

# information

## bulletin volume one

2021/2022



**Falkirk Council**

## **INTRODUCTION**

This Information Bulletin is divided into two parts. Part 1 (all pages with the exception of the section coloured green, which relates only to tenders and which is found at the end of the Bulletin) presents a number of papers, which are designed to update Members, Officers and the citizens of the area of ongoing issues of interest which would not be expected to be dealt with through the Council's formal decision-making processes. These papers are relatively informal in terms of style and format and are an additional and important reporting mechanism for the Council which is easily accessible and which it is hoped will be a useful reference document.

In terms of its Contract Standing Orders, the Council has a requirement to report all Contracts referred to in Standing Order 6.2. The Information Bulletin is considered to be ideal for this purpose and any such papers can be found in Part 2 (the section coloured green) of the document.

Any general enquiries regarding the Information Bulletin should be directed to Chief Governance Office (Brian Pirie, Democratic Services Manager Ext 6110).

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## **Falkirk Council**

**Title: Chief Officer Pay Structure and Grading**

**Meeting: Information Bulletin**

**Date: 29 September 2021**

**Submitted By: Chief Executive**

### **1. Purpose of Report**

- 1.1 This report is to advise of steps taken to grade and review the Chief Officer pay structure and grades in light of the newly agreed service management structure.

### **2. Recommendation(s)**

- 2.1 It is recommended that Members note the continued engagement of the current supplier of this service (Kornferry).

### **3. Background**

- 3.1 The current Chief Officer pay structure has been in place since 2014. This pay structure was designed by the current supplier, using external pay data to set values. The current supplier has completed all job evaluations using the Kornferry Job Evaluation Method. There is insufficient knowledge of the Scheme internally, therefore the evaluations need to be undertaken externally. The SJC job evaluation scheme was not considered fit for purpose to evaluate Chief Officer posts as there is not considered sufficient head room above SJC manager posts for higher level Chief Officer posts within the scheme. The current supplier of this service is familiar with our current Chief Officer pay structure and has undertaken our previous grading evaluations since 2014 and most recently in 2018/19.
- 3.2 In March 2021, Council agreed a new functional management structure. This new structure creates new posts and changes a number of existing chief officer remits and responsibilities. As such, Council agreed at the same time that in order to ensure maintenance of equal pay, the chief officer pay structure and grades within this should be reviewed to reflect the new service structure, with the current upper limit of pay for chief officers being maintained, and any additional costs being met from within existing budgets

### **4. Considerations**

- 4.1 The new Council management structure changes functional responsibilities. As such new and existing roles require to be evaluated to ensure the pay structure and grades remain equality proofed and fit for purpose.
- 4.2 The current supplier of this service is familiar with our current chief officer pay structure. Engaging another provider would require a larger review as they will be unfamiliar with the current evaluation outcomes and pay structure. This inevitably would result in higher costs and longer timescales. As such the current provider has been engaged to review existing and new positions associated with the recent management restructure. The cost per post remains the same as with previous evaluations/reviews in 2018/19. The quote for reviewing the proposed revised job descriptions is c£8,700 plus VAT. Previous evaluations total less than £29k. The estimated total value of the contract is less than £50k.
- 4.3 Further work may be required to consider the values attached to the pay grades. This would require a review against updated pay data and benchmarking. Any such review would only impact on posts below the Director level, as highlighted in the previous Council report.
- 4.4 In anticipating possible further changes to the functional management structure, a relevant tender process will now be progressed to ensure future grading requests can be completed in line with best value.

## **5. Consultation**

- 5.1 No consultation has taken place on this report.

## **6. Implications**

### **Financial**

- 6.1 As noted above in 4.2, the cost of the evaluations is c£8,700 plus VAT. Also, as already noted the cost per post remains the same as with previous evaluations/reviews in 2018/19.

### **Resources**

- 6.2 Resources were required in Human Resources to update current job descriptions to reflect the revised structure.

### **Legal**

- 6.3 No legal implications are identified from the report recommendations.

### **Risk**

- 6.4 No risk is identified from the report recommendations.

### **Equalities**

- 6.5 No equality issues are identified from the report recommendations. It should be noted that a job sizing process is required to ensure equality and equal pay.

## **Sustainability/Environmental Impact**

6.6 No sustainability/environmental impact is required.

## **7. Conclusions**

7.1 The current supplier has been engaged to complete the review of Chief Officer grades. Previous reviews of Chief Officer posts have been undertaken by the same supplier, they are aware of our management structure and pay structure, the costs have not increased since we last used the service in 2018/19.

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Chief Executive

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Date: 16 August 2021

List of Background Papers: None

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973: None

## Falkirk Council

**Title:** Historic Environment Strategy for Falkirk 2018 Implementation  
**Meeting:** Information Bulletin  
**Date:** 29<sup>th</sup> September 2021  
**Author:** Acting Director of Development Services

### 1. Introduction

- 1.1 The information bulletin provides members with an update on progress of delivery of the Council's Historic Environment Strategy for Falkirk 2018, which was approved by the Executive in February 2018.
- 1.2 The Strategy aims to deliver the vision through 33 priority actions set out within an Action Plan under 8 key themes:
- Effective Management and Protection;
  - Enhancement of Knowledge;
  - Knowledge Sharing;
  - Increased Access
  - Sustainable Use of Assets
  - Growing Skills
  - Community Involvement
  - Increased Appreciation.

### 2. Considerations

- 2.1 A summary of progress and achievements, since the last Information Bulletin report (2019) under each key theme is outlined below.

#### Effective Management and Protection

- 2.2 Local Development Plan 2, adopted on 7<sup>th</sup> August 2020, incorporates updated planning policies on the historic environment. Following a public consultation exercise earlier this year, an updated and consolidated version of Supplementary Guidance SG12 Listed Buildings and Unlisted Properties in Conservation Areas was approved by Falkirk Council and has now been adopted by the Scottish Government. .
- 2.3 As part of continuing collaboration with the Scottish Centre for Conservation Studies at the School of Architecture and Landscape Architecture in Edinburgh University, research work by post graduate students was carried out on Arnothill and Dollar Park Conservation Area, Falkirk Town Centre Conservation Area, Grahamston Area of Townscape Value and Woodlands Area of Townscape Value in 2020; previously in 2019, research work on two other town centre Areas of Townscape Value, *Braehead / Stewart Avenue*, *Bo'ness* and Grangemouth/Zetland Park was carried out. All research and survey data has been shared with Falkirk Council at no cost.



- 2.4 Following on from the success of Falkirk Townscape Heritage Initiative, 2013-2018, a proposal for a Conservation and Regeneration Scheme (CARS II) Scheme to promote conservation and repair of buildings within the Falkirk Town Centre Conservation Area is currently being developed. Consultants will be sought to develop a future funding proposal and identify and prioritise a grant intervention scheme for part of the Falkirk Town Centre Conservation Area. Invitations to Quote have been released for two further town regeneration schemes : Falkirk Town Centre Vacant Repurposing Feasibility Grant Scheme to address the issue of increased building vacancy in Falkirk High Street and to promote repair of buildings and Bo'ness South Street, East Partings Repair Small Grants Scheme to promote conservation and repair of shopfronts and buildings.
- 2.5 Grangemouth Character Appraisal was completed by an external heritage consultant in March 2021; the study area includes Grangemouth Area of Townscape Value, which incorporates Zetland Park, and surrounding areas. The finalised report provides a comprehensive and extensive historical and townscape analysis of the study area and highlights features that contribute to and detract from, its character and appearance. The appraisal will inform future strategic planning considerations, including potential pursuit of Conservation Area designation for some, all, or part of, the project area.
- 2.6 Heritage focussed place-making improvement projects completed since 2019 include:
- public realm improvements to Crawford Square in Airth Conservation Area;
  - repairs to the historic archway at Trinity Church in Falkirk town centre;
  - public realm improvements at the Sir John de Graeme fountain in Victoria Park, Falkirk;
  - creation of a roman themed sculpture at Bonnybridge Heritage Park;
  - installation of a roman themed gate guardian at the entrance to Kinneil Estate;
  - repurposing of former Dollar Park Walled Garden maintenance bothy.
- 2.7 Following concerns about the continuing deterioration of the privately owned Carron Company Clock Tower, Remnant of Former Office Block, specialist consultants were commissioned to undertake a Condition Appraisal of this building under the terms of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 to enable assessment of urgently required repairs works to restore wind and watertight conditions within the exterior fabric of this listed building at risk. Discussions with the building's owners to programme necessary repairs is ongoing.
- 2.8 Since 2019, Falkirk Council has been working on a partnership project with Historic Environment Scotland,(HES) and Falkirk Great Place Partnership based on Buildings at Risk in the Falkirk Council Area. The first project output, Falkirk Summary Report 2020, produced by the Buildings at Risk Register Team, HES, sets out the results of fieldwork surveys by the Buildings at Risk Team of buildings within the survey scope, across the Falkirk Council Area, including conservation areas, historic gardens and designed landscapes, town centres and areas of townscape merit. The findings of the report will inform a Buildings at Risk Action Plan which is currently under preparation. Key aims include:

- To prioritise actions and projects which will reduce the current number of buildings and structures *at risk* in the Falkirk Council Area, (32 in total in 2021);
- To identify internal and external project *leads* and *partners* to assist in the development and implementation of proposed actions and projects; and
- To identify potential funding sources.

2.9 In 2019, Falkirk Council was invited by Historic Environment Scotland,(HES) to participate in stakeholder meetings to inform an Options Appraisal on the potential roll-out of the Traditional Building Healthcheck Scheme, (TBHC), managed by Stirling City Heritage Trust, into three additional local authority areas: Perth and Kinross, Fife and Falkirk. The Options Appraisal, completed in December 2019, contains a number of recommended actions to facilitate an expansion of the TBHC scheme. HES are still considering the recommendations of the report.

#### Enhancement of Knowledge

2.10 A Study of Pathologies and Repair Strategies on the Factor's House, Callendar Park was completed in 2020 for the Technology Module of the M.Sc. Course in Architectural Conservation Course at the Scottish Centre for Conservation Studies at the School of Architecture and Landscape Architecture in Edinburgh University by one of their post graduate students. The completed report has been shared with Falkirk Council to inform and encourage future sustainable re-use of this council owned building at risk.

#### Knowledge Sharing

2.11 Falkirk Council contributed to statutory information on the historic environment through consultation responses to Historic Environment Scotland on proposed changes to statutory addresses for listed buildings within the Falkirk Council Area in 2021.

#### Increased Access

- 2.12 The Connected Dunmore Report (2020) by external consultants, was commissioned by Falkirk Great Place Partnership in conjunction with the community of Dunmore. Key aims were to increase awareness of the historical significance of the Dunmore Estate by improving access to the designed landscape, augmenting visitor facilities and by promoting conservation and repair of the natural and built historic assets within the Estate. Outline costs for a range of works have been estimated.
- 2.13 The Falkirk Explored and Our Stories Falkirk websites, developed by the Falkirk Great Place Partnership raises awareness of current Great Places Partnership activities, provides local interpretation of our area's heritage and promotes Falkirk Council's popular walking routes and trails.

## Sustainable Use of Assets

- 2.14 A partial collapse of the south - east corner of the listed, bonded warehouse of Rosebank Distillery took place in February/March 2020, while groundworks on the existing, consented redevelopment project works were underway. A Structural Appraisal and a Feasibility Study/ Options Appraisal was prepared which explored repairs to achieve the consented scheme versus selective demolition and partial new build. As a result, revised scheme proposals were approved in February 2021; they incorporate changes to visitor areas including bar/restaurant/café areas including the retained lock keepers cottage and audio - visual interpretation facilities. Salvaged historic assets from the site will be incorporated into these areas together with re-cycling of historic fabric such as original floor boards and wall panelling. The new build element proposed is designed to reflect the scale and form of the original warehouses; it also reflects the design, scale and appearance of the other new buildings in the previously consented applications.
- 2.15 A range of exciting projects are currently in progress on site in Zetland Park in Grangemouth; projects of particular heritage interest include public realm works around the listed war memorial and drinking fountain, lighting of listed structures, conservation and repair of gates to war memorial and the installation of a missing decorative figurine at the fountain. Original funding from National Lottery Heritage Fund of £927,000 has been uplifted by a further £192,000 to address the impacts of COVID19 on the works and to extend the project timescale until September 2022.
- 2.16 An Expression of Interest (EOI) to the National Lottery Heritage Fund for Climate FORTH (Furthering Our Resilience Through Heritage) was approved in March 2021. A funding application is being prepared, setting out proposals in more detail, is being developed by Inner Forth Futures, a group of nine organisations: RSPB Scotland, NatureScot, Clackmannanshire Council, Stirling Council, Falkirk Council, Fife Council, Green Action Trust, Historic Environment Scotland and Sustrans. Climate FORTH will facilitate and demonstrate the transformative action needed to transition to a climate literate, ready and resilient place. It will explore and share how local heritage is an asset for a sustainable green recovery with multiple benefits. Through collaboration, pilot schemes will explore how new adaptive responses to change can safeguard and sustain natural, cultural and built heritage assets, while supporting most at-risk communities, young people and those facing environmental deprivation and inequality to increase resilience, wellbeing and access to opportunities.

## Growing Skills

- 2.17 In 2019, Scotland's Garden and Landscape Heritage together with Northlight Heritage, completed a 3 year project, Glorious Gardens, to record local historic landscapes in the Falkirk Council area. Designed to grow knowledge, this project trained volunteers in a range of skills including identification, research, survey, manual and digital recording of historic gardens and landscapes. Reports on 16 sites have been shared with Falkirk Council and inserted into CANMORE. A Conservation Strategy and Conservation Guidance Notes for historic designed landscapes in the Falkirk Council have been shared with Falkirk Council.

## Community Involvement

- 2.18 During 2020 and 2021, Falkirk Great Place Partnership have focussed on digital - based community engagement due to the impacts on COVID19 on their original programme. With the programme now extended until December 2021 and in expectation of reduced government restrictions on public circulation in Summer 2021, proposals for a diverse range of community activities including a Canals Festival, archaeological digs, self -guided tours and a community garden party are being explored.
- 2.19 Falkirk Made Friends, a local community group with an interest in the manufacturing and industrial heritage of the Falkirk area, have expressed interest in supporting Falkirk Council on future heritage projects. An initial project from the emerging Buildings at Risk Action Plan to survey, conserve and repair a Category A listed monument, The Bruce Obelisk, and relocate it within its original enclosure in Larbert Old Churchyard is currently being scoped out. Extensive local fund raising, successful funding applications to major heritage organisations and innovative community engagement will be critical to the viability of these projects, given the level of estimated funding requirements.

## Increased Appreciation

- 2.20 Forth Valley Traditional Building Forum, (FVTBF), established in 2013, continues to deliver events and activities, aimed at promoting traditional building skills and materials as well as disseminating proper building maintenance. Events delivered since 2019 include:
- *STEM at the Helix* in May 2019, when families were offered the opportunity to try out traditional building skills such as roofing and slating under the supervision of skilled apprentices.
  - An innovative and highly acclaimed *Women into Construction* event was held at Bannockburn High School in 2020; it was the first "outing" for a mobile skills trailer, supported by *Historic Environment Scotland (HES)*.
- 2.21 While many planned activities in 2020 were cancelled, due to COVID19, a pilot schools project, *Repurposing the Built Heritage Schools Project* has been re-scheduled to take place in the Autumn term in 2021; working with teachers and schools in Falkirk, Stirling and Clackmannanshire Council Areas, *FVTBF* have devised a repurposing project. This project focuses on a traditional building in the local area, as the subject of a simplified surveying, condition appraising and designing project to enable S2 and S3 pupils to better

appreciate their local built heritage and to see the potential for re – use and recycling of existing buildings. If successful, this pilot project may be rolled out throughout Scotland.

### **3 Action Taken**

- 3.1 Note the progress made since 2019 in implementing the Historic Environment Strategy for Falkirk 2018.

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#### **pp Acting Director of Development Services**

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Date: 15<sup>th</sup> April 2021

#### **List of Background Papers:**

- Historic Environment Strategy for Falkirk 2018

## **Falkirk Council**

**Title:** Memorandum of Understanding – Falkirk Council and Scottish Water  
**Meeting:** Information Bulletin  
**Date:** 29 September 2021  
**Submitted By:** Acting Director of Development Services

### **1. Purpose of Report**

- 1.1. This Information Bulletin report provides information regarding the proposed adoption of a Memorandum of Understanding (MoU) between Falkirk Council and Scottish Water for the maintenance of Sustainable Drainage Systems (SuDS).

### **2. Recommendation(s)**

- 2.1. **It is recommended that the Executive: -**

- (1) Note that the Council is entering into this Memorandum of Understanding**
- (2) Note the Council's position on legacy surface water drainage systems.**

### **3. Background**

- 3.1. New housing developments are required to provide drainage in a sustainable form, more commonly known as SuDS (Sustainable Drainage Systems). This is regulated under the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to ensure that reasonable protection is provided to the water environment.
- 3.2. Currently, Roads Authorities only have responsibility for road drainage between road drains and the sewer(s), and Scottish Water have responsibility for the storm and foul water sewers. Scottish Water also accept in-curtilage drainage from dwellings/properties.
- 3.3. The Society of Chief Officers of Transportation in Scotland (SCOTS) and Scottish Water have drafted a document in the form of a Memorandum of Understanding to address the maintenance requirements for these sustainable drainage systems. All Roads Authorities are working towards signing such agreements. This approach has also been supported by Scottish Government – Appendix A

- 3.4 The purpose of the Memorandum of Understanding (MoU) is to provide a framework to enable Scottish Water and local authorities to work together to specify maintenance responsibilities for shared drainage systems constructed as part of new developments. These are known as Section 7 Agreements under the Sewerage (Scotland) Act 1968.
- 3.5 Entering into a Memorandum of Understanding is not legally binding nor a legal requirement. Scottish Water is under no obligation to accept road drainage into their drainage system. Entering a MoU will obviate the requirement for a separate road drainage system (including pipework and SuDS) by Falkirk Council, which would require financial resource. Working collaboratively will minimise costs to all parties involved and satisfy current policy and regulations relating to the control of water for developments.
- 3.6 This MoU applies to all new developments and does not deal with legacy systems, which will be considered by all stakeholders by separate agreements. Until agreements are made, legacy sites are the responsibility of either the developer, landowner, or may remain under the control of a factor.
- 3.7 The adoption of the MoU and entering into Section 7 agreements supports the commitment of the Council to adapt to climate change while promoting a sustainable environment within our communities.

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pp Acting Director of Development Services

Author – Gary Neill, Acting Roads and Grounds Manager 01324 501130,  
gary.neill@falkirk.gov.uk  
Date: 25/08/21

## **Appendices**

- Appendix A – Draft Memorandum of Understanding

## **Background Papers**

- Water Environment (Controlled Activities) (Scotland) Regulations 2011
- Sewerage (Scotland) Act 1968.

## Appendix A

Scottish Water  
Castle House  
6 Castle Drive  
Carnegie Campus  
Dunfermline  
Fife  
KY11 8GG

Dear XXX

### **Memorandum of Understanding regarding the provision of surface water drainage from housing developments**

Over the last year, representatives from the SCOTS Roads Group, SCOTS Flood Group and Scottish Water with support from the Scottish Government, have worked in partnership to develop a collaborative framework that enables shared sustainable drainage systems designed to treat and convey road drainage and surface water from the roofs and curtilages of buildings.

The framework is in the form of a memorandum of understanding (MOU) which outlines the principles of working together to minimise the costs to roads authorities, Scottish Water and developers. Under these principles the surface water drained from the roads and the curtilage of houses within the development will be accommodated within a shared system, with the maintenance responsibilities shared between the two authorities.

Although not legally binding, all Local Authorities are encouraged to adopt the framework and enter into a maintenance agreement with Scottish Water under Section 7 of the Sewerage (Scotland) Act 1968 for individual developments. Should Scottish Water or a Local Authority decide not to do so, they will have to ensure the provision of, and meet the full costs of maintaining, their own separate drainage systems for new developments.

We are content that a fair and reasonable arrangement has been achieved and are fully in support of this proposal. This type of co-operation and collaboration is fundamental to integrated surface water management and will also be a significant step towards meeting the obligations of Local Authorities and Scottish Water to help facilitate the implementation of sustainable flood risk management in Scotland.

With this in mind, the framework represents the preferred arrangement for all new housing developments. The signatories wish to encourage Local Authorities to adopt and apply this framework with immediate effect as set out in the accompanying documentation.

Yours sincerely,

XXX  
Scottish Water

XXX  
Scottish Government

XXX  
SCOTS

*Enc. Documentation package*



## **Memorandum of Understanding regarding the provision of surface water drainage from housing developments**

1. When proposals are received from a developer of a new housing development to which the Security for Private Road Works (Scotland) Regulations 1985 apply to incorporate into the development as part of its overall drainage design a section which carries surface water from both the curtilage of houses and other buildings within the development and the roads serving the development (this section being the “shared drainage system”), the authorities responsible for drainage (SW), roads (RA) and flood risk management (FRM) at the development will work together to agree the technical aspects of the shared drainage system to ensure it meets the requirements of each of the authorities involved, liaising with other authorities with statutory responsibility in relation to the development as required.
2. The approvals given to the developer to allow the developer to proceed will include conditions to ensure the shared drainage system (1) is constructed to the agreed technical standards, and (2) can vest in SW on its completion independently from the remainder of the drainage system of which it forms a part.
3. Subject to any change in law over the period in question, the technical standards will not be revised over the period of time given to the developer to complete the development. If the developer seeks an extension to the timescale for completion, RA will liaise with SW and FRM on the proposal, and the three authorities will agree any revised technical standards to be imposed.
4. Where the development comprises a phase of a larger development, the developer must include a stand-alone drainage system in the first phase to be completed, and either an individual stand-alone drainage system or integration by agreement into a completed drainage system for each subsequent phase.
5. RA will take a security to construct the road in accordance with the terms of the relevant construction consent. This will include an amount sufficient to construct the shared drainage system to the agreed standard.
6. The shared drainage system will vest in SW on completion in accordance with agreed standards.
7. In the event of RA being required to construct the road in accordance with the provisions of the 1985 regulations, SW will allow RA access onto land it has acquired to house the shared drainage system to allow RA to complete the infrastructure. As required by the 1985 regulations, RA will adopt the road on completion.
8. SW’s vesting process will result in SW being legally responsible for maintaining the shared drainage system. Once vested, SW will maintain that shared drainage system. Where the road is not constructed by RA, RA will adopt the road as and when it is required to do so in accordance with the provisions of section 16(2) of the Roads (Scotland) Act 1984. When the road is adopted by RA, SW and RA will share the cost of maintenance of the shared drainage system on a basis to be agreed. The agreed sharing of costs will be set out in a maintenance agreement under section 7 of the Sewerage (Scotland) Act 1968. RA will become liable for its share of maintenance under the maintenance agreement relating to that road from the date of its adoption of the road.

9. The maintenance agreement will be specific to each development, and be based on a standard framework, as follows:–
  - 9.1 SW will maintain the ‘below ground’ components of the shared drainage system;
  - 9.2 RA will maintain the ‘above ground’ components of the shared drainage system;
  - 9.3 the ‘below ground’ and ‘above ground’ components will be identified on the drawing forming part of the maintenance agreement; and
  - 9.4 SW will meet the cost of renewing the shared drainage system or any part thereof at the end of its life.
10. If a developer proposes to add discharge to an existing shared drainage system, SW, RA and FRM will liaise over the proposal and agree a response.
11. Should damage or an incident be caused by a third party which affects any part of the shared drainage system, SW and RA will co-operate fully and openly in investigating the incident, together with, where necessary, any relevant regulator, and join in seeking to recover the costs of repair from that third party, if both consider that action is reasonable and proportionate.
12. Where a road is stopped up or de-listed, RA will no longer be responsible for its share of the maintenance of any shared drainage system serving that road. If all connections from the curtilage of houses and other buildings into a shared drainage system are removed, SW will no longer be responsible for its share of the maintenance of that shared drainage system.
13. In their dealings with each other and other stakeholders in relation to the application of these principles, SW, RA and FRM will endeavour always to act in a reasonable manner and a spirit of co-operation. In addition, SW and RA will keep under review the terms of any maintenance agreement they enter into, and will endeavour to ensure it always reflects a fair and equitable division of the overall maintenance costs.
14. If a difference of opinion on any issue covered by these principles or a maintenance agreement cannot be resolved through internal escalation procedures agreed between SW and RA, the matter will be referred to the Scottish Ministers for determination, and that determination is final.
15. It is acknowledged these principles will evolve over time to reflect changes in legislation and practice. SW, RA and FRM agree to review these principles from time to time at the instigation of any of the authorities.

November 2016

## **Falkirk Council**

**Title: Acceptance of Quotes over £10,000**

**Meeting: Council - Information Bulletin**

**Date: 29 September 2021**

**Author: Director of Corporate & Housing Services**

### **1. Introduction**

- 1.1 Falkirk Council Contract Standing Orders require that competition is used to demonstrate fairness, transparency and deliver Best Value. The use of “Quick Quotes”, the online quotation facility on Public Contracts Scotland website is the recommended approach to secure an appropriate level of competition into the procurement process for contracts below a value of: -
- £50,000 for Goods and Services and
  - £250,000 for Works
- 1.2 The purpose of this report is to advise Members of the contracts awarded by Chief Officers through “Quick Quotes” during the period 1 May 2021 to 31 July 2021. Details of the contracts are attached in Appendix 1.

### **2. Recommendation**

- 2.1 **Members are asked to note in accordance with Contract Standing Order 6.2(i), the contracts awarded through Quick Quotes as outlined in Appendix 1.**

.....  
**Director of Corporate & Housing Services**

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Date: 18 August 2021

Quick Quotes awarded in May 2021

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	ID1000.1503 - A883/10 Adjoining Wall Repairs	£13,759.96	Dugie Clark, Stirling
Corporate & Housing Services	HP Hardware Maintenance (DL360s)	£16,742.00	Support Warehouse, Ilkley
Corporate & Housing Services	Regrade & Renew Metal Garage Roofs - Install Rainwater Goods	£18,178.00	Braedale Roofing Ltd, Wishaw
Development Services	TMC for Testing and Inspection, Maintenance and Repair of Fall Arrest Systems	£23,385.00	Scorpio Safety Systems Ltd, Edinburgh
Development Services	IV0008 - 2021 CCTV Survey Bundle	£27,106.00	DAMM Environmental, Glasgow
Development Services	Falkirk Council - Air Quality Network Service / Maintenance Contract 2021 / 22	£30,527.95	ACOEM UK Ltd, Glasgow Enviro Technology Services plc, Stroud Horiba UK Ltd, Northampton
Corporate & Housing Services	Painting of Communal Areas within Multi Storey Blocks	£31,663.59	Mitie Property Services (UK) Ltd, Glasgow
Development Services	IV1015 - Letham Footbridge	£50,860.00	Chemcem Scotland Limited, Falkirk
Development Services	TMC for Floor Coverings, Repairs and renewals to Non Housing Properties	£53,738.50	Roll On Flooring Ltd, Callander Valeflooring Company Ltd, Glasgow
Corporate & Housing Services	Roof Repairs to Various Properties in Falkirk District	£69,801.46	GMG Contractors Ltd, Glasgow
Corporate & Housing Services	Gutter Cleaning and Associated Minor Repairs	£150,000.00	Wheelie Clean, Falkirk
Development Services	A9/A904 Improvements - Westfield Crossing Cat3 Design Check	£153,787.70	Atkins, Glasgow

Quick Quotes awarded in June 2021

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	DEV/239/21/QQ - Collection and processing of Waste Engine Oil from Falkirk Council Recycling Centres	£10,000.00	Safetykleen UK Limited, Brentwood
Corporate & Housing Services	Preservation Works at 3 Wellbank, Westquarter	£15,409.00	Wise Property Care, Falkirk
Development Services	DEV/242/21/QQ Topographical and Memorial Location Surveys	£15,770.00	Sigma Surveys & Mapping Ltd, Glasgow
Corporate & Housing Services	CHS/311/21/QQ - Provision of Support for Chief Officer Recruitment	£17,830.00	SOLACE, Pontefract
Development Services	Consulting Mechanical and Electrical Engineering Services for the Proposed Recladding and Renovation Works at Glenfuir Tower, Falkirk	£17,980.00	Clancy Consulting, Glasgow
Corporate & Housing Services	Installation of Additional Air Conditioning Units	£21,986.00	Temperature Design Ltd, Stirling
Corporate & Housing Services	QQ BNS-8059 - Specialised Concrete Repairs	£24,745.66	Castle Group Scotland Ltd, Bellshill
Development Services	IC0233 - Avonside Footbridge Works	£26,290.00	Chemcem Scotland Limited, Falkirk
Development Services	Consulting Civil / Structural Engineering Services for Proposed Amenity Flats at King Street, Stenhousemuir	£31,100.00	Fairhurst, Glasgow
Children's Services	Cardio Suite Equipment - Supply and Install	£32,114.12	Pulse Fitness Ltd, Congleton
Development Services	Proposed Closure of Birkhill Claymine, Bo'ness	£37,451.80	Murdoch MacKenzie Construction Ltd, Motherwell
Development Services	Proposed Minor Capital Works Project to Various Schools	£44,958.04	LPS Building Services t/a LP Services, Falkirk
Corporate & Housing Services	CHS/302/21/QQ - Scaffold Inspections	£47,175.00	Winters Safety Services Ltd, Glasgow
Development Services	DEV/246/21/QQ The Collection and Provision of Processing or Onward Sale of Mixed Paper and Card	£49,999.00	Palm Recycling Limited, Kings Lynn Saica Natur, Kilsyth Smurfit Kappa Recycling, Glasgow UPM Kymmene (UK) Limited, Shotton

Quick Quotes awarded in June 2021 continued

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	DEV/262/21/QQ - Bulky Uplift Collection Service	£49,999.00	FCC Recycling (UK) Limited, Bonnybridge
Development Services	Proposed Alteration to Nursery to Improve Capacity at Beancross Primary School, Grangemouth	£55,166.17	LPS Building Services t/a LP Services, Falkirk
Development Services	Proposed Refurbishment at 41-43 La Porte Precinct, Grangemouth	£70,818.07	Primext FM & Small Works, Clydebank
Development Services	Internal Fit-out at 3 & 5 Stirling Street, Denny (DEN-8212)	£71,032.64	BMES (Scotland) Ltd, Bonnybridge
Corporate & Housing Services	Installation of a New Standby Diesel Generator for Refurbishment Works within The Foundry building at Larbert	£85,000.00	Dieselec Thistle Generators Ltd, Glasgow
Corporate & Housing Services	Provision of Electrical and Data Network Cabling for Refurbishment Works within The Foundry building at Larbert	£96,939.00	Thomson Alarm & Communication Systems Ltd, Dalry
Development Services	DEV/243/21/QQ Electrical Repair Works including Testing	£102,423.10	Gordon Electrical Limited, Dunblane
Corporate & Housing Services	Void Housing Painter Works	£151,600.00	Bell Decorating Group Ltd t/a Bell Group, Airdrie
Development Services	St Joseph's Footway Widening	£197,588.26	Falkirk Council, Falkirk

Quick Quotes awarded in July 2021

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	Block 4, Central Park, Larbert - Window Repairs	£11,736.90	Ronnie Laing Windows, Falkirk
Development Services	FAL-8085.001 Provision of Security Services; Haugh Gardens, Falkirk (SXL 0719 - Lot 1)	£13,366.50	Kingdom Services Group Limited, Newton-le-Willows
Development Services	California Primary School, by Falkirk, Felt Roofing 2021 FAL-8349	£16,769.55	J Reynolds Building Services, Stirling
Development Services	Westquarter Primary School, External Render Repairs	£17,482.50	J Reynolds Building Services, Stirling
Development Services	Demolition of Stenhousemuir Social Work Office SXL/1119 (DEM-8269)	£18,637.50	JCJ Demolition and Construction Ltd, Glasgow
Development Services	Proposed New Lift at Block 4, Central Park, Larbert - Re-issue	£26,442.15	Kone Plc, Glasgow
Development Services	Bo'ness Public School, Upgrade Fascias and other Works	£27,078.87	Rooftec (Scotland) Ltd, Falkirk
Development Services	Wallacestone Primary School, Upgrade Toilets 2021 BRT-8351	£28,235.29	BMES (Scotland) Ltd, Bonnybridge
Development Services	Stabilisation and Making Safe Memorials in Slamannan Cemetery DEV/274/21/QQ	£28,500.00	Thomas Grieve & Son Limited, Broxburn
Development Services	Energy Performance Certification for Non-Housing Properties	£29,361.70	GEP Environmental Ltd, Edinburgh
Development Services	3 York Square, Grangemouth – Felt Roofing GRA-8330	£31,085.51	J Reynolds Building Services, Stirling
Development Services	Consultant Pre-contract Quantity Surveying Services - New build Council Housing at the Former Denny High	£32,100.00	Brown and Wallace, Glasgow
Development Services	Heating Upgrade at Antonine And Langlees Primary Schools, VAR-8346	£33,571.03	McGill Facilities Management Limited, Dundee
Development Services	Deanburn Primary School, Bo'ness - Felt Roofing 2021 BNS-8348	£36,653.70	Sennit Construction Ltd, Cambuslang
Development Services	Bainsford Primary School, Upgrade Toilets 2021 - FAL-8267	£36,653.70	BMES (Scotland) Ltd, Bonnybridge
Development Services	Falkirk Council Spray Injection Contract 2021	£38,581.02	Archway Roadmaster UK Ltd, Scunthorpe
Corporate & Housing Services	CHS/099/21/QQ The Provision of a Window Cleaning Service	£39,605.00	Palmaris Services Ltd, Coatbridge
Development Services	Bonnybridge Primary School, Felt Roofing Phase 1 2021	£39,833.85	J Reynolds Building Services, Stirling
Development Services	Upgrade Toilets at Moray Primary School Grangemouth GRA-8355	£40,447.05	J. & I. Brodie, Stirling

Quick Quotes awarded in July 2021 continued

Development Services	Compliance Specialist in relation to UK Government Funding	£44,800.00	Westview Associates, Anstruther
Development Services	Consulting Services for the Development and Implementation of Carbon Budgeting	£48,703.00	Carbon Change, Edinburgh
Development Services	Upgrade Toilets at Shieldhill Primary School, By Falkirk	£49,295.25	J. & I. Brodie, Stirling
Development Services	Falkirk Council Broomhill Road Stonedyke Wall Works DEV/265/21/QQ	£49,583.66	GB Contractors (Scotland) Ltd, Falkirk
Development Services	The Collection and Provision of the Processing or Onward Sale of Non-Ferrous Cans	£49,999.00	Foundry Steels Ltd, Grangemouth Immediate Waste & Resource Management Ltd, Alloa
Development Services	DEV/170/21b/QQ - Collection of Mixed Plastics from Materials Recovery Facility	£49,999.00	Biffa Waste Services Ltd, Glasgow Immediate Waste and Resource Management Ltd, Alloa J & Young Leicester Ltd, Corby
Development Services	DEV/169/21/QQ - Provision of Processing Material Arising From Recycling Centres (Scrap Metal)	£49,999.00	Foundry Steels Ltd, Grangemouth
Development Services	Carronbank House, Denny - Upgrade Heating Controls	£51,172.24	SSE Enterprise Energy Solutions, Glasgow
Development Services	Bonnybridge Primary School, Upgrade Switchgear and other Works	£73,796.05	BMES (Scotland) Ltd, Bonnybridge
Development Services	Wallacestone Primary School, Brightons - Kitchen Upgrade BRT-8315	£97,191.89	East Fife Joinery Ltd, Leven
Development Services	Proposed Roofing 2021 Phase at St.Margaret's Primary School, Polmont	£236,527.73	Marshall Construction Ltd, Alloa



## **Falkirk Council**

**Title: Acceptance of Contracts over £500,000**

**Meeting: Council - Information Bulletin**

**Date: 29 September 2021**

**Author: Director of Corporate & Housing Services**

### **1. Purpose of Report**

- 1.1 The purpose of this report is to advise Council of decisions taken in respect of contracts awarded with a value of more than £500,000 in line with Contract Standing Order 6.2(iii) during the period 1 May 2021 to 31 July 2021. Details of the contracts are attached at Appendix 1.

### **2. Recommendation**

- 2.1 **Council is asked to note in accordance with Contract Standing Order 6.2(iii), contracts awarded as outlined in Appendix 1.**

.....  
**Director of Corporate & Housing Services**

Author - William McQuillan, Procurement & Commissioning Manager  
01324 590810 [william.mcquillan@falkirk.gov.uk](mailto:william.mcquillan@falkirk.gov.uk)

Date: 18 August 2021

**Contract Award List  
Contracts Over £500,000**

<b>Service &amp; Contact</b>	<b>Brief Description of Contract</b>	<b>Contract Number</b>	<b>Start/End Dates or One Off Purchase</b>	<b>Contract Value (including Extension)</b>	<b>Additional Information</b>	<b>No. of Tenders</b>	<b>Name &amp; Address of Proposed Contractor</b>
Corporate & Housing Services  William McQuillan  Ext. 0810	<p>A framework agreement for the provision of Timber Preservation and Dampness Remedial Works in Council Housing Properties.</p> <p>Lot 1: Remedial Works to Occupied Properties, including Survey</p> <p>Lot 2: Remedial Works to Void Properties including Full Property Survey</p> <p><b>(Award List sent to Executive Members 13/05/21)</b></p>	CHS/180/21	01/06/2021 to 30/04/2025	<p>£3,300,000</p> <p>Annual value - £825,000</p>	<p>Contractors will provide one 12 week training or work experience opportunity for every £200,000 of spend.</p> <p>The trainees will come from a source agreed by the Council's Employment and Training Unit.</p>	2	See Appendix A

**Provision of Timber Preservation and Dampness Remedial Works in Council Housing Properties from 01/06/2021 to 30/04/2025.**

<b>Lot</b>	<b>Company</b>	<b>Company Number</b>	<b>SME Status</b>	<b>Postal Town and Postcode</b>
1 Remedial Works to Occupied Properties, including Survey	Richardson & Starling (Northern) Ltd.	00944470	Medium	Glasgow G32 8ND
	Peter Cox Ltd.	02438126	Medium	Rosyth KY11 2DW
2 Remedial Works to Void Properties including Full Property Survey	Richardson & Starling (Northern) Ltd.	00944470	Medium	Glasgow G32 8ND
	Peter Cox Ltd.	02438126	Medium	Rosyth KY11 2DW

**Estimated Annual value: £825,000**

**Estimated total contract value: £3,300,000**

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Development Services Jack Aitken Ext. 4867	Internal alterations to increase nursery capacity at Head of Muir Primary School  <b>(Award List sent to Executive Members 13/05/21)</b>	DEN-8170	Construction period is 14 weeks, with an anticipated start date during May 2021.	£679,612.19	This contract is funded by the Scottish Government 1140 ELC Expansion Programme	1	Hadden Construction Ltd, Millennium House, 1 Maidenplain Place, Aberuthven, Perthshire, PH3 1EL
Development Services Jack Aitken Ext. 4867	Extension to Nursery at Carron Primary School  <b>(Award List sent to Executive Members 13/05/21)</b>	CAR-8172	Construction period is 7 weeks, with an anticipated start date during June 2021.	£570,088.61	This contract is funded by the Scottish Government 1140 ELC Expansion Programme	1	Hadden Construction Ltd, Millennium House, 1 Maidenplain Place, Aberuthven, Perthshire, PH3 1EL

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Corporate & Housing Services  William McQuillan  Ext. 0810	<p>Framework Agreement for the Provision of Staff Benefits comprising of the following core services;</p> <p>-Financial Education, Borrowing and Savings Scheme</p> <p>-Shared cost Additional Voluntary Contribution Scheme</p> <p>-Lifestyle Discount Scheme</p> <p><b>(Award List sent to Executive Members 27/05/21)</b></p>	ESPO 319/19	<p>1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2023</p> <p>with an option to extend the framework to 30<sup>th</sup> June 2025.</p>	<p>£1,800,000 (based on value of employee contributions)</p> <p>Approximately annual value £450,000.</p>	<p>The direct cost to Falkirk Council will be limited to an annual service charge of approximately £20,000 by the contractor to the Council.</p> <p>Local retailers will have the opportunity to be included in the scheme, which will allow employees to buy discounted vouchers at no extra charge to the Council.</p>	N/A	<p>Vivup (SME HCI Limited)</p> <p>5 Margaret Road Romford Essex RM2 5RH</p>

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Corporate & Housing Services  William McQuillan  Ext: 0810	<p>Direct award under a Crown Commercial Services framework for the Supply and Installation of Data Access Services to Council Properties.</p> <p>This contract is for the supply of data communication services (IT Network links) for Council properties.</p> <p><b>(Award List sent to Executive Members 27/05/21)</b></p>	RM3808	<p>2nd June 2021 to</p> <p>1st June 2023</p> <p>With the option to extend the contract for a further two 12 month periods through to</p> <p>1<sup>st</sup> June 2025</p>	£1,100,000	The contract will provide the supply and installation of data access services, as well as any necessary equipment maintenance and support services, to ensure reliable site to site connectivity across the Councils operational properties.	Direct award	<p><b>Virgin Media Business Ltd.</b></p> <p>500 Brook Drive, Reading, United Kingdom, RG2 6UU</p> <p>(Companies House Number 01785381)</p>

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Development Services  Colin MacRobbie  Ext. 4761	Lot 1 East Area:  Windows and Doors Replacement Programme  <b>(Award List sent to Executive Members 03/06/21)</b>	VAR-8097	Construction period is 48 months, with an anticipated start date during July 2021.	£11,047,146.61	This contract is for the replacement of windows and doors to 1730 dwellings and forms part of the fabric improvement works within the 2021-26 Housing Investment Programme	4	Douglas Livingston t/a DCL Joinery and Contractors  26a Abbotsinch Road Grangemouth FK3 9UX
Development Services  Colin MacRobbie  Ext. 4761	Lot 2 Central Area:  Windows and Doors Replacement Programme  <b>(Award List sent to Executive Members 03/06/21)</b>	VAR-8097	Construction period is 48 months, with an anticipated start date during July 2021.	£17,745,172.74	This contract is for the replacement of windows and doors to 2189 dwellings and forms part of the fabric improvement works within the 2021-26 Housing Investment Programme	4	Sidey Solutions Ltd  57 Feus Road Perth PH1 2AX

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Development Services  Colin MacRobbie  Ext. 4761	Lot 3 West Area:  Windows and Doors Replacement Programme  <b>(Award List sent to Executive Members 03/06/21)</b>	VAR-8097	Construction period is 48 months, with an anticipated start date during July 2021.	£27,179,870.81	This contract is for the replacement of windows and doors to 3221 dwellings and forms part of the fabric improvement works within the 2021-26 Housing Investment Programme	4	Sidey Solutions Ltd  57 Feus Road Perth PH1 2AX
Corporate & Housing Services  William McQuillan  Ext: 0810	A contract for the uplift and the treatment of recyclable and residual Waste  (Street Sweepings and Gully Waste)  <b>(Award List sent to Executive Members 17/06/21)</b>	SXL 2717 – Lot 17	1 <sup>st</sup> August 2021 to 31 <sup>st</sup> July 2024,  (with the option to extend to 31 <sup>st</sup> July 2025 and a further option to extend up to 31 <sup>st</sup> July 2026)	Contract Value including extensions £1,200,000  Annual value £240,000	The annual value of the contract is an increase of approximately 1% when compared to current pricing.  Current pricing had been held since 2019.  Litter picking and associated Personal Protective Equipment to the value of £2,250 will be provided to local Community Groups each year.	1	Levenseat Ltd By Forth Lanark ML11 8EP



<b>Service &amp; Contact</b>	<b>Brief Description of Contract</b>	<b>Contract Number</b>	<b>Start/End Dates or One Off Purchase</b>	<b>Contract Value (including Extension)</b>	<b>Additional Information</b>	<b>No. of Tenders</b>	<b>Name &amp; Address of Proposed Contractor</b>
Development Services  Colin MacRobbie  Ext: 4761	Upgrading works comprising re-roofing, external render and site works to 84 residential properties at various addresses, Camelon.  <b>(Award List sent to Executive Members 17/06/21)</b>	CAM-8235	Construction period is 28 weeks, with an anticipated start date during July 2021.	£1,904,954.17	In accordance with Development Services benchmark procedure, a single tender was invited from Corporate & Housing Services in respect of these works, which form part of the external fabric improvements element of the 2021-26 Housing Investment Programme.	1	Corporate & Housing Services Building Maintenance Division Inchyra Depot 8-10 Inchyra Road Grangemouth FK3 9XB

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Corporate & Housing Services  William McQuillan  Ext: 0810	<p>Falkirk Council led a procurement on its own account and on behalf of Falkirk Community Trust and SESTRAN to secure a provider of Occupational Health Services</p> <p>Falkirk Council provides Human Resources support to Falkirk Community Trust and SESTRAN and the contract will support each organisation meet their responsibilities for the health, safety, and welfare of their employees.</p> <p><b>(Award List sent to Executive Members 17/06/21)</b></p>	CHS/69/021	<p>1st August 2021</p> <p>to</p> <p>31st July 2024</p> <p>(There is an option to extend up to 31st July 2026).</p>	<p>£1,100,000</p> <p>£220,000 per annum</p>	<p>The tendered rates represent an estimated annual saving of £20,000 when compared to current pricing.</p> <p>The contract has been structured to reflect changes to meet new requirements due to COVID-19 and also the migration to an electronic portal for referrals.</p>	3	<p><b>Working on Wellbeing Ltd t/a Optima Health</b></p> <p>1st Floor Grosvenor House, Prospect Hill Redditch, Worcestershire B97 4DL</p>

<b>Service &amp; Contact</b>	<b>Brief Description of Contract</b>	<b>Contract Number</b>	<b>Start/End Dates or One Off Purchase</b>	<b>Contract Value (including Extension)</b>	<b>Additional Information</b>	<b>No. of Tenders Received</b>	<b>Name &amp; Address of Proposed Contractor</b>
Corporate & Housing Services  William McQuillian  Ext: 0810	A Scotland Excel framework agreement focussing on Energy Efficiency Standards and Home Energy Efficiency Programmes for private householders within the Council area.  <b>(Award List sent to Executive Members 17/06/21)</b>	SXL/0913	1 <sup>st</sup> June 2021  to  31 <sup>st</sup> May 2022	£1,000,000	The energy efficiency works include cavity wall, loft or external wall insulation projects.	49	13 Individual Companies (Lot 2 only), see Appendix A

## FALKIRK COUNCIL

## Appointment to a Framework Agreement for Energy Efficiency Contractors (C/N: SXL/09/13)

**PERIOD: 1<sup>st</sup> June 2021 until 31<sup>st</sup> May 2022****Lot 2: Building Fabric Measures**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
A.C. Whyte and Co. Ltd	0209800	Medium	Barrhead
BCA Insulation Limited	7014500	Medium	Glasgow
CCG (Scotland) Ltd	1051700	Large	Glasgow
E.ON Energy Solutions Ltd	03407430	Large	Coventry
EJ Parker Technical Services (Scotland South) Ltd	SC369529	Small	Uddingston
Energywise Scotland Ltd	SC324020	Small	Livingston
Everwarm Limited	2346600	Large	Bathgate
GMG Contractors Ltd	SC104242	Medium	Glasgow
MP Rendering Limited	SC421124	Small	Glasgow
Richard Irvin & Sons Limited, t/a Richard Irvin Energy Solutions	2495400	Medium	Aberdeen
SERS Energy Solutions Ltd	02473034	Medium	Lockerbie
Sustainable Building Services (UK) Ltd	01382149	Medium	Skelmersdale
Turner Facilities Management Limited	SC045858	Large	Glasgow

**Estimated Annual Value £1,000,000**

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250k in value for Further Competition - Supply, installation and maintenance of CCTV equipment (RM3808)**

**Meeting: Information Bulletin**

**Date: 29th September 2021**

**Author: Director of Corporate & Housing Services**

### **1. Introduction**

- 1.1 A further competition was advertised on the 12th March 2021 via the Public Contracts Scotland Portal to all suppliers awarded to Lot 12: Security and Surveillance Services of the Crown Commercial Services Network Services 2 framework agreement.
- 1.2 The contract will support Falkirk Council upgrade and replace its public realm CCTV equipment at various locations across the local authority area. It will also provide for the servicing, maintenance and repair of the equipment as required.
- 1.3 The contract will commence on the 1st August 2021 for a period of 5 years to 31st July 2026, with an option to extend for up to a further 24 months up to 31st July 2028.

### **2. Tenders Received**

- 2.1 A total of 2 bids were received electronically by the deadline date of 10th June 2021 and opened in accordance with section 11.2 of Contract Standing Orders.
- 2.2 The evaluation of the bids was based on a weighting of 60% for quality and 40% for price. Evaluation of the qualitative element of each submitted bid was carried out independently to the commercial evaluation.
- 2.3 Following evaluation of all tenders, the tender from North SV Limited was selected as offering best value across the full range of services, with an estimated value of £200k.
- 2.4 Bidders were asked to submit a Price which would be fixed for 60 months from the commencement date of the contract. Fixed pricing will help the Council manage budgets moving forward. An approximate breakdown between revenue and capital expenditure spend of the contract is as follows:
  - Revenue = £60k
  - Capital expenditure = £140k

2.5 The revenue costs are for the ongoing maintenance of the cameras and the monitoring platform, which is currently in place for the existing cameras.

2.6 The funding for this contract is contained within the following budgets:

- Revenue = 756206
- Capital expenditure = 825029

### **3. Action Taken**

**3.1 In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by North SV Limited, with an estimated overall contract value of £200k, in respect of the Supply, installation and maintenance of CCTV equipment to Falkirk Council.**

.....  
**Chief Officer for Corporate & Housing Services**

Date: 28<sup>th</sup> June 2021

Contact Name: Neil Biggar E-mail: [neil.biggar@falkirk.gov.uk](mailto:neil.biggar@falkirk.gov.uk)

### **List of Background Papers**

1. \* Tender documents

\* Item not for publication on the grounds that it involves the disclosure of exempt information as defined in, paragraph 10 of part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

## **Falkirk Council**

**Subject: Acceptance of tenders valued at under £500,000 for the Multitrade Void Housing Works – Contract Ref: CHS/305/21**

**Meeting: Information Bulletin**

**Date: 29 September 2021**

**Author: Chief Officer for Corporate & Housing Services**

### **1. Introduction**

- 1.1 A tender for Multi Trade Void Property works, to support in-house provision, was advertised on the Public Contracts Scotland Portal as an open tender.
- 1.2 The contract commenced 17<sup>th</sup> August 2021 and will run until 31<sup>st</sup> January 2022.

### **2 Tenders Received**

- 2.1 Four bids were received electronically by the deadline date of 25<sup>th</sup> June 2021 and opened in accordance with section 11.5 of Contract Standing Orders.
- 2.2 Following commercial and qualitative review of submissions, 3 tenderers were accepted by the service evaluation panel as delivering best value.
- 2.3 The total estimated value of the contract is £450,000 over the duration of the agreement. The funding shall be provided through the HRA budget heading.
- 2.4 The appointed providers are:

<b>SUPPLIER</b>	<b>LOCATION</b>	<b>RANK</b>
McGill Facilities Management Ltd	Dundee	1 <sup>st</sup>
Turner Property Services Ltd	Glasgow	2 <sup>nd</sup>
Bell Decorating Group Ltd	Airdrie	3 <sup>rd</sup>

- 2.5 Community Benefits in the Framework requires the appointed contractors to provide training or work experience for at least one trainee for the duration of the contract from a source agreed by the Council.
- 2.6 In accordance with Contract Standing Order 6.2(ii), consultation with the Chief Governance Officer to enter into the contract was sought and received.

### **3 Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(ii), I accepted the tenders submitted by McGill Facilities Management Ltd., Turner Property Services Ltd. and Bell Decorating Group Ltd. from 17<sup>th</sup> August 2021 to 31st January 2022 at a value of £450,000.**

.....  
**Chief Officer for Corporate and Housing Services**

Date: 17 August 2021

Contact Name: Darren Niblo

Ext: 0828

#### **List of Background Papers**

1. \* Tender documents

\* Item not for publication on the grounds that it involves the disclosure of exempt information as defined in, paragraph 10 of part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.



## **Falkirk Council**

**Subject: Acceptance of Tenders over £250,000 and under £500,000 in value for the Further Competition - Provision of Nutanix Hyperconverged Infrastructure and Associated Software (CHS/315/21)**

**Meeting: Information Bulletin**

**Date: 29 September 2021**

**Author: Chief Officer for Corporate & Housing Services**

### **1. Introduction**

- 1.1 A further competition was advertised on the 1st July 2021 Contracts Scotland Portal to all suppliers awarded to Lot 1. Hardware & Software & Associated Services of the Crown Commercial Services Technology Products & Associated Services framework agreement (RM6068).
- 1.2 The contract will commence on the 1st August 2021 for a period of 3 years to 31st July 2024. There is no option to extend the contract.

### **2. Background**

- 2.1 The tender opportunity is for the supply, installation and maintenance of Nutanix Hyperconverged Infrastructure and Associated Software.
- 2.2 The contract will support Falkirk Council with the expansion of its Nutanix Hyperconverged "Private Server Cloud" infrastructure. The aim of this contract award is to create a resilient Falkirk Council Private Server infrastructure.
- 2.3 The hybrid cloud and modern workplace project is being initiated to modernise the working experience for Council employees. The new private cloud infrastructure will allow Falkirk Council to virtualise approximately 100 physical servers.

### **3. Tender Submissions and Evaluations**

- 3.1 A total of 1 bid was received electronically by the deadline date of 8<sup>th</sup> July 2021 and opened in accordance with Section 11.2 of Contract Standing Orders.
- 3.2 As the requirement is of low complexity, the CCS buyer guidance advised that a simplified further competition would suffice and the evaluation of the bids was based on weighting of 100% for price.

#### **4. Savings and Benefits**

- 4.1 Nutanix Infrastructure will allow the Council to virtualise 120 servers, eliminating the need of physical servers. The cost of the current physical servers is approximately £960,000, producing a saving of approximately £510,000 over the next 3 years.
- 4.2 The Council will also reduce datacentre floor space and CO2 emissions as well as reducing management overheads as maintenance and monitoring of the server infrastructure will be performed centrally.

#### **5. Action Taken**

- 5.1 **In accordance with Contract Standing Order 6.2(ii), I accepted the tender submitted by XMA Limited for the Provision of Nutanix Hyperconverged Infrastructure and Associated Software, from the 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2024. The estimated value of the contract is £450,000.**

.....  
**Chief Officer for Corporate & Housing Services**

Date: 10 September 2021

Contact Name: Neil Biggar Email: [neil.biggar@falkirk.gov.uk](mailto:neil.biggar@falkirk.gov.uk)

## **Falkirk Council**

**Subject:** Award of Contract over £250,000 and under £500,000 in value for the Provision of a Supported Accommodation and Tenancy Support Service. (Contract Ref: CHS/276/21)

**Meeting:** Information Bulletin

**Date:** 29<sup>th</sup> September 2021

**Author:** Director of Corporate & Housing Services

### **1. Introduction**

- 1.1 The purpose of the Service is to deliver an estimated 480 hours per week of housing support in an accommodation based and outreach environment to assist young and vulnerable Service Users who are homeless or have previously been homeless to gain the knowledge and skills to sustain a tenancy.
- 1.2 The current contract ends on 30th September 2021 and it is intended to invite tenders for the provision of these services. The reason for this short term contract is to ensure continuity of service provision and smooth transition following the tender process.
- 1.3 Procuring social care services is a complex area and as such it requires special consideration within the Councils overall approach to procurement. This recognises that the quality or availability of these services can have a significant impact on the quality of life and health of people who might use these services and also their carers.
- 1.4 For this reason The Council needs to retain flexibility when procuring the Provision of a Supported Accommodation and Tenancy Support Service.
- 1.5 Following a due diligence assessment, it was determined that the best value option was to proceed with a direct award to Loretto Care. The contract will commence on 1<sup>st</sup> October 2021 for a period of 4 months to 31st January 2022.

### **2. Procurement Legislation**

- 2.1 Regulation 12(1) of the Procurement Reform (Scotland) Act 2014 permits the award of a contract for a health or social care service without seeking offers in relation to the proposed contract.

### **3. Financial Implications**

- 3.1 The total value of the contract is estimated to be £370,000 over a duration of four months.

### **4. Action Taken**

- 4.1 In accordance with Standing Order 6.2(ii), I approved a contract award to Loretto Care for a 4-month period to provide a Supported Accommodation and Tenancy Support Service to 31<sup>st</sup> January 2022 with an estimated value of £370,000.

.....  
**Director of Corporate & Housing Services**

**Date: 22 June 2021**

**Contact Name: Joanna Stewart      Ext: 0852**

## **Falkirk Council**

**Subject:**      **Acceptance of Tenders over £250,000 and under £500,000 in value for the Purchase and installation of Apple TV Devices – Connected Falkirk (SP-19-013)**

**Meeting:**      **Information Bulletin**

**Date:**          **29<sup>th</sup> September 2021**

**Author:**       **Director of Children's Services**

### **1.      Introduction**

- 1.1      A call off under the Scottish Procurement Framework for Web Based & Proprietary Devices for the Purchase and installation of Apple TV Devices – Connected Falkirk was made on the 5<sup>th</sup> July 2021.

### **2.      Background**

- 2.1      As a flagship digital project under the Council's Council of the Future Change Programme, with a direct link to the Council's 2020 priorities, Connected Falkirk is a transformational digital investment in Falkirk's young people with the aim of transforming teaching and learning in our schools.
- 2.2      The programme is a response to the national strategy, published in 2016, for enhancing learning and teaching through the use of digital technology. Connected Falkirk is an investment in our young people and school estate infrastructure. It aims to ensure every young person being educated in the Falkirk Council area has the confidence, skills and knowledge needed to thrive in an ever-changing, fast-paced digital world.
- 2.3      The Scottish Government national strategy for enhancing learning and teaching through the use of digital technology sets out the expectation of national groups, local authorities and schools. It also sets out a vision for the use of digital technology in learning. The national strategy highlights that when pupils are supported through professional development, accompanied with resources and leadership, digital technology can enrich learning and teaching.
- 2.4      Connected Falkirk is not just an investment in our young people and digital learning, but our school estate digital infrastructure as well, which includes resources and support, connectivity, storage, systems, hardware and software. This investment will ensure;
- Falkirk's young people have the ability to learn anytime, anywhere using the power of technology to reach every learner, ultimately leading to greater engagement, better outcomes and increased levels of attendance;

- redefine the way that young people engage with their learning, teachers and peers: increasing creativity, collaboration and real-time feedback on their work;
- ensure equity of digital access across all Falkirk Council schools by providing access to devices for all pupils (P1- S6) at appropriate ratios, supporting the aim to close the poverty related attainment gap;
- assist young people who have English as an Additional Language (EAL), Additional Support Needs (ASN) or health (physical or mental) issues with their learning;
- increase parental involvement and engagement and transform how families connect with their child's learning, opening a digital window to their experiences in the classroom.

2.5 It's not just about giving devices to children. The devices are only one element of the programme. Significant investment will also be made as part of the programme in other benefits including, teacher training and supporting WIFI infrastructure to ensure that the learning experience of young people at Falkirk Council is the best that it can be. The fundamental aims of the programme aims to deliver the following;

- provide a digital device for all Primary 6 to Secondary 6 pupils;
- provide a number of devices to Primary 1 to Primary 5 classes;
- provide a device to every class teacher, supported by an accredited professional learning programme;
- ensure fast, reliable internet connectivity in all our schools;
- provide families with an opportunity to be digitally connected.

### **3. Call off**

3.1 This element of the programme relates to the procurement and installation of 1,000 Apple TV units in order to provide the means to connect the devices provided through Connected Falkirk to the display technologies (such as Interactive touch boards and projectors) in classrooms.

3.2 As this is a single supplier framework, there was only a direct award route to market and no further competition was required. Early engagement was made with XMA Ltd. to discuss the Council's requirement and what was available under the framework agreement. This ensured consideration was made to costs and whether it would be cost-efficient.

3.3 Some of the benefits of the device include the following:

- The ability to easily connect the teacher device to the existing projection and display technologies in school
- The ability to connect wirelessly, allowing the teacher the freedom of moving around the teaching spaces, without being tethered to a particular area of the class

- The ability to easily share pupil work on the existing projection and display technologies in school.
- 3.4 As well as supplying 1,000 Apple TVs, XMA will also provide a project managed function, which will include the configuration, management and delivery of the units.

#### **4. Action Taken**

- 4.1 **In accordance with Contract Standing Order 6.2(ii), approval was granted to make a call off from Scottish Procurements Web Based and Proprietary Devices framework (SP-19-013) to XMA Ltd. for the Purchase and installation of Apple TV Devices – Connected Falkirk, from 5th July 2021 to 31st December 2021. The estimated overall value of the contract is £350,000.**

.....  
**Director of Children's Services**

Date: 10<sup>th</sup> September 2021

Contact Name: Neil Biggar Email: [neil.biggar@falkirk.gov.uk](mailto:neil.biggar@falkirk.gov.uk)

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £500,000 in value –  
Transportation of School Meals (CS/014/21)**

**Meeting: Information Bulletin**

**Date: 29<sup>th</sup> September 2021**

**Author: Chief Officer for Children's Services**

### **1. INTRODUCTION**

- 1.1 A tender for Transportation of School Meals to Falkirk Council was advertised on the 1st June 2021 through the Public Contracts Scotland Portal using the open tender procedure.
- 1.2 The Framework Agreement will commenced on 18th August 2021 for a period of 2 years, concluding 17th August 2023. There is an option to extend for a further two 12-month periods..

### **2. TENDER SUBMISSIONS AND EVALUATIONS**

- 2.1 A total of 3 tenders were received by the due date of 1<sup>st</sup> July 2021 and opened in accordance with Standing Order 11.5 relating to contracts. Two tenders were excluded due to non-compliance.
- 2.2 Following a detailed evaluation, a decision was made to:

#### **MUNRO CARS LTD.**

74 Russell Street  
Falkirk  
FK2 7HP

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The Framework Agreement has an estimated annual value of £110,000 and £440,000 over the potential 4-year period of the Framework. This represents a saving of approximately £46,000 (9%) over the 4-year period against current contracted rates, based on the recommended contractor's offer.

### **4. ADDITIONAL BENEFITS**

- 4.1 Community benefits within the framework agreement state that the contracted supplier will be required to provide a minimum of 6 weeks work experience when cumulative spend levels reach £50,000.
- 4.2 The Council is committed to improving air quality within the Falkirk Area. The contracted supplier is enrolled in the ECO Starts Scheme and all vehicles



utilised in this contract must have a minimum of a 4-star rating awarded through the scheme.

## **5. ACTION TAKEN**

- 5.1 In accordance with Standing Order 6.2(ii) relating to contracts, I accepted the tender submitted by Munro Cars Ltd with an approximate total contract value of £440,000 in respect of Transportation of School Meals to Falkirk Council from 18<sup>th</sup> August 2021 until 17<sup>th</sup> August 2025.**

*pp*

*(Kenneth McNeill, Children's Services Resources Manager for  
Gary Greenhorn, Head of Planning & Resources)*

.....  
**Chief Officer for Children's Services**

Contact Name: Caitlin Frail      Email: [caitlin.frail@falkirk.gov.uk](mailto:caitlin.frail@falkirk.gov.uk)

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250k in value for Car Club - Falkirk Council Area (Contract Ref: DEV/176/21)

**Meeting:** Information Bulletin

**Date:** 29th September 2021

**Author:** Chief Officer for Development Services

### **1. Introduction**

- 1.1 A tender for a Car Club for the Falkirk Council Area was advertised via the Public Contracts Scotland Portal as an open tender on 22<sup>nd</sup> October 2020.
- 1.2 The Car Club will operate 10 electric vehicles from a series of Council-owned, designated off-street parking bays across the Falkirk Council area.
- 1.3 The agreement will commence on 1<sup>st</sup> October 2021 for a period of 2 years to 30<sup>th</sup> September 2023.

### **2. Tenders Received**

- 2.1 2 tenders were received by the due date of 6<sup>th</sup> January 2021 and opened in accordance with section 11.5 of Contract Standing Orders.
- 2.2 Following evaluation the tender from Co-Wheels Car Club Community Interest Company, Suite1, 7-15 Pink Lane, Newcastle Upon Tyne, NE1 5DW was selected as offering best value.
- 2.3 The estimated contract value, over the 2 years, is £150,000. Funding has been provided, for the 2 years, by Transport Scotland through the Switched on Towns and Cities Challenge fund.
- 2.3 The supplier is required to return 40% of the revenue raised to further promote the car club. The investment decisions in relation to the use of the revenue generated will be discussed and agreed with the Council.
- 2.4 Two six week work experience placements per year of the contract will be provided for new trainees from a source agreed.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by Co-Wheels Community Interest Car Club, Suite1, 7-15 Pink Lane, Newcastle Upon Tyne, NE1 5DW with an estimated overall framework value of £150,000, in respect of Car Club for the Falkirk Area to Falkirk Council from 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2023 .**

.....  
**Chief Officer for Development Services**

Date: 21<sup>st</sup> June 2021

Contact Name: Maureen McGee

Ext: 1708

### **List of Background Papers**

1. \* Tender documents

\* Item not for publication on the grounds that it involves the disclosure of exempt information as defined in, paragraph 10 of part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250k in value.

**Title:** Provision of Specialist Business Support to Small and Medium Enterprises – Contract Ref: DEV/064/21

**Meeting:** Information Bulletin

**Date:** 29 September 2021

**Author:** Chief Officer for Development Services

### **1. Introduction**

- 1.1 An invitation to tender for the Provision of Specialist Business Support to Small and Medium Enterprises was advertised through the Public Contracts Scotland Tender Portal as an open tender. Subsequently 149 companies expressed an interest in tendering.
- 1.2 Falkirk Council has been successful in securing additional monies from the European Regional Development Fund (ERDF) Business Competitiveness Programme to provide a wider, more comprehensive package of business growth, resilience, and survivability support across the area.
- 1.3 Complementing the service offered by the Council's Business Gateway, up to 21 hours of additional one to one dedicated specialist support shall be delivered to potential growth companies. The framework shall enable specialist services to be delivered in a particular area of expertise.
- 1.4 The framework agreement will commence on 30 July 2021 for a period of 18 months to 31 January 2023. The Council may extend the framework agreement, for up to an additional 18 months up to 31 July 2024.

### **2. Tenders Received**

- 2.1 A total of 42 bids were received electronically by the deadline date of 8 March 2021 and opened in accordance with section 11.2 of Contract Standing Orders. Tenderers could bid for one, some or all Lots.

2.1 The total number of bids received per Lot is as follows:

Lot	No. of Bids Received
Lot 1 – Marketing	7
Lot 2 – Information Technology	4
Lot 3 - Finance	4
Lot 4 – Procurement	3
Lot 5 – Leadership and Organisational Development	7
Lot 6 – Digital Media Solutions	6
Lot 7 – Environmental	2
Lot 8 – Internationalisation	5
Lot 9 – Innovation	4

2.2 Following evaluation of all tenders, the highest scoring tenders were selected as offering best value across the full range of services, with an estimated value of £123k over 18 months. The successful providers are detailed in Appendix 1.

2.3 The total estimated value over the potential 36 months of the framework agreement is £246,000.

2.4 Funding for this Framework Agreement will be provided through the European Regional Development Fund (ERDF). Agreed budget for the framework agreement shall be provided through budget code 465012.

### 3 Action Taken

3.1 In accordance with Contract Standing Order 6.2(i), I accepted the tender(s) submitted by provider(s) as detailed in Appendix 1, with an estimated overall framework agreement value of £246,000, in respect of Provision of Specialist Business Support to Small and Medium Enterprises.

.....  
**pp Acting Director of Development Services**

Date: 12 July 2021

Contact Name: Laura Santi

Ext: 0327

## **List of Background Papers**

1.     \* Tender documents

\* Item not for publication on the grounds that it involves the disclosure of exempt information as defined in, paragraph 10 of part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

## **APPENDIX 1 - Recommended Provider(s) for Each Lot**

<b>Ranking</b>	<b>Lot</b>	<b>Company</b>	<b>Company Number</b>	<b>SME Status</b>	<b>Postal Town and Postcode</b>
1	1	GAP Communications	N/A	Sole Trader	Newmilns KA16 9HJ
2		UXL Ltd	SC224056	Private Limited Company	Airdrie ML6 9XJ
1	2	Stirling Enterprise Park Limited (STEP)	SC085314	Private Limited Company	Stirling FK7 7RP
2		Expertise Infotech Services Ltd (EITS)	SC460359	Private Limited Company	Aberdeen AB12 5BL
1	3	Fife Business Services Ltd	SC338233	Private Limited Company	Kirkcaldy KY1 3WE
2		Stirling Enterprise Park Limited (STEP)	SC085314	Private Limited Company	Stirling FK7 7RP
1	4	Bluestack Loudon Services Limited	SC622869	Private Limited Company	Uddingston G71 7SS
2		Intend Business Development Ltd	SC406570	Private Limited Company	Stirling FK7 7SP
1	5	UXL Ltd	SC224056	Private Limited Company	Airdrie ML6 9XJ
2		Stirling Enterprise Park Limited (STEP)	SC085314	Private Limited Company	Stirling FK7 7RP
1	6	Solutions on Demand Ltd	SC315185	Private Limited Company	Kilmarnock KA3 5BG
2		Stirling Enterprise Park Limited (STEP)	SC085314	Private Limited Company	Stirling FK7 7RP
1	7	Johnson Allan Consulting Limited	SC558253	Private Limited Company	Perth PH2 8RA
2		Stirton Consulting Ltd	SC488005	Private Limited Company	Haddington EH41 4EE
1	8	MJM Associates (Scotland) Ltd.	SC400426	Private Limited Company	Dollar FK14 7EX
2		Intend Business Development Ltd	SC406570	Private Limited Company	Stirling FK7 7SP
1	9	UXL Ltd	SC224056	Private Limited Company	Airdrie ML6 9XJ
2		Secure Business Advisors Limited	SC418026	Private Limited Company	Bishopbriggs G64 3DD

## **Appendix 2 - Evaluation Results**

<b>Lot</b>	<b>Bidder</b>	<b>Quality score</b>	<b>Price score</b>	<b>Total score</b>
1	GAP Communications	57.00	40.00	<b>97.00</b>
	UXL Ltd	48.00	35.53	<b>83.53</b>
2	Stirling Enterprise Park Limited (STEP)	48.00	40.00	<b>88.00</b>
	Expertise Infotech Services Ltd (EITS)	39.00	29.09	<b>68.09</b>
3	Fife Business Services Ltd	54.00	40.00	<b>94.00</b>
	Stirling Enterprise Park Limited (STEP)	60.00	28.64	<b>88.64</b>
4	Bluestack Loudon Services Limited	42.00	40.00	<b>82.00</b>
	Intend Business Development Ltd	60.00	20.42	<b>80.42</b>
5	UXL Ltd	54.00	40.00	<b>94.00</b>
	Stirling Enterprise Park Limited (STEP)	54.00	39.40	<b>93.40</b>
6	Solutions on Demand Ltd	54.00	40.00	<b>94.00</b>
	Stirling Enterprise Park Limited (STEP)	54.00	37.50	<b>91.50</b>
7	Johnson Allan Consulting Limited	54.00	37.50	<b>91.50</b>
	Stirton Consulting Ltd	33.00	40.00	<b>73.00</b>
8	MJM Associates (Scotland) Ltd.	57.00	26.67	<b>83.67</b>
	Intend Business Development Ltd	54.00	25.00	<b>79.00</b>
9	UXL Ltd	54.00	35.53	<b>89.53</b>
	Secure Business Advisors Limited	45.00	36.36	<b>81.36</b>



**Title:** Acceptance of Tenders under £250,000 in Value  
Contract for Term Maintenance Contract for the Servicing,  
Maintenance and Repair of Lift Installations to Various  
Falkirk Council Properties. (TMC-7844)  
**Meeting:** Information Bulletin  
**Date:** 29 September 2021  
**Submitted By:** Acting Director of Development Services

## **1. Introduction**

- 1.1 The contract for the term maintenance contract for lift servicing, maintenance, and repair of lift installations to various Falkirk Council properties was advertised on the Public Contracts Scotland Portal as an Open tender.

## **2. Tenders Received**

- 2.1 Six tenders were received by the due date of 12 July 2021 and opened at 2:10pm on 12 July 2021 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 70% price and 30% quality. The checked prices ranged from £147,140.00 to £199,625.00, with the total scoring ranging from 65.66 to 99.25.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Jackson Lift Services Ltd, who achieved the overall highest score of 99.25, for the sum of £147,140.00.
- 2.4 The tender can be contained within the individual services statutory maintenance budgets from 2021 to 2025.
- 2.5 The contract is to run for a 3.5 year term with the intended start of 1 October 2021 and completion on 31 March 2025. The contract also has an option to extend for one further year to 31 March 2026.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Jackson Lift Services Ltd, Pentagon Centre, 36 – 38 Washington, Glasgow, G3 8AZ in the sum of £147,140.00 in respect of term maintenance contract for lift servicing, maintenance, and repair of lift installations to various Falkirk Council properties.

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pp Acting Director of Development Services

**Author: Ian Paterson, Facilities Co-ordinator – 01324 504889,  
ianw.paterson@falkirk.gov.uk**

**Date: 31/08/2021**

## **APPENDICES**

List of Addresses

### **List of Background Papers:**

**The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:**

- **Tender Documents**
- **Tender Report**

## List of Addresses

Properties as listed below:-

Abbotsford House  
Airth Primary School  
Bainsford Primary School  
Bankier Primary School  
Bantaskin Primary School  
Boness Business Centre  
Boness Recreation Centre  
Burnbrae O.P.H.  
Caledonia House  
Callander House  
Camelon Day Centre/Social Work  
Carmuir Primary School  
Carronbank House  
Carrongrange High School  
Carronshore Primary School  
Comely Park Primary School  
Crematorium  
Dawson Centre  
Deanburn Primary School  
Denny Town Centre  
Dundas Resource Centre  
Dunipace Primary School  
Easter Carmuir Primary School  
Falkirk Library  
Falkirk Municipal Buildings  
Falkirk Registrars Office  
Falkirk Town Hall  
Grangemouth Municipality Building  
Grangemouth Sports/Community Ed Centre  
Head of Muir Primary School  
Kinnaird Primary School  
Ladeside Primary School  
Langlands Primary School  
Larbert Library  
Larbert Village Primary School  
Maddison Primary School  
Mariner Centre  
Moray Primary School  
Nethermains Primary School  
Shieldhill Primary School  
Spitfire Way  
St Francis Primary School  
St Mary's Primary School  
Victoria Primary School  
Wallacestone Primary School  
Westquarter Primary School  
Willow House (Newhouse Business Park)

## **Falkirk Council**

**Title:** Acceptance of Tenders under £250,000  
Traffic Signals Maintenance Contract 2021 – 2023  
IH0079

**Meeting:** Information Bulletin

**Date:** 29 September 2021

**Submitted By:** Acting Director of Development Services

### **1. Introduction**

- 1.1 The Traffic Signals Maintenance Contract 2021 - 2023 was advertised on the Public Contracts Scotland Portal using the open procedure.

### **2. Tenders Received**

- 2.1 One tender was received by the due date of 19 May 2021 and opened on 19 May 2021 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered price is £161,667.88 over the two year contract period. The tendered price includes provisional sums for task orders. Task orders are issued to the Contractor to address unforeseen circumstances with the operation of traffic signal or pedestrian crossing sites that are not considered routine maintenance.
- 2.3 The provisional sums are in the form of a priced Bill of Quantities for the supply and installation of items of traffic signal equipment, and a sum of £10,000 per year for miscellaneous works.
- 2.4 The tendered price is 8.8% lower than the pre-tender estimate.
- 2.6 Following the evaluation of the tender it was considered best value for the Council to award the contract to Dynniq Ltd for the sum of £161,667.88.
- 2.7 The tender can be funded from the 2021/2022 and 2022/2023 Network Maintenance Revenue budget.

### **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Dynniq UK Ltd for the sum of £161,667.88 over two years in respect of the Traffic Signals Maintenance Contract 2021 - 2023.

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pp Acting Director of Development Services

Author – Russell Steedman, Network Co-ordinator – 01324 504830,  
russell.steedman@falkirk.gov.uk

Date: 7 June 2021

## **APPENDICES**

None

### **List of Background Papers:**

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Tender documents
- Engineer's Report on Quotations

**Title:** Acceptance of Tenders over £250,000 and under £500,000 in Value  
Contract for PROPOSED CARRONGRANGE HIGH SCHOOL -  
INSTALLATION OF TWO MOBILE CLASSROOM UNITS –  
REISSUE (GRA-8336R)  
**Meeting:** Information Bulletin  
**Date:** 29<sup>th</sup> September 2021  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for the supply and rental of two modular classroom buildings at Carrongrange High School, Grangemouth was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, two companies submitted tenders were subsequently examined.

## **2. Tenders Received**

- 2.1 Two tenders were received by the due date of the 23<sup>rd</sup> June 2021 and opened at 8:26am on the 24<sup>th</sup> June 2021 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 40% price and 60% quality. The checked prices ranged from £385,040.25 to £689,435.64, with the total scoring ranging from 70.09 to 85.36.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Sibcas Ltd., Easton Road, Bathgate, who achieved the overall highest score of 85.36, for the sum of £385,040.25.
- 2.4 The tender can be contained within 2021/2022 budgets as identified by Children's Services.
- 2.5 In accordance with Standing Order 6.2(ii) relating to contracts, I consulted with the Chief Governance Officer prior to entering into contract with that party.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(ii), I have accepted the tender submitted by to Sibcas Ltd., Easton Road, Bathgate in the sum of £385,040.25 in respect of the supply and rental of two modular classroom buildings at Carrongrange High School, Grangemouth.

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pp Director of Development Services

**Author: Jack Aitken, Education Design Co-ordinator – 01324 504867,  
jack.aitken@falkirk.gov.uk**

**Date: 27/07/2021**

## **APPENDICES**

“None.”

### **List of Background Papers:**

**The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:**

- **Tender Documents**
- **Tender Report**

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £500,000 in value – Supply & Delivery of Horticultural Products (DEV/140/20)**

**Meeting: Information Bulletin**

**Date: 29 September 2021**

**Author: Acting Director of Development Services**

### **1. Introduction**

- 1.1 A tender for the Supply & Delivery of Horticultural Products to Falkirk Council was advertised on the 14<sup>th</sup> August 2020 through the Public Contracts Scotland Tender Portal using the open tender procedure.

### **2. Tenders Received**

- 2.1 A total of 10 tenders were received by the due date of 14<sup>th</sup> September 2020 and opened in accordance with Standing Order 11.5 relating to contracts. Following evaluation, a total of 5 tenders were selected as offering best value. The selected tenderers are detailed in Appendix A.
- 2.2 The Framework Agreement started 1st January 2021 and ends 30<sup>th</sup> November 2024. The estimated value over the 4 year period of the Framework is £410,000.

### **3. Additional Benefits**

- 3.1 Community Benefits requires that all Suppliers on the Framework whose cumulative level of spend is greater than £30,000 will be required to provide at least six weeks of work experience. This rises up to a maximum of twelve weeks of work experience if cumulative spend is greater than £60,000.

### **4. Action Taken**

- 4.1 In accordance with Standing Order 6.2(ii) relating to contracts, I accepted the tenders submitted as per Appendix A, with an approximate total contract value of £410,000 in respect of the Supply & Delivery of Horticultural Products to Falkirk Council from 1st January 2021 until 30<sup>th</sup> November 2024.

.....  
**pp Acting Director of Development Services**

Contact Name: Wilson Kemp



## **Appendix A**

### **Falkirk Council**

#### **Framework Agreement for the Supply & Delivery of Horticultural Products (DEV/140/20)**

Period: from 1st January 2021 until 30th November 2024

##### **Lot 1: Finished Bedding Plants**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
Craigmarloch Nurseries Ltd	SC162733	Medium	Kilsyth	1st

**Contract Value £50,000**  
(Annual Value £12,500)

##### **Lot 2: Trees & Shrubs**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
J. A. Jones & Sons (Churchtown) Ltd	01697442	Medium	Southport	1st
Craigmarloch Nurseries Ltd	SC162733	Medium	Kilsyth	2nd

**Contract Value £80,000**  
(Annual Value £20,000)

##### **Lot 3: Horticultural Sundries**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
Agrovista UK Limited	03525529	Large	Nottingham	1st
Craigmarloch Nurseries Ltd	SC162733	Medium	Kilsyth	2nd

**Contract Value £52,000**  
(Annual Value £13,000)

##### **Lot 6: Herbicides/Pesticides**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
Agri-gem Ltd	08257545	Small	Saxilby	1st
Agrovista UK Limited	03525529	Large	Nottingham	2nd
Craigmarloch Nurseries Ltd	SC162733	Medium	Kilsyth	3rd

**Contract Value £80,000**  
(Annual Value £20,000)

**Lot 7: Line Marking**

Company	Company No.	SME Status	Location	Ranking
Agri-gem Ltd	08257545	Small	Saxilby	1st
Agrovista UK Limited	03525529	Large	Nottingham	2nd
Craigmarloch Nurseries Ltd	SC162733	Medium	Kilsyth	3rd

**Contract Value £42,000**  
(Annual Value £10,500)

**Lot 8: Play Grade Woodchip**

Company	Company No.	SME Status	Location	Ranking
Scotbark LLP	S0305444	Small	Inverness	1st

**Contract Value £106,000**  
(Annual Value £26,500)

## **Falkirk Council**

**Subject: Acceptance of Tenders over £250,000 and under £500,000 in value for Organic Waste – Lot 2 Garden Waste – Contract Ref: SXL 08/16**

**Meeting: Information Bulletin**

**Date: 29<sup>th</sup> September 2021**

**Author: Acting Director of Development Services**

### **1. Introduction**

- 1.1 A mini competition, under the terms and conditions of Scotland Excel's Organic Waste Framework, for the treatment of Organic Waste was advertised on Public Contract Scotland on 28<sup>th</sup> May 2021. The contract period is 1<sup>st</sup> July 2021 to 31<sup>st</sup> October 2021.

### **2. Tenders Received**

- 2.1 A total of 2 bids were received electronically by the deadline date of 8<sup>th</sup> June 2021 and opened in accordance with section 11.5 of Contract Standing Orders
- 2.2 The tender from Levenseat Ltd with as estimated value of £350,000 was selected as offering best value over the contract period. Levenseat will uplift garden waste from Roughmute and Kinneil Recycling Centres for onward haulage and treatment. They will provide, free of charge, PAS100 compost when requested to the Recycling Centres.
- 2.3 The funding for this is provided through finance code 62004.

### **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(ii), I accepted the tender submitted by Levenseat Ltd, with an approximate value of £350,000, from 1<sup>st</sup> July 2021 to 31<sup>st</sup> October 2021, in respect of Treatment of Organic Waste.**

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**pp Acting Director of Development Services**

Date: Contact 19<sup>th</sup> August 2021

Name: Maureen McGee Ext: 1708

### **List of Background Papers**

1. \* Tender documents

\* Item not for publication on the grounds that it involves the disclosure of exempt information as defined in paragraph 10 of part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

## **Falkirk Council**

**Subject:**     **Acceptance of Tenders over £250,000 and under £500,000 in value for the Supply, delivery and installation of office furniture (The Foundry)**

**Meeting:**    **Information Bulletin**

**Date:**       **29 September 2021**

**Author:**     **ACTING DIRECTOR OF DEVELOPMENT SERVICES**

### **1.     Introduction**

- 1.1     Scotland Excel established a multi supplier framework agreement for the supply, delivery and installation of education and office furniture which commenced on the 9<sup>th</sup> May 2017 until 29<sup>th</sup> February 2021, which is accessible to Falkirk Council.
- 1.2     COVID-19 pandemic related restrictions that came into effect from late December 2020 impacted upon the resources of suppliers and their capacity of engaging effectively with a new tender. Therefore, Scotland Excel extended the framework to the 31st August 2021.
- 1.3     The education and office furniture framework is divided into separate Lots. The following Lots were considered for this procurement exercise:

**Lot 7 – Office Seating**

**Lot 8 – Office Tables/Desks**

**Lot 9 – Office Meeting Room & Reception Furniture**

**Lot 10 – Office Storage**

- 1.4     Following an assessment of the various options available within the framework and on reviewing the quotations presented, it was determined that the best value option was to proceed with a direct award to the following companies:

**Langstane Press Ltd**

1 Links Place  
Aberdeen  
Aberdeenshire  
AB11 5DY

**Company number: SC062202**

**Claremont Office Furniture Ltd**

112 Cornwall Street South  
Kinning Park  
Glasgow  
G41 1AA

**Company number: SC257781**

## **2. Background**

- 2.1 The framework for the supply, delivery and installation of education & office furniture is structured by furniture product categories/items and contains eleven lots to reflect how the supply market is grouped in terms of educational, pre-5 and office product type and functional use.
- 2.2 The Council is relocating a number of its current workspace to a refurbished office in Larbert, providing a back-office base for the Council which requires new office furniture to be procured.
- 2.3 As well as procuring new furniture under the call off, the office refurbishment also includes the reuse of furniture from existing office locations within the Council. New furniture requirements at the Foundry include office seating, desks, meeting and breakout furniture along with appropriate office storage.

## **3. Call off**

- 3.1 A schedule of goods was developed and divided into the applicable Lots. Suppliers awarded onto each Lot under the framework agreement were then invited to present costings to supply, deliver and install these goods.
- 3.2 An assessment of each Lot was considered on an individual basis.
- 3.3 Other aspects considered on a for information only basis and not weighted, were warranty periods, goods lead times, availability of spare parts, process for repairs and free of charge furniture recycling and customer take back schemes.

## **4. Financial implications**

- 4.1 The total estimated cost to Falkirk Council is approximately £402,000.
- 4.2 A breakdown of the estimated value of each Lot is as follows:
  - Lot 7** – £66,000
  - Lot 8** – £56,000
  - Lot 9** – £151,000
  - Lot 10** – £68,000
- 4.3 The call off also includes a number of additional non-core products where costings were requested from all suppliers and assessed to ensure the successful implementation of the furniture and where no Lot was available under the framework for desk management. The estimated value of these products is £61,000.

- 4.4 The estimated spend breakdown between the 2 suppliers across all Lots is as follows:

Langstane: £242,000  
Claremont: £160,000

**5. Action Taken**

- 5.1 In accordance with Contract Standing Order 6.2(ii), I accepted quotations submitted by Langstane Press Ltd and Claremont Office Furniture Ltd, with an estimated overall value of £402,000, in respect of the supply, delivery and installation of office furniture at The Foundry.

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**ACTING DIRECTOR OF DEVELOPMENT SERVICES**

Date: 30 August 2021

Contact Name: Neil Biggar

E-mail: [neil.biggar@falkirk.gov.uk](mailto:neil.biggar@falkirk.gov.uk)