
COMMITTEE	Finance, Policy and Resources
DATE	23 rd April 2015
DIRECTOR	Ewan Sutherland - Acting Director
TITLE OF REPORT	Approval to Call-Off Against Framework Agreements
REPORT NUMBER	CG/15/136
CHECKLIST COMPLETED	Yes/No

1. PURPOSE OF REPORT

The purpose of this report is to seek the approval of the Committee to conduct Call-Offs under Scotland Excel Frameworks for Security Services and Janitorial Products and to conduct a Call-Off against the Midlothian Council Framework for First Aid Products.

2. RECOMMENDATION(S)

It is recommended that the Committee approve:

- (i) the undertaking of Call-Offs for Security Services, Janitorial Products and First Aid Products.
- (ii) the estimated expenditure for the procurement of these commodities as detailed in Appendix 1.

3. FINANCIAL IMPLICATIONS

The Frameworks for Security Services and Janitorial Products have been tendered by Scotland Excel on behalf of participating Local Authorities and other participating bodies; and the Framework for First Aid Products by Midlothian Council on behalf of participating Local Authorities. These framework agreements will realise the benefits of collaborative procurement by delivering both financial and quality of service benefits. The expenditure with regards these commodities is contained within existing service budgets.

4. OTHER IMPLICATIONS

An Equality and Human Rights Impact assessment is not required as the approval of the recommendations contained within this report does not appear to have any adverse impacts on people who share Protected Characteristics and no further actions are recommended at this stage.

5. BACKGROUND/MAIN ISSUES

The Frameworks for Security Services and Janitorial Products have been tendered by Scotland Excel on behalf of participating Local Authorities and other participating bodies. Scotland Excel is the Centre of Procurement Expertise for local government in Scotland. Scotland Excel develops and manages collaborative contracts where a strategic requirement is identified across the sector.

The Framework Agreement for First Aid Supplies (including AED's), has been tendered by Midlothian Council on behalf of participating Local Authorities.

User Intelligence Groups consisting of procurement and technical representatives are established with regards development of the procurement strategy relating to each of the framework agreements. Commercial and Procurement Services worked with Services to gather information on the requirements, then liaised with Scotland Excel and Midlothian Council to ensure that the needs of the Services, were incorporated into the design of the specifications and the subsequent evaluations of the tenders that were received.

6. IMPACT

Corporate – This report relates to “Aberdeen – the Smarter 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.

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

- Our public services are consistently high quality, continually improving, efficient and responsive to local people's needs

The procurement process for each of the Call-Offs will be undertaken by Commercial and Procurement Services in conjunction with Cross Functional Teams within the Council.

Public – The commodities detailed within this report are as such that it is unlikely there will be significant public interest in this report.

7. MANAGEMENT OF RISK

Risks relating to the supply of these commodities have been identified and will be addressed through risk management techniques.

8. BACKGROUND PAPERS

N/A

9. REPORT AUTHOR DETAILS

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Appendix 1

1. Security Services

Framework Agreement Background

The framework agreement for the provision of Security Services and Equipment has been set up by Scotland Excel on behalf of its member councils and other key stakeholders. This framework has been designed to maximise a collaborative opportunity in delivering quality services and best commercial outcomes. This framework is intended to provide an efficient method of engaging with service provider(s) for a wide range of security services. It is anticipated that both councils and service providers will benefit from having a standard method of engagement.

This framework provides councils and other participating bodies with a mechanism to procure a wide range of security services and solutions ranging from traditional manned guards to more sophisticated technology based solutions such as intruder and fire alarms, sprinkler systems and CCTV. Council events departments would also utilise the services of event stewards for public events such as fireworks displays and Hogmanay celebrations as well as taxi marshalling services for late night and weekend city centre taxi ranks.

Framework Duration

This framework is effective from 1 April 2015 until 31 March 2018 with an option to extend up to 31 March 2019.

Services on Framework

The framework is split into 6 distinct lots and is structured as follows:

Lot 1	The provision of Manned Guarding Services (Including Mobile & Key holding)
Lot 2	The provision of Event Stewarding and Marshalling Services
Lot 3	The provision of CCTV Security Systems
Lot 4	The provision of Security Alarm/Access Systems
Lot 5	The provision of Fire Detection Alarm/Sprinkler Systems
Lot 6	The provision of combined CCTV, Security Alarm & Fire Systems

Community Benefits

A wide range of benefits were offered across the supply base with some of the potential benefits offered including;

- Work experience and apprenticeships;
- Training and development for schools and colleges;
- In house company training schemes for unemployed and young people;
- Employment support for disabled people;
- Sponsorship of local community projects and charities

Method for Selecting Providers

Call-Off under this framework agreement can be undertaken using one of the following options; direct award or mini competition.

Expenditure

Based on current spend information provided by Scotland Excel regarding this provision it is estimated that the annual spend within the Council will be £465,000 across all lots, with an estimated total spend of £1.8M over the four year framework agreement period. The figures provided by Scotland Excel with regards this provision show an estimated annual saving of £50,400. The expenditure with regards Security Services is contained within existing service budgets.

2. Janitorial Products

Framework Agreement Background

The framework agreement for the provision of Janitorial Products has been set up by Scotland Excel on behalf of its member councils and other key stakeholders. This framework has been designed to maximise a collaborative opportunity in delivering quality services and best commercial outcomes. This framework is intended to provide an efficient method of engaging with service provider(s) for a wide range of Janitorial Products. It is anticipated that both councils and service providers will benefit from having a standard method of engagement.

Framework Duration

This framework is effective from 1 March 2015 until 28 February 2018 with an option to extend up to 28 February 2019.

Services on Framework

The framework is split into 3 distinct lots and is structured as follows:

Lot 1	Paper – Wipers, paper towels and toilet tissues
Lot 2	Janitorial – Detergents, mops and various cleaning equipment
Lot 3	Chemicals – Floor cleaners, wash room cleaners and catering specific cleaners

Community Benefits

A range of benefits were offered across the supply base, Scotland Excel will monitor the delivery of the benefits by obtaining progress/evidence reports from suppliers.

Method for Selecting Providers

Call-Off under this framework agreement can be undertaken using one of the following options; direct award or mini competition.

Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend will be £225,000, with an estimated total spend of £900,000 over the four year framework agreement period. The expenditure with regards Janitorial Products is contained within existing service budgets.

3. First Aid Supplies (Including AED's)

Framework Agreement Background

The framework agreement for the provision of First Aid Supplies (including AED's) has been set up by Midlothian Council on behalf of participating local authorities. This framework has been designed to maximise a collaborative opportunity in delivering quality services and best commercial outcomes. This framework is intended to provide an efficient method of engaging with service provider(s) for a wide range of First Aid Supplies (including AED's). It is anticipated that both councils and service providers will benefit from having a standard method of engagement.

Framework Duration

This framework is effective from 9 March 2015 to 8 March 2018, with the option to extend by a further one year period.

Services on Framework

The framework is split into 3 distinct lots and is structured as follows:

Lot 1	First Aid Supplies
Lot 2	Personal Care Supplies
Lot 3	Automated External Defibrillators (AED's) including accessories

Method for Selecting Providers

Call-Off under this framework agreement can be undertaken using one of the following options; direct award or mini competition.

Expenditure

Based on current spend information regarding this provision it is estimated that the annual spend will be £20,000, with an estimated total spend of £80,000 over the four year framework agreement period. The expenditure with regards First Aid Supplies (including AED's) is contained within existing service budgets.