

ABERDEEN CITY COUNCIL

COMMITTEE	Education and Children's Services
DATE	17 November 2016
DIRECTOR	Gayle Gorman
TITLE OF REPORT	Approval to tender for statutory school inspection, equipment maintenance and repair services
REPORT NUMBER	ECS/16/068
CHECKLIST COMPLETED	YES

1. **PURPOSE OF REPORT**

The purpose of this report is to seek the approval of the Committee to conduct procurement processes to enter into Contracts for equipment inspection, maintenance and repair services for a variety of educational, outdoor play and PE equipment in schools.

2. **RECOMMENDATION(S)**

It is recommended that the Committee:

- (a) instructs officers of Education and Children's Services and Commercial and Procurement Services, in collaboration with Aberdeenshire Council, to conduct an open tender process for the Provision of Educational Equipment Inspections for a variety of equipment within schools; and
- (b) instructs officers of Education and Children's Services and Commercial and Procurement Services, in collaboration with Aberdeenshire Council, to enter into Call Off Contract(s) under the ESPO (Eastern Shires Purchasing Organisation) Framework Agreement 107 for the Provision of PE & Fitness Equipment Inspections within schools, leisure sites and community centres and Framework Agreement 115 for the Provision of Outdoor Play Equipment Inspections within schools; and
- (c) approves the estimated expenditure for these procurements as detailed in Section 3 of this report.

3. FINANCIAL IMPLICATIONS

Officers are proposing to enter into a collaborative arrangement with Aberdeenshire Council to procure the services described in this report. By collaborating to increase buying power, the purchase of services can be negotiated at better value for money in order to seek best value.

Based on current spend information regarding this provision it is estimated that the annual spend for Aberdeen City Council resulting from the proposed contract(s) would be as follows:

Educational Equipment Inspections £80,000 per annum; with a proposed contract duration of 3 years with the option to extend for a further two one year periods, the overall value of the contract to Aberdeen City Council will be £400,000.

PE & Fitness Equipment Inspections £15,000 per annum; with a proposed contract duration of 1 year with the option to extend for a further one year period, the overall value of the contract to Aberdeen City Council will be £30,000.

Outdoor Play Equipment Inspections £10,000 per annum; with a proposed contract duration of 1 year with the option to extend for a further one year period, the overall value of the contract to Aberdeen City Council will be £20,000..

All costs relating to the procurement would be met from existing Service budgets.

Full details of the estimated expenditure are contained within Appendix 1 of this report.

4. OTHER IMPLICATIONS

The procurement processes for each service described in this report shall be undertaken in accordance with the European Procurement Directives and the associated interpretative Scottish Regulations.

It is noted that the Council is legally obliged to carry out inspection, maintenance and repair under various British, European and other health and safety standards, e.g. PE equipment carries a high risk and requires to be inspected at least once a year.

Having contracts in place enables the Council to ensure that appropriately qualified companies carry out this work to the required standards whilst also providing best value.

Using an ESPO framework helps the Council meet best value and compliance with European and Scottish procurement legislation. They

are a public sector owned professional buying organisation that has vast experience in buying services on behalf of education providers.

5. BACKGROUND/MAIN ISSUES

On 19th April 2016 the Finance, Policy and Resources Committee considered a report from Education and Children's Services, which noted that exemption from the former Standing Orders relating to Contracts and Procurement had been granted for the procurement of inspection and servicing of school workshop equipment.

At the meeting Members expressed the view that a long term contract for this statutory annual inspection and servicing should be put in place, to ensure future compliance with Standing Orders (now superseded by the Aberdeen City Council procurement Regulations 2016).

There is a requirement for specific types of equipment in schools, including CDT (Craft, Design and Technology) machinery and PE equipment, to be inspected annually to ensure compliance with health and safety legislation.

Officers have therefore developed a procurement strategy for establishing contract(s), which would cover essential inspection and maintenance of a variety of equipment within schools and other establishments.

Commercial and Procurement Services colleagues advised that Aberdeenshire Council has a similar requirement, and it is therefore proposed that joint contract(s) with Aberdeenshire Council are entered into. The procurement process will be undertaken by Commercial and Procurement Services on behalf of Aberdeen City Council and Aberdeenshire Council.

Due to the nature of the equipment included, it is proposed that the joint contract(s) are split into the following three sections for the purposes of the procurement processes to be undertaken:

1. Educational Equipment including:

- Art equipment such as kilns & photography equipment
- Home Economics equipment such as sewing machines and cookers
- Science equipment including microscopes & centrifuges
- CDT equipment including lathes & band saws
- The contract for this section is anticipated to be awarded by September 2017.

2. Outdoor Play Equipment including:

- timber play equipment & multi-use games areas
- The contract for this section is anticipated to be awarded by November 2016

3. PE/Fitness Equipment

- The contract for this section is anticipated to be awarded by November 2016

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

6. **IMPACT**

Improving Customer and Staff Experience

Securing a contract for the services described in this report will help to ensure that all equipment used by pupils and staff within schools is safe and well maintained.

Improving our use of Resources

Joint contract(s) for the services described in this report will help to ensure value for money for the Council by economies of scale. Ensuring school equipment is properly serviced and maintained will also help to extend the usable life of this equipment.

Corporate

Aberdeen the Smarter City

- (i) 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.
- (ii) Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st Century.
- (iii) Again, working with partners, we will create a City of Learning which will empower individuals to fulfil their potential and contribute to the economic, social and cultural wellbeing of our communities.
- (iv) We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

Public

A full Equality and Human Rights Impact Assessment was not required for this report.

7. MANAGEMENT OF RISK

Risk analysis has been carried out within the sourcing strategies for each of the commodities to be included within the contract. A full risk register is included within the commodity strategy attached at Appendix 1 of this report.

There is also a legal risk if the Council does not implement this framework, as it would be unable to comply with the statutory obligations to inspect and maintain safe equipment.

8. BACKGROUND PAPERS

Appendix 1

Commodity Strategy for the Provision of Equipment Inspection, Repair And Maintenance in Schools, Leisure Centres and Community Centres

9. REPORT AUTHOR DETAILS

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