

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

Date	Time	Venue
Friday, 26 January 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

KENNETH GRAHAM  
Clerk

### Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh 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 Todd Ferguson (North Ayrshire 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)

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## **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

### Apologies

Apologies from members.

### 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.

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|----------|--|----------------|
| <b>1</b> | <b>Minute</b>  | <b>5 - 10</b>  |
|          | Minute of meeting of the Executive Sub-committee held on 8 December 2017.  |                |
| <b>2</b> | <b>Revenue Budget Monitoring</b>   | <b>11 - 14</b> |
|          | Report by Treasurer and Director of Scotland Excel.  |                |
| <b>3</b> | <b>Contract for Approval: Repair and Maintenance of Catering Equipment</b>   | <b>15 - 22</b> |
|          | Report by Director of Scotland Excel.  |                |
| <b>4</b> | <b>Contract for Approval: Supply and Delivery of Swimming Pool Chemicals, CO2 Gas and Associated Products</b>  | <b>23 - 30</b> |
|          | Report by Director of Scotland Excel.  |                |
| <b>5</b> | <b>Contract for Approval: Supply and Delivery of Library Books, Educational Textbooks and Multimedia Supplies</b>  | <b>31 - 42</b> |
|          | Report by Director of Scotland Excel.  |                |
| <b>6</b> | <b>Request for Associate Membership: Kingdom Support and Care CIC</b>  | <b>43 - 44</b> |
|          | Report by Director of Scotland Excel.  |                |
| <b>7</b> | <b>Request for Associate Membership: Caledonia Housing Association Limited</b>   | <b>45 - 46</b> |
|          | Report by Director of Scotland Excel.  |                |
| <b>8</b> | <b>Date of Next Meeting</b>  |                |
|          | Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 23 February 2018 in Scotland Excel Meeting Room 1, Renfrewshire House. |                |



## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 08 December 2017	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### Present

Councillor Charles Buchan (substitute for 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); 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 and Business Services, D Benstead, Principal Procurement Specialist, K Carlin, Assistant Procurement Specialist; C Richardson and Z Brawn, both Procurement Co-ordinators (all Scotland Excel); and M Ball, Senior Accountant and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

### Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Todd Ferguson (North Ayrshire Council).

## **Declaration of Interest**

Councillor Di Mascio declared an interest in item 3e of the agenda and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub Committee held on 17 November 2017.

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

### **2 Revenue Budget Monitoring**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 1 November 2017.

The report intimated that gross expenditure was £23,000 under budget and income was currently £37,000 over-recovered which resulted in a net underspend of £60,000.

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

## **Sederunt**

Councillor Mackinnon entered the meeting during consideration of the following item of business.

### **3(a) Contract for Approval: Supply and Distribution of Milk**

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 pasteurised milk and associated products which would be effective from 1 March 2018 until 28 February 2021, with the option to extend for an additional one year period until 28 February 2022.

The report intimated that the framework would provide local authorities and other participating bodies with a mechanism to procure a range of dairy products and supported the duties established by the Schools (Health, Promotion and Nutrition) (Scotland) Act 2007 and the standards set out by the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The framework had been divided into geographical lots. Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

The forecast annual spend for participating councils was circa £7.5 million per annum, however, the framework had been advertised at a value of £9 million per annum equating to an estimated value of £36 million over the term of the contract. Tender responses had been received from seven 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 detailed within the report it was recommended that a multi-supplier framework agreement be awarded to seven suppliers across the 36 geographical lots as detailed in Appendix 3 to the report.

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

### **3(b) Contract for Approval: Supply and Delivery of Trade Materials**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of trade materials which would be effective from 17 February 2018 to 16 February 2021, with an option to extend to 16 February 2022.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a broad range of trade materials for council stores, schools, work depots and other facilities, as well as for collection from supplier trade counters.

The framework had been divided into four lots as detailed in table 1 of the report. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework. It was noted that the Scottish Prison Service, NHS Scotland, Advanced Procurement for Universities and Colleges and the Wheatley Group would also be participating in the framework.

The total framework spend was an estimated value of £32m over the term of the contract, however, to accommodate the likely growth from associate members the framework had been advertised at an overall value of £40m. Tender responses had been received from 29 suppliers. A summary of offers received, including those suppliers deemed to be non-compliant, was provided in Appendix 2 to the report.

It was noted that the majority of tenderers for lot 1 offered the same products across the three product quality levels which was contrary to the requirements set out in the tender. It had not been possible to make a recommendation that would deliver the necessary geographical coverage and competition and following endorsement from the User Intelligence Group it was recommended that this lot be not awarded. Scotland Excel would separately tender for power tools only in February 2018 and would extend the life of the power tools lot on the current framework until the new framework was in place.

It was further noted that lot 3 received bids with less than the required product coverage. Full product and geographical coverage had been ensured by slightly reducing the threshold to 65%. All bids with product coverage below this threshold were deemed as non-compliant and were not evaluated further.

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.

Based on the evaluation undertaken and to secure best value, capacity and coverage it was recommended that a multi-supplier framework agreement be awarded to 17 suppliers across the three lots as detailed in Appendix 3 to the report.

**DECIDED:**

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

(b) That the recommendation not to award lot 1 and the extension of the current arrangements for power tools only be approved; and

(c) That it be noted that a separate tender exercise would be carried out to ensure sufficient product coverage.

**3(c) Contract for Approval: Repair and Maintenance of Catering Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework for catering equipment repair and maintenance which would be effective from 8 January 2018 to 7 January 2020 with an option to extend for up to two 12 month periods until 7 January 2022.

The Convener advised that the Director of Scotland Excel had withdrawn this report.

**DECIDED:** That it be noted that the report had been withdrawn.

**3(d) Contract for Approval: Supply, Delivery, Installation and Maintenance of Water Coolers and Associated Consumables**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the purchase and rental of water coolers and associated services which would be effective from 8 January 2018 until 7 January 2020 with an option to extend for up to two further 12 month periods until 7 January 2022.

The report intimated that the framework would provide councils with a mechanism to purchase and rent a range of water coolers including free standing bottled water coolers and plumbed in water coolers. Council could also procure the associated maintenance and sanitisation services.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at a value of £6m over the four year period. Tender responses had been received from eight suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to eight suppliers as detailed in Appendix 2 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.



## **Declaration of Interest**

Councillor Di Mascio having declared an interest in relation to the following item of business left the meeting and did not take part in any discussion or voting thereon.

### **3(e) Contract for Approval: Pest Control Services and Associated Products**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for pest control services and associated products which would be effective from 8 December 2017 until 30 November 2019 with an option to extend for up to two further one year periods until 30 November 2021.

The report intimated that the framework covered the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories. Additionally, it also included the use of hawks and falcons as a bird deterrent.

The framework had been divided into four lots as detailed in table 1 of the report and was advertised at a total value of £8m for the four year period. Tender responses had been received from 9 suppliers and a summary of all offers received was detailed in Appendix 1 to the report.

It was noted that the quality and range of responses for lot 2 meant that it had not been possible to carry out a full evaluation due to a number of abnormally low and high bids. This lot had been excluded from the evaluation process and no recommendation would be made. As a result of lot 2 being excluded from the evaluation process the total value had been revised to £6m for the four year period.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to seven suppliers across the three lots as detailed in Appendix 2 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

## **Sederunt**

Councillor Di Mascio entered the meeting prior to consideration of the following item of business.

### **4(a) Request for Associate Membership: Routes to Work**

There was submitted a report by the Director of Scotland Excel advising that Routes to Work, an arm's length charity of North Lanarkshire Council that existed to support North Lanarkshire's unemployed, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Routes to Work to become an associate member of Scotland Excel, at no annual membership fee, subject to completion and signing of the agreement document, be approved.

#### **4(b) Request for Associate Membership of Scotland Excel: Design Dundee**

There was submitted a report by the Director of Scotland Excel advising that Design Dundee, a charity founded by Dundee City Council, Scottish Enterprise, The University of Abertay, The University of Dundee and The Victoria and Albert Museum to manage the Victoria and Albert Museum of Design in Dundee, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Design Dundee to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

#### **4(c) Request for Associate Membership of Scotland Excel: Scottish Children's Reporter Administration**

There was submitted a report by the Director of Scotland Excel advising that the Scottish Children's Reporter Administration, a national body focused on children and young people most at risk, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by the Scottish Children's Reporter Administration to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

### **5 Employee Absence Management Report**

There was submitted a report by the Director of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the month of October 2017, the previous six and 12 months and provided information relating to the absence statistics and reasons.

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

### **6 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 26 January 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

## Scotland Excel

**To: Executive Sub Committee**

**On: 26 January 2018**

### Report by **Joint Report by the Treasurer and the Director Revenue Budget Monitoring Report to 5 January 2018**

#### 1. **Summary**

1.1 Gross expenditure is £33,000 under budget and income is currently £37,000 over recovered which results in a net underspend of £70,000 for Scotland Excel. This is summarised in point 4:

#### 2 **Recommendations**

2.1 It is recommended that members consider the report.

#### 3 **Budget Adjustments Since Last Report**

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

#### 4 **Budget Performance**

4.1	<b>Current Position</b>	<b>Net Underspend £70,000</b>
	<i>Previously Reported</i>	<i>Net Underspend £60,000</i>

The variance is due to an underspend in Employee Costs, an overspend in Contractor and others and an over recovery of Other Income.

Employee Costs are currently under spent due to:

- a number of staff who had maternity leave during the year,
- IT Manager post not replaced (due to restructure),
- a number of staff exercising their right for flexible working.

Employee Costs will be underspent by the year end due to the delay in filling the Learning and Development post and Business Change Project Manager post.

Contractors and Others have an unbudgeted cost this year due to a requirement to complete and mobilise the Energy Efficiency Contractors contract.

The over recovery of Other Income relates to additional funding received from Invest in Renfrewshire for support of the graduate intern scheme and also from the income received for the costs that were awarded by the court when Scotland Excel were successful in defending a legal challenge.

All projects are currently projected to break even.

#### **4.2 Projected Year End Position**

The projected year end position shows a draw down from the general reserve of £86,000 which is £80,000 less than the approved draw down. This reduction in the draw down will be utilised to support the 2018/19 budget, as previously agreed at the December 2017 Joint Committee.

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2017/18**  
**1st April 2017 to 5th January 2018**

JOINT COMMITTEE - SCOTLAND EXCEL

Description (1)	£000's	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance £000's (7)	%
Employee Costs		2,944	2,009	1,969	0	1,969	40	2.0%
Property Costs		226	132	132	0	132	0	0.0%
Supplies & Services		204	74	74	0	74	0	0.0%
Contractors and Others		0	0	7	0	7	(7)	-100.0%
Administration Costs		297	99	99	0	99	0	0.0%
Payments to Other Bodies		39	19	19	0	19	0	0.0%
<b>GROSS EXPENDITURE</b>		<b>3,710</b>	<b>2,333</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>33</b>	<b>1.4%</b>
Contributions from Local Authorities		(3,484)	(3,484)	(3,484)	0	(3,484)	0	0.0%
Other Income		(60)	(60)	(97)	0	(97)	37	61.7%
<b>INCOME</b>		<b>(3,544)</b>	<b>(3,544)</b>	<b>(3,581)</b>	<b>0</b>	<b>(3,581)</b>	<b>37</b>	<b>1.0%</b>
<b>TRANSFER (TO)/FROM RESERVES</b>		<b>166</b>	<b>(1,211)</b>	<b>(1,281)</b>	<b>0</b>	<b>(1,281)</b>	<b>70</b>	<b>5.8%</b>

General Reserve

£000's

(368)

66

50

50

(80)

(282)

Opening Reserves

Budgeted Draw on Reserves per estimates

IT Projects per Joint Committee 30th June

Office Upgrade per Joint Committee 30th June

Projected Year End Overspend / (Underspend)

Anticipated Closing Reserves



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 26 January 2018**

**Report  
by  
Director Scotland Excel**

**Tender: Repair and Maintenance of Catering Equipment**

**Schedule: 21/17**

**Period: 8 January 2018 (effective date 16 February 2018) until 7 January 2020  
with an option to extend for up to two further 12 month periods**

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

This framework has been developed by the Operational Supplies and Services (OSS) Team with a fast-tracked approach with key stakeholders, which has resulted in shorter procurement cycles and a more flexible approach to stakeholder engagement. This delivers the aims of the team by reducing resource pressure on councils, consolidating demand and provides new collaborative procurement opportunities.

This recommendation is for the award of a new framework for catering equipment repair and maintenance, which will operate from 8 January 2018 (effective date 16 February 2018) to 7 January 2020, with the option to extend for up to two 12 month periods until 7 January 2022.

This framework will provide councils with a mechanism to procure repair and maintenance services for commercial gas, electrical and refrigeration catering equipment. The framework was advertised at a value of £8 million for the four year period.

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

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

As part of the strategy development, the commercial user intelligence group steering group (CUIG-SG) endorsed the inclusion of 3 lots as summarised in Table 1.

Lot Number	Lot Name	Estimated %age of Spend
1	Repair and Maintenance of Gas Catering Equipment	37.5%
2	Repair and Maintenance of Electrical Catering Equipment	37.5%
3	Repair and Maintenance of Refrigeration Equipment	25%

**Table 1: Lot Structure**

The lotting structure recognises the importance of councils being able to procure the repair and maintenance of commercial catering equipment whilst allowing access for a range of suppliers to bid.

The OSS Team engaged with the councils to request requirements and anticipated timescales for tenders. It was indicated that the majority of councils required this framework within the first two years of OSS activity.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 3 July 2017 which resulted in expressions of interest from 21 companies. A number of supplier engagement meetings were held to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from SME's.

As a matter of best practice and to ensure that the framework aligned with councils requirements, a programme of consultation was conducted to understand their service requirements, the technical aspects of these services and their current purchasing practices.

This information was used to generate the specifications and selection/award criteria.

To ensure maximum competition, an open tender process was followed to establish the framework. The tender was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 5 October 2017. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

The procurement process followed a two-stage tendering procedure. Stage one, Qualification was conducted using the European Single Procurement Document (ESPD). Within the ESPD tenderers are required to answer a number of questions relating to conduct and business probity along with questions on insurance, financial standing, quality management, health and safety and environmental management.

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

Commercial	80%
Technical	20%



Within the technical sections, bidders were required to complete scored questions and provide method statements to evidence their knowledge, experience and general suitability as service providers. This included servicing the framework requirements, supply chain sustainability issues, community benefits and fair work practices.

Within the commercial section, bidders were invited to offer for a number of services on a lot-by-lot basis.

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

The tender document was downloaded by 14 companies, with 8 tender responses received.

A summary of all offers received and their SME status is provided in Appendix 1.

Following a full evaluation, scoring was completed, and Appendix 2 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

Based on the evaluation undertaken in line with the criteria and weightings set out above, it is recommended that a multi supplier framework agreement is awarded to 8 suppliers as outlined in Appendix 2.

The 8 recommended suppliers, of which 7 are SMEs provide the range of services required by councils as well as representing best value and meeting all technical specifications.

#### **6. Benefits**

##### **Savings**

The projected average saving across all councils are forecast at 1.5% which equates to estimated total savings of approximately £30k per annum, based on current spend forecasts. This project average saving was calculated by benchmarking the current rate charged by major participants against the tendered rate from the same participants.

Savings that can be achieved will depend on a council's purchasing practice.

##### **Price Stability**

Bidders have accepted as part of the framework contract the requirement that suppliers will hold prices firm for the first 12 months of the contract.

After the initial 12 month period, suppliers may submit a request for a price variance on an annual basis. Any price increase will not exceed the rate of CPI

(Consumer Price Index) increase in the preceding 12 months. Suppliers may submit a price decrease at any time during the framework contract period.

## **Sustainable Procurement Benefits**

### **Community Benefits**

Bidders were asked to detail community benefit initiatives that they would commit to deliver during the life of the framework.

Community benefits received as part of the tender submissions included employability workshops, work experience placements, training sessions for council apprentices and recruitment of modern apprentices and other persons.

### **Fair Work Practices**

For information, bidders were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 8 recommended suppliers;

- all pay the Scottish Living Wage or above to all employees (except volunteers, apprentices and interns)
- two suppliers are accredited Living Wage employers

### **Other Benefits**

The framework will provide councils with a clear pricing and delivery charge structure, simplifying the purchase process and ensuring best value is achieved. In addition;

- three of the recommended suppliers are classified as small in terms of SME status
- two of the recommended suppliers are classified as micro businesses

Seven of the recommended suppliers are based in Scotland, supporting the Scottish economy.

The framework also provides councils with the opportunity to consolidate future requirements of this type rather than awarding contracts on a job by job basis as is current practice, further streamlining the procurement process.

Finally, this new framework supports councils by reducing workload and resource pressure, allowing council procurement teams to focus on other priorities whilst still providing best value for these requirements.

## **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 and community benefits commitments. Both suppliers and participating members will be issued with a mobilisation pack containing all required details to launch the framework.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for the provision of catering equipment repair and maintenance aims to maximise collaboration, consolidate demand and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement.



## Appendix 1 - SME Status

Tenderers	SME Status	Location	Lots Tendered
Catering Supplies and Repairs Company Ltd	Small	Larbert	1,2,3
Fast Fixx Catering Engineers Ltd	Small	Glasgow	1,2,3
Integrated Catering Equipment UK Ltd	Micro	Aberdeen	1,2,3
JLA Limited	Large	Ripponden	1,2,3
Lovat's Catering Engineering Services Ltd T/A Lovat's Group	Small	Kirkcaldy	1,2,3
Merchant City Refrigeration (Scotland) Ltd.	Micro	Glasgow	3
ScoMac Catering Equipment Ltd	Medium	Livingston	1,2
Sparks Mechanical Services Ltd	Medium	Paisley	1,2,3

## Appendix 2 - Scoring and Recommendations

(Asterisk (\*) denotes recommended supplier)

<b>Lot 1 – Gas Catering Equipment Repair and Maintenance</b>	
Tenderer	Score
FastFixx Catering Engineers Ltd*	93.57
Lovat's Catering Engineering Services Ltd T/A Lovat's Group*	63.29
Catering Supplies and Repairs Company Ltd*	60.21
Integrated Catering Equipment UK Ltd*	59.16
Sparks Mechanical Services Ltd*	58.74
JLA Limited*	52.84
ScoMac Catering Equipment Ltd*	45.50

<b>Lot 2 – Electrical Catering Equipment Repair and Maintenance</b>	
Tenderer	Score
FastFixx Catering Engineers Ltd*	93.57
Lovat's Catering Engineering Services Ltd T/A Lovat's Group*	63.29
Catering Supplies and Repairs Company Ltd*	60.21
Integrated Catering Equipment UK Ltd*	59.16
Sparks Mechanical Services Ltd*	58.74
JLA Limited*	52.84
ScoMac Catering Equipment Ltd*	45.50

<b>Lot 3 – Refrigeration Equipment Repair and Maintenance</b>	
<b>Tenderer</b>	<b>Score</b>
Merchant City Refrigeration (Scotland) Ltd*	<b>94.54</b>
FastFixx Catering Engineers Ltd*	<b>88.24</b>
Lovat's Catering Engineering Services Ltd T/A Lovat's Group*	<b>66.79</b>
Catering Supplies and Repairs Company Ltd*	<b>64.03</b>
Integrated Catering Equipment UK Ltd*	<b>62.64</b>
Sparks Mechanical Services Ltd*	<b>59.45</b>
JLA Ltd*	<b>55.60</b>

## Scotland Excel

**To: Executive Sub Committee**

**On: 26 January 2018**

**Report  
by  
Director Scotland Excel**

**Tender: Supply & Delivery of Swimming Pool Chemicals, CO<sub>2</sub> Gas & Associated Products**

**Schedule: 15/17**

**Period: 8 January 2018 (effective date 16 February 2018) until 7 January 2020 with an option to extend for up to two further 12 month periods**

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

This framework has been developed by the Operational Supplies and Services (OSS) Team with a fast-tracked approach with key stakeholders, which has resulted in shorter procurement cycles and a more flexible approach to stakeholder engagement. This delivers the aims of the team by reducing resource pressure on councils, consolidating demand and provides new collaborative procurement opportunities.

This recommendation is for the award of a new framework for swimming pool chemicals, CO<sub>2</sub> gas for pH control in swimming pools and associated products, which will operate from 8 January 2018 (effective date 16 February 2018) until 7 January 2020 with an option to extend for up to two further 12 month periods

The framework was advertised at a value of £5 million for the four year period.

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

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

As part of the strategy development, the commercial user intelligence group steering group (CUIG-SG) endorsed the inclusion of 2 lots as summarised in Table 1.

Lot Number	Lot Name	Estimated %age of Spend
Lot 1	Swimming Pool Chemical and Associated Products	60%
Lot 2	Supply and Delivery of CO <sub>2</sub> Gas	40%

**Table 1: Lot Structure**

The lotting structure recognises the importance of councils being able to purchase swimming pool chemicals, CO<sub>2</sub> gas and associated products whilst allowing access for a range of suppliers to bid.

The OSS Team engaged with the councils to request requirements and anticipated timescales for tenders. It was indicated that the majority of councils required this framework within the first two years of OSS activity.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 11 May 2017 which resulted in expressions of interest from 21 companies. A number of supplier engagement meetings were held to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from SME's.

As a matter of best practice and to ensure that the framework aligned with councils requirements, a programme of consultation was conducted to understand their service requirements, the technical aspects of these services and their current purchasing practices.

This information was used to generate the specifications and selection/award criteria.

To ensure maximum competition, an open tender process was followed to establish the framework. The tender was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 6 October 2017. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

The procurement process followed a two-stage tendering procedure. Stage one, Qualification was conducted using the European Single Procurement Document (ESPD). Within the ESPD tenderers are required to answer a number of questions relating to conduct and business probity along with questions on insurance, financial standing, quality management, health and safety and environmental management.

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



Commercial	80%
Technical	20%

Within the technical sections, bidders were required to complete scored questions and method statements to evidence their knowledge, experience and general suitability as service providers. This included, servicing the framework requirements, supply chain sustainability issues, community benefits and fair work practices.

Within the commercial section, bidders were invited to offer for a number of products on a lot-by-lot basis.

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

The tender document was downloaded by 8 companies, with 4 tender responses received.

A summary of all offers received and their SME status is provided in Appendix 1.

Following a full evaluation, scoring was completed, and Appendix 2 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

Based on the evaluation undertaken in line with the criteria and weightings set out above, it is recommended that a multi supplier framework agreement is awarded to 4 suppliers as outlined in Appendix 2.

Of the 4 recommended suppliers 3 are classified as large businesses and 1 is a small business. These suppliers provide the range of products required by councils as well as representing best value and meeting all technical specifications.

#### **6. Benefits**

##### **Savings**

Savings for lot 1 are based on the average tendered commercial offer against the most competitive tendered commercial offer.

The projected average saving across all councils for lot 1 is 3.7%.

As only a single compliant bid was received for lot 2 this method of calculating savings could not be applied.

The projected average saving across all councils for all lots is 2.2% which equates to an estimated total saving of approximately £27.5k per annum, based on current spend forecasts.

Savings that can be achieved will depend on a council's purchasing habits and the mix of services that each council requires.

### **Price Stability**

Bidders have accepted as part of the framework contract the requirement that suppliers will hold prices firm for the first 12 months of the contract.

After the initial 12 month period, suppliers may submit a request for a price variance on an annual basis. Any price increase will not exceed the rate of CPI (Consumer Price Index) increase in the preceding 12 months. Suppliers may submit a price decrease at any time during the framework contract period.

### **Sustainable Procurement Benefits**

#### **Community Benefits**

Bidders were asked to detail community benefit initiatives that they would commit to deliver during the life of the framework.

Community benefits received as part of the tender submissions included visits to councils to offer a talk on the chemical industry and job roles to highlight specifics relating to the products/ services used in the industry, safety training days to local sites and highlighting specific product needs, donation of materials specific to the chemical industry, sponsorship of local sports teams or community events and donation of product vouchers to support apprentices.

#### **Fair Work Practices**

For information, bidders were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 4 recommended suppliers;

- All pay the Scottish living wage or above to all employees (except volunteers, apprentices and interns)
- One supplier is an accredited Living Wage employer
- One supplier has committed to gaining accreditation in the first 2 years of the contract

#### **Other Benefits**

The framework will provide councils with a clear pricing and delivery charge structure, simplifying the purchase process and ensuring best value is achieved. In addition;

- Two of the recommended suppliers are based in Scotland, supporting the Scottish economy

- One recommended supplier is classified as small in terms of SME status

Finally, this new framework supports councils by reducing workload and resource pressure, allowing council procurement teams to focus on other priorities whilst still providing best value for these requirements.

## **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 and community benefits commitments. Both suppliers and participating members will be issued with a mobilisation pack containing all required details to launch the framework.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for the supply and delivery of swimming pool chemicals, CO<sub>2</sub> gas & associated products aims to maximise collaboration, consolidate demand and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement.



## Appendix 1 - SME Status

Tenderers	SME Status	Location	Lots Tendered
Air Products Public Limited Company	Large	Cheshire	2
Brentag UK Limited	Large	Glasgow	1
Complete Pool Controls Limited	Small	Gloucestershire	1
Univar Limited	Large	Aberdeen	1

## Appendix 2 - Scoring and Recommendations

(Asterisk (\*) denotes recommended supplier)

Lot 1 - Swimming Pool Chemicals & Associated Products	
Tenderer	Score
Univar Limited*	91.63
Complete Pool Controls Limited*	91.21
Brentag UK Limited*	89.92

Lot 2 - Supply & Delivery of CO <sub>2</sub> Gas	
Tenderer	Score
Air Products Public Limited Company*	90.50



**Scotland Excel**

**To: Executive Sub Committee**

**On: 26 January 2018**

**Report  
by  
Director Scotland Excel**

**Tender: Supply and Delivery of Library Books, Educational Textbooks and Multimedia Supplies**

**Schedule: 06/17**

**Period: 1 February 2018 until 31 January 2020 (with the option to extend for up to two 1 year periods until 31 January 2022)**

**Effective date: 19 February 2018**

**1. Introduction and Background**

The current framework for library books, educational textbooks and multimedia supplies expired on 31 October 2017. It is proposed that this renewal framework will operate from 1 February 2018 until 31 January 2020 with an option to extend to 31 January 2022.

This framework will provide councils with a mechanism to procure a range of library books including but not limited to adult and children fiction and non-fiction books, reference books, foreign language books, audio books, large print books and DVDs. Councils will also be able to procure a wide range of educational textbooks from various publishers. Users of the framework are likely to include public libraries, schools, nurseries and community centres.

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

**2. Scope, Participation and Spend**

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of nineteen lots as summarised in Table 1.

**Table 1: Lotting Structure**

Lot No.	Description	Estimated % Spend through lot
1	Adult's Fiction & Non-Fiction Books	23%
2	Children's Fiction & Non-Fiction Books	12%
3	Reference & Foreign Language Books	7%
4	DVDs	
5	Audio Books	
6	Large Print	
7	General Books	20%
8-19	Educational Textbooks	38%

This lotting structure recognises the current landscape of the market place, and is designed to more closely align with council requirements. The lotting strategy continues to maximise opportunities for SMEs.

The framework was advertised to enable access by all 32 councils in Scotland. As detailed in Appendix 1, 31 councils, the Advance Procurement for 0 Universities and Colleges (APUC) and National Health Service Scotland (NHSS) have confirmed their intention to participate in this framework. South Ayrshire Council has confirmed that they will not participate as they operate their own in-house bookshop.

Historical spend data would suggest a forecast framework spend of c £11.4m per annum, but this was advertised with a potential value of £14 million per annum to allow for councils and other associate members to migrate over. It should be noted however that no guarantee is given of any business or any level of business under the framework.

### 3. Procurement Process

A Prior Information Notice (PIN) was published on 20 May 2017 resulting in expressions of interest from 39 companies. Market engagement led to 12 supplier meetings, which helped inform the delivery strategy in areas such as ability to service, market trends and community benefits.

The User Intelligence Group (UIG), consisting of procurement and technical representatives from the participating councils, endorsed the procurement strategy in 23 May 2017. A working group of technical representatives from the councils was formed to review the technical criteria to adopt during the tender process. This group also played an integral role in evaluating technical responses from bidders.

To ensure maximum competition, the UIG agreed that an open tender process should be used and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 6 November 2017. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).



The procurement process followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the European Single Procurement Document (ESPD). Within the ESPD, tenderers are required to answer several exclusionary questions along with questions on insurance, financial standing, quality management, health and safety and environmental management.

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

- Technical 15%
- Commercial 85%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to the main technical questions, which included areas such as fair work practices, supply and delivery assurance and what commitments they would make in respect of community benefits. In addition to these questions, lot specific technical questions were also asked in relation to delivery of library staff training and processes and relationships with bookshop, distributors and publishers.

Within the commercial section, bidders were invited to offer on a lot by lot basis, a percentage discount against Recommended Retail Prices (RRP). These discounts were for different categories of books, DVDs or publishers commonly purchased by councils.

Bidders were also invited to offer pricing for National Acquisition Group (NAG) Standard Servicing for lots 1-6, allow for library books and multimedia supplies to be “shelf ready” and jacketing capabilities for books on lots 7-19.

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

The tender document was downloaded by 37 organisations, with 24 tender responses received.

A summary of all 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 compliant offers received was completed. Appendix 3 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

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 24 suppliers across the 19 lots as outlined in Appendix 3.

The 24 recommended suppliers provide the choice, scope and range of library books, educational textbooks and multimedia supplies required by councils as well as representing best value and providing geographical coverage. These

24 suppliers also represent a mix of micro, small, medium and large organisations, with 9 of the recommended suppliers classified as SMEs and 7 of the recommended suppliers classified as micro businesses.

## **6. Benefits**

### **Savings**

Scotland Excel conducted a benchmarking exercise for councils based on the available historic information. The results of this benchmarking are detailed in Appendix 1.

The projected average saving across all councils is 0.13%, which equates to an estimated total saving of approximately £15k per annum based on current forecast spend levels.

### **Price Stability**

As previously stated bidders offered a percentage discount against the RRP. The recommended bidders have agreed to hold their discounts, NAGs costs (lots 1-6) and jacketing costs (lots 7-19) for the first two years of the framework.

### **Sustainable Procurement Benefits**

Within the technical section of the tender, bidders were asked to complete a method statement on assisting councils with innovative process in manufacturing and recycling and systems and processes for reducing waste.

Some solutions offered for innovative process for manufacturing and recycling included sending old textbooks to schools in Africa, use of eco-friendly inks which are vegetable base and use of fully recyclable packaging. Most bidders also stated that they manage and reduce their waste in line with the waste hierarchy (prevention, reuse, recycle, recover and dispose).

All bidders also agreed to only supplying products with paper that was compliant with the UK Government timber procurement policy.

### **Community Benefits**

Bidders were asked to detail community benefit initiatives that they would commit to deliver during the life of the framework in line with the Scottish Government's National Outcomes.

Responses received included:

- National Outcome B – We realise our full economic potential with more and better employment opportunities for our people
  - Provide large print and audio books accessible all including the blind and visually impaired.
  - Work with schools and colleges to offer mock interviews.

- Mentoring opportunities for students.
- Attend school and college career events to promote publishing as a career.
- Work experience opportunities.
- National Outcome D – Our Young people are successful learners, confident individuals, effective contributors and responsible citizens
  - Offer support for library functions and events including competition prizes and sponsorship.
  - Provide free copies of textbooks to small schools.
- National Outcome G – We have tackled the significant inequalities in Scottish society
  - Provide free content in accessible formats for pupils who have difficulty with ordinary printed text, including dyslexia, physical disabilities, blind or partially sighted.
  - Gift every child from birth to primary 1 with a bag of three books.
- National Outcome H – We have improved the life chances for children, young people and families at risk
  - Sponsorship and donations to local community initiatives and charities to encourage healthy living activities.
  - “Christmas Giving Tree” event to support children from disadvantaged backgrounds to have access to books and reading materials.
- National Outcome P – Our public services are high quality, continually improving, efficient and responsive to local people’s needs
  - Promote functions and events geared towards reading weeks to help increase the footfall in libraries.
  - Host library user groups to allow for sharing of best practice and offering support and development opportunities for libraries.

Scotland Excel will support delivery of these commitments during the lifetime of the framework and this will also be reported through ongoing contract management. Results reported on community benefits will be disseminated to councils on a six-monthly basis.

### **Fair Work Practices**

Bidders were also scored on how they will engage in fair work practices for staff employed in the delivery of this framework.

This included questioning bidders on how they avoid exploitative employment practices and improve the wide diversity of their staff. Some bidders stated that they comply with the Modern Slavery Act (2015) and the Equality Act (2010) to ensure that no requirements are imposed without justification that could disadvantage individuals. In addition, bidders were also asked for details on what training they provided for their staff, as well as how they proactively engage with them to promote empowerment so that they can fulfil their potential. Most bidders stated that they offered development programmes for their staff, which included training and courses that looked to enhance their skills and advance their careers.

For information, bidders were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 24 recommended suppliers:

- 2 are accredited Scottish Living Wage suppliers;
- 14 pay the Scottish Living Wage or above to all employees (except volunteers, apprentices and interns) but are not accredited; and
- 1 further supplier has agreed to provide this same commitment within the initial two-year period of the Framework Contract.

Scotland Excel will continue to monitor Fair Work Practices including the Scottish Living Wage within its contract and supplier management programme. Scotland Excel will work with all awarded suppliers who do not yet pay the Living Wage Foundation to encourage them to achieve this.

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

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend requiring as a minimum annual supplier meetings. The UIG will be convened on a regular basis throughout the framework period.

## **8. Summary**

This framework for supply & distribution of library books, educational textbooks and multimedia supplies aims to maximise collaboration, promote added value and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability and community benefits.

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

**Appendix 1 – Participation, Spend and Savings Summary  
Library Books, Educational Textbooks and Multimedia Supplies 07-16**

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 February 2018	£479,660	Contract MI	0.13%	£624	Benchmarked Current Contract*
Aberdeenshire Council	Yes	01 February 2018	£524,006	Contract MI	0.13%	£681	Benchmarked Current Contract*
Angus Council	Yes	01 February 2018	£193,453	Contract MI	0.13%	£251	Benchmarked Current Contract*
Argyll & Bute Council	Yes	01 February 2018	£133,322	Contract MI	0.13%	£173	Benchmarked Current Contract*
City of Edinburgh Council	Yes	01 February 2018	£771,306	Contract MI	0.13%	£1,003	Benchmarked Current Contract*
Clackmannanshire Council	Yes	01 February 2018	£77,328	Contract MI	0.13%	£101	Benchmarked Current Contract*
Comhairle nan Eilean Siar	Yes	01 February 2018	£38,373	Contract MI	0.13%	£50	Benchmarked Current Contract*
Dumfries & Galloway Council	Yes	01 February 2018	£228,497	Contract MI	0.13%	£297	Benchmarked Current Contract*
Dumfries City Council	Yes	01 February 2018	£255,282	Contract MI	0.13%	£332	Benchmarked Current Contract*
East Ayrshire Council	Yes	01 February 2018	£302,896	Contract MI	0.13%	£394	Benchmarked Current Contract*
East Dunbartonshire Council	Yes	01 February 2018	£240,314	Contract MI	0.13%	£312	Benchmarked Current Contract*
East Lothian Council	Yes	01 February 2018	£136,501	Contract MI	0.13%	£177	Benchmarked Current Contract*
East Renfrewshire Council	Yes	01 February 2018	£349,960	Contract MI	0.13%	£455	Benchmarked Current Contract*
Falkirk Council	Yes	01 February 2018	£294,619	Contract MI	0.13%	£383	Benchmarked Current Contract*
Fife Council	Yes	01 February 2018	£459,008	Contract MI	0.13%	£597	Benchmarked Current Contract*
Glasgow City Council	Yes	01 February 2018	£1,235,876	Contract MI	0.13%	£1,607	Benchmarked Current Contract*
Highland Council	Yes	01 February 2018	£449,639	Contract MI	0.13%	£585	Benchmarked Current Contract*
Inverclyde Council	Yes	01 February 2018	£159,251	Contract MI	0.13%	£207	Benchmarked Current Contract*
Midlothian Council	Yes	01 February 2018	£154,055	Contract MI	0.13%	£200	Benchmarked Current Contract*
North Ayrshire Council	Yes	01 February 2018	£323,184	Contract MI	0.13%	£420	Benchmarked Current Contract*
North Lanarkshire Council	Yes	01 February 2018	£880,434	Contract MI	0.13%	£1,145	Benchmarked Current Contract*
Orkney Islands Council	Yes	01 February 2018	£18,728	Contract MI	0.13%	£24	Benchmarked Current Contract*
Perth & Kinross Council	Yes	01 February 2018	£187,323	Contract MI	0.13%	£244	Benchmarked Current Contract*
Renfrewshire Council	Yes	01 February 2018	£429,808	Contract MI	0.13%	£559	Benchmarked Current Contract*
Scottish Borders Council	Yes	01 February 2018	£146,343	Contract MI	0.13%	£190	Benchmarked Current Contract*
Shetland Islands Council	Yes	01 February 2018	£51,185	Contract MI	0.13%	£67	Benchmarked Current Contract*
South Ayrshire Council	No						
South Lanarkshire Council	Yes	01 February 2018	£719,471	Contract MI	0.13%	£935	Benchmarked Current Contract*
Stirling Council	Yes	01 February 2018	£127,113	Contract MI	0.13%	£165	Benchmarked Current Contract*
The Moray Council	Yes	01 February 2018	£156,862	Contract MI	0.13%	£204	Benchmarked Current Contract*
West Dunbartonshire Council	Yes	01 February 2018	£174,787	Contract MI	0.13%	£227	Benchmarked Current Contract*
West Lothian Council	Yes	01 February 2018	£398,315	Contract MI	0.13%	£518	Benchmarked Current Contract*
Associate Members	Yes	01 February 2018	£1,328,741	Contract MI	0.13%	£1,727	Benchmarked Current Contract*
<b>Totals</b>			<b>£11,425,640</b>		<b>0.13%</b>	<b>£14,853</b>	

Asterisk (\*) denotes confirmation TBC



## Appendix 2 - SME Status

Company Name	SME Status	Location	Lots Offered
Askews and Holts Library Services Ltd	Medium	Preston	1-4
Bertram Trading Limited t/a Bertram Library Services	Large	Norwich	1-3
Blackwell Limited	Large	Oxford	1-4, 7-19
Books Asia Ltd	Micro	Bradford	3
Bright Red Publishing Ltd	Micro	Edinburgh	8
A T Little & Sons Ltd t/a Browns Books for Students	Medium	Kingston-upon-Hull	1-2, 7-19
Changeover Ltd t/a Moovies Distribution	Small	Worksop	4
Glowworm Books + Gifts Limited	Micro	Broxburn	7-19
Harper Collins Publishers Limited	Large	Glasgow	10
Hodder & Stoughton Limited t/a Hodder Gibson	Large	Glasgow	11 and 18
John Smith & Son Group Ltd	Medium	Ringwood	7
Kelvin Books Limited	Small	Glasgow	7-19
Library Magna Books Limited	Small	Skipton	5 and 6
Oxford University Press	Large	Oxford	7, 14 and 15
Pearson Education Ltd	Large	London	7 and 16
Peters Limited	Medium	Birmingham	2, 7-19
Prim-Ed Publishing Limited	Small	County Wexford	17
Scholastic Ltd	Large	Southam	7 and 14
Scotia and Chameleon Books Ltd	Micro	Kilsyth	2, 4, 5, 7-18
Star Books	Micro	Stanmore	3
TeeJay Publishers	Micro	Barrhead	19
Trans UK Supplies Ltd	Micro	Iver	4
Ulverscroft Large Print Books Ltd	Medium	Anstey	5 and 6
Waterstones Booksellers Limited	Large	London	7-16 and 18





### Appendix 3 - Scoring and Recommendations (Asterisk (\*) denotes recommended supplier)

Lot 1 - Adult Fiction & Adult Non-Fiction Books	
Bidder	Final Score
Bertram Trading Ltd t/a Bertram Library Services*	94.93
Askews and Holts Library Services Ltd*	93.87
A T Little & Sons Ltd t/a Browns Books for Students*	91.23
Blackwell Limited	62.61

Lot 2 - Children's Fiction & Children's Non-Fiction Books	
Bidder	Final Score
Peters Limited*	92.73
Askews and Holts Library Services Ltd*	92.57
A T Little & Sons Ltd t/a Browns Books for Students*	90.35
Bertram Trading Ltd t/a Bertram Library Services*	87.66
Blackwell Limited	62.08
Scotia and Chameleon Books Ltd	41.82

Lot 3 - Reference and Foreign Language Books	
Bidder	Final Score
Star Books*	92.20
Books Asia Ltd*	82.00
Askews and Holts Library Services Ltd*	53.93
Bertram Trading Ltd t/a Bertram Library Services*	52.93
Blackwell Limited	36.63

Lot 4 - DVDs	
Bidder	Final Score
Trans UK Supplies Ltd*	96.06
Changeover Ltd t/a Moovies Distribution*	89.94
Askews and Holts Library Services Ltd*	43.56
Blackwell Limited	16.63
Scotia and Chameleon Books Ltd	4.04

Lot 5 - Audio Books	
Bidder	Final Score
Library Magna Books Limited*	91.47
Ulverscroft Large Print Books Ltd*	90.51
Scotia and Chameleon Books Ltd*	86.68

Lot 6 - Large Print Books	
Bidder	Final Score
Library Magna Books Limited*	92.36
Ulverscroft Large Print Books Ltd*	90.20

Lot 7 - General Books	
Bidder	Final Score
Glowworm Books + Gifts Limited*	91.86
A T Little & Sons Ltd t/a Browns Books for Students*	88.59
Peters Limited*	67.64
Kelvin Books Limited*	65.43
Waterstones Booksellers Limited*	59.12
Pearson Education Ltd*	53.93
Scholastic Ltd*	52.47
Blackwell Limited*	48.67
John Smith & Son Group Ltd*	46.75
Scotia and Chameleon Books Ltd*	40.11
Oxford University Press*	39.49

Lot 8 - Bright Red Publishing	
Bidder	Final Score
Bright Red Publishing Ltd*	91.96
Glowworm Books + Gifts Limited*	91.86
A T Little & Sons Ltd t/a Browns Books for Students*	83.77
Kelvin Books Limited*	82.96
Waterstones Booksellers Limited*	78.13
Peters Limited*	76.10
Blackwell Limited*	67.96
Scotia and Chameleon Books Ltd	32.74

Lot 9 - Capstone Global Library	
Bidder	Final Score
Glowworm Books + Gifts Limited*	91.86
Kelvin Books Limited*	70.96
A T Little & Sons Ltd t/a Browns Books for Students*	67.10
Waterstones Booksellers Limited*	61.46
Blackwell Limited*	54.63
Scotia and Chameleon Books Ltd*	46.07
Peters Limited	30.11

Lot 10 - Harper Collins	
Bidder	Final Score
Glowworm Books + Gifts Limited*	91.86
A T Little & Sons Ltd t/a Browns Books for Students*	88.21
Harper Collins Publishers*	76.29
Waterstones Booksellers Limited*	73.68
Blackwell Limited*	50.19
Kelvin Books Limited*	46.52
Scotia and Chameleon Books Ltd*	41.63
Peters Limited	27.89

Lot 11 - Hodder Gibson	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	97.10
Blackwell Limited*	94.63
Glowworm Books + Gifts Limited*	91.86
Hodder & Stoughton Limited t/a Hodder Gibson*	88.36
Waterstones Booksellers Limited*	81.46
Kelvin Books Limited*	78.96
Peters Limited	50.11
Scotia and Chameleon Books Ltd	46.07

Lot 12 - Jolly Learning	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	97.10
Kelvin Books Limited*	70.96
Glowworm Books + Gifts Limited*	61.86
Waterstones Booksellers Limited*	61.46
Peters Limited*	60.11
Blackwell Limited*	54.63
Scotia and Chameleon Books Ltd	26.07

Lot 13 - McGraw Hill	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	97.10
Waterstones Booksellers Limited*	89.89
Blackwell Limited*	77.38
Glowworm Books + Gifts Limited*	74.61
Kelvin Books Limited*	61.16
Peters Limited	41.48
Scotia and Chameleon Books Ltd	37.44

Lot 14 - Nelson Thornes	
Bidder	Final Score
Scholastic Ltd*	90.90
A T Little & Sons Ltd t/a Browns Books for Students*	87.50
Blackwell Limited*	78.63
Glowworm Books + Gifts Limited*	75.86
Oxford University Press*	70.43
Scotia and Chameleon Books Ltd*	70.07
Kelvin Books Limited*	62.16
Waterstones Booksellers Limited*	59.46
Peters Limited	42.11

Lot 15 - Oxford University Press	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	97.10
Waterstones Booksellers Limited*	78.13
Blackwell Limited*	52.73
Glowworm Books + Gifts Limited*	47.10
Oxford University Press*	44.53
Scotia and Chameleon Books Ltd*	44.17
Kelvin Books Limited*	41.44
Peters Limited	29.16

Lot 16 - Pearson Education	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	94.02
Pearson Education Ltd*	89.67
Blackwell Limited*	76.17
Kelvin Books Limited*	74.04
Glowworm Books + Gifts Limited*	65.71
Waterstones Booksellers Limited*	65.31
Peters Limited	38.84
Scotia and Chameleon Books Ltd	36.84

Lot 17 - Prim-Ed Publishing	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	97.10
Glowworm Books + Gifts Limited*	91.86
Kelvin Books Limited*	81.36
Blackwell Limited*	78.63
Prim-Ed Publishing Ltd*	74.98
Scotia and Chameleon Books Ltd*	70.07
Peters Limited	42.26

Lot 18 - Rising Stars UK	
Bidder	Final Score
A T Little & Sons Ltd t/a Browns Books for Students*	97.10
Glowworm Books + Gifts Limited*	69.00
Waterstones Booksellers Limited*	59.08
Kelvin Books Limited*	58.58
Peters Limited*	57.73
Blackwell Limited*	52.73
Hodder & Stoughton Limited t/a Hodder Gibson*	46.46
Scotia and Chameleon Books Ltd*	44.17

Lot 19 - Teejay Publishers	
Bidder	Final Score
Teejay Publishers*	89.38
Blackwell Limited*	87.36
Glowworm Books + Gifts Limited*	66.41
Kelvin Books Limited*	65.51
Peters Limited	46.62
A T Little & Sons Ltd t/a Browns Books for Students	17.10

## Scotland Excel

**To: Executive Sub Committee**

**On: 26 January 2018**

**Report  
by  
Director Scotland Excel**

### **Request for Associate Membership of Scotland Excel by Kingdom Support and Care CIC**

#### **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arms length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

#### **2 Application**

Kingdom Support and Care CIC (KSC) has applied to Scotland Excel for associate membership.

KSC are a Community Interest Company that is based in Fife and works across East Central Scotland. The KSC is a wholly owned subsidiary of Kingdom Housing Association Ltd who are an Associate Member of Scotland Excel. All surplus gain by the KSC are fully invested back into the community for their benefit.

The KSC supports around 260 people throughout Fife and Falkirk, providing high quality and personalised support and care designed to meet individual needs and desired outcomes.

The KSC has no housing stock however it does provide services to tenants of both Housing Associations and other Registered Social Landlords.

The KSC application is directly linked to their parent organisation, Kingdom Housing Association who were approved by the Exec Sub Committee on the 17<sup>th</sup> November 2017 for an annual fee of £5,652.

To ensure the efficient and cost effective delivery of these services they have approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met. In this case Kingdom Housing Association qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 1(1B), namely that the organisation is not a public body, but it has functions of a public nature or engages in activities of that nature and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the Kingdom Support and Care CIC application to join Scotland Excel as an associate member be approved. Fees for Kingdom Support and Care CIC are encompassed within the £5,652 already paid by their parent organisation. Membership is also subject to completion and signing of the agreement document.

## Scotland Excel

**To: Executive Sub Committee**

**On: 26 January 2018**

**Report  
by  
Director Scotland Excel**

### **Request for Associate Membership of Scotland Excel by Caledonia Housing Association Ltd.**

#### **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arms length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

#### **2 Application**

Following work carried out with them as part of a review of procurement capability within the organisation, Caledonia Housing Association Ltd has applied to Scotland Excel for associate membership.

Caledonia Housing Association is one of Scotland's leading providers of high quality affordable homes for people in housing need.

Caledonia is a registered Scottish Charity and provides homes for rent and also low cost home ownership. They cater for many diverse needs, offering mainstream housing for families, couples and single people, as well as supported accommodation, sheltered and amenity housing, residential care and other specially adapted properties, including those specifically designed for wheelchair users.

They are governed by a voluntary Management Board. On a day to day basis, our activities are carried out by a paid staff team.

Caledonia Housing Association owns and manages 3450 homes across Tayside, Fife and the Highlands

To ensure the efficient and cost effective delivery of these services they have approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met. In this case Caledonia Housing Association qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 1(1B), namely that the organisation is not a public body, but it has functions of a public nature or engages in activities of that nature and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the Caledonia Housing Association application to join Scotland Excel as an associate member be approved, at a £5,175 annual fee, subject to completion and signing of the agreement document.