

Minute of Meeting Scotland Excel Executive Sub-committee

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

Present

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

Chair

Councillor John Shaw, Convener, presided.

In Attendance

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

Apologies

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

Declarations of Interest

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

1 Minute

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

DECIDED: That the Minute be approved.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DECIDED:

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

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

3 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 25 January 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.