

Notice of Meeting and Agenda Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 04 March 2016	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

KENNETH GRAHAM
Clerk

Members

Councillors W Howatson, Aberdeenshire Council; P Valentine, Angus Council; I Whyte, City of Edinburgh Council; N Macdonald, Comhairle Nan Eilean Siar; G Dykes, Dumfries and Galloway Council; A Craik, Fife Council; M McElroy, Glasgow City Council; B Fernie, Highland Council; G McLean, North Ayrshire Council; M Holmes, Renfrewshire Council; A Westlake, Shetland Islands Council and Provost E Logan, South Lanarkshire Council.

Councillor Holmes - Convener.

Video Conferencing

Should any member wish to participate using video conference, please contact Lesley Jones on 0141 618 7444.

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

For further information, please either email 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.

- | | | |
|----------|---|----------------|
| 1 | Revenue Budget Monitoring | 5 - 8 |
| | Joint report by Treasurer and Director of Scotland Excel. | |
| 2 | Contract for Approval: Supply and Distribution of Groceries and Provisions | 9 - 24 |
| | Report by Director of Scotland Excel. | |
| 3 | Contract for Approval: Supply and Delivery of Waste Disposal Equipment | 25 - 36 |
| | Report by Director of Scotland Excel. | |
| 4 | Contract for Approval: Supply and Delivery of Electrical Materials | 37 - 48 |
| | Report by Director of Scotland Excel. | |
| 5 | Demolition Contract Update | |
| | Hear verbal report. | |
| 6 | Biannual Reporting - Community Benefits | 49 - 54 |
| | Report by Director of Scotland Excel. | |
| 7 | Employee Absence Management Report | 55 - 58 |
| | Report by Director of Scotland Excel. | |

- 8a Request for Associate Membership of Scotland Excel - Culture Perth & Kinross 59 - 60**

Report by Director of Scotland Excel.

- 8b Request for New Associate Membership - Dyspraxia Scotland 61 - 62**

Report by Director of Scotland Excel.

EXCLUSION OF PRESS AND PUBLIC

The Sub-committee may by resolution exclude the press and public from the meeting during consideration of the following items of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of exempt information as defined in paragraphs 6 and 8 of Part I of Schedule 7A of the Local Government (Scotland) Act, 1973.

- 9 Secure Care Fee Negotiations**

- 10 Date of Next Meeting**

Note that the next meeting will be held at 10.45 am on Friday 22 April 2016 in Scotland Excel Meeting Room 1, Renfrewshire House.

SCOTLAND EXCEL

To: Scotland Excel Executive Sub Committee

On: 4 March 2016

Report by: Joint Report by the Treasurer and the Director

Heading: Revenue Budget Monitoring Report to 5 February 2016

1. Summary

1.1 Gross expenditure is £130,000 under budget and income is currently £91,000 over recovered which results in a net underspend of £221,000 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 Current Position	Net Underspend £221,000
<i>Previously Reported</i>	<i>Net Underspend £172,000</i>

The variance in expenditure is primarily due to underspends in Employee Costs and Contractors offset by an overspend in Payment to Other Bodies.

The underspend in Employee Costs is related to two vacant posts which have been filled and delays in filling posts financed from income relating to the National Care Home Contract.

The underspend in Contractors is due to a reduction in the use of consultants to assist Scotland Excel develop tenders for future contracts. This is part of Scotland Excel's long term aim of achieving a sustainable budget and reducing the requirement for external consultants over employed staff members.

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 Training Costs discussed above and the recoverable Employee Costs for a temporary member of staff within the Reform Team during April. In addition, previously unbudgeted income in relation to the National Care Home Contract, covering the period September 2015 to March 2016, has been received.

4.2 Projected Year End Position

The projected year end position shows a draw down from reserves of £317,600 which is £187,900 less than the approved draw down primarily associated with the reduced consultants discussed in 4.1.

The 2016/17 budget approved at the Joint Committee in November 2015 was based on an underspend of £193,000 within the 2015/16 budget. The projected figure of £187,900 is in line with this.

RENFREWSHIRE COUNCIL
REVENUE BUDGET MONITORING STATEMENT 2015/16
1st April 2015 to 5th February 2016

JOINT COMMITTEE : SCOTLAND EXCEL

Description (1)	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5)	Budget Variance (7)
	£000's	£000's	£000's	£000's	£000's	%
Employee Costs	2,763	2,178	2,154	0	2,154	1.1%
Property Costs	178	133	133	0	133	0.0%
Supplies & Services	170	73	70	0	70	4.1%
Contractors and Others	263	224	77	0	77	65.6%
Administration Costs	324	130	127	0	127	2.3%
Payments to Other Bodies	22	6	53	0	53	-783.3%
GROSS EXPENDITURE	3,720	2,744	2,614	0	2,614	4.7%
Contributions from Local Authorities	(3,184)	(3,184)	(3,184)	0	(3,184)	0.0%
Other Income	(30)	(30)	(164)	43	(121)	303.3%
INCOME	(3,214)	(3,214)	(3,348)	43	(3,305)	2.8%
TRANSFER (TO)/FROM RESERVES	506	(470)	(734)	43	(691)	47.0%

	Agreed Annual Budget	Year to Date Budget	Year to Date Actual	Adjustments	Revised Actual
CORE OPERATIONS EXPENDITURE	3,214	2,373	2,408	-15	2,393
NON-CORE OPERATIONS EXPENDITURE	506	371	200	16	216
TOTAL GROSS EXPENDITURE	3,720	2,744	2,608	1	2,609

Budgeted Draw on Reserves	£000's	506
Anticipated Year End Budget Position is an underspend of		<u>(734)</u>
Opening Reserves		
Anticipated Closing Reserves		<u>(416)</u>

Scotland Excel**To: Executive Sub Committee****On: 4 March 2016****Report
by
Director Scotland Excel****Tender: Supply and Distribution of Groceries & Provisions****Schedule: 05-15****Period: 1 May 2016 until 30 April 2020****1. Introduction and Background**

The current framework for groceries and provisions will expire on 30 April 2016. This proposed renewal framework will operate from 1 May 2016 until 30 April 2020.

This framework will provide councils with a mechanism to procure a range of dairy and chilled products, dried goods, ambient products, crisps, confectionery, soft drinks and water. Product groupings with significant spend are juices, squashes and cordials, cheese, flour and flour based mixes, soft drinks, butter, spreads and margarine, canned fish, yoghurt and water with a range of council functions likely to access the framework including schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres.

The renewal incorporates a number of enhancements to the current framework including the inclusion of locally sourced produce where possible, greater brand flexibility and an agreed product substitution list.

2. Scope, Participation and Spend

As part of strategy development for this framework a core product review was conducted against the current framework and three lots were agreed incorporating the updated range of products as summarised in table 1. This lotting structure recognises the current structure of the market place and was designed to more closely align with council requirements. The lotting strategy continued to maximise opportunities for SMEs.

Table 1: Lotting Structure

<i>Lot No.</i>	<i>Description</i>	<i>No. of products</i>	<i>Estimated % of Spend</i>
1	Dairy & Chilled Products	47	20%
2	Dried Good & Ambient Products	224	50%
3	Crisps, Confectionery, Soft Drinks & Water	87	30%

As detailed in Appendix 1, 29 councils and Tayside Contracts have confirmed their intention to participate in this framework. Orkney Islands Council has confirmed that they will not participate as they currently have their own arrangement in place. Glasgow City Council and Stirling Council may migrate to the framework when existing supply arrangements are due to end.

Based on the historical spend of councils; the framework has a forecast spend of circa £24 million per annum across all 3 lots. However, to allow for any councils not currently participating to migrate over to this framework and to account for the additional spend through the free school meals for p1-3 and the potential for free school meals to be rolled out throughout all years in primary schools during the lifetime of this framework, the framework was advertised at £30 million per annum.

3. Procurement Process

A User Intelligence Group (UIG) consisting of representatives from participating councils agreed the procurement strategy. In addition, a working group of technical and procurement representatives was formed to review the technical aspects of the tender and participate in the evaluation.

A Prior Information Notice (PIN) was published on 8 May 2015, which resulted in expressions of interest from 23 organisations. Meetings were held with potential bidders including both incumbent and new suppliers. During these meetings, ability to service, market trends, community benefits and sustainability were discussed as well as potential product 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 on the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal on the 22 September 2015. The tender process was conducted using the Public Contracts Scotland Tender (PCS-Tender) system.

The procurement process followed an open 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 to be eligible for award. At the second stage of the process, the offers were evaluated against the following criteria and weightings.

Technical	30%
Commercial	70%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements which covered areas including; servicing the contract, dealing with complaints, added value, community benefits, sustainability and the management of non core spend. Bidders were also assessed in terms of any additional fixed pricing periods offered.

Within the commercial section, bidders were invited to offer on a lot by lot basis for a net delivered price for each of the core products used by councils (these products account for approximately 70% of the overall spend). Bidders also had the ability to offer variant pricing for individual geographical areas, due to the varying distribution requirements of each council.

As a key objective for the renewal framework was to increase the flexibility for councils requiring locally sourced products, lot 1 contained a secondary price list for bidders to submit pricing for. While this price list was not commercially evaluated, products offered will still be deemed as “core items” which will result in any core fixed pricing period being applicable to these products also. In doing so, this will both broaden the choices available for councils and help with budget and menu planning.

Bidders were also invited to offer discounts per lot for the supply of non-core items, sole supply status across all three lots and delivery to central stores.

4. Report on Offers Received

The tender document was downloaded by 22 organisations, with seven tender responses received.

All respondents passed the first stage assessment. However, AG Barr Plc was non-compliant with the second stage commercial assessment as they failed to offer for a minimum of 80% of the basket of goods required.

Despite significant engagement with the marketplace, as per the current framework, no offer was received for the following region:

- Shetland Islands.

Scotland Excel will continue to liaise with the council following award of this framework, including offering assistance with any future local procurement processes.

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

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 six suppliers across the three lots as outlined in Appendix 3.

Renfrewshire Council's Environmental Services have completed vendor audits and assessed supplier self audit documentation for all recommended suppliers to ensure that they comply with the relevant legislation and have robust processes in place for managing a contract of this nature. All vendor audits and relevant self audits are considered satisfactory and compliant with requirements.

The range of suppliers is required to provide the choice, scope and range of groceries and provisions needed. Furthermore, the secondary price lists for lot 1, as outlined above, has delivered the objective of inclusion of locally sourced produce where possible.

As well as offering best value, the six recommended suppliers represent a mix of small, medium and large organisations, with four of the recommended suppliers classified as SMEs (refer Appendix 2).

6. Benefits

Savings

Based on their individual current estimated quantities of core and non-core products (where applicable) purchased, Scotland Excel conducted benchmarking exercises for each council comparing current prices paid against those of the recommended suppliers. The result of this benchmarking demonstrates savings ranging from 0.9% to 31.4%. These savings are largely dependent on the menus adopted by each council, the brand or non-branded product they are using and the suppliers tendering for each council. The overall saving is forecast at £2.1 million (8.9%) per annum across the participating councils, based on current spend forecasts.

The overall saving outlined in Appendix 1 of this report is based on the estimated spend levels that were provided at the contract development stage.

There is scope for councils to derive further savings as all six suppliers have agreed to an annual retrospective rebate of 0.75% once their annual spend across councils reaches above £1 million. Also, four suppliers have also offered further discounts or rebates for single source across product lots and two suppliers are offering non-core discounts.

Price Stability

For all lots, suppliers have agreed to hold both core and non-core pricing for nine months. Five of the six suppliers have also agreed to provide fixed pricing on both elements for a twelve month period.

Any requests for price increases will be considered in accordance with the defined Scotland Excel process and evaluated against a range of appropriate market analysis indices. All suppliers have agreed to price reviews being conducted annually instead of six monthly which will allow councils to forecast food costs more accurately within the year.

Sustainable Procurement Benefits

This framework included scored elements related to sustainability. The origin of products was captured through the tender process and will be tracked during the life of the framework through quarterly management information returns.

Tenderers were invited to offer solutions to assist councils in reducing their foods waste which was embraced by many of the suppliers. Some solutions offered included using demand planning systems and forecast accuracy models with councils, attending menu planning sessions to advise best practice for achieving minimum waste, tasking their supply chains with reducing case sizes and packs to help smaller authorities and rural schools and collecting food waste to be passed to local farmers as animal feed ensuring that food waste is kept to a minimum.

Further sustainability benefits are likely to be captured though the life of the framework through planned core product reviews to further increase the number of locally sourced products.

Community Benefits

Bidders were asked to detail community benefits initiatives on a council by council basis that they would commit to deliver during the lifetime of the framework. Scotland Excel will support delivery of these commitments during the lifetime of the framework and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a six monthly basis. A range of community benefits were offered by bidders including:

- Work experience and apprenticeships;
- Training and development for schools with regards to healthy eating and food origin – from “Field to Fork”
- Constructed videos from an experienced Educational Development Chef that will be uploaded on a monthly basis to provide school caterers with recipe ideas and useful tips and tricks;
- Provide an opportunity for SMEs within Scotland to access suppliers network and customer base;
- Educational competitions such as the creation of a Scottish product competition where pupils will be asked to create a product that can be used in schools across Scotland;
- Donating food to national food charities and local food banks;

- Showing children the benefit of school meals via a “Dragon’s Den” themed competition that helps raise awareness of the service and involves pupils in menu development, price and marketing of the lunch service;
- Attend career fairs for students to provide advice and guidance on careers in the food and wholesale industry; and
- Sponsorship of local community projects and local / national charities

Living Wage

While this renewal is a goods framework and there is limited ability to influence supplier behaviour on workforce matters compared with a services framework, an unscored question asked bidders to confirm their living wage status. Of the six recommended bidders:

- One has confirmed that all staff are paid above the living wage but they are not an accredited supplier;
- One pays 98% of their staff the Living Wage, with 100% being paid the Living Wage from framework commencement;
- Two have confirmed 90% of staff are paid the Living Wage with one stating the remaining 10% will be paid the Living Wage after their probation period ends;
- One currently pays all staff within 10% of the living wage and this will change to the living wage from framework commencement; and
- One currently pays the majority of their staff the living wage (52%).

7. Contract Mobilisation and Management

Each supplier will be invited to a mobilisation meeting to outline the operation of the framework, roles and responsibilities, 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 (CSM) programme, this framework has been classified as a level 1 arrangement in terms of both risk and spend. As such, on a quarterly basis Scotland Excel will collect, analyse and review detailed supplier management information and hold quarterly supplier meetings and annual user group reviews as appropriate. Achievement of key performance indicators as provided in the tender, such as the number of environmentally sourced products, development of SMEs / Scottish Economy and recycling quotas will be finalised and agreed at contract award. These will be key drivers 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.

8. Summary

This framework for the supply and distribution of groceries and provisions aims to maximise collaboration, promote added value and deliver best value.

A range of benefits can be reported in relation to savings, price stability, retrospective rebates and community benefits. Although this is a renewal framework, positive efficiencies have been achieved through close working relationships with an already established UIG to improve the core list. Enhancements in this third generation of the framework include; inclusion of locally sourced produce where possible, greater brand flexibility, an agreed product substitution list and increased competition and flexibility for councils.

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

Appendix 1 – Participation, Spend and Savings Summary Supply and Distribution of Groceries & Provisions 05-15

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 May 2016	£896,840	Contract MI - Confirmed by Member	7.8%	£70,233	Benchmarked Current Contract
Aberdeenshire Council	Yes	01 May 2016	£1,591,839	Contract MI - Confirmed by Member	10.9%	£172,816	Benchmarked Current Contract
Angus Council	Yes	01 May 2016					
Argyll & Bute Council	Yes	01 May 2016	£585,196	Contract MI - Confirmed by Member	9.4%	£54,860	Benchmarked Current Contract
City of Edinburgh Council	Yes	01 May 2016	£1,252,757	Contract MI - Confirmed by Member	9.9%	£123,930	Benchmarked Current Contract
Clackmannanshire Council	Yes	01 May 2016	£197,719	Contract MI - Confirmed by Member	7.2%	£14,255	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	01 May 2016	£151,532	Contract MI - Confirmed by Member	31.4%	£47,583	Benchmarked Current Contract
Dumfries & Galloway Council	Yes	01 May 2016	£1,004,230	Contract MI - Confirmed by Member	5.2%	£52,440	Benchmarked Current Contract
Dumfries City Council	Yes	01 May 2016	£65,941	Contract MI - Confirmed by Member			Benchmarked Current Contract
East Ayrshire Council	Yes	01 May 2016	£432,611	Contract MI - Confirmed by Member	13.4%	£58,025	Benchmarked Current Contract
East Dumbartonshire Council	Yes	01 May 2016	£349,977	Contract MI - Confirmed by Member	10.8%	£37,778	Benchmarked Current Contract
East Lothian Council	Yes	01 May 2016	£398,826	Contract MI - Confirmed by Member	0.9%	£3,478	Benchmarked Current Contract
East Renfrewshire Council	Yes	01 May 2016	£345,744	Contract MI - Confirmed by Member	15.4%	£53,348	Benchmarked Current Contract
Falkirk Council	Yes	01 May 2016	£713,050	Contract MI - Confirmed by Member	14.1%	£100,525	Benchmarked Current Contract
Fife Council	Yes	01 May 2016	£2,703,896	Member Provided	6.8%	£183,520	Benchmarked Using Member Provided Data
Glasgow City Council	TBC	TBC	TBC				
Highland Council	Yes	01 May 2016	£1,360,000	Contract MI - Confirmed by Member	12.2%	£165,826	Benchmarked Current Contract
Inverclyde Council	Yes	01 May 2016	£384,413	Contract MI - Confirmed by Member	9.4%	£35,994	Benchmarked Current Contract
Midlothian Council	Yes	01 May 2016	£524,287	Contract MI - Confirmed by Member	4.9%	£25,733	Benchmarked Current Contract
North Ayrshire Council	Yes	01 May 2016	£645,880	Contract MI - Confirmed by Member	12.7%	£82,168	Benchmarked Current Contract
North Lanarkshire Council	Yes	01 May 2016	£1,841,858	Contract MI - Confirmed by Member	2.8%	£51,660	Benchmarked Current Contract
Orkney Islands Council	No						
Perth & Kinross Council	Yes	01 May 2016	£98,999	Contract MI - Confirmed by Member	9.0%	£8,910	Benchmarked Current Contract
Renfrewshire Council	Yes	01 May 2016	£743,075	Contract MI - Confirmed by Member	9.0%	£66,607	Benchmarked Current Contract
Scottish Borders Council	Yes	01 May 2016	£585,729	Contract MI - Confirmed by Member	9.7%	£56,840	Benchmarked Current Contract
Shetland Islands Council	Yes					NO OFFER RECEIVED	
South Ayrshire Council	Yes	01 May 2016	£431,235	Contract MI - Confirmed by Member	7.2%	£31,065	Benchmarked Current Contract
South Lanarkshire Council	Yes	01 May 2016	£1,856,700	Contract MI - Confirmed by Member	10.6%	£196,577	Benchmarked Current Contract
Stirling Council	TBC	TBC	£581,746	Member Provided	6.0%	£34,743	Benchmarked Using Member Provided Data
The Moray Council	Yes	01 May 2016	£411,279	Contract MI - Confirmed by Member	9.5%	£39,275	Benchmarked Current Contract
West Dumbartonshire Council	Yes	01 May 2016	£475,247	Contract MI - Confirmed by Member	11.0%	£52,135	Benchmarked Current Contract
West Lothian Council	Yes	01 May 2016	£970,091	Contract MI - Confirmed by Member	11.1%	£107,932	Benchmarked Current Contract
Tayside Contracts	Yes	01 May 2016	£2,000,439	Contract MI - Confirmed by Member	9.0%	£180,040	Benchmarked Current Contract
Totals			£23,601,136		8.9%	£2,108,295	

Appendix 2 - SME Status

Tenderer's Name	SME Status	Location	Lots Tendered
A.G. Barr Plc	Large	Cumbernauld	3
Allan Wilson (Snack Sales) Ltd	Small	Kirkcaldy	3
Bestway Wholesale t/a Batleys Foodservice	Large	London	1, 2, 3
Brake Bros Ltd	Large	Kent	1, 2, 3
Davidson Cash & Carry	Small	Airdrie	3
Failte Food Service Limited	Medium	Glasgow	1, 2, 3
William Yule & Son Limited	Small	Kirkcaldy	1, 2

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

Council	Supplier	Lot 1	Lot 2	Lot 3
Aberdeenshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	91.75	84.66	92.62
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Argyll & Bute Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	87.85	83.43	92.69
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
City of Edinburgh Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	92.29	80.59	95.59
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	92.32	78.16	88.62
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Comhairle nan Eilean Siar	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	N/A	N/A	N/A
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Dundee City Council - Non School Meals	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	87.85	83.49	92.69
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

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¹ Lot 1 – Dairy & Chilled Products, Lot 2 Dried Goods & Ambient Products and Lot 3 Crisps, Confectionery, Soft Drinks & Water)

Council	Supplier	Lot 1	Lot 2	Lot 3
East Dumbartonshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	92.84	83.83	96.25
	Brake Bros Ltd*	96.75	96.75	95.82
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
East Renfrewshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	81.13	84.86	96.05
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Fife Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	83.81
	Bestway Wholesale t/a Batleys Foodservice*	85.40	87.88	92.33
	Brake Bros Ltd*	88.97	96.75	95.38
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	85.68	79.65	94.50
William Yule & Son Limited*	94.00	90.06	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Highland Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	N/A	N/A	N/A
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Midlothian Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	91.07	84.30	96.25
	Brake Bros Ltd*	93.18	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	94.00	86.16	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
East Lothian Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	89.31	81.98	93.41
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Falkirk Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	84.88	82.14	93.63
	Brake Bros Ltd*	90.26	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	77.39
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	94.00	84.76	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Glasgow City Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	90.52	86.39	96.25
	Brake Bros Ltd*	96.75	96.75	96.33
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
Inverclyde Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	91.06	82.33	92.94
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
North Ayrshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	84.27	85.72	92.86
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Failte Food Service Limited*	N/A	N/A	N/A
William Yule & Son Limited*	N/A	N/A	N/A	

Council	Supplier	Lot 1	Lot 2	Lot 3
North Lanarkshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	86.82	84.24	91.11
	Brake Bros Ltd*	93.36	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	78.13
	Faillte Food Service Limited*	94.50	78.20	88.34
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Perth & Kinross Council - Non School Meals	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	96.25	80.99	94.01
	Brake Bros Ltd*	94.04	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Scottish Borders Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	91.72	85.80	93.48
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
South Ayrshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	93.19	86.55	95.96
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Stirling Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	93.47	87.35	96.25
	Brake Bros Ltd*	88.83	96.75	96.23
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	94.00	91.87	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Orkney Islands Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	N/A	N/A	N/A
	Brake Bros Ltd*	N/A	N/A	N/A
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Renfrewshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	89.11	83.95	91.97
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	89.95	75.78	84.07
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Shetland Islands Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	N/A	N/A	N/A
	Brake Bros Ltd*	N/A	N/A	N/A
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
South Lanarkshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	94.24	84.02	90.32
	Brake Bros Ltd*	96.53	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	75.06
	Faillte Food Service Limited*	94.50	81.14	86.69
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
Tayside Contracts	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	79.42	85.89	91.59
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faillte Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
The Moray Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	92.50	90.10	93.30
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faite Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
West Lothian Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	84.96	81.92	87.58
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	75.26
	Faite Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Council	Supplier	Lot 1	Lot 2	Lot 3
West Dunbartonshire Council	Allan Wilson (Snack Sales) Ltd*	N/A	N/A	N/A
	Bestway Wholesale t/a Batleys Foodservice*	86.23	85.27	94.95
	Brake Bros Ltd*	96.75	96.75	96.75
	Davidson Cash & Carry*	N/A	N/A	N/A
	Faite Food Service Limited*	N/A	N/A	N/A
	William Yule & Son Limited*	N/A	N/A	N/A

Scotland Excel**To: Executive Sub Committee****On: 4 March 2016****Report
By
Director Scotland Excel****Tender: Supply and Delivery of Waste Disposal Equipment****Schedule: 03/15****Period: 1 April 2016 until 31 March 2019 with an option to extend for up to 12 months until 31 March 2020****1. Introduction and Background**

This proposed renewal framework will operate from 1 April 2016 until 31 March 2019 with an option to extend for up to 12 months until 31 March 2020.

The replacement framework will assist councils and other participating bodies in achieving Scottish Government targets for recycling and provide a mechanism to procure a range of waste disposal equipment including skips, large containers, compactors, balers and roll packers. The key users of this contract will be the waste and environmental departments within councils.

A key objective for the renewal of this framework is to ensure councils have sufficient competition, flexibility and choice of suppliers and products within the framework. This renewal incorporates a number of enhancements to the current framework including the inclusion of additional lots and products, inclusion of a list of additional options and variations to skips and containers in order to streamline product customisation and increase competition within the framework.

2. Scope, Participation and Spend

As part of strategy development, the User Intelligence Group (UIG) approved the inclusion of five lots as summarised in Table 1. This lotting strategy recognises the current structure of the supply market and was designed to more closely align with council requirements. The lotting strategy continued to maximise opportunities for SMEs.

Table 1: Lotting Structure

Lot No.	Description	No. of products	Estimated % of Spend
1	Skips & Containers	30	85%
2	Compactors	3	15%
3	Balers	7	
4	Roll Packers	2	
5	Consumables (baling wire, twine)	11	

As detailed in Appendix 1, 29 councils have confirmed their intention to participate in this framework. Aberdeen City Council, East Ayrshire Council and East Renfrewshire Council have confirmed that they will not participate as they have their own arrangements in place. In addition, the NHS, Scottish Prison Service (SPS), Advanced Procurement for Universities and Colleges (APUC) and Tayside Contracts have also confirmed their intention to participate in the framework.

The nature of the goods procured under this framework means that accurately predicting an overall framework spend value is difficult. Unless councils have a specific project planned over the next four year period linked to capital spend, many cannot accurately predict their future requirements or spend levels. Based on the forecast spend levels by participating councils, the previous framework spend collected in management information returns and to allow a contingency the framework was advertised at a value of £5.0 million over the four year period (£1.25 million per annum). The detailed forecasted annual spend by council is shown in Appendix 1.

3. Procurement Process

A User Intelligence Group (UIG) consisting of procurement and technical representatives was established to develop a procurement strategy to deliver end user requirements. In addition, a working group of technical and procurement representatives was formed to fully develop the technical specifications and participate in the tender evaluation.

A Prior Information Notice (PIN) was published on 8 July 2015, which resulted in expressions of interest from 32 organisations. Meetings were held with potential bidders including both incumbent and new suppliers as identified from the PIN. During these meetings, trading processes, market trends, community benefits and sustainability were discussed as well as potential product lists.

Following this initial market engagement exercise, on 21 October 2015 additional information was added to the PIN to invite potential tenderers to a tenderer information session which took place on 2 November 2015 at the Scotland Excel offices. The session provided potential tenderers with guidance on completing the tender document on the PCS-T system.

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

This framework was advertised on the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal on the 24 November 2015. The tender process was conducted using the Public Contracts Scotland Tender (PCS-T) 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 to be eligible for award. At the second stage of the process, the offers were evaluated against the following criteria and weightings.

Weightings	% Technical	%Commercial
Lots 1 and 5	15	85
Lots 2, 3 and 4	20	80

Within the technical section, bidders were required to evidence their knowledge and experience by responding to questions covering the following areas: customer sales support, service and maintenance, sustainability, community benefits and settlement discounts. Those bidders offering for lot 2 (Compactors), lot 3 (Balers) and lot 4 (Roll Packers) were also assessed in terms of service and the repair of equipment, additional warranty and end user training. All bidders were assessed in terms of delivery periods offered.

Within the commercial section, bidders were invited to offer on a lot by lot basis and their offers were evaluated on this basis.

4. Report on Offers Received

The tender document was downloaded by 35 organisations, with 13 tender responses received. A summary of the offers received is provided in Appendix 2.

Based on the criteria and scoring methodology as 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 12 suppliers across the five lots as detailed in Appendix 3.

These 12 recommended suppliers offer best value and represent a mix of small and large organisations. The range of suppliers recommended also provides competitive options for all participating councils, high quality waste management products as well as offering a degree of choice and capacity. Furthermore, it delivers the objective of increasing the competition and flexibility for councils.

6. Benefits

There are a number of benefits to the councils from the renewal of this framework agreement.

The award of this framework will ensure councils continue to be supported in delivering their individual waste services by offering a wide choice of waste disposal equipment that can be purchased either as a call-off from a core list or supplied to the bespoke specifications of each council's requirement as and when the need should arise.

Savings

Scotland Excel has conducted a benchmarking exercise comparing current prices paid with the prices submitted against the new framework. The benchmarking could only be carried out on lot 1 (skips and containers) that cover specific products. Lots 2, 3 and 4 were based around a typical specification for commercial evaluation purposes only but will not facilitate a like for like pricing comparison as they will primarily be bespoke requirements procured via mini competitions. Lot 5 (Consumables - baling wire, twine) spend has not been made available from councils and therefore will not allow like for like pricing comparison. The result of this benchmarking is listed in Appendix 1; the projected average saving across all councils is estimated at 5%, which equates to an estimated total saving of £43,772 per annum.

Price Stability

All of the recommended suppliers have agreed to hold their prices for a 12 month fixed period and will be reviewed thereafter on an annual basis.

Sustainable Procurement Benefits

Within the technical section of the tender, the sustainability method statement assessed suppliers in relation to their corporate approach to sustainability to minimise the impact of the supply chain on the environment. A range of sustainable measures were outlined by suppliers including; waste prevention, reuse and recycling initiatives, segregation of waste streams in order to reduce waste to landfill, developing innovative products that are more energy efficient, use of bio-fuels or solar power cells, extending products' lifecycle through offering refurbished products and selecting haulage providers that use lower emission vehicles and "back hauling".

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

- Support for training and employment programmes
- Support for community projects and charities
- Apprenticeships

Fair work practices including living wage

While this renewal is a supply framework and there is limited ability to influence supplier behaviour on workforce matters compared with a services framework, an unscored question asked bidders to confirm their living wage status. Of the 12 recommended suppliers:

- Two confirmed that they are an accredited Living Wage Employer.
- One confirmed that they are committed to gaining accreditation over the initial two year period of the framework.
- Nine have confirmed that they pay the living wage to all employees (except volunteers, apprentices and interns).

Other Benefits

Further benefits offered by recommended suppliers through the framework (lots for machinery) are outlined below;

- Price inclusions: transportation , uploading, commissioning and training
- Additional end user training
- Technical support for end users
- Call-out response time 24-48 hrs
- Spare parts availability

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 and engage in procurement activities within 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 waste disposal equipment aims to maximise collaboration, facilitate the procurement of high quality waste disposal equipment, promote added value and deliver best value.

A range of benefits can be reported in relation to savings, price stability and community benefits. Although this is a renewal framework, positive efficiencies have been achieved through close working relationships with an already established UIG to improve the core list and also broaden significantly the

range of equipment. Enhancements in this second generation of the framework include; contract support from suppliers in service, repair and maintenance of machinery, additional end user training, inclusion of a priced list of variances to the core list for lot 1 to streamline customisation and increased competition and flexibility for councils.

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

Appendix 1 – Participation, Spend and Savings Summary Supply and Delivery of Waste Disposal Equipment 03/15

Member Name	Participate 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	No*			Member Provided			
Aberdeenshire Council	Yes	01-April 2016	£323,500	Member Provided	5%	£16,175	Benchmarked Current Contract
Angus Council	Yes	01-April 2016	£17,500	Member Provided	5%	£875	Benchmarked Current Contract
Argyll & Bute Council	Yes	01-April 2016	£16,250	Member Provided	5%	£813	Benchmarked Current Contract
Clackmannanshire Council	Yes	01-April 2016	£10,000	Member Provided	5%	£500	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	01-April 2016	£72,202	Contract Ml	5%	£3,610	Benchmarked Current Contract
Dumfries & Galloway Council	Yes	01-April 2016	£39,986	Member Provided	5%	£1,999	Benchmarked Current Contract
Dundee City Council	Yes	01-April 2016	£30,000	Member Provided	5%	£1,500	Benchmarked Current Contract
East Ayrshire Council	No*			Member Provided			
East Dunbartonshire Council	Yes	01-April 2016	£10,000	Member Provided	5%	£500	Benchmarked Current Contract
East Lothian Council	Yes*	01-April 2016	£0	Member Provided	5%	£0	Benchmarked Current Contract
East Renfrewshire Council	No*			Member Provided			
Edinburgh City Council	Yes	01-April 2016	£50,000	Member Provided	5%	£2,500	Benchmarked Current Contract
Falkirk Council	Yes	01-April 2016	£12,500	Member Provided	5%	£625	Benchmarked Current Contract
Fife Council	Yes*	01-April 2016	£0	Member Provided	5%	£0	Benchmarked Current Contract
Glasgow City Council	Yes	01-April 2016	£30,000	Member Provided	5%	£1,500	Benchmarked Current Contract
Highland Council	Yes*	01-April 2016	£0	Member Provided	5%	£0	Benchmarked Current Contract
Inverclyde Council	Yes	01-April 2016	£6,000	Member Provided	5%	£300	Benchmarked Current Contract
Midlothian Council	Yes*	01-April 2016	£0	Member Provided	5%	£0	Benchmarked Current Contract
North Ayrshire Council	Yes*	01-April 2016	£0	Member Provided	5%	£0	Benchmarked Current Contract
North Lanarkshire Council	Yes	01-April 2016	£5,000	Member Provided	5%	£250	Benchmarked Current Contract
Orkney Islands Council	Yes	01-April 2016	£31,375	Member Provided	5%	£1,569	Benchmarked Current Contract
Perth & Kinross Council	Yes	01-April 2016	£45,000	Member Provided	5%	£2,250	Benchmarked Current Contract
Renfrewshire Council	Yes*	01-April 2016	£0	Member Provided	5%	£0	Benchmarked Current Contract
Scottish Borders Council	Yes	01-April 2016	£10,750	Member Provided	5%	£538	Benchmarked Current Contract
Shetland Islands Council	Yes	01-April 2016	£15,000	Member Provided	5%	£750	Benchmarked Current Contract
South Ayrshire Council	Yes	01-April 2016	£9,500	Member Provided	5%	£475	Benchmarked Current Contract
South Lanarkshire Council	Yes	01-April 2016	£37,000	Member Provided	5%	£1,850	Benchmarked Current Contract
Stirling Council	Yes	01-April 2016	£55,125	Member Provided	5%	£2,756	Benchmarked Current Contract
Moray Council	Yes	01-April 2016	£18,750	Member Provided	5%	£938	Benchmarked Current Contract
West Dunbartonshire Council	Yes	01-April 2016	£10,000	Member Provided	5%	£500	Benchmarked Current Contract
West Lothian Council	Yes	01-April 2016	£20,000	Member Provided	5%	£1,000	Benchmarked Current Contract
Totals			£875,438		5%	£43,772	

No* = Own arrangements in place

Yes* = Have no current requirement/cannot provide accurate forecast at this time but will consider framework when need arises

Appendix 2 – SME Status

Tenderer	SME Status	Location	Lots Tendered
ACM Environmental Plc	large	Essex	2, 3, 5
Bergmann Direct Ltd	small	Lincolnshire	2, 3, 4, 5
Blue Machinery (Scotland) Ltd	large	Stirling	3, 5
CK International Limited	small	Tyrone	3
Dicom Limited	large	Derbyshire	2, 3, 4
GJF Fabrications Ltd	small	West Midlands	1
Gradeall International Ltd	small	Tyrone	2, 3
GWR Engineering Ltd	small	Merseyside	1
Pakawaste Ltd	small	LANCASHIRE	2, 3, 4, 5
Randalls Fabrications Ltd	small	West Yorkshire	2
Sellers Containers Ltd	large	Greater Manchester	1
Skip Units Ltd	small	Derbyshire	1
Whitham Mills Engineering Ltd	small	West Yorkshire	3, 5

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

Lot 1 - Skips and Containers	
Tenderer	Score
Skip Units Ltd*	94.00
GJF Fabrications Ltd*	84.93
Sellers Containers Ltd*	66.27
GWR Engineering Ltd	Non-Compliant

Lot 2 - Compactors	
Tenderer	Score
Bergmann Direct Ltd*	98.25
Dicom Limited*	94.37
Gradeall International Ltd*	89.76
Pakawaste Ltd*	77.18
ACM Environmental Plc*	70.95
Randalls Fabrications Ltd*	70.28

Lot 3 - Balers	
Tenderer	Score
Bergmann Direct Ltd*	98.25
Gradeall International Ltd*	93.19
CK International Limited*	92.36
Dicom Limited*	90.45
Whitham Mills Engineering Ltd	67.78
ACM Environmental Plc	51.32
Blue Machinery (Scotland) Ltd	46.98
Pakawaste Ltd	45.54

Lot 4 - Roll Packers	
Tenderer	Score
Bergmann Direct Ltd*	95.25
Dicom Limited*	74.80
Pakawaste Ltd*	70.09

Lot 5 - Consumables (baling wire, twine)	
Tenderer	Score
Whitham Mills Engineering Ltd*	95.75
ACM Environmental Plc*	86.32
Blue Machinery (Scotland) Ltd*	84.31
Bergmann Direct Ltd*	82.34
Pakawaste Ltd	56.04

Scotland Excel**To: Executive Sub Committee****On: 4 March 2016****Report
by
Director Scotland Excel****Tender: Supply and Delivery of Electrical Materials****Schedule: 06/15****Period: 1 April 2016 until 31 March 2018 with an option to extend for up to two 12 month periods until 31 March 2020****1. Introduction and Background**

The current framework for Supply and Delivery of Electrical Materials will expire on 31 March 2016. This proposed renewal framework will operate from 1 April 2016 until 31 March 2018 with an option to extend for up to two 12 month periods until 31st March 2020.

This framework will provide councils and other participating bodies with a mechanism to procure a range of electrical materials in support of construction projects, maintenance programmes and ad hoc repairs. A key objective for the renewal is to ensure councils have sufficient competition and flexibility to effectively manage their requirements across a range of diverse building types and housing stock.

2. Scope, Participation and Spend

As part of strategy development, the User Intelligence Group (UIG) endorsed the inclusion of eight lots as summarised in Table 1. This lotting strategy was designed to more closely align with council requirements whilst also recognising the current structure of the market place.

Table 1: Lotting Structure

<i>Lot No.</i>	<i>Description</i>	<i>No. of products</i>	<i>Estimated % of Spend</i>
1	Cable and Cable Management	189	17%
2	Wiring Accessories	78	10%
3	Circuit Protection	55	11%
4	Heating and Water Heating	35	11%
5	Ventilation	26	11%
6	Safety Detectors and Thermostats	34	13%
7	Lamps	87	9%
8	Light Fittings and Accessories	120	18%

As detailed in Appendix 1, 28 councils have confirmed their intention to participate in this framework. East Ayrshire, Fife, Glasgow City and Stirling Councils have confirmed that they will not participate as they have their own arrangements in place however they may look to join the framework once their own arrangements expire.

In addition to councils, the NHS, Scottish Prison Service (SPS) and Scottish Parliament have also confirmed an intention to participate in the framework.

Accordingly, all 32 councils and the other above-named organisations were included in Contract Notice for the framework.

The forecast annual spend for participating councils is £10.6m, equating to £42.4m over the term of the framework, including the extension period. Other participating bodies have validated an additional £1.6m per annum, a total of £6.4m over the term of the framework. To ensure flexibility and to allow a contingency including for any significant maintenance programmes, the framework was advertised at a £56m for the full term of the framework.

3. Procurement Process

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 4 September 2015. In addition, a working group of technical and procurement representatives was formed to review technical specifications and participate in the evaluation.

A Prior Information Notice (PIN) was published on 30 June 2015, which resulted in expressions of interest from 37 organisations. As a result of this meetings were held with potential bidders including both incumbent and new suppliers. During these meetings, ability to service, trading processes, market trends, community benefits and sustainability were discussed as well as potential product lists and specifications.

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

This framework was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 27 November 2015. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T)

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 to be eligible for award. At the second stage of the process, the offers were evaluated against the following criteria and weightings.

Technical	20%
Commercial	80%

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

Within the commercial section, bidders were invited to offer on a lot by lot basis. Fixed pricing for 12 months was required for lot 1 (cable management only) and lots 2-8. Due to the volatility of raw materials, six months fixed pricing was required for lot 1 (copper cable only). Bidders were also assessed in terms of any annual retrospective rebates offered, as well as any non-core discounts for lots 7 and 8.

To ensure the renewal framework provided a range of alternative products to meet the needs of the diverse housing stock, lots 1-6 contained a multiple offer structure to facilitate the submission of offers from different manufacturer brands. Bidders could submit up to three offers in lots 1-6 to broaden the choice for councils and encourage competition from the supply base.

Bidders were also invited to offer discounts per lot for the supply of non-core items for lots 1-6, sole supply, early settlement, collection and delivery to central stores.

4. Report on Offers Received

The tender document was downloaded by 21 organisations, with 10 tender responses received. Within lots 1-6, where each tenderer could submit up to three offers, a total of 70 offers were received. Due to insufficient product coverage, nine of these offers were non compliant and following clarification one tenderer withdrew their entire offer for lot 6.

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

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

These eight recommended suppliers offer best value and represent a mix of small, medium and large organisations. The range of suppliers recommended provides competitive options for all participating councils as well as offering a degree of choice and capacity. Furthermore, the multiple offer structure employed in lots 1-6, as outlined above, has delivered the objective of increasing competition and flexibility for councils.

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise based on current spend forecast of councils, comparing current prices paid with the prices submitted against the new framework and the result of this benchmarking is listed in Appendix 1. The projected average saving across all councils is 5.1%, which equates to an estimated total saving of approximately £646k per annum. The projected savings per council range from -0.5% to 15.6%. The variance reported is caused by the significant fluctuation in product requirements between councils.

There is substantial scope for councils to derive further savings, with seven suppliers offering annual retrospective rebates of up to 5%. Two suppliers have offered single source discounts of 8% and 10% respectively for certain lots and six suppliers have offered non-core discounts across the lots.

Price Stability

In addition to the mandatory fixed pricing periods for lot 1 (which vary from 6-12 months depending on the product group) a number of suppliers have offered a further fixed pricing of between 3-12 months. In addition to the mandatory 12 month fixed pricing for lots 2-8, one supplier has offered an additional 6 months fixed pricing and another an additional 12 months.

Sustainable Procurement Benefits

Within the technical section, the sustainability method statement assessed suppliers in relation to their corporate approach to sustainability to minimise the impact of the supply chain on the environment. A range of sustainable measures were outlined by suppliers including; reduction of waste to landfill and packaging, recycling initiatives, use of LED's, use of renewable energy such as solar panels, segregation of waste, setting of emissions targets and fuel efficiency measures. Bidders were also advised that all applicable products must comply with the relevant provisions of the Waste Electrical and Electronic

Equipment (WEEE) Regulations 2013 and ensure that products are certified as Restriction of Hazardous Substances (ROSH) compliant by the relevant manufacturer.

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

- Support for training and employment programmes, employing local resources where possible
- Increase in number of apprenticeships
- Support to charity organisations
- Engagement with local schools and promoting access for work experience
- Provide free of charge training for the installation of applicable products
- Provide free of charge tools for apprentices

Fair Work Practices including the Living Wage

While this renewal is a supply framework and there is limited ability to influence supplier behaviour on workforce matters compared with a services framework, an unscored question asked bidders to confirm their approach to fair work practices and living wage status. Of the eight recommended bidders:

- One is currently going through the process of becoming an accredited Living Wage Employer
- One has committed gaining accreditation over the initial two year period of the framework
- Three have confirmed that they either pay or will pay the living wage to all employees (except volunteers, apprentices and interns) within the initial two year period of the framework
- Three have confirmed that a majority of their staff are paid the living wage (58%, 71% and 75%)

Scotland Excel includes monitoring Fair Work Practices and Living Wage within its contract and supplier management programme and will work with all awarded suppliers who have not yet secured accreditation by the Living Wage Foundation to encourage them to achieve this.

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 2

arrangement in terms of both risk and spend requiring annual or six monthly supplier and user group reviews as appropriate.

8. Summary

This framework for the supply and delivery of electrical materials aims to maximise collaboration, promote added value and deliver best value. A range of benefits can be reported in relation to savings, price stability, retrospective rebates and community benefits.

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

Appendix 1 – Participation, Spend and Savings Summary - Supply and Delivery of Electrical Materials 06/15

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 2016	£828,813	Member Provided	10.2%	£84,539	Benchmarked Current Contract
Aberdeenshire Council	YES	01 April 2016	£100,000	Contract MI - Confirmed by Member	-0.5%	-£500	Benchmarked Current Contract
Angus Council	YES	01 April 2016	£6,663	Contract MI	4.1%	£273	Benchmarked Current Contract
Argyll & Bute Council	YES	01 April 2016	£10,848	Member Provided	6.3%	£683	Benchmarked Current Contract
City of Edinburgh Council	YES	01 April 2016	£125,000	Member Provided	9.2%	£11,500	Benchmarked Current Contract
Clackmannanshire Council	YES	01 April 2016	£161,870	Contract MI - Confirmed by Member	5.3%	£8,579	Benchmarked Current Contract
Comhairle nan Eilean Siar	YES	01 April 2016	£20,000	Contract MI - Confirmed by Member	1.7%	£340	Benchmarked Current Contract
Dumfries & Galloway Council	YES	01 April 2016	£62,631	Contract MI	4.1%	£2,568	Benchmarked Current Contract
Dundee City Council	YES	01 April 2016	£1,000,000	Contract MI - Confirmed by Member	6.2%	£62,000	Benchmarked Current Contract
East Ayrshire Council	NO						
East Dunbartonshire Council	YES	01 April 2016	£160,000	Contract MI - Confirmed by Member	7.5%	£12,000	Benchmarked Current Contract
East Lothian Council	YES	01 April 2016	£731,000	Member Provided	7.1%	£51,901	Benchmarked Current Contract
East Renfrewshire Council	YES	01 April 2016	£85,000	Contract MI - Confirmed by Member	4.0%	£3,400	Benchmarked Current Contract
Falkirk Council	YES	01 April 2016	£700,000	Member Provided	4.8%	£33,689	Benchmarked Current Contract
Fire Council	NO						
Glasgow City Council	NO						
Highland Council	YES	01 April 2016	£58,500	Contract MI - Confirmed by Member	4.8%	£2,808	Benchmarked Current Contract
Inverclyde Council	YES	01 April 2016	£33,000	Contract MI - Confirmed by Member	3.6%	£1,188	Benchmarked Current Contract
Midlothian Council	YES	01 April 2016	£678,153	Contract MI - Confirmed by Member	15.6%	£105,792	Benchmarked Current Contract
North Ayrshire Council	YES	01 April 2016	£84,994	Contract MI	2.4%	£2,040	Benchmarked Current Contract
North Lanarkshire Council	YES	01 April 2016	£306,291	Contract MI	0.4%	£1,225	Benchmarked Current Contract
Orkney Islands Council	YES	01 April 2016	£19,745	Contract MI	4.1%	£810	Benchmarked Current Contract
Perth & Kinross Council	YES	01 April 2016	£213,057	Contract MI - Confirmed by Member	0.0%	£0	Benchmarked Current Contract
Renfrewshire Council	YES	01 April 2016	£450,000	Contract MI - Confirmed by Member	5.1%	£22,950	Benchmarked Current Contract
Scottish Borders Council	YES	01 April 2016	£31,000	Contract MI - Confirmed by Member	3.3%	£1,023	Benchmarked Current Contract
Shetland Islands Council	YES	01 April 2016	£185,000	Member Provided	3.2%	£5,920	Benchmarked Current Contract
South Ayrshire Council	YES	01 April 2016	£300,000	Contract MI - Confirmed by Member	8.9%	£26,700	Benchmarked Current Contract
South Lanarkshire Council	YES	01 April 2016	£2,000,000	Member Provided	3.1%	£62,000	Benchmarked Current Contract
Stirling Council	NO						
The Moray Council	YES	01 April 2016	£300,000	Member Provided	0.8%	£2,400	Benchmarked Current Contract
West Dunbartonshire Council	YES	01 April 2016	£549,350	Contract MI - Confirmed by Member	1.1%	£6,043	Benchmarked Current Contract
West Lothian Council	YES	01 April 2016	£1,230,000	Member Provided	6.7%	£82,410	Benchmarked Current Contract
Tayside Contracts	YES	01 April 2016	£4,000	Contract MI - Confirmed by Member	10.3%	£412	Benchmarked Current Contract
NHS	YES	01 April 2016	£1,503,884	Contract MI - Confirmed by Member	2.6%	£39,101	Benchmarked Current Contract
SPS	YES	01 April 2016	£250,000	Member Provided	5.1%	£12,750	Benchmarked Current Contract
Totals			£12,293,799		5.1%	£646,544	Average Saving

Appendix 2 - SME Status

Tenderer's Name	SME Status	Location	Lots Tendered
The British Electrical and Manufacturing Company Ltd	Medium	Glasgow	2,3,4,5,6,7,8
City Electrical Factors Ltd	Large	Kenilworth	1,2,3,4,5,6,7,8
Stax Trade Centres Plc	Large	Glasgow	1,2,3,4,5,6,7,8
Edmundson Electrical Ltd	Large	Kirkintilloch	1,2,3,4,5,6,7,8
EnvirioVent Limited	Medium	Harrogate	5
Hamilton Electrical Supplies Ltd	Small	Hamilton	7,8
Holland House Electrical Co Ltd	Medium	Glasgow	1,2,3,4,5,6,7,8
Rexel UK Ltd	Large	Hertfordshire	1,2,3,4,5,6,7,8
Tristar Lighting & Design Ltd	Small	Aberdeen	7,8
Your Electrical Supplies, Service & Solutions (A) Ltd	Large	Normanton	1,2,3,4,5,6,7,8

Appendix 3 - Scoring and Recommendations (Asterisk (*) denotes recommended supplier, N/C denotes non-compliant supplier)

Lot 1 - Cable and Cable Management	
Offer - Basec Approved	Score
Tenderer Rexel UK Ltd *	94.4
Offer - Cable	Score
Tenderer City Electrical Factors Ltd *	88.0
Offer - Dencon	Score
Tenderer Stax Trade Centres Plc *	88.4
Offer - Doncaster Cable	Score
Tenderer Your Electrical Supplies, Service & Solutions (A) Ltd *	92.9
Offer - Prysman	Score
Tenderer Edmundson Electrical Ltd *	95.4
Holland House Electrical Co Ltd *	63.5

Lot 2 - Wiring Accessories	
Offer - BG	Score
Tenderer Stax Trade Centres Plc *	88.4
Offer - Crabtree	Score
Tenderer Holland House Electrical Co Ltd *	87.9
Offer - Deta Vimark	Score
Tenderer Edmundson Electrical Ltd *	91.3
The British Electrical and Manufacturing Company Ltd *	90.8
Offer - Eaton	Score
Tenderer The British Electrical and Manufacturing Company Ltd *	90.8
Offer - Novar MIK	Score
Tenderer Rexel UK Ltd *	94.4
Holland House Electrical Co Ltd	N/C
Offer - Own Brand	Score
Tenderer Rexel UK Ltd *	94.4
City Electrical Factors Ltd	65.1
Edmundson Electrical Ltd	N/C
Offer - Schneider	Score
Tenderer Your Electrical Supplies, Service & Solutions (A) Ltd *	92.9
Offer - Scolmore	Score
Tenderer The British Electrical and Manufacturing Company Ltd *	90.8
Rexel UK Ltd *	88.4
Holland House Electrical Co Ltd	75.1
City Electrical Factors Ltd	71.7
Offer - Volex	Score
Tenderer Edmundson Electrical Ltd *	95.4
Your Electrical Supplies, Service & Solutions (A) Ltd	81.9

Lot 3 - Circuit Protection	
Offer - Crabtree	Score
Tenderer Holland House Electrical Co Ltd *	87.9
Offer - GB	Score
Tenderer Stax Trade Centres Plc *	88.4
Offer - Havells	Score
Tenderer Rexel UK Ltd *	94.4
Offer - Lewden	Score
Tenderer Holland House Electrical Co Ltd *	87.9
The British Electrical and Manufacturing Company Ltd *	85.6
Offer - LVE Electrical	Score
Tenderer The British Electrical and Manufacturing Company Ltd *	90.8
Offer - Own Brand	Score
Tenderer Rexel UK Ltd *	94.4
Edmundson Electrical Ltd	82.5
City Electrical Factors Ltd	60.3
Offer - Schneider	Score
Tenderer Your Electrical Supplies, Service & Solutions (A) Ltd *	92.9
Offer - Square D	Score
Tenderer Edmundson Electrical Ltd *	95.4
Offer - Wylex	Score
Tenderer Edmundson Electrical Ltd *	95.4
Edmundson Electrical Ltd *	95.4
Rexel UK Ltd *	93.1
Your Electrical Supplies, Service & Solutions (A) Ltd *	91.7
The British Electrical and Manufacturing Company Ltd *	87.7

Lot 4 - Heating and Water Heating		
Offer - Creda		
Tenderer	Score	
Edmundson Electrical Ltd *	95.4	
The British Electrical and Manufacturing Company Ltd	77.8	
Rexel UK Ltd	75.2	
Holland House Electrical Co Ltd	61.3	
Offer - Dimplex		
Tenderer	Score	
The British Electrical and Manufacturing Company Ltd *	90.8	
Rexel UK Ltd *	87.5	
Edmundson Electrical Ltd	76.7	
Holland House Electrical Co Ltd	67.3	
Stax Trade Centres Ltd Plc	64.6	
Offer - Elnur		
Tenderer	Score	
The British Electrical and Manufacturing Company Ltd *	90.8	
Edmundson Electrical Ltd	N/C	
Offer - Own Brand		
Tenderer	Score	
Rexel UK Ltd *	94.4	
City Electrical Factors Ltd	75.7	
Offer - Stiebel Eltron		
Tenderer	Score	
Your Electrical Supplies, Service & Solutions (A) Ltd *	92.9	

Lot 5 - Ventilation		
Offer - Envirovent		
Tenderer	Score	
The British Electrical and Manufacturing Company Ltd *	90.8	
Envirovent Limited	58.6	
Offer - Greenwood		
Tenderer	Score	
The British Electrical and Manufacturing Company Ltd *	90.8	
Offer - Manrose		
Tenderer	Score	
Holland House Electrical Co Ltd	N/C	
Offer - Monsoon		
Tenderer	Score	
Edmundson Electrical Ltd *	95.4	
Offer - Polypipe		
Tenderer	Score	
Your Electrical Supplies, Service & Solutions (A) Ltd *	92.9	
Stax Trade Centres Plc	75.6	
Offer - Vent Axia		
Tenderer	Score	
Edmundson Electrical Ltd *	95.4	
Rexel UK Ltd *	90.8	
Your Electrical Supplies, Service & Solutions (A) Ltd	81.7	
City Electrical Factors Ltd	78.3	
Holland House Electrical Co Ltd	76.8	
Offer - Xpelair		
Tenderer	Score	
Edmundson Electrical Ltd *	92.9	
Rexel UK Ltd (Offer 1) *	92.3	
The British Electrical and Manufacturing Company Ltd *	90.8	
Rexel UK Ltd (Offer 2)	85.2	
City Electrical Factors Ltd	67.9	

Lot 6 - Safety Detectors and Thermostats		
Offer - Aico		
Tenderer	Score	
Rexel UK Ltd (Offer 1) *	94.4	
Rexel UK Ltd (Offer 2) *	91.7	
The British Electrical and Manufacturing Company Ltd *	87.9	
Your Electrical Supplies, Service & Solutions (A) Ltd	74.8	
City Electrical Factors Ltd	72.1	
Holland House Electrical Co Ltd	71.8	
Edmundson Electrical Ltd	N/C	
Offer - BRK		
Tenderer	Score	
Rexel UK Ltd *	94.4	
Edmundson Electrical Ltd	N/C	
Your Electrical Supplies, Service & Solutions (A) Ltd	N/C	
Offer - Kidde		
Tenderer	Score	
Edmundson Electrical Ltd *	95.4	
The British Electrical and Manufacturing Company Ltd	83.9	
Your Electrical Supplies, Service & Solutions (A) Ltd	N/C	
Offer - Sprue		
Tenderer	Score	
The British Electrical and Manufacturing Company Ltd *	90.8	

Lot 7 - Lamps		
Tenderer	Score	
Edmundson Electrical Ltd *	94.6	
The British Electrical and Manufacturing Company Ltd *	83.9	
Holland House Electrical Co Ltd *	61.1	
Tristar Lighting & Design Ltd *	60.0	
Rexel UK Ltd *	59.2	
Your Electrical Supplies, Service & Solutions (A) Ltd *	58.3	
Stax Trade Centres Plc *	58.3	
City Electrical Factors Ltd *	56.8	
Hamilton Electrical Supplies Ltd	34.2	

Lot 8 - Light Fitting and Accessories		
Tenderer	Score	
Edmundson Electrical Ltd *	94.6	
The British Electrical and Manufacturing Company Ltd *	68.9	
Rexel UK Ltd *	64.6	
City Electrical Factors Ltd	51.3	
Your Electrical Supplies, Service & Solutions (A) Ltd	50.0	
Tristar Lighting & Design Ltd	46.8	
Holland House Electrical Co Ltd	43.2	
Hamilton Electrical Supplies Ltd	35.6	
Stax Trade Centres Plc	N/C	

Scotland Excel**Report to: Executive Sub Committee****On: 4 March 2016**

**Report
by
Director Scotland Excel**

Biannual Reporting - Community Benefits**1. Introduction**

At the Scotland Excel Joint Committee meeting in June 2014, members were provided with an overview of the progress made in the delivery of community benefits within the Scotland Excel contract portfolio. In addition, an outline was provided of the planned development activity to allow the capture and recording of delivered benefits on a routine basis. A process has now been implemented whereby Scotland Excel collate and report on information received from the supply base twice a year. This report updates members for the period of April 2015 – September 2015 with another report due to be received in September 2016.

The purpose of this report is to provide an update on the progress to date on the development and implementation of a process to collect community benefits delivered from contracts, and provide a summary of the benefits received.

2. Progress to Date

The routine inclusion of a requirement to include community benefits in the delivery of goods and services is an integral element within Scotland Excel contracts. Given the now established process for collecting Council spend information from suppliers, the methodology has been extended to include measures previously considered optional such as recycling volumes, jobs created, training places offered and sponsorship activity. In order to drive consistency in reporting formats suppliers have been issued standard templates for return on a six monthly basis, covering both community and environmental benefits. Table 1 shows a summary of the social value added across the portfolio since the refined data collection process was implemented.

	2013-14	2014-15	2015-16	Total
No of Apprenticeships	9	92	32	133
No of New Jobs	78	43	12	133
No of Work Placements	-	5	5	10
Hours of Volunteering & Mentoring	95	377	121	593
Hours of Works experience	5,305	28,214	7,515	41,034
Value of donations £	£2,474	£16,550	£11,285	£30,309

(6 months)

Table 1: Summary of social value added across the collaborative portfolio

The number of new jobs created over the past three years peaked during 2014/15, largely due to the buying pattern of the local authorities – particularly within the Domestic Furniture and Fittings framework.

As indicated, in addition to the social benefits collated, data associated with environmental benefit delivered by is also collected. Table 2 shows the volume, by weight, recycled across applicable frameworks since the data collection process was implemented. Again, the volume for 2015/16 is for the period April – October 2015.

TYPE OF PRODUCT RECYCLED	TOTAL TONNAGE RECYCLED			
	2013-14	2014-15	2015-16	TOTAL
SOIL & STONE	0	0	15,305	15,305
TYRE CASINGS	2,247	0	0	2,247
SMALL MIXED WEEE	0	0	1,898	1,898
LARGE DOMESTIC APPLIANCE	0	566	1,208	1,774
COOLING EQUIPMENT	0	620	1,107	1,727
DISPLAY EQUIPMENT	0	628	986	1,614
SMALL DOMESTIC APPLIANCE	0	978	0	978
USE OF REUSABLE PLASTIC CRA	0	0	400	400
SOIL	250	0	0	250
CARDBOARD	1	51	169	221
CO2 EMISSIONS	0	0	207	207
WOOD	0	0	190	190
GENERAL WASTE	0	69	55	124
PLASTIC	1	61	52	114
AGGREGATES/HARDCORE	0	0	106	106
EXPANDED POLYSYRENE	0	0	104	104
OTHER CATEGORIES	105	473	410	988
TOTAL	2,604	3,446	22,198	28,247

Table 2: Summary of environmental value added across the collaborative portfolio

The data collected is available by framework agreement and by council. This enables a clear and detailed reporting format to be included in the business reviews held with each corporate procurement function on an on-going basis. Appendix 1 shows a summary of the supplier provided data by council.

3. On-going Development Activity

The work carried out to date has been shared with member councils and other public sector partners. Given the level of interest received, Scotland Excel has continued to support councils by running Community Benefits workshops. In addition to this, Scotland Excel has built the Community Benefits requirements into a job description role for a Governance Officer, which is currently being advertised as a vacancy. As this position is filled, it is anticipated that further development will be undertaken to continue to reinforce the additional benefits that member councils realise from participation in collaborative frameworks. For example, feedback from stakeholder engagement sessions would suggest that this area represents an opportunity for the local government sector to extend the reach of the work undertaken to develop and lead cross sector best practice, and become an integral part of the Scotland Excel supplier development programme.

4. Next Steps

The data collection, analysis and review cycle will continue to be embedded across all applicable contracts. In line with the Scotland Excel contract and supplier management programme, the results will be reviewed with the supply base and where appropriate will be incorporated into supplier performance targets.

In addition to this, Living Wage data will be incorporated into quarterly data collection exercises from May 2016 and a further report on Living Wage statistics will be made available by December 2016.

5. Summary

Members of the Executive Sub Committee are requested to note the progress made to date, and support the measures proposed to monitor and develop community benefits in order to continue to deliver benefits beyond traditional cost savings.

Appendix 1 Community Benefits for each council

Council Profile	2013-2016						
	No of	No of	No of	Hours of	Hours of	£	Tonnes
	Apprenticeships	New Jobs	Work Placements	Volunteering & Mentoring	Works Experience	SPONSORSHIP	Recycled Materials
ABERDEEN CITY COUNCIL	1	2	-	30	1,164	5,000	85
ABERDEENSHIRE COUNCIL	-	1	-	10	480	-	1
ANGUS COUNCIL	2	-	-	-	52	1,000	54
ARGYLL & BUTE COUNCIL	1	-	-	-	-	-	32
CITY OF EDINBURGH COUNCIL	21	2	3	70	1,013	-	58
CLACKMANNANSHIRE COUNCIL	-	-	-	-	-	-	338
COMHAIRLE NAN EILEAN SIAR	-	-	-	-	-	-	-
DUMFRIES & GALLOWAY COUNCIL	4	-	-	-	-	-	117
DUNDEE CITY COUNCIL	-	-	-	-	44	-	608
EAST Ayrshire COUNCIL	2	3	-	-	-	-	14,335
EAST DUNBARTONSHIRE COUNCIL	2	-	-	82	-	-	28
EAST Lothian COUNCIL	1	-	-	-	44	-	25
EAST RENFREWSHIRE COUNCIL	-	-	-	-	-	-	321
FALKIRK COUNCIL	2	6	-	28	1,376	-	1,669
FIFE COUNCIL	-	1	-	-	79	-	2,228
GLASGOW CITY COUNCIL	9	7	1	-	1,654	500	1,070
HIGHLAND COUNCIL	3	-	-	-	8	-	881
INVERCLYDE COUNCIL	3	-	-	-	44	-	325
MIDLothian COUNCIL	-	-	-	-	-	-	1
NORTH Ayrshire COUNCIL	4	8	-	-	1,166	-	2,050
NORTH LANARKSHIRE COUNCIL	14	10	-	-	3,686	500	183
ORKNEY ISLANDS COUNCIL	1	-	-	-	8	-	2
PERTH & KINROSS COUNCIL	1	-	-	-	44	1,000	102
RENFREWSHIRE COUNCIL	4	1	-	-	79	5,000	729
SCOTTISH BORDERS COUNCIL	-	-	-	-	312	-	17
SHETLAND ISLANDS COUNCIL	-	-	-	-	-	500	-
SOUTH Ayrshire COUNCIL	2	-	-	5	256	500	603
SOUTH LANARKSHIRE COUNCIL	14	50	-	99	7,788	-	404
STIRLING COUNCIL	-	-	-	-	-	-	490
THE MORAY COUNCIL	-	-	-	100	1,128	2,400	34
WEST DUNBARTONSHIRE COUNCIL	1	-	-	-	39	-	290
WEST Lothian COUNCIL	5	32	5	169	724	2,050	188
CENTRAL REGION	15	-	-	-	11,590	-	-
EAST REGION	-	-	-	-	-	-	-
NORTH REGION	11	9	-	-	4,560	-	-
OUTSIDE SCOTLAND	1	1	1	-	3,217	11,859	-
SCOTLAND WIDE	-	-	-	-	-	-	-
WEST REGION	9	-	-	-	480	-	-
Totals	133	133	10	593	41,034	30,309	27,268

Scotland Excel**To: Executive Sub- Committee****On: 4 March 2016****Report
by
Director Scotland Excel****Employee Absence Management Report****1. Introduction and purpose of the report**

In response to the Renfrewshire Council Internal Audit team recommendation, the Joint Committee has requested that a report on organisational sickness absence be submitted on a quarterly basis highlighting the absence rate in the organisation. The absence rate is also a key performance indicator within the business plan section on organisational development and as such is monitored closely.

2. Scotland Excel Absence Management Target

The Joint Committee has previously agreed that Scotland Excel should work to an absence rate of below 4%. This target aligns Scotland Excel with partner organisations, supports good practice in this area and demonstrates the ongoing commitment to absence management as a key efficiency target.

3. Overview of Attendance

In line with audit recommendations, the attached report has been prepared for the Executive Sub Committee. The report details:

- Breakdown of current month, last six months and last 12 months absence figures
- Illustration of 12 months in days
- Illustration of last 12 months in percentages and full-time equivalent (FTE)

The report includes the latest absence details for period October to December 2015. The rate of absence across the organisation has shown a steady reduction since August when it reached 2.5%. The absence figures over the latest quarter have been 0.7%, 0.2% and 0.2% which represent the lowest consistent figures since reporting started.

The reduction over the last quarter brings the absence rates for:

- previous 1 month to 0.2% (2 days / 0.1 FTE)
- previous 6 months to 1.2% (86 days / 0.75 FTE)
- previous 12 month period to 1.3% (181.5 days / 0.73 FTE)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to support attendance and in

particular to support the members of staff who have significant health issues and will work with commitment to maintain the absence rate below the 4% target.

4. Recommendation

The Executive Sub Committee is requested to note the contents of report.

Absence Report

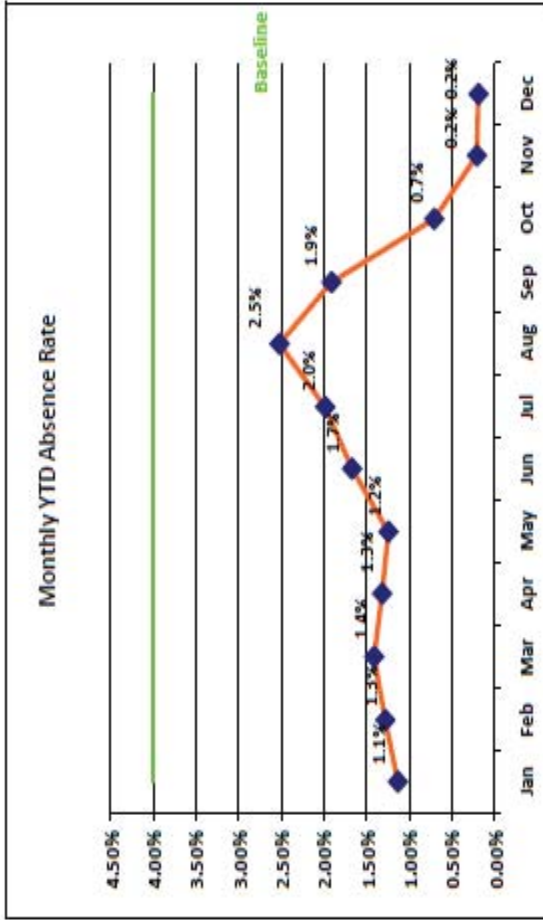
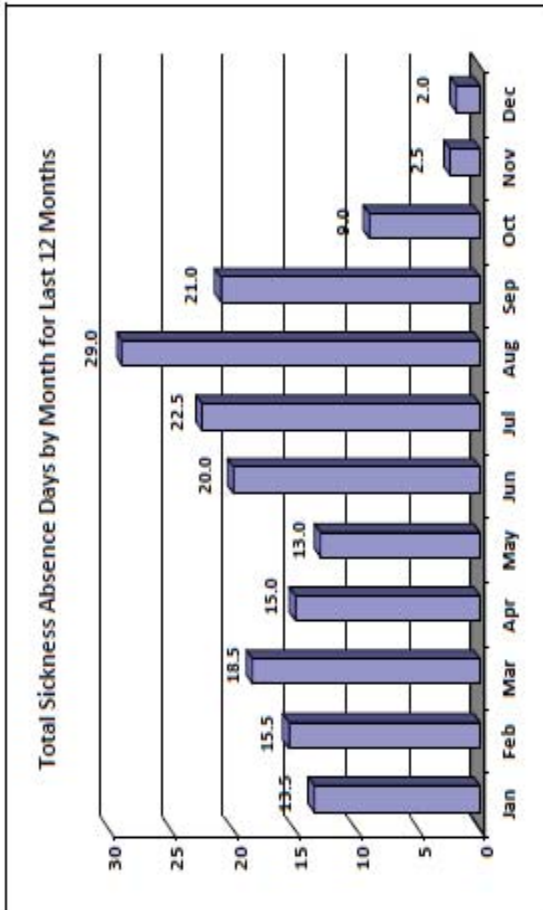
Organisation Level

Month Ending: 31 December 2015

Current Month				Last 6 Months				Last 12 Months				
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Special Leave
2	0	2	0.2%	41	45	86	1.2%	113.5	68	181.5	1.3%	34
Total:												

No of Employees: (Permanent and Temporary): **28** Average no of Sickness Absence Days per Employee: **2.3**

No of Leavers included: **14**



Scotland Excel

To: Scotland Excel Executive Sub Committee

On: 4 March 2016

**Report
by
Director Scotland Excel**

Request for Associate Membership of Scotland Excel by Culture Perth & Kinross

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

Culture Perth & Kinross is a newly established Cultural Trust created to provide cultural activities including library services, visual arts, museums and galleries.

To ensure the efficient and cost effective delivery of these services the trust has approached Scotland Excel and requested approval to become an associate member with access to our contracts under Perth & Kinross Council's annual requisition fee.

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. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case Culture Perth & Kinross qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 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 Culture Perth & Kinross application to join Scotland Excel as an associate member be approved, at no fee, subject to completion and signing of the agreement document.

Scotland Excel

To: Scotland Excel Executive Sub Committee

On: 4 March 2016

**Report
by
Director Scotland Excel**

Request for Associate Membership of Scotland Excel by Dyspraxia Scotland

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

Dyspraxia is a condition recognized as the impairment or immaturity of the organisation of movement. The symptoms include problems of language, perception and thought. Dyspraxia Scotland is a charity created to provide help and support for individuals and families affected by the condition. The charity provides one to one learning support for their clients through education and into employment.

To ensure the efficient and cost effective delivery of these services the trust has 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. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case Dyspraxia Scotland qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 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 Dyspraxia application to join Scotland Excel as an associate member be approved, at an annual fee of £500, subject to completion and signing of the agreement document.