UK) Ltd - Offer 5	25.7
Thompsons of Prudhoe Ltd - Offer 4	25.6
MDS Environmental Services Limited	25.5
Asbestos Specialists (UK) Ltd	25.3
Ductclean (UK) Ltd - Offer 6	18.8
Woodgroup Industrial Services Limited - Offer 1	11.3
Woodgroup Industrial Services Limited - Offer 2	10.5

### Appendix 3 – Scoring and Recommendations

#### Asbestos Survey, Removal & Disposal and Analytical Services 11-14

Asterisk (\*) denotes recommended supplier

#### Lot 3 - Analytical Services

Supplier	Final Score
*Environmental Essentials Limited	91.3
*AMS Asbestos Management Services Ltd - Offer 1	72.6
*REC Ltd - Offer 1	70.5
*AMS Asbestos Management Services Ltd - Offer 2	67.9
*REC Ltd - Offer 4	67.5
*Life Environmental Services - Offer 1	67.1
*REC Ltd - Offer 5	66.8
*Redhill Analysts Ltd - Offer 1	66.5
*REC Ltd - Offer 2	66.4
*Envirotec Ltd - Offer 1	65.6
*AMS Asbestos Management Services Ltd - Offer 3	64.8
*AMS Asbestos Management Services Ltd - Offer 4	64.8
*IOM Consulting Ltd - Offer 1	63.2
*WSP UK Ltd - Offer 1	62.1
*Redhill Analysts Ltd - Offer 2	62.1
*REC Ltd - Offer 3	61.9
*WSP UK Ltd - Offer 2	61.7
*AMS Asbestos Management Services Ltd - Offer 5	60.9
*AMS Asbestos Management Services Ltd - Offer 6	60.7
*ACRON ASBESTOS LTD - Offer 1	59.4
*IOM Consulting Ltd - Offer 2	59.0
*Environmental Scientifics Group Limited - Offer 1	58.6
*Omega Asbestos Consulting Ltd - Offer 1	57.9
*Envirotec Ltd - Offer 2	57.7
*IOM Consulting Ltd - Offer 3	56.7
*Omega Asbestos Consulting Ltd - Offer 2	56.1
*Redhill Analysts Ltd - Offer 3	55.7
Exova (UK) Ltd - Offer 1	53.6
Environmental Scientifics Group Limited - Offer 2	53.3
Shield On-Site Services - Offer 1	52.3
IOM Consulting Ltd - Offer 4	52.3
REC Ltd - Offer 6	52.1

Supplier	Final Score
RPS	51.5
SGS MIS Environmental Ltd - Offer 1	51.3
Omega Asbestos Consulting Ltd - Offer 3	51.0
WSP UK Ltd - Offer 3	50.9
Environmental Evaluation Limited - Offer 1	49.8
ACRON ASBESTOS LTD - Offer 2	48.4
WSP UK Ltd - Offer 4	47.4
IOM Consulting Ltd - Offer 5	46.7
Shield On-Site Services - Offer 2	46.3
Life Environmental Services - Offer 2	46.1
Environmental Evaluation Limited - Offer 2	44.6
Shield On-Site Services - Offer 3	43.8
Environmental Evaluation Limited - Offer 3	43.3
ACRON ASBESTOS LTD - Offer 3	43.0
Environmental Evaluation Limited - Offer 4	42.6
Asbestos Analytical Services - Offer 1	42.5
Asbestos Analytical Services - Offer 2	42.4
Exova (UK) Ltd - Offer 2	41.8
Shield On-Site Services - Offer 4	41.6
Asbestos Analytical Services - Offer 3	41.4
Asbestos Analytical Services - Offer 4	41.2
Shield On-Site Services - Offer 5	40.7
Omega Asbestos Consulting Ltd - Offer 4	40.5
Life Environmental Services - Offer 3	40.1
Environmental Evaluation Limited - Offer 5	38.0
Environmental Evaluation Limited - Offer 6	37.5
ACRON ASBESTOS LTD - Offer 4	33.4
Exova (UK) Ltd - Offer 3	33.2
Ethos Environmental Ltd - Offer 1	30.9
SGS MIS Environmental Ltd - Offer 2	28.4
Ethos Environmental Ltd - Offer 2	22.9
Ethos Environmental Ltd - Offer 3	19.6



## **Scotland Excel Executive Sub Committee**

**To: Executive Sub Committee**

**On: 6<sup>th</sup> March 2015**

### **Report by Director**

**Tender: Presentation & Audio Visual Equipment**

**Schedule: 12/14**

**Period: 1 April 2015 to 31 March 2018, with an option to extend for up to one year until 31 March 2019**

### **1. Introduction and Background**

The current framework for the supply, delivery, installation, commissioning & maintenance of a range of presentation and audio visual equipment expires on 31 March 2015. Following User Intelligence Group (UIG) discussions and based on the high level of satisfaction with the current framework, it was agreed that a second generation framework should be established. The new framework will operate from 1 April 2015 until 31 March 2018 with the option to extend for up to one year until 31 March 2019.

The framework will 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 will also feature in this framework. Customers will have a single source option for supply, installation and maintenance thereby increasing efficiency for customers.

It is anticipated the main users of this framework will be from education services, however the framework will be available to all other council departments and Scotland Excel associate members.

## **2. Scope, Participation and Spend**

As part of the strategy development for this framework a core product review was conducted against the current framework. Following a detailed review of management information and having considered the supply landscape, the lotting structure was revised to align with council requirements.

The framework now consists 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 is offered in a range of models and sizes to suit different requirements and environments. In total 37 products are available along with warranty, installation, commissioning and reactive maintenance.

As detailed in Appendix 1, 32 councils and Tayside Contracts have 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.

Based on the historic spend of councils and associate members, the framework has a forecast spend of circa £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.

## **3. Procurement Process**

A User Intelligence Group (UIG) consisting of procurement and technical representatives from the participating councils was established to develop a procurement strategy to best meet user requirements.

To ensure that the framework was awarded to the most capable suppliers, the UIG agreed that a 2 stage tendering process should be used. At the first stage, bidders were assessed on financial capability, technical/professional capability and business probity. Bidders were required to pass this stage in order for their offer to be evaluated. At the second stage of the process, the offers were evaluated against the following criteria and weightings:

Technical	15%
Commercial	85%

Bidders were invited to offer fixed pricing for 12 months for core items as well as a fixed percentage discounts against their catalogue list price. Bidders also confirmed

which councils they were prepared to service. The tender explained that bidders must tender for a minimum of 80% of all products. In the event that an offer was received with less than 80% of the items priced, Scotland Excel reserved the right not to consider the offer.

The framework was advertised in the Official Journal of the European Union and the Public Contracts Scotland portal on the 18 November 2014. The tender process was conducted using the Public Contracts Scotland tender (PCS-Tender) system.

#### **4. Report on Offers Received**

44 suppliers expressed interest in the framework and 13 suppliers (as detailed in Appendix 2) responded.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the remaining offers received was completed. Appendix 3 of this report sets out the scoring achieved by each tenderer and the recommendations agreed by UIG.

GV Multi Media Ltd submitted no pricing, therefore their offer was not considered.

#### **5. Recommendations**

Under EU procurement legislation a framework arrangement can be concluded with a single supplier. If the agreement is concluded with several suppliers, the minimum number of suppliers must be three (provided there is sufficient numbers of suppliers satisfying the selection criteria and tenders meeting the award criteria).

Based on the evaluations carried out in line with the criteria and weightings set out above, it is recommended that the framework be awarded to a total of four suppliers as detailed in Appendix 3.

#### **6. Benefits**

##### **Savings**

A price comparison exercise has been carried out against authorities existing Scotland Excel contractual rates. The results are set out in **Appendix 1**.

Overall cost savings from the current baseline show an average 7% saving, assuming that councils choose the lowest priced supplier which equates to an annual saving of

£294,413. In order to calculate a percentage cost saving, the lowest price solution offered was compared to the lowest priced supplier on the previous Scotland Excel framework. The percentage figure was applied to each councils annual spend on presentation and audio visual equipment. Where councils have been unable to provide spend data the figures are based on an average of the previous 3 years management information or an agreed baseline figure for illustrative purposes.

In addition some suppliers have offered early settlement discounts of up to 1.5% where payment can be achieved within 15 days from date of invoice and there is an opportunity for customers to derive a retrospective rebate of up to 1.5% where the council utilises a supplier for 75% or more of their business. This will be discussed and agreed with councils during the framework mobilisation period.

### **Price Stability**

It is a condition of the framework that all suppliers will maintain stable prices for one year from the commencement of the framework on core range products. Where products change through innovation or obsolescence Scotland Excel will manage the suppliers to ensure continuity of guaranteed maximum price. Additionally suppliers will maintain fixed percentage discounts against manufacturers RRP for the duration of the contract for all non core products.

### **Delivery**

All recommended suppliers will provide carriage, off-loading and carrying to final locations across all of Scotland, including the islands.

### **Warranty Periods**

Warranty periods vary in duration and extent of cover depending on the manufacturer and the commodity.

The framework required minimum manufacturer warranty durations ranging from 2 year onsite warranty for televisions to 3 year for interactive whiteboards and projectors. Although the framework stipulated that any installation work would be covered by a 1 year period AVM Impact Ltd, Irruptus Limited (t/a Efficient Infrastructure Solutions) and SSUK Ltd have offered an additional 3 year warranty on their installation work while TCIB Installations has offered an additional 4 year warranty.

### **Reactive Maintenance**

The inclusion of reactive maintenance into the current framework has proved to be a valuable and well used service. Customers will continue to have single source options for supply and maintenance thereby reducing downtime of equipment.

### **Community Benefits**

Tenderers were invited to commit to specific community benefits through the framework. This was embraced by many of the suppliers and a wide range of benefits were offered across the supply base. Some of the potential benefits offered include



work experience and apprenticeships, training for long term unemployed, support and sponsorship of local community projects and charities

Suppliers will be required as part of their quarterly management information submissions to provide information on any community benefits that they have delivered through this framework.

### **Sustainability**

The following elements were included within the tender documentation to ensure that sustainability was considered in the evaluation process:

Suppliers were required to confirm that they have an Environmental Policy. Vehicle emissions with regards to the transportation and delivery of were assessed. Suppliers were also assessed with regards to recycling and re-use initiatives including packaging.

Furthermore all items supplied against this framework are classified as being energy efficient. Products will be supplied on the basis that the manufacturers of comply with all aspects of the WEEE & ROHS directives.

Within the tender, Scotland Excel has endeavoured to include the living wage and all recommended suppliers will comply with this within 12 months of the framework commencement date.

## **7. Contract Mobilisation and Management**

In accordance with Scotland Excel's established Contract Supplier Management (CSM) programme, in terms of risk and spend, this framework is classified as level 2. As such, on a quarterly basis Scotland Excel will collect, analyse and review detailed supplier management information and will monitor the community benefits associated with this framework.

Standard management information will be collated in accordance with that described in the tender documentation. Achievement of key performance indicators as provided in the tender will be finalised and agreed at contract award. These will be a driver to ensure that the required service is monitored, maintained and where possible improved during the framework period. This data will form the foundation of ongoing contract and supplier management.

Any requests for price increases will be considered in accordance with the defined Scotland Excel process and evaluated against a range of market analysis indices.

## **8. Summary**

This framework aims to provide contract users with access to the best value supplier for presentation and audio visual equipment including reactive maintenance.

Although this is a second generation framework, positive efficiencies have still been achieved through close working relationships with an already existing UIG, and ensuring a tender that incorporated a more accurate core product list that better reflects purchasing patterns.

Scotland Excel envisage that there will be a seamless transition between the existing and new framework, as currently all 32 councils actively procure presentation and audio visual equipment through 3 of the 4 suppliers being recommended for the new framework.

The Executive Sub Committee is requested to approve the recommendations to award agreements to the suppliers as detailed in Appendix 3.

## Appendix 1 – Participation, Spend and Savings Summary

### Presentation & Audio Visual Equipment 12-14

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 April 2015	£88,200	Contract MI - Confirmed by Member	7.0%	£6,174	Benchmarked Using Current Market Rates
Aberdeenshire Council	Yes	01 April 2015	£59,500	Contract MI - Confirmed by Member	7.0%	£4,165	Benchmarked Using Current Market Rates
Angus Council	Yes	01 April 2015	£25,000	Contract MI - Confirmed by Member	7.0%	£1,750	Benchmarked Using Current Market Rates
Argyll & Bute Council	Yes	01 April 2015	£21,500	Contract MI - Confirmed by Member	7.0%	£1,505	Benchmarked Using Current Market Rates
City of Edinburgh Council	Yes	01 April 2015	£21,300	Contract MI - Confirmed by Member	7.0%	£1,491	Benchmarked Using Current Market Rates
Clackmannanshire Council	Yes	01 April 2015	£40,000	Contract MI - Confirmed by Member	7.0%	£2,800	Benchmarked Using Current Market Rates
Comhairle nan Eilean Siar	Yes	01 April 2015	£265,900	Contract MI - Confirmed by Member	7.0%	£18,613	Benchmarked Using Current Market Rates
Dumfries & Galloway Council	Yes	01 April 2015	£50,000	Contract MI - Confirmed by Member	7.0%	£3,500	Benchmarked Using Current Market Rates
Dundee City Council	Yes	01 April 2015	£150,000	Contract MI - Confirmed by Member	7.0%	£10,500	Benchmarked Using Current Market Rates
East Ayrshire Council	Yes	01 April 2015	£13,800	Contract MI - Confirmed by Member	7.0%	£966	Benchmarked Using Current Market Rates
East Dunbartonshire Council	Yes	01 April 2015	£65,000	Contract MI - Confirmed by Member	7.0%	£4,550	Benchmarked Using Current Market Rates
East Lothian Council	Yes	01 April 2015	£146,800	Contract MI - Confirmed by Member	7.0%	£10,276	Benchmarked Using Current Market Rates
East Renfrewshire Council	Yes	01 April 2015	£500,000	Contract MI - Confirmed by Member	7.0%	£35,000	Benchmarked Using Current Market Rates
Falkirk Council	Yes	01 April 2015	£100,000	Contract MI - Confirmed by Member	7.0%	£7,000	Benchmarked Using Current Market Rates
Fife Council	Yes	01 April 2015	£542,100	Contract MI - Confirmed by Member	7.0%	£37,947	Benchmarked Using Current Market Rates
Glasgow City Council	Yes	01 April 2015	£402,150	Contract MI - Confirmed by Member	7.0%	£28,151	Benchmarked Using Current Market Rates
Highland Council	Yes	01 April 2015	£25,600	Contract MI - Confirmed by Member	7.0%	£1,792	Benchmarked Using Current Market Rates
Inverclyde Council	Yes	01 April 2015	£113,500	Contract MI - Confirmed by Member	7.0%	£7,945	Benchmarked Using Current Market Rates
Midlothian Council	Yes	01 April 2015	£102,000	Contract MI - Confirmed by Member	7.0%	£7,140	Benchmarked Using Current Market Rates
North Ayrshire Council	Yes	01 April 2015	£125,000	Contract MI - Confirmed by Member	7.0%	£8,750	Benchmarked Using Current Market Rates
North Lanarkshire Council	Yes	01 April 2015	£85,000	Contract MI - Confirmed by Member	7.0%	£5,950	Benchmarked Using Current Market Rates
Orkney Islands Council	Yes	01 April 2015	£500,000	Contract MI - Confirmed by Member	7.0%	£35,000	Benchmarked Using Current Market Rates
Perth & Kinross Council	Yes	01 April 2015	£5,000	Contract MI - Confirmed by Member	7.0%	£350	Benchmarked Using Current Market Rates
Renfrewshire Council	Yes	01 April 2015	£30,000	Contract MI - Confirmed by Member	7.0%	£2,100	Benchmarked Using Current Market Rates
Scottish Borders Council	Yes	01 April 2015	£250,000	Contract MI - Confirmed by Member	7.0%	£17,500	Benchmarked Using Current Market Rates
Shetland Islands Council	Yes	01 April 2015	£77,350	Contract MI - Confirmed by Member	7.0%	£5,415	Benchmarked Using Current Market Rates
South Ayrshire Council	Yes	01 April 2015	£10,000	Contract MI - Confirmed by Member	7.0%	£700	Benchmarked Using Current Market Rates
South Lanarkshire Council	Yes	01 April 2015	£72,200	Contract MI - Confirmed by Member	7.0%	£5,054	Benchmarked Using Current Market Rates
Stirling Council	Yes	01 April 2015	£100,000	Contract MI - Confirmed by Member	7.0%	£7,000	Benchmarked Using Current Market Rates
The Moray Council	Yes	01 April 2015	£37,000	Contract MI - Confirmed by Member	7.0%	£2,590	Benchmarked Using Current Market Rates
West Dunbartonshire Council	Yes	01 April 2015	£15,000	Contract MI - Confirmed by Member	7.0%	£1,050	Benchmarked Using Current Market Rates
West Lothian Council	Yes	01 April 2015	£150,000	Contract MI - Confirmed by Member	7.0%	£10,500	Benchmarked Using Current Market Rates
Tayside Contracts	Yes	01 April 2015	£2,000	Contract MI - Confirmed by Member	7.0%	£140	Benchmarked Using Current Market Rates
Scottish Parliament	Yes	01 April 2015	£10,000	Contract MI - Confirmed by Member	7.0%	£700	Benchmarked Using Current Market Rates
NHS	Yes	01 April 2015	£5,000	Contract MI - Confirmed by Member	7.0%	£350	Benchmarked Using Current Market Rates
<b>Totals</b>			<b>£4,205,900.00</b>			<b>£294,413.00</b>	

<b>Name of Company</b>	<b>SME Status</b>	<b>City / County</b>
ACI Integrated Solutions Ltd	Small	Glasgow
Airwave Europe Ltd	Small	Billingshurst
AVM Impact Ltd*	Large	Sunbury –on-Thames
Cameron Communications Ltd	Small	Glasgow
Capita IT Services Limited	Large	Glasgow
Irruptus Limited (t/a Efficient Infrastructure Solutions)*	Small	Glasgow
FES Support Services Ltd	Large	Stirling
GV Multi Media Ltd	Medium	Lutterworth
Insight Direct (UK) Ltd	Large	Edinburgh
Mediascape Ltd	Small	Glasgow
Pacific Computers	Small	Basingstoke
SSUK Ltd*	Small	Glasgow
TCIB Installations*	Small	Wishaw

\*Recommended for award

<b>Tenderer</b>	<b>Score</b>
AVM Impact Ltd*	94.84
SSUK Ltd*	90.49
TCIB Installations*	89.63
Irruptus Limited (t/a Efficient Infrastructure Solutions)*	88.29
ACI Integrated Solutions Ltd	78.33
Cameron Communications Ltd	78.29
Capita IT Services Limited	75.93
Mediascape Ltd	72.61
Insight Direct (UK) Ltd	71.92
Airwave Europe Ltd	58.15
Pacific Computers	54.00
FES Support Services Ltd	50.21

\*Recommended for award

NB: GV Multi Media Ltd submitted no financial information therefore their offer was not considered.

