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COMMITTEE	Finance, Policy and Resources
DATE	23 <sup>rd</sup> April 2015
DIRECTOR	Ewan Sutherland – Acting Director
TITLE OF REPORT	Approval to Tender
REPORT NUMBER	CG/15/137
CHECKLIST COMPLETED	Yes/No

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### 1. PURPOSE OF REPORT

The purpose of this report is to seek the approval of the Committee to conduct a procurement process for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables in collaboration with Aberdeenshire Council.

### 2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) that The Council enters into collaborative arrangements with Aberdeenshire Council for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables; to undertake the procurement processes for the Provision of Large Print and Audio Books, Supply of Cleaning Equipment and Fruit and Vegetables.
- (ii) the estimated expenditure for these procurements as detailed in Appendix 1.

### 3. FINANCIAL IMPLICATIONS

It is the Council's intention to enter into a collaborative arrangement with Aberdeenshire Council in order to maximise buying power and value for money. Details on the estimated expenditure relating to these commodities are contained within Appendix 1. The expenditure with regards these commodities is contained within existing service budgets.

#### 4. OTHER IMPLICATIONS

The estimated expenditure for each of these commodities is above the threshold set under European Procurement Regulations, the procurement processes for each commodity shall be undertaken in accordance with these regulations.

#### 5. BACKGROUND/MAIN ISSUES

Further detail on the background relating to each of these commodities is given in Appendix 1.

#### 6. IMPACT

Corporate – This report relates to “Aberdeen – the Smarter City”

- We will work with our partners to seek to reduce the levels of inequality in the city.
- We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.
- We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities.
- We will aim to have a workforce across the city which has skills and knowledge to sustain, grow and diversify the cultural economy.
- We aspire to be recognised as a City of Culture, a place of excellence for culture and arts by promoting Aberdeen as a cultural centre hosting high quality and diverse cultural events for the whole community and beyond.
- We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of wellbeing here, building strong communities which look out for, and look after one another.

This report relates to the Combined Community Plan and Single Outcome Agreement as follows:

- Protecting children and vulnerable adults
- People of all ages take an active part in their own learning to achieve their full potential Learning and training is appropriate and accessible to learner’s needs
- Children and young people access positive learning environments and develop their skills, confidence and self esteem to the fullest potential
- Children, young people and their families/carers are involved in decisions that affect them. Their voices heard and they play an active and responsible role in their communities

- Educational attainment in Aberdeen is continuously sustained and improved
- School leavers enter positive destination of employment, training or further and higher education with a focus on and support for young people who require More Choices and More Chances
- Children and young people actively participate in their communities and have optimum involvement in decision making
- All children, young people and their families have access to high quality services when required and services provide timely, proportionate and appropriate response that meeting the needs of children and young people within Getting it Right for Every Child, (GIRFEC) requirements
- Improve the quality of life in our most deprived areas
- Citizens are increasingly more active in their communities regardless of age, gender, sexual orientation, ethnic origin, where they live, disability or faith/religion/belief and contribute to 'active citizenship'
- Develop pathways to participation which enhance the diversity of local representation at and engagement with regional, national and international arts, heritage and sporting events
- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

The procurement process for each of these commodities will be undertaken by Commercial and Procurement Services in conjunction with Aberdeen City Council and Aberdeenshire Council.

Public - This report will be of interest to current and future users of library & information services and given that the fruit and vegetables to be supplied will be consumed in Educational, Social Care Establishments and other Council Facilities; it is likely that there will be a degree of public interest with regards this commodity.

## 7. MANAGEMENT OF RISK

Risk analysis has been carried out within the sourcing strategies with regards these commodities. Risks have been identified and will be addressed throughout the duration of the project.

## 8. BACKGROUND PAPERS

N/A

## 9. REPORT AUTHOR DETAILS

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## Appendix 1

### Large Print and Audio Books

#### Background

The Council requires the provision of Large Print and Audio Books to support access to reading for the visibly impaired, blind, housebound readers, those with low literacy levels and other disabilities where reading is difficult.

Market analysis has been conducted in the development of the sourcing strategy for this provision. It has been identified that the market for Large Print books is less competitive than that of Audio Books with there being more barriers to entry into the market place. In order to ensure the market differences are taken into account it has been decided to establish a Framework Agreement which will be split into four lots:

- Lot One - Large Print Adults
- Lot Two - Large Print Children and Young People
- Lot Three - Audio Books Adults
- Lot Four - Audio Books Children and Young People

#### Duration

The duration of the Framework Agreement will be three years with the option to extend by a further one year period.

#### Estimated Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend of Aberdeen City Council will be approximately £72,000, with an estimated total spend of £288,000 over the four year framework agreement period. This budget is contained within the overall budget of Education and Children's Services.

## Supply of Cleaning Equipment

### Background

The Council requires the Supply of Cleaning Equipment, to be used by cleaning services for the cleaning of Council Establishments. The procurement process will be undertaken by Commercial and Procurement Services in conjunction with internal stakeholders and Aberdeenshire Council.

### Duration

The proposed contract duration is for a three year period with the option to extend for a further two one year period(s).

### Estimated Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend of Aberdeen City Council will be approximately £40,000, with an estimated total spend of £200,000 over the five year contract period. This budget is contained within the overall budget of Facilities Management.

## Fruit and Vegetables

### Background

The Council requires the provision of fruit and vegetables to be supplied to Education and Social Care establishments, as well as any other venues such as cafes, canteens or leisure facilities. The procurement process will be undertaken by Commercial and Procurement Services in conjunction with internal stakeholders and Aberdeenshire Council. The proposed contract duration is for a three year period with the option to extend for a further one year period.

Market analysis has been conducted in the development of the sourcing strategy for this provision. It has been identified that prices within this market are volatile and for this reason six monthly price reviews shall be agreed as part of this process, with a clause included to terminate the contract with 6 months' notice should parties fail to agree prices during any price review.

### Duration

The proposed contract duration is for a three year period with the option to extend for a further one year period.

### Estimated Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend will be £190,000, with an estimated total spend of £760,000 over the four year framework agreement period. Due to the volatile nature of pricing within the market it is unlikely that any significant savings will be made as a result of the procurement process.

However, it is intended to put in place six monthly fixed pricing periods within any contract to ensure pricing stability. This is of particular importance to the Educational and Social Care establishments, who represent the largest proportion of internal stakeholders to this provision.

This budget is contained within the overall budgets of Education and Children's Services and Social Care.