



THE UNIVERSITY *of* EDINBURGH  
Finance

# Estates Category Procurement Strategy

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The Core Vision and Mission of the University's Procurement Office is "to meet the needs for goods, services and capital works as a truly global University, rooted in Scotland's capital city and achieve value for money on a whole life basis generating benefits not only to the University, but making a significant, sustainable and socially responsible contribution locally and globally"

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**“An Estate which exceeds expectations, responds flexibly to changing student and staff needs and showcases the University.”**

**Gary Jebb, Director of Estates**

## Foreword

The “[Estates Vision 2017-2027](#)” reflects the ambitious vision the University has for the development of its estate infrastructure with a goal of creating a world-class estate for a world-class University. It is set against a backdrop of continued growth in the University’s activities and accompanying ongoing investment in its estate with a commitment to invest £1.5 billion during this 10-year period whilst considering the context of significant uncertainty around future levels of income from all major sources.

This Estates Procurement Category Strategy underpins the Estates Vision which is aligned to the University’s Strategic Plan, and it sets out the strategic direction for the Estates category procurement activity for the next two years.

The strategy has three main purposes:

1. to demonstrate compliance with legal duties, the University Court requires delegated authorities to always follow relevant regulations and legal duties, including, but not limited to [\(the new rules, effective on 18<sup>th</sup> April 2016\)](#),
  - The Public Contracts (Scotland) Regulations 2015 which covers EU-regulated procurement,
  - The Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and related Statutory Guidance, which covers above/below EU level regulated procurement,
  - Any other legislation, relevant case-law and formal policy requirements, as amended.
2. to underpin the Estates Vision and the University Procurement Strategy in the acquisition of goods, services and works,
3. to facilitate best practice encouraged by recent procurement reforms, or relevant professional standards.



## Executive Summary

One of the key components to successfully achieving the Estates Vision is the selection of the right people to provide services, deliver supplies or undertake works required by the University in the most efficient and effective manner possible, obtaining value for money whilst ensuring that we fulfil our social, environmental and legal responsibilities. It is our intention that the Estates and Procurement teams work closely together as “One Team” to focus on these common goals and achieve Estates’ priority of creating a world-class estate for a world-class University.

The Estates Category Strategy document is intended to outline at a high level the Estates procurement activity to date and the priorities going forward in 2018-2020. The ability to deliver the Estates Vision is impacted considerably by a myriad of factors and challenges relating to the supply market, Estates’ customers and stakeholders and the wider University which consequently requires Estates to be responsive to changes in their operating environment and flexible in their approach to planning and delivery of Estates projects. It is therefore essential that this Category Strategy remains agile and be adapted and updated regularly in the most optimal way whilst maintaining a high-quality service to continue to support Estates’ requirements as they change.

It should be noted that the ability to undertake the procurement actions proposed within the Category Strategy will be largely determined by the available resource which will be heavily impacted by the significant scale of the Estates Capital Programme.

Estates Procurement expenditure during the last strategy period 2016-2018 was £148.6 million with 1342 suppliers in financial year 2016/17 and £166.8 million with 1159 suppliers in financial year 2017/18 compared to £88.3 million with 1314 suppliers in financial year 2015/16. It is anticipated that Estates procurement expenditure will continue to grow within the period covered by this 2018-2020 Strategy up to approximately £273.5million in financial year 2019/20.

A key performance indicator in the University's [Procurement Office Strategy](#) is the percentage of spend influenced by the Procurement Office. The target in 2016 was 85% and this was increased to 90% in 2017. The level of Procurement influenced spend as a percentage of the total Estates Category spend in FY 2016/17 was 93.7% and 92.7% in FY 2017/18 which exceeds the University's Procurement Office Strategy target.

### Key “One Team” achievements during FY 2016/17 and 2017/18

- Tendered and awarded 41 Contracts with a total value of £51,683,033 in FY 2016/17  
Tendered and awarded 34 Contracts with a total value of £98,845,382 in FY 2017/18
- Procurement value for money efficiencies recorded £6,121,765.20 in FY 2016/17  
Procurement value for money efficiencies recorded £4,593,951.69 in FY 2017/18

Increased the percentage of procurement influenced spend from 86.2% in FY 2015/16 to 93.7% in FY 2016/17 and 92.7% in FY 17/18

- Reviewed and updated the Estates Procurement Protocol, introducing new ways of working to assist in undertaking the procurement process as efficiently and effectively as possible
- Undertaken Procurement Tender Process Mapping exercise to identify opportunities to establish more efficient and effective ways of working



- Developed an Estates Procurement Resource Planning Tool to increase visibility of contract requirements and priorities thereby improving the management of the contract programme.
- Held first Estates Procurement “Drop-in Clinics” as part of plan to increase staff awareness and ease of access to procurement information
- Continued to develop and maintain a level of Estates Procurement expertise within the “One Team” This included: developing Tender Evaluation Guidance documents and conducting training sessions, Procurement Staff progressing on the CIPS qualification ladder, various internal training sessions being attended on a wide range of procurement related topics.
- Embarked upon the Estates Collaborative Inquiry Workshops with Estates and Procurement staff working together to review procurement practices and strive for best possible approaches to achieve the ambitious [Vision](#) of creating a world class estate.

## Action Plan – Priorities for 2018- 2020

- Increase the percentage of procurement influenced spend within the Estates Sub-Categories as outlined in the “Estates Sub Categories Summary” and “PROCHE 2 Category Action Plan” detailed within the Estates Procurement Strategy document, where it is established that genuine value can be added
- Prioritise high spend (above regulated threshold)/ high risk where no legally compliant contract is in place
- Establish a framework agreement (or other suitable contracting arrangement) for Minor Works
- Establish a suitable contracting arrangement for Main Contractor requirements
- Continue to work with Estates to identify contract requirements, both renewals and gaps, and develop the prioritised contract programme
- Continue to review and develop the Estates Procurement Protocol to meet evolving needs and work with Estates to communicate the changes and support consistent application of the Protocol to all procurement activity
- Review templates to support the Estates Procurement Protocol and update or create new templates where gaps are identified
- Increase staff awareness of procurement information and ease of access to this information
- Develop and maintain a level of Estates procurement expertise within both the Procurement and Estates teams that facilitates the ability to deliver Estates projects and services based on best practice with world-class results
- Continue to contribute to the collaborative inquiry process with Procurement and Estates working together as “One Team”
- Continue to support improvement in supply chain sustainability and social responsibility
- Work with Estates Trade Teams to develop a plan of action that will ensure access to frameworks/contracts which meet their requirements and essential supplier service levels are achieved to support the trade teams’ ability to purchase consumables in a timely manner
- Develop a comprehensive Contract & Supplier Relationship Management plan and create standard templates to be used to record information, measure performance and facilitate continuous improvement



- Embed the Procurement Project Planning tool which Procurement and Estates staff developed together to support visibility of Estates' requirements, planning and progress reporting
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- Develop an Action Matrix based on the Procurement Process Mapping completed in FY 17/18



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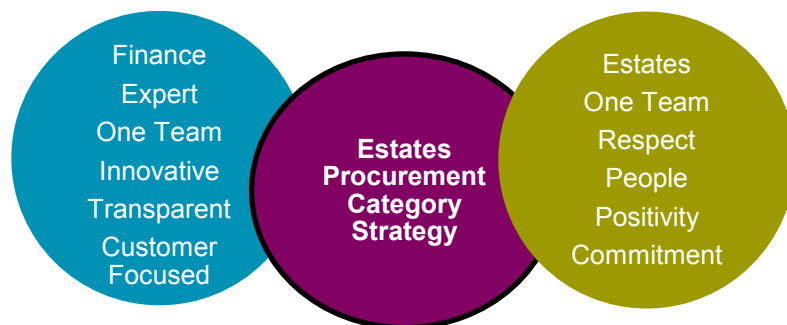
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## Core Values and Behaviours

Procurement is one of the Professional Services sections within the University's Finance Department and as such the Estates Procurement team will strive to embed the Finance Values together with the Estates Values and Behaviours in everything that we do to deliver this Estates Procurement Strategy. It is these very Values and Behaviours which have played a significant part in directing the formulation of many of the key actions within the 2018-2020 Action Plan:



## Estates Sub-Categories

For the purposes of spend analysis, Estates Procurement activity is categorised according to ProcHE Commodity Codes and as such there are six distinct sub-categories as follows:





## Estates Sub-Categories Summary – Procurement Influenced vs Locally Managed

The [Executive Summary](#) details the level of Procurement influenced spend as a percentage of the total Estates Category spend in FY 2016/17 - (93.7%) and FY 2017/18 – (92.7%) which meets the University's Procurement Office Strategy target of 85% in 2016 and 90% in 2017.

The table below provides a breakdown of the Procurement influenced spend across the Estates Sub-Categories.

Sub-Categories	Spend 2016/17 (ex VAT)	Procurement Influenced	Spend 2017/18 (ex VAT)	Procurement Influenced
Estates	£132,914,659	96%	£150,782,672	94.5%
Furniture	£3,725,554	76%	£4,034,574	77.6%
Janitorial	£891,463	76%	£959,825	74%
Utilities	£7,559,801	88%	£7,258,963	90.9%
Workshop & Maintenance	£2,085,350	51%	£2,295,142	43.5%
Safety & Security	£1,427,016	30%	£1,512,142	46.9%
<b>Total</b>	<b>£148,603,843</b>	<b>93.7%</b>	<b>£166,843,322</b>	<b>92.7%</b>

Whilst the percentage of overall Estates Category procurement influenced spend is exceeding the University's Procurement Strategy target, there remains significant opportunities to work in partnership with Estates (and other relevant areas of the University as appropriate) within the individual Estates sub-categories, thereby further increasing the level of Procurement influenced spend and ability to harness the benefits which may be delivered as a result of extending the level of Procurement influenced spend such as increasing:

- Compliance with all relevant procurement legislation
- Results for customers which facilitates aims of the [Estates Vision 2017-2027](#)
- Contribution to achieving the [University's Procurement Strategy](#) and ultimately the [University Strategy](#)
- Value for Money as defined by the Scottish Model of Procurement
- Extent to which Procurement activity contributes to the Sustainable Procurement Duty
- Realisation of Community Benefits

It is anticipated that Estates Procurement expenditure will continue to grow with the capital budget as follows:

Financial Year	£m
2018 - 2019	£224.1
2019 – 2020	£273.5





## Objectives – Priorities for 2018- 2020

**KEY:**



Achieved Objective from 2016 – 2018 Strategy







Not wholly achieved Objective from previous 2016 – 2018 Strategy









New/Continuation 2018 – 2020 Objective to achieve

Description	Current Status		Targets to 2020
<b>Estates Procurement Protocol</b>	The Estates Procurement Protocol continued to be reviewed and updated as required during the 2016-2018 Strategy period. The latest update was approved at Estates Committee on 15 <sup>th</sup> March 2018	 	Continue to update and amend the Estates Protocol as and when required to reflect relevant changes in best practice, guidance and legislation. A full review of the Protocol will be undertaken on an annual basis and the next review is scheduled for February 2019 and then again in February 2020
<b>Templates to support the Estates Procurement Protocol</b>	Templates were updated in FY 2016/17 and made available to Estates and Procurement teams. During consultation with Estates in FY 2017/18, opportunities to further develop these templates	 	During 2018-2020 Strategy period, act on the opportunities identified and revise template documents to bring further improvements to the procurement process. This will be undertaken in close consultation with Estates and in response to feedback provided. The templates will continue to be reviewed annually alongside the Estates Procurement Protocol
<b>Promote economies of scale through collaborative opportunities</b>	Estates requirements and other areas within the University accessing Estates Category Contracts continued to be fulfilled utilising collaborative Contracts, where appropriate during the 2016-2018 period	 	Continue to contribute to the development of collaborative contracts, participating in UIGs as appropriate. We will also look to lead/participate in local collaborative contracts where opportunities are identified. An assessment of existing collaborative contracts shall be undertaken, and frameworks adopted and promoted in consultation with Estates where this is of value to the University
<b>Prioritise high spend (above regulated threshold)/high risk where no legally compliant contract is in place</b>	The Procurement and Estates teams' priority has been to address the regulated spend/high risk areas required to fulfil the Capital Programme and Operational Requirements	 	Continue to prioritise the Capital Programme and Operational Requirements to develop, maintain and address high standards and compliance of the Estate



Description	Current Status		Targets to 2020
<b>Increase staff awareness of procurement information and ease of access to this information</b>	<p>FY 2016-2017 - Buy@Ed was maintained with Estates Contract Information, training sessions were provided to Estates staff.</p> <p>FY 2017-18 -further guidance documents were developed and training sessions provided. The first Procurement Drop-In clinics were introduced and the Procurement Collaborative Inquiry Journey embarked upon</p>	 	<p>Participate in the Estates Sharepoint working group to assist in the development of shared procurement files thereby creating a single source of the truth. Procurement intends to act as a pilot to develop an Estates Procurement “Intranet” site within Sharepoint, where all procurement information will be readily available and at the level of detail required. Particular focus will be on providing detailed Contract/Framework information</p> <p>Procurement Drop-In Clinics will be developed to become a regular monthly event</p> <p>Collaborative Inquiry Workshops continues to be an Objective for 2018-2020 period as progress was not made to the extent required and there are a number of opportunities to further improve in this area.</p> <p>Aim to commence development of online training modules which can be made available via the Estates Procurement Sharepoint site along with continuing to provide face to face training sessions.</p> <p>Estates and Procurement shall work together to identify what information would be helpful and develop this in a suitable format.</p> <p>Where possible it is our intention to increase the number of supplier catalogues available via Sciquest to make it easy to purchase appropriate items such as the Trades teams looking to purchase consumables quickly and easily</p>
<b>Develop &amp; implement a comprehensive Contract &amp; Supplier Relationship Management plan</b>	<p>During the previous 2016-2018 period, Procurement worked with Estates to identify requirements and develop a contract programme but there remains substantial work to be undertaken to improve Contract &amp; Supplier Relationship Management</p>	 	<p>Continue working with Estates to identify Contract requirements, both renewals and gaps, develop a prioritised contract programme and establish which Contracts are top priority to undertake more active Contract and Supplier Relationship Management in a proportionate manner. A standard template will be created to be used to record information, measure performance and facilitate continuous improvement. The Procurement Project Planning Tool will be utilised to best effect to assist in this aim</p>



Description	Current Status		Targets to 2020
<b>Procurement to work with Estates Trade Teams to develop a plan of action which will ensure that they have access to framework/contracts which meet their requirements.</b>	During September 2016 a training session was held with the Estates Trade Teams. Work was commenced to develop a plan of action and a number of collaborative Frameworks and Contracts are being used but it was not possible to complete this work to the full extent required due to resources and the need to undertake procurement activity to fulfil the capital programme	 	During 2018-2020 Strategy period, continue with the analysis of the Framework/Contract requirements for the Trades Teams and work together to put these in place along with the development of the relevant information made easily accessible and pertinent to support the purchase of goods required as quickly and effectively as possible. We also aim to focus on the information required to support effective Contract Management will also be developed
<b>Develop and maintain a level of expertise within the Procurement &amp; Estates teams that facilitates the ability to deliver Estates projects and services based on best practice and world class results</b>	Procurement staff have continued to progress with CIPS studies and moving up the qualification ladder. CPD for Procurement staff has been met via a combination of internal and external events Further guidance documents have been developed for Estates & Procurement staff and training sessions held	 	In an effort to pursue continuous improvement this continues to be an objective in the 2018-2020 period  It is anticipated that all Procurement staff undertaking CIPS studies will become fully CIPS qualified within the period this 2018-2020 Strategy covers.  Estates staff will be providing a range of training sessions to Procurement staff for the first time as part of a reciprocal information and knowledge exchange approach to maximise the performance of “One Team” and deliver optimum results
<b>Develop a plan of action for specific areas identified within the Specialist Building Services Category in August 2016 with less than 70% procurement influenced spend i.e. Drainage, Glazing &amp; Roofing</b>	It was considered in the last 2016-2018 Strategy that the identified areas of spend would benefit from action taken to establish contracting arrangements. This has not been achieved due to resources and the need to deliver procurement activity for the Capital Programme	 	Undertake further detailed analysis in consultation with Estates Trades Teams to ascertain whether in fact the need for Contracting arrangements in these areas remains valid and if so, take action to address this



Description	Current Status		Targets to 2020
<p><b>Consider sustainability in all procurement activities</b></p> <p><b>Support improvement in supply chain sustainability and social responsibility</b></p>	<p>The Estates and Procurement teams are committed to working sustainably and to support the University's Vision and the Sustainable Procurement Duty. Community Benefits are being incorporated into projects where appropriate, all Bidders self-certify their compliance to relevant international and national environmental, social, and labour law via the ESPD, questions are included in tenders on Fair Work Practices, the Living Wage and how Bidders propose to support the University's zero by 2040 Climate Strategy where relevant and proportionate, APUC Supply Chain Code of Conduct is embedded in tender documents, the University's Sustainability Test Tool is utilised to identify and consider how risks and opportunities in Ethical, Social and Environmental areas are addressed</p>	<p>😊</p> <p>😊</p>	<p>Build upon the actions taken during 2016-2018 Strategy period to help drive the sustainable procurement agenda further forward. Examples from the 2018-2020 Strategy Document include: -</p> <p>Estates Procurement Protocol expanded to highlight importance of the Sustainable Procurement Duty, Community Benefits will be included in procurements at £4M but will also be considered below £4M where relevant and proportionate, Sustainable Procurement training sessions to be delivered to Estates by the University's Procurement Policy Officer in conjunction with the Estates Procurement team, work with SRS and APUC to facilitate an increase in the number of suppliers who participate in SUSTAIN</p>
<p><b>Increase the percentage of procurement influenced spend within the sub-categories as outlined in the "Estates Sub-Category Summary" plan within</b></p>	<p>Spend data analysis undertaken as part of the 2018-2020 Strategy development has identified several areas where there may be scope, to increase the level of Procurement influenced spend. Please refer to the Estates Sub-Categories Summary for details</p>	<p>😊</p>	<p>More detailed analysis in consultation with Estates to identify the extent to which the level of Procurement influenced spend can be increased within the areas identified from the initial spend data analysis</p>










Description	Current Status		Targets to 2020
<b>Establish a suitable Contracting arrangement for Main Contractors spend to provide the most effective and efficient procurement route</b>	At present, a procurement tender exercise is undertaken each time Estates have a requirement for a Main Contractor. We would like to approach the fulfilment of these requirements in a more innovative manner which brings about benefits to both the University and Suppliers	😊	A procurement strategy for the procurement of Main Contractors will be established and actioned during the 2018-2020 Strategy period
<b>Establish a suitable Contracting arrangement for Minor Works spend to provide the most effective and efficient procurement route</b>	At present, a procurement tender exercise is undertaken each time Estates have a requirement for Minor Works. We would like to approach the fulfilment of these requirements in a more innovative manner which brings about benefits to both the University and Suppliers	😊	A procurement strategy for the procurement of Minor Works will be established and actioned during the 2018-2020 Strategy period
<b>Embed the Procurement project Planning Tool to support visibility of Estates requirements, planning and progress reporting</b>	The Procurement Project Planning Tool was developed during FY 2017-18 and the Procurement team have commenced use of the tool but there is some work required to improve the use of the tool to best effect	😊	Continue to work with Estates to obtain the relevant Contract information to build data on the Procurement Project Planning Tool and use this to manage projects, plan and report
<b>Undertake a procurement tender process mapping exercise and develop an action matrix</b>	The Procurement team have undertaken a procurement process mapping exercise during FY 2017-18 to identify all actions and establish opportunities to make the process as effective and efficient as possible	😊	Continue to work with Estates to review and finalise the Procurement process mapping and develop an action matrix to ensure all staff involved understand the “what”, “when”, “who” and “why” within the procurement activity and achieve best possible results



Description	Current Status		Targets to 2020
<b>Embark upon a collaborative inquiry process with Procurement and Estates working together as One Team</b>	The Estates and Procurement teams participated in the first of a series of workshops towards the end of FY 2017-2018 which is approached using a collaborative inquiry process to generate ideas that provide best possible ways of working to achieve desired results	😊	Continue to participate in the collaborative inquiry workshops with the intention of achieving ways of working for the teams to ensure we achieve <a href="#">Estates Vision 2010-2027</a> . This process is anticipated to continue throughout the 2018-2020 Strategy period
<b>Signs &amp; Signposting</b>	Estates Signage Protocol launched 2016 and contract required to be established. This was an objective in the last 2016-2018 Strategy but was not achievable at that time and remains an objective in the 2018-2020 period	😞 😊	Establish UIG and develop requirements with a view to tendering and establishing a Contract
<b>Refuse Disposal (incl. Skip Hire and WEEE)</b>	Waste Management Contracts are in place for general and specialist waste but there is additional spend across a number of suppliers for refuse disposal e.g. furniture uplifts and Skip Hire which may require Contract(s) to meet business needs and this area requires to be researched further to identify any contract gaps	😊	Establish UIG, research requirements in more detail and identify opportunities to establish Contracts, improve access to existing contract information, if applicable and where appropriate
<b>Plant Purchase, Hire, Maintenance, Repair incl. Lifts, Air Conditioning, Boilers, Generators etc.</b>	Contracts are in place for this area of spend but there remains non-contract spend which would benefit from contracting arrangements	😊	Continue consultation with Estates to identify contract requirements and priorities with a view to establishing contract arrangements to cover the non-contract spend as far as possible












Description	Current Status		Targets to 2020
<b>Professional Services, Architects, Estate Agents, QS, Construction Management, Surveying Equipment &amp; Services</b>	Contracts are in place for this area of spend with the most recent being the Quantity Surveying Services Framework but there remains some spend which upon further detailed analysis could present opportunities for establishing contract arrangements		Continue with more in-depth data analysis in consultation with Estates to establish what, if any, further opportunities are available for establishing contract arrangements
<b>Furniture</b>  <b>Furniture Textiles, Fabrics, Soft &amp; Loose Furnishings, Upholstery</b>  <b>Furniture Repairs</b>	Contracts exist to cover a significant proportion of spend in this area and are well used. There remains a level of locally managed spend with a number of suppliers and there is an indication of potential opportunity to establish a contract for upholstery & repair Also, there is a very high volume of furniture projects which is set to continue to grow due to the significant capital development programme which needs to be considered	 	Continue with more in-depth data analysis in consultation with Estates to establish best route to fulfil requirements in this area. Need to establish where existing contracts could be used more effectively. This may be via improved promotion/easier access to existing contract information, resolution of any contract issues Additional contracting arrangements may be required Also, it is essential that we establish the most efficient and effective procurement route for each furniture project to help with the significant volume. Upon initial consultation with Estates, there is scope to establish a variety of routes dependent upon requirements which could streamline the procurement process and help achieve best results. Plan of action will be developed with Estates
<b>White Goods and Domestic Kitchen Equipment, incl. maintenance, repair and hire</b>	A renewed contract was established in during the last Strategy period in FY 2017-18. An electronic catalogue is being developed this time around for Sciquest. It is hoped this will assist in addressing the level of locally managed spend which exists at present in this area of spend	 	Continue with development of the electronic catalogue and update Buy@ed information. Both these actions will make it easy to access information and place orders and should assist in achieving a higher level of contract spend. In addition, promotion activity is required to increase awareness of the contract and the most effective route to doing this will need to be developed
<b>Clothing (Uniforms, Corporate, Security, Tailoring Supplies and Services)</b>	Contracts exist for this area of spend but there remains a level of locally managed spend due to issues with the contracts available	 	Continue with more analysis in consultation with Estates to establish most appropriate route forward to provide contracting arrangements which fulfil customer requirements





Description	Current Status		Targets to 2020
<b>Alarms (incl. fire, Smoke, Gas, Intruder) purchase, maintenance, repair and hire</b>	There is a level of locally managed spend in this area which requires to be addressed and tendering is currently underway to address this	 	Continue with tender currently underway for Fire Alarms and associated Services which will significantly address the level of locally managed spend in this area of spend. We will also complete data analysis in consultation with Estates to identify what, if any, other contracting opportunities exist in this area
<b>Safety &amp; Security Supplies and Services</b>	Contracts exist in this area of spend but there remains a level of locally managed spend which may be possible to fulfil via Contract arrangements		Continue with more in-depth data analysis in consultation with Estates to establish best route to fulfil the varied requirements. This may be via improved promotion/easier access to existing contract information, resolution of any contract issues and/or additional contracting arrangements required
<b>Security Consumables and Equipment Purchase</b>	Contracts exist in this area of spend but there remains a level of locally managed spend which may be possible to fulfil via Contract arrangements		Continue with more in-depth data analysis in consultation with Estates to establish best route to fulfil the varied requirements. This may be via improved promotion/easier access to existing contract information, resolution of any contract issues and/or additional contracting arrangements required
<b>Confidential Waste Disposal</b>	Whilst not a particularly large level of spend in this area, it is intended that a Contract with a period is established to adequately cover the spend on an ongoing basis given the risk associated with the requirements		A tender is scheduled to commence before the end of 2018 for this requirement. It is therefore anticipated that the objective to establish contracting arrangements will be achieved during the 2018-2020 Strategy Period
<b>Workshop and Maintenance Supplies &amp; Services</b>	Contracts exist in this area of spend but there remains a level of locally managed spend which may be possible to fulfil via Contract arrangements and any further gaps need to be identified		Continue with more in-depth data analysis in consultation with Estates to establish best route to fulfil the varied requirements. This may be via improved promotion/easier access to existing contract information, resolution of any contract issues and/or additional contracting arrangements required
<b>Mechanical Components/Spare Parts</b>	Currently working with Estates on a prioritised Contract Programme which should address a significant level of locally managed spend in this area		Continue to work with Estates Operations to develop and manage a prioritised Contract programme which will address spend in this area and reduce the level of locally managed procurement



# Planned Procurements

## Contract Extensions

Project	Extension Date	Extended Until	Further Extensions Available
Window Cleaning Services	31.10.19	31.10.19	12 months
Building Energy Management System – PPM & Reactive Maintenance	15.11.19	15.11.19	12 months
Quantity Surveying Services Framework	25.06.20	Initial Contract Period	24 months
Lift Consultant (Maintenance)	18.06.19	Initial Contract Period	24 months
BEMS System Maintenance (Trend)	31.01.20	Initial Contract Period	24 months
Comprehensive Lift Maintenance Services	31.07.20	Initial Contract Period	24 months
WEEE	31.03.19	31.03.19	12 months
Electrical Fixed Wire Testing	17.04.20	Initial Contract Period	12 months
Clinical & Biological Waste	26.06.19	Initial Contract Period	24 months
PAT Testing	31.05.20	Initial Contract Period	12 months
Pest Control Services	31.07.20	Initial Contract Period	12 months

## Contract Renewals

Project	Contract Expiry	Approx. Tendering Start
Supply & Installation of Flooring	16.11.18	August 2018
General Waste Management	30.11.18	September 2018
CSE Corporate Clothing	30.03.19	September 2018
MTC Electrical Works	30.09.19	September 2018
MTC Building Maintenance & Small Works	28.02.19	September 2018
Asbestos Removal and Remediation (to also include for Asbestos Consultancy in next generation)	31.05.19	October 2018
MTC Mechanical Works	31.03.19	October 2018
Air Chillers – Air Con Maintenance & Reactive Works	28.03.19	October 2018
Short Lease Properties (Property Maintenance, Compliance & Safety Testing)	21.02.19	November 2019
MTC Painting & Decorating	01.12.18	November 2018
Recycling Bins	30.09.19	July 2019



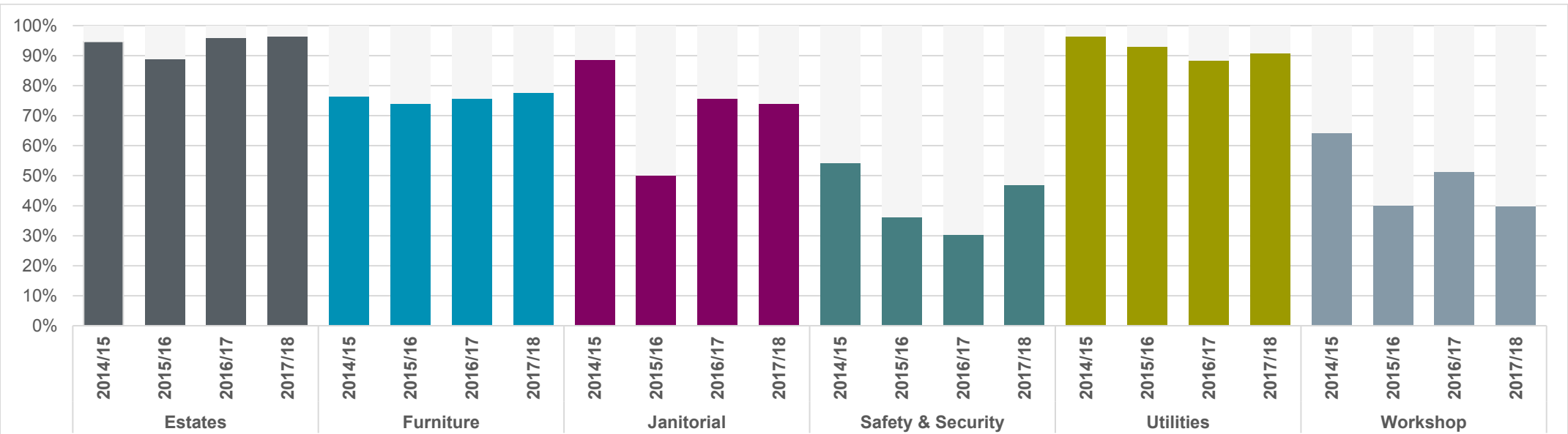
## New Projects

Project	Approx. Value	Approx. Tendering Start Date
Laundry Services	£50,000+	October 2018
Bioquarter Enabling Infrastructure Phase 2 (City Deal)	£10,000,000	October 2018
Joseph Black Phased Refurbishment Fit Out & Move Manager	£150,000	October 2018
Confidential Waste	£85,000	December 2018
Development Imaging Technology (DIT) Furniture	£75,000	End December 2018 – 2019 TBC
Main Library Redevelopment Main Contractor	£20,000,000	End 2018/Start 2019 TBC
Main Library Redevelopment Furniture	£500,000	End 2018/Start 2019 TBC
Old College New SW Entrance (including Student Services)	£4,000,000	2018-2019
Emergency Standby Generator Maintenance/Load Tests	£140,000	January 2019
PHR Main Boilers KB GS Energy Centre, ECA	£235,000	January 2019
Pressurisation Units, Maintenance	£100,000	January 2019
Signs & Signposting	£300,000	March 2019
Lighting Protection Inspection /Testing	£160,000	March 2019
Easter Bush Nursery Furniture	£105,000	2019
ECA Redevelopment	£40,000,000	2019
Firbush Outdoor Centre Main Contractor	£1,800,000	2019
Firbush Outdoor Centre Furniture	£100,000	2019
Peffermill Students Accommodation Main Contractor	£30,000,000	2019
Joseph Black Phased Refurbishment Main Contractor	£10,000,000	Mid 2019
Health & Wellbeing Centre Furniture	£250,000	2019-2020
IGMM Expansion	£17,000,000	2019-2020
Bedlam Theatre	£4,200,000	2019-2020
Student Centre Furniture	£1,500,000	January 2020
New Medical Teaching Facility Fit Out & Move Manager	£250,000	March 2020
Kings Building Nucleus Phase 1 Furniture	£700,000	July 2020
New Medical Teaching Facility Main Contractor	£55,000,000	October 2020
Kings Building Nucleus Phase 1 Fit Out & Move Manager	£930,000	March 2021
New Medical Teaching Facility Furniture	£2,200,000	September 2021
Engineering New Build Phase 1	£20,000,000	Autumn 2018
Engineering New Build Phase 1 Furniture	£700,000	TBC
NVS Extension (Global Agriculture Academy) Main Contractor	£10,000,000	June 2020
Peffermill Sports Centre Main Contractor	£15,000,000	TBC
Peffermill Sports Centre Furniture	£100,000	TBC
Peffermill Students Accommodation Furniture	£1,000,000	TBC
Postgraduate Study Centre Furniture	£250,000	TBC
Student Centre Main Contractor	£54,000,000	2018
Numerous Capital Tenders as part of Development Programme yet to be confirmed Numerous Operational Tenders yet to be confirmed as part of ongoing Contract management programme and opportunities identified as part of Strategy data analysis		



## Appendix 1

### Procurement Influenced and Locally Managed Spend (%) by Commodity



	Estates				Furniture				Janitorial			
	2014/15	2015/16	2016/17	2017/18	2014/15	2015/16	2016/17	2017/18	2014/15	2015/16	2016/17	2017/18
Locally Managed	5%	11%	4%	4%	24%	26%	24%	22%	11%	50%	24%	26%
Locally Managed (Nett)	2,899,320	8,058,377	5,352,252	5,277,394	789,058	674,879	905,074	903,745	173,425	644,948	217,228	249,555
Procurement Influenced	95%	89%	96%	95%	76%	74%	76%	78%	89%	50%	76%	74%
Procurement Influenced (Nett)	51,984,490	63,908,301	127,562,407	142,489,625	2,565,543	1,922,903	2,820,480	3,130,829	1,362,712	648,859	674,235	710,271
	Safety & Security				Utilities				Workshop			
	2014/15	2015/16	2016/17	2017/18	2014/15	2015/16	2016/17	2017/18	2014/15	2015/16	2016/17	2017/18
Locally Managed	46%	64%	70%	53%	4%	7%	12%	9%	36%	60%	49%	66%
Locally Managed (Nett)	640,514	766,773	993,435	802,947	297,017	619,016	881,770	660,566	509,506	884,631	1,013,126	1,503,318
Procurement Influenced	54%	36%	30%	47%	96%	93%	88%	91%	64%	40%	51%	44%
Procurement Influenced (Nett)	758,606	436,829	433,581	709,195	8,182,822	8,295,966	6,678,031	6,598,397	920,051	594,978	1,072,224	998,387



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