

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 31 March 2017	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillors Shand (Aberdeenshire Council); Valentine (Angus Council); Macdonald (Comhairle Nan Eilean Siar); Craik (Fife Council); Fernie (Highland Council); Holmes (Renfrewshire Council); Westlake (Shetland Islands Council); and Provost Logan (South Lanarkshire Council).

Apologies

Councillors Whyte (City of Edinburgh Council); Dykes (Dumfries and Galloway Council); McElroy (Glasgow City Council); and McLean (North Ayrshire Council).

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, L Marron, Senior Procurement Specialist, J Yeomans, Senior Procurement Specialist, J Baxter, Senior Procurement Specialist, and B Kyle, Consultant (all Scotland Excel); and E Currie, Senior Committee Services Officer, K Brown, Committee Services Officer and M Ball, Accountant (for item 1 only) (all Renfrewshire Council).

Declarations of Interest

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

1 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April 2016 to 3 March 2017.

The report intimated that gross expenditure was £10,000 over budget and income was currently £83,000 over recovered resulting in a net underspend of £73,000.

DECIDED: That the report be noted.

Sederunt

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

2 Contract for Approval: Supply and Delivery of Education and Office Furniture

There was submitted a report by the Director of Scotland Excel relative to the award of a second generation framework agreement for the combined provision of education and office furniture which would be effective from 1 May 2017 until 29 February 2020, with an option to extend for a further period of one year until 28 February 2021.

The report intimated that the framework would provide councils and participating bodies with a mechanism to procure a wide range of furniture suitable for classrooms, pre-5 environments, dining rooms and flexible learning spaces. Furniture for use in office environments would also be available together with furniture suitable for meeting rooms and reception areas.

The framework had been divided into 11 lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. It was noted that Tayside Contracts, the Scottish Prison Service, Strathclyde Partnership for Transport and associate members of Scotland Excel would also be participating in the framework.

The forecast spend for the framework had increased to £9 million per annum and £36 million over the four-year term of the framework, including any extension period. Tender responses had been received from 26 suppliers. One supplier withdrew and another supplier had been unable to provide all of the required supporting documentation which rendered their offer non-compliant. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the remaining 24 compliant offers had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that the framework be awarded to 21 suppliers across the 11 lots as detailed in Appendix 3 to the report.

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

3 Contract for Approval: Energy Efficiency Contractors

There was submitted an amended report by the Director of Scotland Excel relative to the award of Scotland Excel's first national collaborative framework for energy efficiency contractors which would operate from 1 May 2017 until 30 April 2019, with an option to extend up to 30 April 2021.

The report intimated that the framework would support councils to deliver on the responsibilities set out in the Energy Efficiency Standards for Social Housing (EESH) and the Home Energy Efficiency Programme for Scotland: Area Based Scheme (HEEPS: ABS). The framework had been developed to accommodate future potential schemes as well as allowing councils to utilise the framework, where appropriate, on non-domestic and public buildings. The framework also incorporated additional funding under the Energy Company Obligation (ECO), a UK wide scheme to help reduce carbon emissions and tackle fuel poverty by placing obligations on energy suppliers to implement targeted energy saving measures.

The framework had been split into three lots as detailed in table 1 in the report. Each lot had been divided into sub-lots for specific types of insulation and heating measures and this ensured that specialist contractors and small and medium enterprises could bid for measures suited to their particular skills and experience.

Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework. The contract spend had been estimated between £50 million and £200 million per annum across all three lots. This reflected the anticipated spend from the current HEEPS: ABS programme of £50 million combined with the potential investment required to comply with EESH. The maximum value of work that could be awarded under the framework was £800 million over the four-year term of the framework. Tender responses had been received from 49 organisations but several were deemed non-compliant as they failed to complete the required schedule of rates or technical method statements. Those deemed non-compliant had been advised that they would not be considered further.

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

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework agreement be awarded to 31 suppliers across 13 sub-lots on a council-by-council basis as detailed in Appendix 3 to the report.

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

Sederunt

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

4 Contract for Approval: Outdoor Play Equipment and Artificial Surfaces

There was submitted a report by the Director of Scotland Excel relative to the award of the first national collaborative framework for the design, supply, installation and inspection of outdoor play equipment and artificial surfaces which would operate from 1 May 2017 to 12 March 2019, with an option to extend to 12 March 2021.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a broad scope of works, services and supply arrangements for outdoor play equipment, safer surfaces, outdoor gym equipment, multi-use games areas, artificial surfaces and wheeled sports areas.

The framework had been divided into 10 lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework. It was noted that the Scottish Prison Service and Advanced Procurement for Universities and Colleges Excel would also be participating in the framework.

The forecast spend for the framework had increased to £9 million per annum and £36 million over the four-year term of the framework, including any extension period. Tender responses had been received from 36 suppliers. Two bidders failed to submit a qualification and master technical response and one bidder failed to submit a commercial response. As all three bidders were non-compliant they had been advised that they would not be considered further. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the remaining 31 compliant offers had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and to secure best value, capacity and coverage it was recommended that the framework be awarded to 28 suppliers across the 10 lots as detailed in Appendix 3 to the report.

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

5 Contract for Approval: Supply and Delivery of Personal Protective Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a third generation framework for the supply and delivery of personal protective equipment which would operate from 1 May 2017 to 28 February 201, with an option to extend for a further two 12-month periods.

The new framework would continue to provide councils and associate members with a mechanism to procure a wide range of personal protective equipment including workwear, footwear, safety wear and hi-visibility wear.

The framework had been divided into two lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework. It was noted that Tayside Contracts and NHS Scotland would also be participating in the framework.

The annual spend for participating councils was forecast at approximately £10 million per annum. Together with the NHS annual spend of approximately £600,000, the value over the term of the framework, including the two extension periods, had been estimated at £40 million. Tender responses had been received from 31 suppliers. One bidder subsequently withdrew their offer. One bidder submitted a non-compliant tender for one of the lots and another bidder failed to upload to PCS-T on time and neither of these bids had been accepted.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the complaint offers received had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a two-lot supplier framework agreement be awarded to the 21 compliant bidders as detailed in Appendix 3 to the report.

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

6(a) Request for Associate Membership: Blue Triangle Housing Association

There was submitted a report by the Director of Scotland Excel indicating that Blue Triangle Housing Association had submitted an application to become an associate member of Scotland Excel.

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

6(b) Request for Associate Membership of Scotland Excel: City Property Glasgow (Investments) LLP

There was submitted a report by the Director of Scotland Excel indicating that City Property Glasgow (Investments) LLP had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by City Property Glasgow (Investments) LLP to become an associate member of Scotland Excel, with no annual fee, subject to completion and signing of the agreement document, be approved.

7 Employee Absence Management Report

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

DECIDED: That the report be noted.

8 Date of Next Meeting

DECIDED: That the next meeting of the Executive Sub-committee be held on 30 June 2017 in Glasgow City Chambers, George Square, Glasgow following the meeting of the Joint Committee being held that day at 10.45 am.

Valedictory

Councillor Holmes thanked members of the Executive Sub-committee and the staff of Scotland Excel and Renfrewshire Council for their contribution to the work of the Executive Sub-committee and for their assistance to him during his period as Convener.

Councillor Valentine thanked Councillor Holmes for his fairness in chairing meetings of the Executive Sub-committee during his period as Convener.

Appendix

Minute of Scotland Excel Sub-Committee on 31 March 2017

I, Hugh Carr, want to draw to the attention of the Joint Committee for the purposes of a fully accurate record the following administrative errors which came to light in the course of implementing the Executive Sub-Committee's decisions of 31 March 2017. I would advise that the nature and significance of these errors and the fact that they did not affect the recommendations in any way was carefully considered and thereafter the contract award process was taken through to completion.

Agenda Item 2 – Supply and Delivery of Education and Office Furniture

References in the Appendices to –

1. Findel Education Supplies Limited should have been to Findel Educational Supplies Limited
2. YPO Procurement Holdings Limited should have been to YPO Joint Committee of Local Authorities

Agenda Item 5 – Supply and Delivery of Personal Protective Equipment

References in the Appendices to –

1. Lion Safety Ltd should have been to Lion Safety. (It should be noted that the bidder has a company, but its company was not used to bid for the work.)
2. Mona Laird Ltd (T/a McKinley Workwear Supplies) located in Inverness should have been to Morna Laird Ltd (T/a McKinlay Workwear Supplies) located in Hamilton.

The scoring of the tenders listed in Appendix 3 has been corrected as follows –

MWUK Ltd trading as Alexandra - score has been corrected for an arithmetical error and changed from 77.45 to 82.45, moving it up from position 13 to position 9 in the

table; and

Rexel UK Ltd trading as Rexel MRO – score has been corrected for an arithmetical error and changed from 74.31 to 71.31, moving it down from position 19 to position 20 in table.

The bidders listed from positions 9 through 20 have moved position to accommodate the above changes but no change whatsoever was made in the overall result and the recommended suppliers agreed by the Executive Sub-Committee at the meeting.

I would ask the Joint Committee in approving the decisions on 31 March 2017 to formally note these errors in the reports to the Executive Sub-Committee as part of its decision to approve the Minute.