

## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 June 2018	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Westlake (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, L Richard, Strategic Procurement Manager, L Cairns, Senior Procurement Specialist and S Brysdon, Procurement Coordinator (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

### Apologies

Councillor Graham Hutchison (City of Edinburgh Council); Councillor Altany Craik (Fife Council); Councillor A Mackinnon (Highland Council); and Councillor Todd Ferguson (North Ayrshire 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 1 June 2018.

**DECIDED:** That the Minute be approved.

### **2(a) Contract for Approval: Supply and Distribution of Fresh Meats, Cooked Meats and Fresh Fish**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and distribution of fresh meats, cooked meats and fresh fish which would be effective from 1 October 2018 to 30 September 2021 with the option to extend to 30 September 2022.

The report intimated that the framework provided councils with a mechanism to procure a range of fresh goods and that users of the framework were likely to include schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres. The renewal framework incorporated a number of enhancements including locally sourced produce and an increase in sustainable products.

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

The framework had been divided into four lots and 41 geographical sub-lots as detailed in table 1 of the report and had been advertised at an estimated value of £10 million per annum.

It was noted that 28 councils had confirmed their intention to participate in the framework. In addition, Tayside Contracts had confirmed their intention to participate.

Tender responses had been received from ten suppliers and a summary of offers received was detailed in Appendix 2 to the report. The report highlighted that Hartleys Farm Foods Limited was non-compliant with the second stage technical assessment as they failed to offer an ability to service any council area. It was also noted that reference to Gordon McWilliam (Aberdeen) Limited in Appendix 2 to the lots offered should read 1, 2 and 4.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

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

**DECIDED:**

(a) That the award of the framework agreement for the supply and distribution of fresh meats, cooked meats and fresh fish, as detailed in Appendix 3 to the report, be approved; and

(b) That it be noted that reference to Gordon McWilliam (Aberdeen) Limited in Appendix 2 to the lots offered should read 1, 2 and 4.

**2(b) Contract for Approval: Supply and Delivery of Roadstone**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and distribution of roadstone which would be effective from 23 July 2018 to 30 June 2022.

The report intimated that the framework provided councils with a mechanism to procure a range of coated, uncoated and recycled roadstone as well as ready mixed concrete to support the requirements of councils' road departments. The renewal framework incorporated a number of enhancements including additional products, the removal of any limits on the number of quarries or plants offered and an increased commercial focus on distribution costs.

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

The framework had been divided into four lots as detailed in table 1 of the report and had been advertised at an estimated value of £20 million over the four-year period. It was noted that 10 councils had confirmed their intention to participate in the framework.

Tender responses had been received from 14 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings set out in the report it was recommended that a multi-supplier framework agreement be awarded to 14 suppliers across the four lots as outlined in Appendix 3 to the report.

**DECIDED:** That the award of the framework agreement for the supply and delivery of roadstone, as detailed in Appendix 3 to the report, be approved.

**2(c) Contract for Approval: Social Care Agency Workers**

There was submitted a report by the Director of Scotland Excel relative to the award of a national framework agreement for social care agency workers.

The report intimated that the framework aimed to bring flexibility and scope to meet the ever-changing needs of the care and support market by allowing the addition of new suppliers throughout the duration of the agreement, where required, to enable the continued delivery of best value and sufficient geographic and service coverage across all of Scotland.

The framework had been divided into three lots as detailed in table 1 of the report and also 17 geographical regions to encourage SME participation and allow suppliers operating in specific geographical areas to submit competitive bids. It was noted that the framework was available to all 32 councils, NHS National Procurement, the Scottish Prison Service and a number of associate member housing associations.

Tender responses had been received from 48 suppliers and a summary of offers received was detailed in Appendix 2 to the report. A number of tenderers withdrew their tender submissions or were deemed non-compliant and the reasons were detailed in section 4 of the report

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the remaining compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

In order to provide a range of providers for each region and to provide coverage and choice it was recommended that participation on the flexible framework be awarded to 15 tenderers as outlined in Appendix 3 to the report.

**DECIDED:** That the participation of 15 tenderers on the flexible framework, as detailed in Appendix 3 to the report, be approved.

### **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 24 August 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.