

Finance and Resources Committee

10.00am, Thursday, 28 September 2017

Adoption of the Scotland Excel Framework Agreement for Supply and Delivery of Education and Office Furniture

Item number	7.4
Report number	
Executive/routine	
Wards	All

Executive Summary

This report seeks Committee approval to adopt and implement the Scotland Excel Framework Agreement for the Supply and Delivery of Education and Office Furniture.

This Framework has been developed to provide the Council 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 a variety of office environments is also available along with furniture suitable for meeting rooms, reception areas and flexible work spaces.

The Framework is active from 1 May 2017 to 29 February 2020, with the option to extend for up to a further period of 12 months until 28 February 2021. The value of Council contract(s) has been estimated £2.98m.

Adoption of the Scotland Excel Framework Agreement for Supply and Delivery of Education and Office Furniture

1. Recommendations

1.1 That Committee:

- 1.1.1 Approves the adoption and implementation of the Scotland Excel Framework for the Supply and Delivery of Education and Office Furniture, which is active from 1 May 2017 to 29 February 2020 with the option to extend for a further 12 months with an estimated value of £2.98m.

2. Background

- 2.1 The current Scotland Excel Framework for Education and Office Furniture expired on 29 February 2017. The proposed replacement Framework is a second-generation version of the previous Framework with combined provision of Education and Office Furniture including the introduction of a new Lot for Pre-5 Furniture (Lot 6) to support the Scottish Government's continued investment in early year education.
- 2.2 There is an on-going requirement to procure furniture for asset management upgrades and new capital build projects. Projects vary in size and requirements from small single classroom refurbishments to full new build primary schools, nurseries and offices. Small furniture orders are raised by Schools directly in certain instances however the majority of procurement is through the Interior Design Section of the Capital Programme Team.
- 2.3 Procurement of Furniture Fitting and Equipment through the Framework will ensure that purchased items will be fit for purpose and present best value for money.

3. Main report

- 3.1 This Framework provides the Council with a compliant mechanism to procure a wide range of furniture suitable for classrooms, pre-5 environments, dining rooms and flexible learning spaces. Furniture for use in a variety of office environments is also available along with furniture suitable for meeting rooms, reception areas and flexible work spaces.

- 3.2 Following publication of a Prior Information Notice (PIN), supplier meetings were held to share information on market trends and recent developments. This resulted in the latest British Standards for furniture being incorporated into product specifications, and a requirement to promote Supported Businesses (where greater than 30% of workforce is disabled or disadvantaged) through framework suppliers. It was agreed that the optimal approach to the market, to meet the requirements of end user organisations, would be to conduct a process resulting in a multi-supplier award across 11 lots.
- 3.3 Bidders were invited to offer on a lot by lot basis and provide contract prices against a defined basket of furniture product types commonly purchased by Councils, and these prices were used in the commercial evaluation of offers.
- 3.4 Bidders were requested to provide set percentage discount structures against Recommended Retail Prices (RRP) and/or product catalogue prices for specific products or product ranges relating to each lot, as well as confirming which councils they were prepared to service.

3.5 Lot Structure:

Lot No.	Description
1	Educational Seating
2	Educational Desks and Tables
3	Educational Storage Furniture
4	Educational Dining Furniture
5	Education Furniture Full Kit-Out Facility
6	Pre-5 Furniture
7	Office Seating
8	Office Desks and Tables
9	Office Meeting Room and Reception Furniture
10	Office Storage Furniture
11	Office Furniture Full Kit-Out Facility

- 3.6 Scotland Excel published the Framework procurement opportunity through the Public Contract Scotland -Tender portal under Open Procedure with a deadline of 28 November 2016.

- 3.7 A total of 65 expressions of interest were received and 26 vendors submitted bids, of which 24 were compliant offers. 20 of the compliant offers resulted in 20 recommended suppliers based on the evaluation by Scotland Excel with the support of the technical panel.
- 3.8 The offers were evaluated on a basket of commonly purchased products per lot using a technical weighting of 15% and commercial weighting of 85% for the lots, except for lot 5 and lot 11.
- 3.9 The majority of Kit-Outs (Lots 5 and 11) are likely to be determined by mini-competition and can vary significantly in scope and product volume. Scotland Excel did not request commercial submissions for these two lots. Instead, bidders were requested to confirm their ability and willingness to provide a Kit-Out service and only successful suppliers for Education Lots 1-4 and Office Lots 7-10 who met this criterion were put forward for inclusion in the relevant lot.
- 3.10 Lot 6 (Pre-5 Furniture) has not been included within full Kit-Out of Education Furniture to generate maximum interest in the market for this new provision and to encourage maximum Council spend through the Framework.

4. Measures of success

- 4.1 It is a measure of the success of this procurement exercise that savings of 4.4% could be achieved assuming similar volumes and types of furniture are required throughout the contract period, with additional savings being secured via the utilisation of mini-competitions for individual projects.

5. Financial impact

- 5.1 The potential value of this contract, including extensions is £2.98m, averaging £745k per annum based on reported spend with the contracted suppliers on the Education and Office Furniture Framework. The Capital Programme Team indicate that Single Value contracts will not exceed £1m, and assuming purchased volumes continue at £745k per annum, this will reduce to £712,220 per annum, a reduction of £32,780 per annum based on a saving of 4.4%.
- 5.2 Given that much of the furniture purchased will be for larger scale new build or refurbishment projects or rolling programmes, it is anticipated that the Council will derive additional savings utilising mini-competitions to produce best value.
- 5.3 Suppliers who derive annual spend in excess of £500k will be required to return a rebate of 1% to Councils who have provided business through the Framework.
- 5.4 The Framework suppliers are committed to keeping their prices fixed until at least 28 February 2018. Thereafter, agreed Framework prices for services listed in each lot will remain fixed for 12 monthly periods. All catalogue discount structures will remain fixed for the duration of the Framework.

- 5.5 Price increase variations may have to be considered after 28 February 2018. Any application for a price increase can only be submitted at least 60 days before the anniversary of the Framework commencement date along with independent supporting documentary evidence which will be assessed against the appropriate market indices for furniture.
- 5.6 The costs associated with procuring this framework are estimated at up to £10,000.

6. Risk, policy, compliance and governance impact

- 6.1 The Capital Programme Team, Property and Facilities Management, Resources, will be responsible for the management of the contract.

7. Equalities impact

- 7.1 The inclusion of the requirement for Supported Businesses to be promoted through framework suppliers meets the Council's specific duties under the Equalities Act 2010.
- 7.2 The statements contained within paragraph 8.5 demonstrate clear and positive impacts for a range of groups under the general duties of the Equalities Act 2010.

8. Sustainability impact

- 8.1 The Framework provides opportunities relating to Supported Businesses, the Circular economy, the inclusion of training and development of skills and the further expansion of the supply base through inclusion of several new Small Medium Businesses (SMEs).
- 8.2 Technical product specifications also feature the output of advice from the Furniture Industry Research Association (FIRA), Government Buying Standards and EU-Green Public Procurement.
- 8.3 All furniture ranges offered under this Framework must be certified by recognised furniture testing institutes such as FIRA or SATRA Laboratories in relation to safety and product integrity etc. and that any wood based products must evidence that the Forest Stewardship Council (FSC)/Programme for the Endorsement of Forest Certification (PEFC) is in place. All timber used in manufacturing must come from a sustainable source with Chain of Custody tracking documents meeting UK and EU timber regulations.
- 8.4 Six recommended suppliers are members of the Furniture Industry Sustainability Programme (FISP), which demonstrates Corporate Social Responsibility credentials. Several more manufacturers involved in the supply chain of recommended resellers are also members of FISP.

- 8.5 The framework brings a wide range of benefits which support Scotland's National Outcomes and delivers long term benefits to the local community. Notably suppliers have made commitments to establish a learning zone, apprenticeships, several placements for University Students in CAD and Design, summer work placements for senior pupils, school visits to manufacturers, donations of furniture to community groups and charitable donations are some examples.
- 8.6 On workforce matters, of the 21 recommended suppliers 19 pay the Scottish Living Wage and the remaining two will work with Scotland Excel throughout the lifetime of the Framework to attain this threshold.

9. Consultation and engagement

- 9.1 A User Intelligence Group (U.I.G) consisting of procurement and technical representatives from the participating Councils was established to support the development of the procurement strategy and specification.
- 9.2 During the development of the procurement strategy, Scotland Excel consulted a wide range of stakeholders to inform the strategy including all Scottish Local Authorities, other Public Sector organisations and FIRA.

10. Background reading/external references

- 10.1 [National Improvement Framework for Scottish Education.](#)

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11. Appendices

Appendix A - Summary of Tendering and Tender Evaluation Process

Appendix B - Scores per Lot

Appendix A - Summary of Tendering and Tender Evaluation Processes

Contract	CT2268 Supply, Delivery and Installation of Education and Office Furniture Scotland Excel Framework 02-16
Contract period (including any extensions)	Four years
Estimated contract value	£2.98m (Total)
Standing Orders observed	2.4, 3.2, 4.1, 4.2, 5.1, 5.3, 6.1, 8.1
Portal used to advertise	Public Contracts Scotland-Tender
EU Procedure chosen	Open
Notes of interest received	65
Tenders returned	26
Compliant tenders	24
Primary criterion	Most Economically Advantageous Offer

Appendix B – Scoring and Recommendations

Lot 1 - Educational Seating			
Tenderer	Technical Score	Commercial Score	Total Score
Sharp Business Systems UK plc	11.75	85.00	96.75
Langstane Press Limited	12.25	83.96	96.21
Claremont Office Furniture Ltd	12.25	80.35	92.60
Godfrey Syrett Limited	10.25	80.61	90.86
Furniture @Work Ltd	8.25	80.41	88.66
City Building (Contracts) LLP	10.00	70.04	80.04

Lot 2- Education Desks and Tables			
Tenderer	Technical Score	Commercial Score	Total Score
Sharp Business Systems UK plc	11.75	85.00	96.75
British Thornton ESF Limited	11.25	81.37	92.62
Claremont Office Furniture Ltd	12.25	78.99	91.24
Godfrey Syrett Limited	10.25	77.36	87.61
Langstane Press Limited	12.25	65.39	78.14
YPO Procurement Holdings Limited	12.00	60.77	72.77

Lot 3- Educational Storage Furniture			
Tenderer	Technical Score	Commercial Score	Total Score
Sharp Business Systems UK plc	11.75	85.00	96.75
Langstane Press Limited	12.25	83.72	95.97
British Thornton ESF Limited	11.25	78.79	90.04

City Building (Contracts) LLP	10.00	77.41	87.41
Godfrey Syrett Limited	10.25	69.19	79.44
Furniture @Work Ltd	8.25	68.41	76.66
YPO Procurement Holdings Limited	12.00	63.81	75.81

Lot 4- Educational Dining Furniture			
Tenderer	Technical Score	Commercial Score	Total Score
Spaceright Europe Limited	8.50	85.00	93.50
YPO Procurement Holdings Limited	12.00	80.94	92.94
Furniture @Work Ltd	8.25	84.35	92.60
Langstane Press Limited	12.25	77.37	89.62
Sico Europe Limited	10.25	79.33	89.58
Claremont Office Furniture Ltd	12.25	76.07	88.32
EQUIP4WORK Ltd t/a Office Furniture Online	11.00	76.78	87.78
Sharp Business Systems UK plc	11.75	75.92	87.67
The Consortium Limited	7.25	77.91	85.16
British Thornton ESF Limited	11.25	68.58	79.83
Godfrey Syrett Limited	10.25	67.77	78.02
Findel Education Supplies Limited	8.25	65.42	73.67
GTS Trade Ltd	4.50	65.14	69.64
Wagstaff School Furniture Limited	6.50	62.79	69.29
Gopak Ltd	4.75	64.22	68.97

Lot 5 – Education Furniture Full Kit-Out Facility
Tenderer
Sharp Business Systems UK plc
Langstane Press Limited
Godfrey Syrett Limited

Lot 6- Pre-5 Furniture			
Tenderer	Technical Score	Commercial Score	Total Score
Sharp Business Systems UK plc	11.75	85.00	96.75
Claremont Office Furniture Ltd	12.25	74.31	86.56
Godfrey Syrett Limited	10.25	73.94	84.19
British Thornton ESF Limited	11.25	72.43	83.68
Langstane Press Limited	12.25	66.07	78.32
Spaceright Europe Limited	8.50	61.71	70.21
YPO Procurement Holdings Limited	12.00	55.55	67.55

Lot 7- Office Seating			
Tenderer	Technical Score	Commercial Score	Total Score
Langstane Press Limited	12.25	85.00	97.25
Sharp Business Systems UK plc	11.75	76.46	88.21
Bilfinger Europa Facility Management Limited	8.25	78.38	86.63
Azzurro Ltd	12.25	73.97	86.22
Claremont Office Furniture Ltd	12.25	71.74	83.99

Lot 8- Office Desks and Tables			
Tenderer	Technical Score	Commercial Score	Total Score
Godfrey Syrett Limited	10.25	85.00	95.25
Sharp Business Systems UK plc	11.75	82.30	94.05
Langstane Press Limited	12.25	78.07	90.32
Azzurro Ltd	12.25	71.76	84.01
Claremont Office Furniture Ltd	12.25	69.28	81.53
Wagstaff Bros., Limited	9.75	70.57	80.32
Atlas Business Interiors Ltd	7.50	72.77	80.27
Bilfinger Europa Facility Management Limited	8.25	68.56	76.81
City Building (Contracts) LLP	10.0	65.69	75.69

Lot 9- Office Meeting Room and Reception Furniture			
Tenderer	Technical Score	Commercial Score	Total Score
Langstane Press Limited	12.25	85.00	97.25
Sharp Business Systems UK plc	11.75	78.37	90.12
Claremont Office Furniture Ltd	12.25	64.62	76.87
Azzurro Ltd	12.25	64.31	76.56
Bilfinger Europa Facility Management Limited	8.25	61.07	69.32
Atlas Business Interiors Ltd	7.50	60.84	68.34

Lot 10- Office Storage Furniture			
Tenderer	Technical Score	Commercial Score	Total Score
Claremont Office Furniture Ltd	12.25	85.00	97.25
Langstane Press Limited	12.25	82.73	94.98
Sharp Business Systems UK plc	11.75	80.28	92.03
Godfrey Syrett Limited	10.25	73.46	83.71
Azzurro Ltd	12.25	69.59	81.84
Wagstaff Bros., Limited	9.75	71.24	80.99
Atlas Business Interiors Ltd	7.50	73.06	80.56
Bilfinger Europa Facility Management Limited	8.25	64.81	73.06
EQUIP4WORK Ltd t/a Office Furniture Online	11.00	61.35	72.35
City Building (Contracts) LLP	10.00	60.78	70.78
YPO Procurement Holdings Limited	12.00	57.22	69.22

Lot 11- Office Furniture Full Kit-Out Facility
Tenderer
Sharp Business Systems UK plc
Langstane Press Limited
Claremont Office Furniture Ltd
Azzurro Ltd
Bilfinger Europa Facility Management Limited