

REPORT

To: POLICY & RESOURCES (FINANCE & CUSTOMER SERVICES) SUB COMMITTEE		Subject: PROCURING CHANGE – WATER COOLERS AND ASSOCIATED CONSUMABLES
From: HEAD OF REVENUE SERVICES		
Date: 18 January 2012	Ref: AC/BC	

1. Purpose of the Report

- 1.1 The purpose of this report is to seek committee approval to participate in a sectoral collaborative procurement for the provision of Water Coolers and Associated Consumables.

2. Background

- 2.1 The current framework for Water Coolers and Associated Consumables is due for renewal. This commodity was previously classified as a category B commodity (sectoral) and tendered on behalf of Scottish local authorities by Scotland Excel. The provision of Water Coolers and Associated Consumables has since been downgraded to a category C1 (local collaboration) and it is now within the remit of local authorities to tender collectively or on an individual basis for their own requirements.
- 2.2 Water Coolers and Associated Consumables continue to be used across all Service areas, where there is not a potable plumbed in water supply. The total annual spend is in the region of £114,000.

3. Tender Proposals

- 3.1 One of the main recommendations of the Review of Public Procurement in Scotland report (2006) and a key strand of the Council's procurement strategy is collaborative procurement. Scotland Excel, the local authority centre of procurement expertise is generally tasked with undertaking collaborative procurement with and on behalf of its members. However, the relatively modest estimated value of the proposed contract, fails to meet the qualification criteria for inclusion on Scotland Excel's work plan.
- 3.2 As the estimated contract value of the collaborative procurement is likely to exceed the financial threshold stipulated in the EU Public Sector Procurement Directive 2004/18/EC the procurement will be subject to an EU compliant procurement process.
- 3.3 Where a collaborative opportunity clearly exists but is considered out of scope for Scotland Excel, individual local authorities are encouraged to advertise and construct contracts in such a way that will allow others to use the contract and share the benefits.

- 3.4 It is proposed that the Council participates in a collaborative procurement with a number of other Scottish local authorities led on this occasion by the City of Edinburgh Council to establish a framework agreement. Participating in the procurement does not create any contractual commitment on the Council but provides an option to use the framework agreement if advantageous to do so.
- 3.5 This approach allows all participating authorities to benefit from the aggregated value of the framework agreement being commercially more attractive to potential suppliers leading to improved prices and avoids duplication of effort during the procurement process. This methodology underpins the tendering approach across the public sector and accords with the recommendations of the authoritative study into public sector by McClelland.
- 3.6 The outcome of the procurement will be reported to a future meeting of the committee.

4 Corporate Considerations

- 4.1 Costs to be met from existing budgets

5 Recommendations

- 5.1 It is recommended that the committee approve the Councils participation in a collaborative procurement for the provision of Water Coolers and Associated Consumables.



Head of Revenue Services

Members wishing further information please contact Mr Brian Cook, Head of Revenue Services, Tel:- 01698 - 40 3929.

APPENDIX A

NORTH LANARKSHIRE COUNCIL - PROCUREMENT REPORTING

		PART A PROPOSED ARRANGEMENTS	PART B ACTUAL ARRANGEMENTS												
1	Procurement Title	Water Coolers and Associated Consumables													
2	Description	Sectoral collaborative procurement for the provision of Water Coolers and Associated Consumables led by the City of Edinburgh Council													
3	Contract Category	Supply Services Works	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
4	Contract Type	Term Framework Agreement Framework Contract One-off Other	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
5	Contract Duration	<input type="text" value="36"/> Months	<input type="text"/> Months												
6	Contract Start Date	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td colspan="3">To be advised</td> </tr> </table>	DD	MM	YYYY	To be advised			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	DD	MM	YYYY			
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7	Contract End Date	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td colspan="3">To be advised</td> </tr> </table>	DD	MM	YYYY	To be advised			<table border="1" style="width: 100%; text-align: center;"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	DD	MM	YYYY			
DD	MM	YYYY													
To be advised															
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8	Contract Extension	<p>Is a provision being included to extend the contract?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', what is the maximum period of extension being sought?</p> <input type="text" value="12"/> Months	<p>Has a provision been included to extend the contract?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', what is the maximum period of extension included?</p> <input type="text"/> Months												
9	Total Value	<input type="text" value="£456,000"/> Actual <input type="checkbox"/> Estimate <input checked="" type="checkbox"/>	<input type="text" value="£"/> Actual <input type="checkbox"/> Estimate <input type="checkbox"/>												

10	What Procurement Route will be used?	EU <input checked="" type="checkbox"/> Non-EU <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>				
11	If EU Procurement Route to be used, which procedure will apply?	Open <input type="checkbox"/> Restricted <input checked="" type="checkbox"/> Other <input type="checkbox"/> If 'Other' please provide details below:	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>				
12	If Non-EU Procurement Route to be used, which procedure will apply?	Open <input type="checkbox"/> Restricted <input type="checkbox"/> Approved List <input type="checkbox"/> Other <input type="checkbox"/> If 'Other' please provide details below:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
13	What Evaluation Criteria will be used?	Lowest Price <input type="checkbox"/> Most Economically Advantageous <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>				
14	Procurement Checklist	Procurement checklist provided to Procurement Manager? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
15	Details of Council Officer responsible for this procurement process	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name</td> <td>Margaret Law</td> </tr> <tr> <td>Telephone</td> <td>01698 403953</td> </tr> </table>		Name	Margaret Law	Telephone	01698 403953
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