

## **Minute of Meeting Scotland Excel Executive Sub-committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 19 June 2020	09:45	Remotely by MS Teams ,

### **Present**

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

### **Chair**

Councillor Shaw, Convener, presided.

### **In Attendance**

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, S Kilgour, Senior Procurement Specialist and L Richard, Strategic Procurement Manager (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

### **Apologies**

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Amanda Hawick (Shetland Islands 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 29 May 2020.

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

### Sederunt

Provost Howatson entered the meeting during consideration of the following item of business.

#### 2(a) Contract for Approval: Demolition and Deconstruction Works

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for demolition and deconstruction works which would operate from 1 August 2020 to 31 July 2022, with an option to extend for up to two further years until 31 July 2024.

It was noted that an amended Appendix 3 to the report together with a summary of the changes made had been issued to members prior to the meeting.

The framework provided councils and other participating members with a mechanism to procure demolition and deconstruction works ranging from simple shoring to complex multi-storey demolitions and enable them to provide vital emergency services.

To ensure delivery which met members' needs, Scotland Excel had targeted three key areas in developing this strategy: increased market participation; simplified call-off procedures and improved support of the Scottish Government's declared climate emergency. Police Scotland had identified demolition as an area of potential risk regarding serious and organised crime and as such the declaration of non-involvement in human trafficking and exploitative labour had been included in the tender.

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

The framework had been divided into three lots as detailed in figure 1 of the report and the maximum estimated value of services that might be awarded under the framework was £72 million. Appendix 1 to the report detailed the participation, spend and savings summary of those 30 councils participating in the framework together with those associate members who had confirmed their intention to participate. It was noted that the two remaining councils had their own frameworks in place.

Tender responses had been received from 33 tenderers and Appendix 2 to the report provided a summary of the offers received.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and the amended 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 arrangement be awarded to 25 suppliers as outlined in the amended Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders.

It was noted that any reference to Thompsons of Prudoe Limited in the report and appendices should make reference to Thompsons of Prudhoe Limited and that any reference to Coleman Group (CNC Group Holdings Ltd) should make reference to CNC Group Holdings Limited t/a The Coleman Group.

**DECIDED:**

(a) That the award of the framework agreement for demolition and deconstruction works, as detailed in the amended Appendix 3 to the report, be approved; and

(b) That it be noted that any reference to Thompsons of Prudoe Limited in the report and appendices should make reference to Thompsons of Prudhoe Limited and that any reference to Coleman Group (CNC Group Holdings Ltd) should make reference to CNC Group Holdings Limited t/a The Coleman Group.

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

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of catering sundries which would operate from 1 August 2020 to 31 July 2022, with an option to extend for up to an additional two 12 month periods until 31 July 2024.

The framework provided councils and associate members with a mechanism to procure a range of catering sundries including disposable/recycling cups, plates and cutlery and other cookware and crockery for use within catering environments including schools, cafes and restaurants, corporate and civic locations, leisure centres, community centres and social work premises.

The renewal incorporated a number of enhancements to the current framework including the option for recyclable and compostable products. The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into two lots as detailed in figure 1 of the report and had been advertised with a value of up to £4 million per annum. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils participating in the framework together with Tayside Contracts.

Tender responses had been received from 10 tenderers and Appendix 2 to the report provided a summary of the offers received.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and the amended 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 arrangement be awarded to nine suppliers as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders and Appendix 5 to the report detailed a summary of contract and supplier management classifications.

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

### **3 Request for Associate Membership: Bon Accord Care Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Bon Accord Care Limited had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Bon Accord Care Limited to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

### **4 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 28 August 2020.