

# information

## **bulletin** **volume one** **2018/2019**



**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 Executive Office (Brian Pirie, Democratic Services Manager Ext 6110).

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**VOLUME 1  
2018/2019**

## Falkirk Council

**Title:** School Estate Management Plan (SEMP) (2018-19)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Children's Services

### 1. Purpose of Report

- 1.1 The purpose of this report is to provide Members with details of the annual School Estate Management Plan (SEMP) for 2018-19 which was submitted to the Scottish Government in August 2018.

### 2. Recommendation

#### 2.1 Members are asked to:

**(1) Note the content of the annual update of the School Estate Management Plan (SEMP) as attached at Appendix 1.**

### 3. Background

#### 3.1 The Purpose of the School Estate Management Plan (SEMP)

The SEMP is a key strategic document which supports the Council's Corporate Asset Plan by demonstrating sound management and planning of the school property portfolio.

Children's Services use the SEMP and in particular the 'Core Facts' information (provided to the Scottish Government) to plan and prioritise resources and investment in our schools up to 5 years ahead. This information facilitates comparative strategic analysis of the estate and provides a basis for further detailed examination of the need for specific building projects along with informing investment priorities.

The SEMP is reviewed and updated by the Children's Services Property Team annually and is submitted to the Scottish Government together with the annual 'Core Facts' data collection information which assessed each property's:

- Condition - the physical state of a property;
- Suitability - quality of property to meet curricular and education delivery and needs; and
- Sufficiency - the occupancy and capacity of a school.

### 3.2 Assessment Criteria Used

The condition and suitability elements are collected from each school and are based on a four point scale:

- A Good;
- B Satisfactory;
- C Poor; and
- D Bad

### 3.3 How Schools are Rated/Assessed

#### Condition

- Is determined by Development Services staff who update condition survey information annually which takes cognisance of work undertaken in previous years.

#### Suitability

- Is determined by assessing questionnaire returns which are issued to all Headteachers each year. These focus on the following areas, which have 5 agreed weighing attached to them:

<u>Area</u>	<u>Weighting</u>
Learning & Teaching	50%
Internal Social Space	15%
Internal Facilities	15%
External Social Space	10%
External Facilities	10%

A copy of the questionnaire used is in the SEMP document at **Appendix 1**.

## 4. **Considerations**

### 4.1 Summary of Report

The report covers all **62** Primary, Secondary and Additional Support Needs School establishments. It is hoped in future to extend the SEMP to cover Early Years establishments also, which will be linked to future expansion plans.

The overall condition and suitability of the Falkirk School Estate is very good with the actual assessment as:

<u>Rating</u>	<u>Condition</u>	<u>Suitability</u>
A – Good	24	19
B – Satisfactory	35	40
C – Poor	3	3
D – Bad	0	0
<b>Totals</b>	<b>62</b>	<b>62</b>

## 4.2 Planned Improvements to C Rated Properties

Work/plans are already in place to improve those schools who fall into those categories.

Full details of the schools concerned and work planned is contained on pages 8 and 9 of the SEMP report.

## 5. **Consultation**

- 5.1 As outlined in Section 4 of the SEMP Headteachers have been consulted regarding their views on suitability ratings.

In addition to this each School's Individual Asset Management Plan (SAMP) is provided to Parent Councils (where they exist) and a full set is made available in the Elected Members Lounge.

## 6. **Implications**

### **Financial / Resources**

- 6.1 The ratings/assessments provided allow Officers to prioritise investment within the School Estate and the individual school asset management plans allow the Service to align resources available from the 3 Year Capital Programme to individual school investment plans.

### **Legal / Risk / Sustainability**

- 6.2 A key objective for the school estate is to ensure that the authority has enough capacity/pupil places for the resident population. An assessment of sufficiency provides Children's Services with a means to determine the occupancy/ capacity levels of its schools and assists with;
- Forward Planning of School investment
  - Projecting occupancy figures using school roll projections to identify school/areas at risk of:
    - Exceeding capacity; and
    - Long term under occupancy
  - Anticipating and calculating the impact of new housing to secure planning gain/developer contributions where appropriate.
  - Determine robust and sustainable enrolment levels/thresholds that can be clearly justified in appeals against placing request refusals.
  - Determining "reserved places" at each school.
  - Determining the need for modular classroom units to be installed at schools.

The current school rolls, capacity and occupancy rates are contained within the SEMP report.



## **7. Conclusions**

- 7.1 The SEMP report provides Officers with a fully detailed and robust set of property assessments and data that allows proper and prioritised investment to be planned and undertaken across the school estate.

The data also provides Officers with the necessary information to undertake critical forward planning exercises that ensures we have sufficient capacity within local schools to meet the current and future demand for all catchment area children.

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Director of Children's Service

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Date: 31 July 2018

## **Appendices**

1. School Estate Management Plan (SEMP) (2018-19)

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

- None



# Falkirk Council

## CHILDREN'S SERVICES

### School Estate Management Plan (SEMP) (2018-19)

### Annual Summary and Progress Update Report As At June 2018

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- 1.3 General Contextual/Statistical Information

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- 2.3 Secondary Schools
- 2.4 Special Schools
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### 3. Appendices

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- Appendix 2 - Condition Rating/Suitability Ratings
- Appendix 3 - Suitability Assessment Forms
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## **1. Executive Summary**

### **1.1 Purpose of Report**

This report provides a summary of the work undertaken throughout the school estate in 2017/18 and provides an evaluation of key building assessments at May 2018. It also assesses progress made against the strategic aims associated with the SEMP.

### **1.2 Key Strategic Aims of SEMP**

Falkirk Council faces a significant number of key strategic challenges over the next few years that will impact directly on our school estate. These include:

- **Strategic Property Review**

Given the financial and budget challenges faced by the Council over the next few years it is important that the use of all Council properties is assessed and reviewed to ensure they are being used as efficiently as possible. It is important that investment in our School Estate also aligns with this Review to ensure best value can be demonstrated, where alternative options may exist. Remains in Place

- **Demographic pressures**

High levels of birth rates, increased inward migration and continuing house building have all presented major challenges for Children's Services in meeting increased demand for school places. The geographic areas facing the most capacity pressure are Larbert, Stenhousemuir, Bonnybridge, Denny and Maddiston.

- **Financial & Budget Pressures**

The significant level of budget savings the Council requires to meet over the next few years will have a direct impact on our current resources for both managing and investing in our school estate.

- **Planning Gain / Developer contributions**

It is critical that Children's Services have a key role in early discussions with potential housing developers to ensure an early impact assessment can be made on the effect new housing could have on local schools capacity. This will ensure common understanding of capacity challenges and lead to maximising contributions that may be needed to extend school capacity, if the housing development receives planning permission.

- **Delivering the proposed increase in Early Learning & Childcare to 1140 hours by 2020**

The Scottish Government's announcement to increase early learning and childcare to 1140 hours per child by 2020 will pose significant challenges for Children's Services in ensuring that we have the necessary capacity and infrastructure to meet the demands from this increase in provision.

- **Carbon Management Targets**

To assist the Council's commitment in lowering its carbon emissions whilst saving money and helping Scotland to meet its ambitious targets of cutting greenhouse gas emissions by 42% by 2020 and by 80% by 2050.

- **Ensuring School Estate Supports Curriculum for Excellence**

Ensure our school Estate provides maximum educational benefit to enable all aspects of the curriculum to be delivered appropriately and delivered in a manner that benefits our pupils.

### 1.3 **Contextual Information**

Children's Services is the largest of Falkirk Council's services with around 3,000 employees (full-time equivalent) and a gross revenue budget of approximately £188.7 million (2018/19).

School education is provided for around 22,000 pupils in:

- 50 primary schools
- 8 secondary schools
- 3 special schools
- 1 pupil support unit

The Service also provides over 4,000 places in our early year's establishments:

- 8 extended day early year establishments
- 3 early year campuses
- 45 nursery classes
- Local private sector providers also provide capacity where there is a high demand to ensure a comprehensive, high quality pre-five provision is in place across the whole council area.

The full list of rolls/capacity in all educational establishments can be seen in **Appendix 1**.

For each establishment, the capacity is shown as at September 2017. The roll information from the 2017 census is also shown for primary, secondary and special sectors.

## 2. **Summary of Improvements Made During 2017/18**

### 2.1 **Early Years Establishments (Including the Expansion to 1140hrs)**

Building work was completed during 2017/18 in the undernoted projects:-

- Airth Primary School - The upgrading of the existing toilet facilities including additional toilet facilities and the installation of a changing bench.
- Avonbridge Primary School – Refurbished the existing toilets creating direct access for nursery pupils.
- Larbert Nursery – Improvements to the main reception area.

The service's 1140 expansion plan was submitted to the Scottish government and Capital and Revenue funding confirmed to 2021.

Infrastructure plans including expansion plans and progress on projects are regularly reported to Education Executive.

## 2.2 Primary Schools

- Beancross Primary School – Full electrical rewire and installation of a new heating system.
- Whitecross Primary School – Refurbishment of pupil toilets.
- Slamannan Primary School – Refurbishment of pupil toilets.
- Laurieston Primary School – Roof repairs to the nursery block.
- Moray Primary School – Improvements to the school playground.
- California Primary School replacement/upgrades – Removal of asbestos and lighting
- 5 Primary Schools – CCTV upgrades phase 1.

## 2.3 Secondary Schools

Providing additional capacity remains the main challenge for the service over the next 5 years as secondary school rolls are projected to increase by 350-400 pupils per year for the next 4 years. Larbert, Denny, Braes and Graeme High Schools are facing the most challenging capacity pressures due to the impact of new housing growth.

Previous changes in our admission policy have allowed us to proactively reduce the capacity risks at St. Mungo's High School, Carronrange School offers an opportunity to address Larbert High School's capacity challenges a 3 year capital works programme is to beginning at Larbert High School this year to address the capacity issues.

The planned lifecycle works to the Secondary Schools for 2017/18 will be carried out throughout this period, and included the following improvements:

- (i) PPP Schools  
(Braes High School, Bo'ness High School, Graeme High School, Larbert High School, Carronrange School)
- External Window (glazing / Seals) replacement
  - External door replacement / repairs
  - Plant replacement (Boiler and Pool Rooms) – Pumps and valves
  - Roof covering repair/replacement
  - Replacement floor finishes

In addition the undernoted improvements will contribute to the reduction of energy consumption at Graeme High school:

- LED lights being fitted throughout the school.

(ii) NPDO Schools

(Falkirk High School, Grangemouth High School, Denny High School, St. Mungo's High School)

Buildings

- Re-seal Junkers flooring
- Repairs to flooring
- Redecoration of all ground floor corridors
- External building Fabric clean
- Replacement road markings and signs

Sports Areas

- Replace external furniture
- Replace lockers in changing village

Security

- Upgrades to CCTV systems

## 2.4 **Special Schools**

### 2.4.1 New Carrongrange High School

The new Carrongrange High School opened on schedule in Grangemouth August 2017. The school was delivered as part of the Scottish Government's "Schools for the Future" Programme and was 50% funded by the Scottish Government (via the Scottish Futures Trust).

### 2.4.2 Mariner Support Service

Provides a service with a current capacity for up to 30 young people who experience social, emotional and behavioural difficulties. In August 2016 the Service was relocated from its temporary home within Weedingshall, Polmont, to the former Focus School site in Laurieston, following the successful purchase of this school/site. Following the formal consultation process the permanent relocation of Mariner Support Service to this site was agreed.

This site offers significant scope to expand the service to meet the changing needs of our children and young people and raise attainment and improve their opportunities beyond school. The new site offers;

- The scope to increase capacity of both part time & fulltime students.
- Increased ancillary and recreational space and a number of specialist rooms, including a gym hall/games hall.
- Improved ICT facilities.
- A large external area, including a garden.
- On site kitchen facility.
- Opportunity to co-locate other related services

The following Improvement works were carried out at the school this year:

- Upgrading the boiler plant at the school
- The installation of new external lighting

## **2.5 Linkage to Corporate Asset Management Group**

The Council's Corporate Asset Management Group meets regularly to discuss and progress property related issues across the entire council estate.

The proposed programme of works detailed in our Asset Management Plans is informed by the Council's Asset Management Strategy to ensure that expenditure is prioritised on buildings to improve suitability, condition or sufficiency ratings in alignment with the strategic objectives of the Council.

## **2.6 Prioritisation of Resources/Investment Plans**

Revenue and capital investment programmes have been aligned with the School Estate Management Plan objectives and are assessed and evaluated against the Council's SOLD objectives by the Council's Asset Management Group. All Capital programme bids with an anticipated value of £1M or above are now subject to a formal option appraisal and all other bids subject to scrutiny and peer review by the Council's Capital Planning Working Group.

Proposed works reflect the main themes contained in the SEMP, based on existing condition data that are regularly being reviewed.

In addition, Children's Services prepare a number of 'Reserve Projects' which can be brought forward and accelerated should there be slippage in any current projects within our agreed Capital Programme.

It should be noted that some projects may on occasion need to be re-scheduled to future years should works need to be carried out as an emergency to ensure that facilities can remain operational.

Over the year steady progress has been made in prioritising available funds/resources towards improving the school estate. Continued improvement needs to be matched with long-term funding support to ensure A and B ratings are achieved in all of Falkirk's schools.

A significant challenge Children's Services face is trying to undertake major school improvement work during times that cause the minimum disruption to pupil learning.

## **2.7 Core facts**

### **(i) Background**

The Scottish Government publishes annual statistics on the school estate using information provided by each council through the collection of annual census information. This is referred to as the 'Core Facts - Schools Estate'.

Core facts data have been compiled, recorded and reported to the Scottish Government since 2003. This information helps set out the elements which will establish a baseline picture of the current school estate and provides a method of measuring the benefits of and prioritising long-term investment.

The three main elements of the core facts collected for each individual school are:

- Condition - focuses on the physical state of premises to ensure safe and continuous operation
- Suitability - focuses on the quality of premises to meet curriculum, management and other issues which may impact on raising educational standards
- Sufficiency - focuses on the capacity and organisation of pupil places within and across schools in relation to demand.

The condition and suitability elements collected for schools are based on a four point scale

- **A (Good)**
- **B (Satisfactory)**
- **C (Poor)**
- **D (Bad)**

(ii) Summary of Overall Ratings

A summary of our current primary, secondary and special school estate's condition and suitability ratings is as follows:

<b>Rating</b>	<b>Condition</b>	<b>Suitability</b>
A	24	19
B	35	40
C	3	3
D	0	0
<b>Total Schools Rated</b>	<b>62</b>	<b>62</b>

The above ratings are used to prioritise and align both capital and revenue expenditure/investment in schools with the key aim of improving our D and C ratings while maintaining our A and B ratings across all our school estate. Details of the 5 schools rated "C" are provided below.

(iii) Condition Ratings

The condition survey information is updated annually by Development Services taking cognisance of work undertaken in previous years.

- Children's Services work jointly with Development Services to continually review and assess the scoring system to try and ensure accuracy and consistency across the school estate and to set realistic goals.



The 12 major building elements used for the ratings and their weightings are:

<b>Key Elements</b>	<b>Weighting</b>
External walls, windows and doors	20%
Mechanical	19%
Roof	15%
Electrical	14%
Redecorations	9%
External Areas	8%
Floor and Stairs	5%
Sanitary Services	3%
Ceilings	2%
Internal walls and doors	2%
Fixed Internal Facilities and Furniture	2%
Outdoor Sports Facilities and Fixed Furniture	1%
	<u>100%</u>

Following this year's assessment 3 schools currently have a 'C' (poor) condition rating. Discussions have taken place with our Development Services Facilities Team and work has been identified which should elevate these schools to a minimum 'B' (satisfactory) rating. The improvement works required are:

- Langlees Primary School  
Works to upgrade and repair the existing pitched roof & insulate and re cast external walls currently scheduled to begin 2019/2020
- St. Margaret's Primary School  
The first phase of planned reroofing works is programmed to begin in the summer of 2019/2020
- Westquarter Primary School  
General ongoing maintenance & improvements to the existing building.

#### (iv) Suitability Ratings

The suitability core fact tries to provide a measure of the extent to which school buildings and grounds are appropriate in providing an environment which supports quality learning and teaching. For the latest suitability data collection a revised questionnaire form was issued to all headteachers based on the Scottish Government's model. This focused on:

<u>Area</u>	<u>Weighting</u>
Learning and Teaching	50%
Internal Social space	15%
Internal Facilities	15%
External Social space	10%
External Facilities	<u>10%</u>
	<u>100%</u>

Falkirk schools suitability ratings are updated every three years or when extensive alterations/refurbishments are made to schools. The next proposed review of suitability ratings is scheduled for spring 2018.

Currently there is 3 school rated as "poor" details of the plans for improvement are as follows:-

<b>School</b>	<b>Improvement Work Planned</b>
Limerigg Primary School (Rated C)	Discussions have taken place with Senior Management at the school to identify possible solutions/improvements. Works currently identified include remodelling the internal layout of the school. Given the cost and falling roll at the school it is unlikely that these works will take place in the near future.
St Margaret's Primary School	Discussions will take place with Senior Management at the school to identify possible solutions/improvements.
Larbert High School	This rating is primarily due to capacity issues at the school. However, the school is currently expanding into the old Carrongrange school and it is anticipated that once these works are complete the suitability rating of the school will return to a more acceptable level.

(v) Moderation of Suitability Assessments

A moderation exercise is an important aspect of the data gathering process. Officers meet with Headteachers to discuss their ratings/views to try and ensure a robust and consistent return across the authority.

Following the completion of this exercise a series of independent review visits were organised and carried out for some schools. These visits consisted of a review of the layout of the school and a meeting with the Headteacher to discuss/identify potential short term and long term improvements that could be made which would enhance the suitability rating of the schools in future years.

A detailed breakdown of all current ratings are included as **Appendix 2**.

(vi) Sufficiency Ratings

A key objective for the school estate is to ensure that the authority has enough capacity/pupil places for the resident population. An assessment of sufficiency provides Children's Services with a means to determine the occupancy/capacity levels of its schools and assists with:

- Forward Planning of School investment
- Projecting occupancy figures using school roll projections to identify schools/areas at risk of:
  - Exceeding capacity; and
  - Long term under occupancy
- Anticipating and calculating the impact of new housing to secure, where appropriate, planning gain/developer contributions
- Determine robust and sustainable enrolment levels and Reserved Place thresholds that can be clearly justified in appeals against placing request refusals.

## 2.8 Capital Programme 2017/18 Onwards

### (i) Introduction

Our Capital Plan priorities reflect Falkirk Council's key strategic objectives. In addition they provide fit for purpose establishments which will provide a 21<sup>st</sup> Century learning environment in which major national curricular developments and new methods of learning can be delivered.

Our young people should have access to positive learning environments and opportunities to develop their knowledge, skills, ambitions, confidence and self-esteem to the fullest potential.

School Buildings have an important role to play in raising educational standards. Schools are required to be well designed and have facilities that inspire young people, teachers and communities and meet their aspirations and evolving needs.

In the last 5 years, investment in Falkirk's school estate has amounted to:

- over **£38.6m** through the Council's Capital Programme.
- over **£7.0m** through the Revenue Repairs and Maintenance Programme.

### (ii) Current Capital Investment Plan

Falkirk Council's current approved three year capital programme includes significant and sustained investment in our school estate. **Appendix 4** shows the current approved plan for capital investment. The plan shows approved, prioritised investment prepared by Children's Services using the data and information held on the school estate to prioritise projects.

In addition to the above capital investment, Falkirk's school estate also benefits from revenue investment. In 2017/18, a repairs and maintenance budget of c.**£1.4m** ensured that the undernoted work is undertaken in a prioritised and structured manner:

- statutory and pre-planned maintenance
- upkeep of fixed plant
- general repairs.

This work is included in individual School Asset Management Plans.

As part of the Council's Corporate Asset Management Plan, the School Estate Management Plan will require to consider opportunities to attract other sources of funding that the Council can realise itself, eg the sale of surplus assets.

In this context, the generation of capital receipts from surplus assets provides an essential contribution towards achieving the Council's main priorities and objectives through the capital programme. Contributions from developers will also play an increasingly important role in supporting investment plans.

(iii) Future Investment

A key function of individual asset management plans will be to prioritise investment against assessed needs over the coming years. The investment priorities will be both aligned to the Council's Corporate Asset Management Plan and reflected in future capital programmes enabling the Council to make significant progress in meeting its asset improvement and planning objectives.

The Council's capital investment will be instrumental in advancing the Council's overall strategic community planning objectives.

## 2.9 **Climate Change Act /Sustainability**

The Climate Change (Scotland) Act 2009 is a key commitment of the Scottish Government and creates the statutory framework for greenhouse gas emissions reductions in Scotland by setting an interim 42 per cent reduction target for 2020.

Part 4 (section 44) of the Act places duties on public bodies relating to climate change. The duties require that a public body must, in exercising its functions, act in:

- the way best calculated to contribute to delivery of the Act's emissions reduction targets;
- the way best calculated to deliver any statutory adaptation programme; and
- a way that it considers most sustainable.

Falkirk Councils' Carbon Management Plan covering the period 2015-2021, restates the Council's commitment to helping Scotland to meet its ambitious targets of cutting greenhouse gas emissions by 42% by 2020 and by 80% by 2050.

The plan places greater emphasis on corporate commitment and involvement in carbon reduction. It highlights that the greatest potential for savings lies in no/low cost actions such as rationalising how the built estate is used and how its energy is used and managed by all. Children's Services is highlighted as a key player due to the fact that its buildings account for more than 50% of all building energy use.

The Scottish Government is currently revising targets and once published, the Council will revise its strategy in line with the updated targets.

Projects within Children's Services targeted to meet legislative goals and the Carbon Management Plan are likely to include:

### **Management driven initiatives such as:**

- Rationalising the Service's use of, and efficiency of the school estate
- IT efficiency – optimising PC and server associated energy use
- Implementation of the proposed heating policy

- Review of heating in schools
- Reviewing catering operations
- Notionally devolving school energy budget

**Behavioural change such as:**

- School led energy efficiency campaigns to raise awareness
- School led energy action plans as part of the Eco Schools award
- Equipment shut down procedures when not in use and out of hours
- Engaging school communities in tracking energy use

**Capital projects such as:**

- Improved lighting efficiency
- Improved heating efficiency
- Energy efficient equipment
- Insulation and draft proofing
- Improved building management control systems
- Water efficiency projects
- Explore the potential for renewable energy generation

## 2.10 **Accessibility**

Disability discrimination legislation requires Children's Services to improve over time access to education for pupils with disabilities within Falkirk Schools.

The Council has made considerable progress in meeting this requirement by developing and implementing an Accessibility Strategy.

One of the three main strands of the strategy is to improve the physical environment of schools to make them more accessible.

The Council has adopted a planned approach to improving physical access to schools with each school having previously been audited to ensure compliance with relevant legislation and a rolling programme of building adaptations were carried out.

This has resulted in 93% of schools being classed as either fully or mostly accessible when assessed against base level criteria of entrance to school, vertical access, disabled toilet provision and means of escape.

Some schools, however, cannot be made fully accessible to those affected by physical disability due to the age and internal design layout of the buildings. Accessibility requirements are automatically built in to school design for all new build/major refurbishment projects and are implemented in accordance with the Council's design standards.

## 2.11 Premises Managers Handbook

A copy of the Premises Managers Handbook was provided for each school in 2009/10, and was developed to assist all managers who are responsible for health and safety within their premises (and for any associated activities).

The handbook has been regularly updated since then and is designed to cover the range of tasks involved in ensuring that a workplace premise is a safe environment for employees and others to work in and visit and covers the following legislation:

- The Health and Safety at Work etc Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- The Workplace (Health, Safety and Welfare) Regulations 1992;
- Fire Safety (Scotland) Regulations 2006;
- The Control of Asbestos at Work Regulations 2006;
- The Control of Legionella Bacteria in Water Systems 2001; and
- The Health and Safety (First Aid) Regulations 1981.
- The School Premises (General Requirements and Standards) (Scotland) Regulations 1967.
- Equality Act 2010

## 2.12 Conclusion

The Council continues to invest in and improve its school estate and enhance learning environments through the implementation of the objectives established within the School Estate Management Plan.

Core Fact information, particularly in relation to condition, has become more robust and technically efficient and forms an excellent basis for informing investment decisions.

Significant investment has been made within our school estate through the PPP/NPDO projects and conventional capital funding. There is a clear focus in linking capital expenditure to needs based assessments.

It is important to note that the development of the School Estate Management Plan and individual school Asset Management Plans will remain an ongoing commitment for Children's Services in conjunction with the aims of the Council's Strategic Property Review. As such an annual review of the strategic plan will continue to be carried out and a progress report will be presented to committee on an annual basis.

**Prepared By:**

**Date: 17 July 2018**

**FALKIRK COUNCIL: EDUCATION SERVICES**  
**Nursery Class Capacity 2017/18**

<b>Nursery Classes</b>	<b>AM</b>	<b>PM</b>
Airth	37	37
Antonine	50	50
Avonbridge	23	0
Bainsford	30	30
Bankier	30	30
Bantaskin	49	49
Beancross	60	60
Bo'ness	30	30
Bonnybridge	40	40
Bowhouse	29	29
California	30	0
Carmuir	34	34
Carron	30	30
Carronshore	40	40
Comely Park	40	40
Deanburn	45	45
Denny	40	40
Dunipace	30	30
Easter Carmuir	27	27
Grange	30	30
Hallglen	40	40
Head of Muir	34	34
Kinnaird	70	70
Kinneil	30	30
Ladeside	44	44
Langlands	40	40
Larbert Village	36	36
Laurieston	30	30
Maddiston	95	95
Moray	30	30
Nethermains	37	37
Sacred Heart RC	70	70
Shieldhill	30	30
St Andrew's	38	38
St Bernadette's	40	40
St Francis	40	40
St Joseph's	30	30
St Margaret's	50	50
St Mary's RC	40	40
St Patrick's RC	35	35
Stenhousemuir	38	38
Victoria	50	50
Wallacestone	80	80
Westquarter	50	50
Whitecross	20	0
<b>Subtotal Nursery Capacity Class</b>	<b>1,821</b>	<b>1,748</b>

Other Early Years Establishments	AM			PM		
	Babies	2 year olds	3-5 yr olds	Babies	2 year olds	3-5 yr olds
Camelon Nursery	12	30	48	12	30	48
Denny Nursery	12	25	56	12	25	56
Heathrigg NS	3	7	30	3	7	30
Inchlair NS	0	15	55	0	15	55
Larbert DN	9	20	32	9	20	32
Queen Street Nursery	0	23	80	0	23	80
Rannoch	12	25	60	12	25	60
Woodburn DN	0	12	24	0	12	24
<b>Subtotal Other Establishments</b>	<b>48</b>	<b>157</b>	<b>385</b>	<b>48</b>	<b>157</b>	<b>385</b>

Early Years Campuses						
Kinniel PS	8	13	16	8	13	16
St. Margaret's PS	12	25	16	12	25	16
Bonnybridge PS	12	30	56	12	30	56
<b>Subtotal Early Years Campuses</b>	<b>32</b>	<b>68</b>	<b>88</b>	<b>32</b>	<b>68</b>	<b>88</b>

Additional (eligible) two year old places						
Bonnybridge PS	0	40	0	0	40	0
Camelon Nursery	0	40	0	0	40	0
Denny Nursery	0	40	0	0	40	0
Laurieston PS	0	25	0	0	25	0
Rannoch Nursery	0	40	0	0	40	0
<b>Subtotal</b>	<b>0</b>	<b>185</b>	<b>0</b>	<b>0</b>	<b>185</b>	<b>0</b>

<b>Total Early Years Capacity</b>	<b>80</b>	<b>410</b>	<b>2,294</b>	<b>80</b>	<b>410</b>	<b>2,221</b>
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**2017/18 School Roll/Capacity Details**

Primary Schools	School Roll 2017/18	Building Capacity	Additional Modular Classroom Accommodation	School Capacity Including Modular Accommodation	Other modular Accommodation	School Operational Occupancy (including modular) %
Airth	163	217	No	217	—	75
Antonine	238	317	Yes	317	GP Room	75
Avonbridge	38	100	No	100	—	38
Bainsford	198	262	No	262	—	76
Bankier	203	284	No	284	—	71
Bantaskin	300	434	No	434	GP/ancillary	69
Beancross	398	342	Yes	434	Classrooms	92
Blackness	29	50	No	50	—	58
Bo'ness Public	268	317	No	317	—	85
Bonnybridge	326	434	Yes	377	Nursery	86
Bothkennar	11	50	Yes	50	Spare	22
Bowhouse	275	434	Yes	434	Nursery	63
California	84	100	Yes	100	Nursery	84
Carmuir	131	217	No	217	—	60
Carron	404	434	No	434	—	93
Carronshore	312	454	Yes	454	Enhanced Provision	69
Comely Park	414	434	No	434	—	95
Deanburn	293	434	Yes	434	Playgroup	68
Denny	311	284	Yes	342		91
Drumbowie	17	50	No	50	—	34
Dunipace	177	217	No	217	—	82
Easter Carmuir	164	262	No	262	—	63
Grange	209	262	No	262	—	80
Hallglen	345	434	No	434	—	79
Head of Muir	298	434	No	434	—	69
Kinnaird	597	434	Yes	651	Classrooms	92
Kinneil	279	342	No	342	—	82
Ladeside	303	284	Yes	342	Enhanced Provision	89
Langlees	230	317	No	317	—	73
Larbert Village	344	434	Yes	434	Enhanced Provision	79
Laurieston	216	262	No	262	—	82
Limerigg	14	50	No	50	—	28
Maddiston	457	434	Yes	479	Nursery/Classrooms	95
Moray	313	496	Yes	496	Pre/After School Club	63
Nethermains	215	262	No	262	—	82
Sacred Heart	186	342	No	342	—	54
Shieldhill	204	342	No	342	—	60
Slamannan	130	262	No	262	—	50
St Andrew's	390	434	Yes	454		86
St Bernadette's	216	217	No	217	—	100
St Francis's	413	454	No	479	—	86
St Joseph's	142	217	No	217	—	65
St Margaret's	389	434	Yes	454	Nursery	86
St Mary's	159	317	No	317	—	50
St Patrick's	332	434	Yes	434	Enhanced/Nursery	76
Stenhousemuir	407	434	Yes	454	Nursery/GP	90
Victoria	355	434	Yes	454		78
Wallacestone	498	651	Yes	651	Nursery	76
Westquarter	322	377	No	377	—	85
Whitecross	71	100	No	100	—	71

**ASN WINGS**

Thistle Wing (Kinnaird)	23	24	No	24	—	96%
Thistle Wing Annexe	25	36	No	36		69%
Timezone (Maddiston)	29	24	Yes	30	—	100%
<b>Primary Total</b>	<b>12,865</b>	<b>16,105</b>	—	<b>16,629</b>	—	<b>77%</b>

<b>Secondary Schools</b>	<b>School Roll 2017/18</b>	<b>School Capacity</b>	<b>Modular Accommodation</b>	<b>School Capacity Including Modular Accommodation</b>	<b>Other modular Accommodation</b>	<b>Occupancy %</b>
Bo'ness Academy	677	1,150	No	1,150	—	59%
Braes HS	1,016	1,123	No	1,123	—	90%
Denny HS	1,264	1,663	No	1,663	—	76%
Falkirk HS	1,097	1,548	No	1,548	—	71%
Graeme HS	1,045	1,462	No	1,462	—	71%
Grangemouth HS	743	1,166	No	1,166	—	64%
Larbert HS	1,730	1,872	No	1,872	—	92%
St Mungo's HS	1,179	1,433	No	1,433	—	82%
<b>Total</b>	<b>8,751</b>	<b>11,417</b>	—	<b>11,417</b>	—	<b>77%</b>

<b>Special Schools</b>	<b>School Roll 2017/18</b>	<b>School Capacity</b>	<b>Modular Accommodation</b>	<b>Occupancy %</b>
Carrongrange School	157	200	No	79%
Mariner Support Service	20	30	<b>Yes</b>	67%
Oxgang School and Support Service	4	30	No	13%
Windsor Park School	12	14	No	86%
<b>Total</b>	<b>193</b>	<b>274</b>	—	<b>70%</b>

**FALKIRK COUNCIL: CHILDREN'S SERVICES - CORE FACTS SUMMARY – 2018/19**

<b>Primary Schools (50)</b>	<b>CONDITION</b>	<b>SUITABILITY</b>
Airth Primary School	A	B
Antonine Primary School	A	A
Avonbridge Primary School	B	A
Bainsford Primary School	B	B
Bankier Primary School	A	B
Bantaskin Primary School	B	B
Beancross Primary School	B	B
Blackness Primary School	B	B
Bo'ness Public Primary School	B	B
Bonnybridge Primary School	B	B
Bothkennar Primary School	B	A
Bowhouse Primary School	A	B
California Primary School	B	B
Carmuir Primary School	B	A
Carron Primary School	B	A
Carronshore Primary School	B	B
Comely Park Primary School	A	B
Deanburn Primary School	A	A
Denny Primary School	A	B
Drumbowie Primary School	B	A
Dunipace Primary School	A	B
Easter Carmuir Primary	B	B
Grange Primary School	B	B
Hallglen Primary School	B	B
Head Of Muir Primary School	A	B
Kinnaird Primary School	A	A
Kinneil Primary School	B	B
Ladeside Primary School	A	B
Langlees Primary School	C	A
Larbert Village Primary School	B	B
Laurieston Primary School	B	B
Limerigg Primary School	B	C
Maddiston Primary School	A	B
Moray Primary School	B	B
Nethermains Primary School	B	B
Sacred Heart RC Primary School	A	B
Shieldhill Primary School	B	B
Slamannan Primary School	B	B
St Andrew's RC Primary School	B	B
St Bernadette's Primary School	A	A
St Francis Xavier's RC Primary School	B	B
St Joseph's RC Primary School	B	B
St Margaret's Primary School	C	C
St Mary's RC Primary School	B	B
St Patrick's RC Primary School	B	B
Stenhousemuir Primary School	B	B
Victoria Primary School	B	B
Wallacestone Primary School	B	A
Westquarter Primary School	C	B
Whitecross Primary School	B	B

<b>No. of Schools</b>	
Primary	50
Secondary	8
Special	4
<b>Total</b>	<b>62</b>

<b>Suitability Ratings</b>	<b>Number</b>	<b>%</b>
A	19	30
B	40	65
C	3	5
D	0	0
<b>Total</b>	<b>62</b>	

<b>Condition Ratings</b>	<b>Totals</b>	<b>%</b>
A	24	39
B	35	56
C	3	5
D	0	0
<b>Total</b>	<b>62</b>	

<b>Secondary Schools (8)</b>	<b>CONDITION</b>	<b>SUITABILITY</b>
Bo'ness Academy	A	A
Braes High School	A	B
Denny High School	A	A
Falkirk High School	A	A
Graeme High School	A	B
Grangemouth High School	A	A
Larbert High School	A	C
St Mungo's RC High School	A	A

<b>Special Schools (4)</b>	<b>CONDITION</b>	<b>SUITABILITY</b>
Carrongrange School	A	A
Windsor Park School	B	A
Mariner Support Service	A	B
Oxgang School and Support Service	B	A

**FALKIRK COUNCIL : EDUCATION SERVICES**  
**Suitability Assessment (Property) - Primary & Secondary School**

School:

Headteacher:

Rating A-D

1. **Area - Learning and Teaching Spaces** - classrooms, areas for group work/private study, internal and external PE/games areas

- Functionality
- Accessibility
- Environmental Conditions
- Safety and Security
- Fixed Furniture and Fitting

Average


Rating A-D

2. **Area - Internal Social Spaces** - eg pupil social areas dining/common rooms, staffrooms

- Functionality
- Accessibility
- Environmental Conditions
- Safety and Security
- Fixed Furniture and Fitting

Average


Rating A-D

3. **Area - Internal Facilities** - eg reception, administration, office, meeting, circulation space, resource/staff bases, library, toilets

- Functionality
- Accessibility
- Environmental Conditions
- Safety and Security
- Fixed Furniture and Fitting

Average


Rating A-D

4. **Area - External Social Spaces** - Play, covered, seated areas

- Functionality
- Accessibility
- Environmental Conditions
- Safety and Security
- Fixed Furniture and Fitting

Average


Rating A-D

5. **Area - External Facilities** - car parks, bike shelters, drop off areas, storage facilities

- Functionality
- Accessibility
- Environmental Conditions
- Safety and Security
- Fixed Furniture and Fitting

Average


Rating A-D

6. **Secondary Schools Only**

**Area - Learning and Teaching (Practical)** - Art, Drama, Music, Science, Technical, Home Economics, PE (internal and external courts, pitches and running tracks)

- Functionality
- Accessibility
- Environmental Conditions
- Safety and Security
- Fixed Furniture and Fitting

Average


**Comments**

Please comment on issues of concern/justification for any D noted areas

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Name:

Date:

## FALKIRK COUNCIL : EDUCATION SERVICES

### Suitability Assessment (Property) - Nursery Schools

**Nursery:**

**Headteacher/Manager:**

**Rating A-D**

**1. Internal Social Space** - eg playrooms, food preparation areas, parents meeting room

- Suitability to deliver children's development and learning
- Fixed furniture and fittings
- Safety and Security

**Average**


**Rating A-D**

**2. Internal Facilities** - eg entrance/reception, staffroom, toilets for staff and children

- Suitability for purpose
- Safety and security
- Accessibility including intimate care facilities
- Fixed Furniture

**Average**


**Rating A-D**

**3. External Facilities** - eg play areas, grounds, security fencing, car parking

- Suitability for purpose - eg play equipment
- Accessibility for all
- Safety and security of outdoor play areas
- Fixtures and fitting, eg bins, signage for car parking

**Average**


**Comments** - Please comment on issues of concern

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**Rating A-D**

**4. Area - learning spaces - safe, attractive, stimulating environment -delivering the curriculum**, eg room arrangement for play, IT areas, areas for group work, areas to support ASN pupils

- Accessibility for all to access resources
- Safety and security of room areas
- Areas for tutorial rooms (to support ASN/visiting staff)


- Provision of room temperatures, provision of space for specialist areas, eg baby room (if applicable), rest and sleep rooms (if applicable)

**Average**


**Comments** - Please comment on issues of concern/justification for any D noted areas

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**Note** Environmental conditions such as heating, ventilation, windows/doors fit are assessed separately within the council condition rating as part of the core facts collection.

**Signed:**

**Date:**



## Falkirk Council: Education Services

## Approved 3 Year Capital Programme 2018-21

	2018/19 £000	2019/20 £000	2020/21 £000
<b>Education Investment</b>			
<b>Major Improvements</b>			
Kinnaird Primary School Extension Phase 1	1,492	0	0
Kinnaird Primary School Extension Phase 2	640	0	0
Kinnaird Primary School Extension Phase 3	0	0	385
Maddiston Primary School Extension Phase 1	0	1,814	1,203
Maddiston Primary School Extension Phase 2	0	0	35
Denny Primary School Extension	0	1,077	1,012
Larbert High School Phases iii - v	1,036	250	150
<b>Other Investment</b>			
Capital improvements – All Schools	1,580	1,710	1,710
Community Learning & Development Properties	155	0	0
ASN Provision Capacity Growth	275	275	275
Autistic Units	200	0	0
Larbert Village PS – Resurfacing	25	0	0
Community Asset Transfers	100	0	0
<b>TOTAL CHILDREN'S SERVICES</b> (per budget book)	<b>5,503</b>	<b>5,126</b>	<b>4,770</b>

## TOTAL CS – PLANNED EXPENDITURE

5,5035,1264,770

## **Falkirk Council**

**Subject: Acceptance of Quotes for the letting of local & education bus contracts 2016**

**Meeting: Information Bulletin**

**Date: 19 September 2018**

**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Bus operators were invited to quote for the retendering of 92 local & education bus contracts for a three year period starting in August 2016.
- 1.2 In May 2016, the contracts were advertised on the Public Contracts Scotland portal. Details of the contracts showing the route, lowest bid, number of bids received for each contract, successful contractor, contract award cost and the cumulative value are shown in Appendix 1 (Renewal of Local Bus, Education Bus and Consortia Bus Contracts (commencing August 2016)).

### **2. Quotes Received**

- 2.1 Tenders were evaluated on both cost and quality under Falkirk Council Standing Orders. Where possible the contract was awarded to the operator that tendered both on the lowest cost and scored the highest in quality ratings.
- 2.2 The contracts are let in accordance with Falkirk Council Standing Orders. All costs can be contained within budget and represent Best Value.

### **3. Action Taken**

- 3.1 **The Director of Development Services has let all education bus transport contracts detailed in Appendix 1, in accordance with Contract Standing Orders section 6.2(i).**

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**pp Director of Development Services**

Date: 7 August 2018

Contact Name: Gary McGowan

Ext: 4925

**Contracts to be awarded to lowest bidder and which provided Best Value**

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F16/BUS/ED/01	Harlequin Coaches	Polmont (Gilston Park) - St. Andrew's Primary School	30/06/2019	£44,156.00	£24,700.00	11	£24,700.00	£74,100.00
F16/BUS/ED/03B	First Scotland East Limited	Banknock (Coneypark) - St. Patrick's Primary School	30/06/2019	£70,680.00	£37,050.00	7	£37,050.00	£111,150.00
F16/BUS/ED/04	Harlequin Coaches	Maddiston - St. Mungo's High School	30/06/2019	£53,200.00	£26,790.00	13	£26,790.00	£80,370.00
F16/BUS/ED/07	Bryans Coaches Ltd	South Alloa - Larbert High School	30/06/2019	£80,560.00	£36,100.00	11	£42,560.00	£127,680.00
F16/BUS/ED/08	First Scotland East Limited	Lionthorn - Graeme High School	30/06/2019	£52,972.00	£31,920.00	9	£36,670.00	£110,010.00
F16/BUS/ED/09	First Scotland East Limited	California - St.Mungo's High School	30/06/2019	£53,200.00	£30,400.00	10	£36,480.00	£109,440.00
F16/BUS/ED/10	First Scotland East Limited	Banknock (Coneypark) - Denny High School	30/06/2019	£141,360.00	£69,540.00	7	£76,760.00	£230,280.00
F16/BUS/ED/11	E & M Horsburgh Ltd	Limerigg - Falkirk High School	30/06/2019	£53,200.00	£33,202.50	11	£33,202.50	£99,607.50
F16/BUS/ED/12B	Bryans Coaches Ltd	Greenhill - Denny High School	30/06/2019	£150,480.00	£74,480.00	5	£74,480.00	£223,440.00
F16/BUS/ED/13	Bryans Coaches Ltd	High Bonnybridge - Denny High School	30/06/2019	£51,547.00	£31,350.00	10	£32,300.00	£96,900.00
F16/BUS/ED/14	Harlequin Coaches	Whitecross - Graeme High School	30/06/2019	£57,000.00	£24,700.00	13	£24,700.00	£74,100.00
F16/BUS/ED/15	First Scotland East Limited	Bonnybridge (Toll) - St. Modan's High School	30/06/2019	£266,000.00	£113,050.00	5	£113,050.00	£339,150.00
F16/BUS/ED/16	E & M Horsburgh Ltd	Maddiston - Braes High School	30/06/2019	£62,510.00	£33,202.50	6	£33,202.50	£99,607.50
F16/BUS/ED/19	E & M Horsburgh Ltd	Avonbridge - Braes High School	30/06/2019	£37,620.00	£22,752.50	8	£22,752.50	£68,257.50
F16/BUS/ED/20	Bryans Coaches Ltd	Grangemouth (Old Town) - St. Mungo's High School	30/06/2019	£53,200.00	£25,650.00	12	£31,160.00	£93,480.00
F16/BUS/ED/21	E & M Horsburgh Ltd	Slamannan - Falkirk High School	30/06/2019	£58,995.00	£33,202.50	10	£33,202.50	£99,607.50
F16/BUS/LB/700B	First Scotland East Limited	Maddiston - Whitecross (Sun)	23/08/2020	£14,872.00	£9,620.00	2	£9,620.00	£38,480.00
F16/BUS/LB/701C	First Scotland East Limited	Maddiston - Falkirk (Mon - Sat)	23/08/2020	£10,400.00	£10,400.00	1	£10,400.00	£41,600.00
F16/BUS/LB/703	First Scotland East Limited	Dunipace - Falkirk (Sat)	23/08/2020	£1,560.00	£1,560.00	1	£1,560.00	£6,240.00
F16/BUS/LB/704A	First Scotland East Limited	Falkirk - Tamfourhill (Mon - Sun)	23/08/2020	£14,092.00	£14,092.00	1	£14,092.00	£56,368.00
F16/BUS/LB/705A	First Scotland East Limited	Falkirk - Camelon (Mon - Sun)	23/08/2020	£21,840.00	£21,840.00	1	£21,840.00	£87,360.00
F16/BUS/LB/706A	First Scotland East Limited	Falkirk - Bo'ness (Mon - Fri)	23/08/2020	£16,120.00	£16,120.00	1	£16,120.00	£64,480.00
F16/BUS/LB/707A	First Scotland East Limited	Falkirk - Westquarter (Mon - Sun)	23/08/2020	£153,764.00	£56,680.00	2	£56,680.00	£226,720.00
F16/BUS/LB/709B	First Scotland East Limited	Falkirk - Limerigg (Mon - Sun)	23/08/2020	£103,480.00	£103,480.00	1	£103,480.00	£413,920.00
F16/BUS/LB/712A	First Scotland East Limited	Falkirk - Bathgate (Mon - Sun)	23/08/2020	£104,520.00	£104,520.00	1	£104,520.00	£418,080.00
F16/BUS/LB/713A	First Scotland East Limited	Bo'ness - Linlithgow (Mon - Sat evenings, Sun)	23/08/2020	£71,864.00	£53,040.00	2	£53,040.00	£212,160.00
F16/BUS/LB/714	Prentice Westwood Ltd	Bo'ness - Linlithgow (Mon - Sat daytime)	23/08/2020	£261,300.00	£81,744.00	3	£81,744.00	£326,976.00
F16/BUS/LB/717A	First Scotland East Limited	Falkirk - Airth - Stirling (Sun)	23/08/2020	£30,108.00	£14,560.00	2	£14,560.00	£58,240.00
F16/BUS/LB/720	First Scotland East Limited	Falkirk - Grangemouth (Mon - Fri mornings)	23/08/2020	£15,600.00	£2,600.00	2	£2,600.00	£10,400.00
F16/BUS/LB/722A	First Scotland East Limited	Stirling - Falkirk (Mon - Sat)	23/08/2020	£307,424.00	£111,800.00	2	£111,800.00	£447,200.00
F16/BUS/LB/723A	First Scotland East Limited	Dunipace - FVRH - The Inches - Falkirk (Mon - Sun)	23/08/2020	£292,708.00	£123,760.00	2	£123,760.00	£495,040.00
F16/BUS/LB/725A	First Scotland East Limited	Falkirk - Middlefield - The Kelpies (Mon - Sun)	23/08/2020	£148,824.00	£79,560.00	2	£79,560.00	£318,240.00
F16/BUS/LBS/102	Bryans Coaches Ltd	Grangemouth (Old Town) - Grangemouth High School	30/06/2019	£47,500.00	£22,133.10	11	£22,133.10	£66,399.30
F16/BUS/LBS/103	First Scotland East Limited	Lionthorn - Falkirk High School	30/06/2019	£67,070.00	£33,202.50	7	£38,570.00	£115,710.00
F16/BUS/LBS/104	Bryans Coaches Ltd	Airth - St. Mungo's High School	30/06/2019	£50,160.00	£28,310.00	13	£32,110.00	£96,330.00
F16/BUS/LBS/105	First Scotland East Limited	Lime Road - Bantaskin Primary School	30/06/2019	£54,017.00	£31,920.00	7	£35,340.00	£106,020.00

Appendix 1			Renewal of Local Bus, Education Bus and Consortia Bus Contracts (Ref: F16/BUS Commencing August 2016)					
F16/BUS/LBS/106	E & M Horsburgh Ltd	Maddiston - Braes High School	30/06/2019	£73,340.00	£33,202.50	5	£33,202.50	£99,607.50
F16/BUS/LBS/107	First Scotland East Limited	Grangemouth (Old Town) - Grangemouth Primary Schools	30/06/2019	£47,500.00	£28,500.00	10	£33,630.00	£100,890.00
F16/BUS/LBS/108	Bryans Coaches Ltd	Maddiston - St. Andrew's Primary School	30/06/2019	£54,150.00	£17,006.90	14	£17,006.90	£51,020.70
F16/BUS/LBS/109A	E & M Horsburgh Ltd	California - Braes High School	30/06/2019	£63,460.00	£33,202.50	7	£33,202.50	£99,607.50
								<b>£5,994,269.00</b>

Contracts not awarded.								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F16/BUS/ED/02	Contract Not Awarded	Banknock (Bog Road) - St. Patrick's Primary School	30/06/2019	£43,510.00	£20,900.00	9		
F16/BUS/ED/03A	Contract Not Awarded	Banknock (Coneypark) - St. Patrick's Primary School	30/06/2019	£45,980.00	£28,500.00	9		
F16/BUS/ED/12A	Contract Not Awarded	Greenhill - Denny High School	30/06/2019	£140,980.00	£69,540.00	6		
F16/BUS/ED/18	Contract Not Awarded	Lionthorn - St. Mungo's High School	30/06/2019	£65,740.00	£53,428.00	3		
F16/BUS/LB/700A	Contract Not Awarded	Maddiston - Whitecross (Sun)	23/08/2020	£16,900.00	£10,660.00	3		
F16/BUS/LB/701A	Contract Not Awarded	Maddiston - Falkirk (Mon - Sun)	23/08/2020	£10,972.00	£10,972.00	2		
F16/BUS/LB/704B	Contract Not Awarded	Falkirk - Tamfourhill (Mon - Sun)	23/08/2020	£8,840.00	£8,840.00	2		
F16/BUS/LB/704C	Contract Not Awarded	Falkirk - Tamfourhill (Mon - Sat)	23/08/2020	£5,720.00	£5,720.00	2		
F16/BUS/LB/705B	Contract Not Awarded	Falkirk - Camelon (Mon - Sun)	23/08/2020	£14,040.00	£14,040.00	2		
F16/BUS/LB/705C	Contract Not Awarded	Falkirk - Camelon (Mon - Sat)	23/08/2020	£9,360.00	£9,360.00	2		
F16/BUS/LB/706B	Contract Not Awarded	Falkirk - Bo'ness (Sun)	23/08/2020	£3,640.00	£3,640.00	2		
F16/BUS/LB/706C	Contract Not Awarded	Falkirk - Bo'ness (Mon - Fri)	23/08/2020	£6,760.00	£6,760.00	2		
F16/BUS/LB/707C	Contract Not Awarded	Falkirk - Westquarter (Mon - Sat)	23/08/2020	£143,520.00	£52,520.00	5		
F16/BUS/LB/708A	Contract Not Awarded	Middlefield - Falkirk - Shieldhill Circular (Mon - Sat)	23/08/2020	£320,268.00	£158,080.00	4		
F16/BUS/LB/708B	Contract Not Awarded	Middlefield - Falkirk - Shieldhill Circular (Mon - Sat)	23/08/2020	£323,336.00	£158,080.00	4		
F16/BUS/LB/709A	Contract Not Awarded	Falkirk - Limerigg (Mon - Sun)	23/08/2020	£118,040.00	£118,040.00	2		
F16/BUS/LB/709C	Contract Not Awarded	Falkirk - Limerigg (Mon - Sat)	23/08/2020	£122,096.00	£106,600.00	3		
F16/BUS/LB/710A	Contract Not Awarded	Falkirk - Fallin (Mon - Sat)	23/08/2020	£389,480.00	£134,160.00	3		
F16/BUS/LB/710B	Contract Not Awarded	Falkirk - Fallin (Mon - Sat)	23/08/2020	£331,552.00	£120,640.00	3		
F16/BUS/LB/711	Contract Not Awarded	Fankerton - Falkirk (Mon - Sat)	23/08/2020	£139,308.00	£94,640.00	4		
F16/BUS/LB/712B	Contract Not Awarded	Falkirk - Bathgate (Mon - Sun)	23/08/2020	£97,240.00	£97,240.00	2		
F16/BUS/LB/712C	Contract Not Awarded	Falkirk - Bathgate (Mon - Sat)	23/08/2020	£91,520.00	£91,520.00	2		
F16/BUS/LB/713C	Contract Not Awarded	Bo'ness - Linlithgow (Mon - Sat evenings)	23/08/2020	£52,988.00	£46,800.00	4		
F16/BUS/LB/716A	Contract Not Awarded	Falkirk - Banknock (Sat & Sun evenings)	23/08/2020	£6,240.00	£6,240.00	2		
F16/BUS/LB/716C	Contract Not Awarded	Falkirk - Banknock (Sat evenings)	23/08/2020	£4,680.00	£4,680.00	2		
F16/BUS/LB/717B	Contract Not Awarded	Falkirk - Airth - Stirling (Sun)	23/08/2020	£13,936.00	£9,360.00	3		
F16/BUS/LB/719	Contract Not Awarded	Stirling - Banknock (Mon - Sat evenings)	23/08/2020	£9,048.00	£9,048.00	2		
F16/BUS/LB/721	Contract Not Awarded	Falkirk - Standburn - California (Mon - Sat)	23/08/2020	£131,924.00	£75,504.00	4		
F16/BUS/LB/722B	Contract Not Awarded	Stirling - Falkirk (Mon - Sat)	23/08/2020	£351,208.00	£95,680.00	3		
F16/BUS/LB/723B	Contract Not Awarded	Dunipace - FVRH - The Inches - Falkirk (Mon - Sun)	23/08/2020	£310,388.00	£121,160.00	3		

Appendix 1			Renewal of Local Bus, Education Bus and Consortia Bus Contracts (Ref: F16/BUS Commencing August 2016)			
F16/BUS/LB/723C	Contract Not Awarded	Dunipace - FVRH - The Inches - Falkirk (Mon - Sat)	23/08/2020	£310,388.00	£109,720.00	3
F16/BUS/LB/724	Contract Not Awarded	Falkirk - Banknock (Mon - Fri mornings)	23/08/2020	£7,280.00	£7,280.00	2
F16/BUS/LB/725C	Contract Not Awarded	Falkirk - Middlefield - The Kelpies (Mon - Sat)	23/08/2020	£131,404.00	£72,800.00	4
F16/BUS/LB/727A	Contract Not Awarded	Falkirk - Linlithgow (Mon - Sun)	23/08/2020	£313,456.00	£197,080.00	3
F16/BUS/LB/727B	Contract Not Awarded	Falkirk - Linlithgow (Mon - Sun)	23/08/2020	£294,008.00	£186,160.00	3
F16/BUS/LB/727C	Contract Not Awarded	Falkirk - Linlithgow (Mon - Sat)	23/08/2020	£274,976.00	£84,864.00	4
F16/BUS/LBS/101	Contract Not Awarded	Shieldhill - California - Braes High School	30/06/2019	£67,260.00	£33,202.50	8
F16/BUS/LBS/109B	Contract Not Awarded	California - Braes High School	30/06/2019	£48,982.00	£31,350.00	9

Contracts not awarded to the lowest bidder but which still provide Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F16/BUS/ED/05	Max Myles	Bo'ness - St. Mungo's High School	30/06/2019	£94,620.00	£28,310.00	12	£57,000.00	£171,000.00
F16/BUS/ED/06	E & M Horsburgh Ltd	Letham - Airth Primary School	30/06/2019	£79,800.00	£31,350.00	13	£37,002.50	£111,007.50
F16/BUS/LB/702	First Scotland East Limited	Maddiston - Linlithgow (Mon - Sat)	23/08/2020	£118,809.60	£69,264.00	4	£91,000.00	£364,000.00
F16/BUS/LB/715	First Scotland East Limited	Bo'ness - Blackness - Linlithgow	23/08/2020	£103,708.80	£63,596.00	3	£86,840.00	£347,360.00
F16/BUS/LB/726	First Scotland East Limited	Falkirk - Standburn - California (Mon - Sat)	23/08/2020	£134,524.00	£75,504.00	3	£102,960.00	£411,840.00
F16/BUS/LBS/110	E & M Horsburgh Ltd	Polmont - St. Mungo's High School	30/06/2019	£45,942.00	£29,450.00	9	£32,822.50	£98,467.50
F16/BUS/LBS/111	E & M Horsburgh Ltd	Brightons - St. Mungo's High School	30/06/2019	£45,942.00	£29,450.00	9	£32,822.50	£98,467.50
								<u>£1,602,142.50</u>
							Total Cumulative Value of Contracts	<u>£7,596,411.50</u>
Cumulative Contract Values (for duration of contracts)								

## **Falkirk Council**

**Subject: Acceptance of Quotes for the letting of education bus contracts 2017**  
**Meeting: Information Bulletin**  
**Date: 19 September 2018**  
**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Bus operators were invited to quote for the retendering of 45 education bus contracts for a three year period starting in August 2017.
- 1.2 In May 2017, the contracts were advertised on the Public Contracts Scotland portal. Details of the contracts showing the route, lowest bid, number of bids received for each contract, successful contractor, contract award cost and the cumulative value are shown in Appendix 1 (Renewal of Education bus Contracts (commencing August 2017)).

### **2. Quotes Received**

- 2.1 Tenders were evaluated on both cost and quality under Falkirk Council Standing Orders. Where possible the contract was awarded to the operator that tendered both on the lowest cost and scored the highest in quality ratings.
- 2.2 The contracts are let in accordance with Falkirk Council Standing Orders. All costs can be contained within budget and represent Best Value.

### **3. Action Taken**

- 3.1 **The Director of Development Services has let all education bus transport contracts detailed in Appendix 1, in accordance with Contract Standing Orders section 6.2(i).**

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

Date: 7 August 2018  
Contact Name: Gary McGowan  
Ext: 4925



Falkirk Council - Renewal of Education Bus Contracts (commencing 23 August 2017)

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Cumulative Contract Values (for duration of contract)	
Jas Adamson Minibuses	£242,250.00
Tayforth Travel	£152,760.00
R.W.Sneddon	£331,238.40
Fourways Taxis and Minibuses	£163,590.00
Salomond's Mini Coach Hire	£161,310.00
E&M Horsburgh Ltd	£685,995.00
First Scotland East Ltd	£1,302,450.00
M.Line International Coaches Ltd	£76,950.00
Devon Coaches	£85,500.00
Hunters Executive Coaches Ltd	£131,071.50
	<b>£3,333,114.90</b>

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## **Falkirk Council**

**Subject: Acceptance of Quotes for the letting of education bus contracts 2018**  
**Meeting: Information Bulletin**  
**Date: 19 September 2018**  
**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Bus operators were invited to quote for the retendering of 7 education bus contracts for a two year period starting in August 2018.
- 1.2 In May 2018, the contracts were advertised on the Public Contracts Scotland portal. Details of the contracts showing the route, lowest bid, number of bids received for each contract, successful contractor, contract award cost and the cumulative value are shown in Appendix 1 (Renewal of Education Bus Contracts (commencing August 2018)).

### **2. Quotes Received**

- 2.1 Tenders were evaluated on both cost and quality under Falkirk Council Standing Orders. Where possible the contract was awarded to the operator that tendered both on the lowest cost and scored the highest in quality ratings.
- 2.2 The contracts are let in accordance with Falkirk Council Standing Orders. All costs can be contained within budget and represent Best Value.

### **3. Action Taken**

- 3.1 **The Director of Development Services has let all education bus transport contracts detailed in Appendix 1, in accordance with Contract Standing Orders section 6.2(i).**

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

Date: 06 August 2018  
Contact Name: Gary McGowan  
Ext: 4925



Contracts to be awarded to lowest bidder and which provided Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F16/BUS/ED/802	E & M Horsburgh Ltd	Allandale - St Mungo's High School	30/06/2020	£51,300.00	£37,002.50	8	£37,002.50	£74,005.00
F16/BUS/ED/803	Jas Adamson Minibuses	Champany - Blackness/Bo'ness schools	30/06/2020	£32,300.00	£22,800.00	6	£22,800.00	£45,600.00
F16/BUS/ED/804	Jas Adamson Minibuses	Bo mains- Boness Academy/St Mary's & Grange PS	30/06/2020	£32,300.00	£24,320.00	6	£24,320.00	£48,640.00
								<b><u>£168,245.00</u></b>

Contracts not awarded to the lowest bidder but which still provide Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F16/BUS/ED/11	Salmond's Mini Coach Hire Ltd	Limerigg - Falkirk High School	30/06/2019	£85,500.00	£31,253.10	7	£41,800.00	£41,800.00
F16/BUS/ED/19	Dewar Coaches	Babbithill - Braes High School	30/06/2019	£46,170.00	£29,799.60	9	£32,300.00	£32,300.00
F16/BUS/ED/21	Salmond's Mini Coach Hire Ltd	Slamannan - Falkirk High School	30/06/2019	£87,400.00	£30,527.30	7	£39,900.00	£39,900.00
F16/BUS/ED/801	E & M Horsburgh Ltd	Dennyloanhead - St Mungo's High School	30/06/2020	£39,900.00	£28,880.00	9	£29,402.50	£58,805.00
								<b><u>£172,805.00</u></b>

**Total Cumulative Value of Contracts**      **£341,050.00**

Cumulative Contract Values (for duration of contracts)	
Dewar Coaches	£32,300.00
E & M Horsburgh Ltd	£132,810.00
Jas Adamson Minibuses	£94,240.00
Salmond's Mini Coach Hire Ltd	£81,700.00
<b><u>£341,050.00</u></b>	

## **Falkirk Council**

**Subject: Acceptance of Quotes for the letting of education taxi contracts 2018**  
**Meeting: Information Bulletin**  
**Date: 19 September 2018**  
**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Taxi operators were invited to quote for the retendering of 26 education taxi contracts for a two year period starting in August 2018.
- 1.2 In May 2018, the contracts were advertised on the Public Contracts Scotland portal. Details of the contracts showing the route, lowest bid, number of bids received for each contract, successful contractor, contract award cost and the cumulative value are shown in Appendix 1 (Renewal of Education Taxi Contracts (commencing August 2018)).

### **2. Quotes Received**

- 2.1 Tenders were evaluated on both cost and quality under Falkirk Council Standing Orders. Where possible the contract was awarded to the operator that tendered both on the lowest cost and scored the highest in quality ratings.
- 2.2 The contracts are let in accordance with Falkirk Council Standing Orders. All costs can be contained within budget and represent Best Value.

### **3. Action Taken**

- 3.1 **The Director of Development Services has let all education bus transport contracts detailed in Appendix 1, in accordance with Contract Standing Orders section 6.2(i).**

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

Date: 06 August 2018  
Contact Name: Gary McGowan  
Ext: 4925

**Contracts to be awarded to lowest bidder and which provided Best Value**

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F18/TAXI/ASN/101	RL Taxis	Falkirk - Erskine ( Ballikinrain School	July 2020	£23,750.00	£20,900.00	5	£20,900.00	£62,700.00
F18/TAXI/ASN/102	RL Taxis	Falkirk - Erskine ( Ballikinrain School	July 2020	£36,100.00	£20,900.00	5	£20,900.00	£62,700.00
F18/TAXI/ASN/103	Express Taxis	Larbert - Castleveiw School Stirling	July 2020	£9,500.00	£9,500.00	1	£9,500.00	£28,500.00
F18/TAXI/ASN/104	Express Taxis	Falkirk Easter Carmuir PS	July 2020	£5,700.00	£5,320.00	2	£5,320.00	£15,960.00
F18/TAXI/ASN/105	Express Taxis	Bo'ness/Braes - Easter Crmuirs PS	July 2020	£16,720.00	£13,300.00	2	£13,300.00	£39,900.00
F18/TAXI/ASN/106	Express Taxis	Banknock - Grangemouth High School	July 2020	£13,870.00	£6,840.00	4	£6,840.00	£20,520.00
F18/TAXI/ASN/107	Express Taxis	Polmont/Falkirk - Thistle Wing Annex	July 2020	£9,120.00	£6,840.00	2	£6,840.00	£20,520.00
F18/TAXI/ASN/108	Express Taxis	Denny - Carrongrange High School	July 2020	£9,880.00	£9,880.00	1	£9,880.00	£29,640.00
F18/TAXI/ASN/109	Bruce Taxis	Bonnybridge - Easter Carmuir Primary School	July 2020	£6,080.00	£4,560.00	2	£4,560.00	£13,680.00
F18/TAXI/ASN/110	Express Taxis	Limerigg - Camelon - Hallglen Primary School	July 2020	£12,920.00	£9,880.00	2	£9,880.00	£29,640.00
F18/TAXI/ASN/113	Express Taxis	Stenhousemuir - Larbert Village Priamry School	July 2020	£4,180.00	£3,800.00	2	£3,800.00	£11,400.00
F18/TAXI/ASN/114	Express Taxis	Larbert/Dennyloandhead - St Patrick's Primary School	July 2020	£10,450.00	£9,120.00	2	£9,120.00	£27,360.00
F18/TAXI/ASN/115	Express Taxis	Grangemouth - St Mungos High School	July 2020	£4,180.00	£3,800.00	2	£3,800.00	£11,400.00
F18/TAXI/ED/001	Bruce Taxis	Longcroft - Bankier Primary School	July 2020	£3,040.00	£2,660.00	2	£2,660.00	£7,980.00
F18/TAXI/ED/002	Express Taxis	Carr's Hill - Bannockburn High School	July 2020	£6,840.00	£5,320.00	3	£5,320.00	£15,960.00
F18/TAXI/ED/004	Bruce Taxis	Denny - Denny Primary School	July 2020	£3,040.00	£3,040.00	2	£3,040.00	£9,120.00
F18/TAXI/ED/005	Express Taxis	Dennyhyloanhead - Head of Muir Primary School	July 2020	£3,040.00	£2,280.00	2	£2,280.00	£6,840.00
F18/TAXI/ED/007	Bruce Taxis	Denny - Larbert High School	July 2020	£5,320.00	£4,560.00	2	£4,560.00	£13,680.00
F18/TAXI/ED/009	Bruce Taxis	Salterhill House - Slamannan Primary School	July 2020	£5,700.00	£1,900.00	3	£1,900.00	£5,700.00
F18/TAXI/ED/010	Express Taxis	Stoneywood - St Patrick's Primary School	July 2020	£3,040.00	£2,280.00	2	£2,280.00	£6,840.00
F18/TAXI/ED/011	Steven Forsyth	Lionthorn/Bonnybridge - Greenfaulds high School	July 2020	£13,300.00	£8,550.00	4	£8,550.00	£25,650.00
								<b><u>£465,690.00</u></b>

**Contracts not awarded.**

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F18/TAXI/ED/003	Contract not awarded	Bo'ness - Deanburn Primary School	July 2020	£3,040.00	£0.00	3	£0.00	£0.00
F18/TAXI/ED/006	Contract not awarded	Franklin Avenue - Langlees Primary School	July 2020	£2,660.00	£0.00	3	£0.00	£0.00
F18/TAXI/ED/008	Contract not awarded	Wester Shieldhilllands - shieldhill Ps	July 2020	£3,040.00	£0.00	3	£0.00	£0.00
								<b><u>£0.00</u></b>

**Contracts not awarded to the lowest bidder but which still provide Best Value**

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F18/TAXI/ASN/111	Bruce Taxis	Falkirk - Larbert High School	July 2020	£5,700.00	£3,815.20	3	£4,560.00	£13,680.00
F18/TAXI/ASN/112	Bruce Taxis	Grangemouth - Larbert High School	July 2020	£4,750.00	£3,974.80	3	£4,750.00	£14,250.00
								<b><u>£27,930.00</u></b>

Total Cumulative Value of Contracts	<u>£493,620.00</u>
Cumulative Contract Values (for duration of contracts)	
Bruce Taxis	£78,090.00
Contract not awarded	£0.00
Express Taxis	£264,480.00
RL Taxis	£125,400.00
Steven Forsyth	£25,650.00
	<u>£493,620.00</u>

**Title:** 2018/19 – Additional Funding for Roads Maintenance –  
Details of Works  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1 Introduction**

- 1.1 At the meeting of 28 February 2018, the Council agreed that an additional £500,000 of revenue funding would be allocated to Development Services (Roads and Grounds Services) in 2018/19 for roads maintenance purposes. This additional funding was allocated to address the high number of potholes resulting from previous investment levels and the impact of severe weather related defects.
- 1.2 On 6 April 2018 the Scottish Government announced that, nationally, an additional £10m was to be made available for road maintenance to allow additional repairs to be made to road surfaces following the extended severe weather. The distribution of this funding was discussed with CoSLA, resulting in Falkirk Council being allocated £244,000 of the £10m fund.

## **2 Additional Road Improvement Works**

- 2.1 In line with the Council's Road Asset Management strategy, additional resurfacing and road improvement locations have been selected to the value of £744,000.
- 2.1 For Members' information, details of the locations of the additional works are included in Appendix A. It should be noted that it may not be entire roads that are resurfaced in all cases, however, the funding will allow for more substantial planned repair work than would have been possible without the additional funding.

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pp Director of Development Services

**Author:** Dorothy Reid, Roads and Grounds Manager, Development Services

**Date:** 20/08/18

## **APPENDICES**

## Additional Roads Maintenance Revenue Funding 2018/19 £744,000

<b>Ward 1 (Bo'ness &amp; Blackness) &amp; Ward 2 (Grangemouth)</b>
Seton Terr/Graham Cresc., Bo'ness
Upper Kinneil, by Bo'ness
Kersiebank Ave., Grangemouth
Powdrake Rd., Grangemouth
Kingseat Ave./Overton Rd, Grangemouth
Grangeburn Rd, Grangemoouth

<b>Ward 3 (Denny &amp; Banknock) &amp; Ward 4 (Carse, Kinnaird &amp; Tryst)</b>
Haypark Road, Head of Muir
Hollandbush Cres., Banknock
Bridge Cresc., Denny
Auchincloch Dr./Linden Ave., Banknock
Little Denny Rd., Denny
Jubilee Rd., Denny
Stirling St., Denny
Union St., Stenhousemuir
King St. Stenhousemuir
Webster Ave., Carronshore
Carronshore Rd./Kincardine Rd, Carronshore

<b>Ward 5 (Bonnybridge and Larbert)</b>
Bonnywood Ave., Bonnybridge
Wellpark Terr, Bonnybridge
Glenbervie Dr., Larbert
Park St, Bonnybridge
Main St., Larbert

<b>Wards 6 &amp; 7 (Falkirk North and South)</b>
Mungalhead Road, Falkirk
Carron Road, Bainsford
Hillcrest Road, Falkirk
Union Road, Camelon
Bantaskine Road, Falkirk
Church Pl./Bute St, Falkirk
Grahams Road, Falkirk
Abbots Road, Falkirk
Bankside, Falkirk
Glenburn Road, Falkirk
Glen Brae, Falkirk
Slamannan Road, Falkirk
Mansionhouse Road, Camelon
Castle Road, Falkirk
Fairlie Street, Camelon
Aitken Gardens, Camelon
Western Avenue, Falkirk
Lochgreen Road, Falkirk

<b>Ward 8 (Lower Braes) and Ward 9 (Upper Braes)</b>
Park Ave., Laurieston
Abbotsford Dr., Laurieston
Kenilworth St., Laurieston
B810, Station Rd., Polmont
Jeffrey Terr., Polmont
California Road, by Maddiston
Redding Road, Redding
Balcastle Rd., Slamannan
Culloch Road, Slamannan
Forgie Cresc., Maddiston
B8028, California to Avonbridge (Greyrigg)
B803, Slamannan to boundary
B8028, Shieldhill

## Falkirk Council

**Title:** 2018 / 2019 Falkirk Council Air Quality Action Plan Grant – Scottish Government Funding Support- ECOStars  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Author:** Director of Development Services

### 1. Introduction

- 1.1 The Council has received Scottish Government Air Quality Action Plan Grant (AQAP) funding of £34,000 in order to continue the ECOStars Fleet Recognition Scheme within the region.
- 1.2 In September 2007 the Scottish Government launched an air quality grant scheme to support local authorities in retrofitting vehicles operated by them with emissions reduction equipment.
- 1.3 The original aim of the scheme was to provide an additional means for local authorities to improve air quality as part of their statutory local air quality management responsibilities. However, limited demand and impact have resulted in changes to this scheme.
- 1.4 In February 2009 the scope of this scheme and funding was widened to include promoting public transport, improved traffic management systems, city car clubs or establishment of Low Emission Zones. ECOStars is now recognised as a scheme to tackle air pollution and the consequences for public health whilst positively engaging with the local and national freight, bus and coach industries.
- 1.5 The ECOStars overall aim is to reduce fuel consumption in vehicles, resulting in reduced vehicle emissions with the added benefit of financial savings for participants, which is the main incentive. Members are awarded an ECO Star rating when they first join – ranging from 1 to 5 Stars – based on an assessment of their current operational and environmental performance. Falkirk's fleet was awarded 3 stars upon joining and has now progressed to a 4 star rating.
- 1.6 The ECO Stars assessment is based on six key aims which make up fleet operational efficiency. These are:
  - a) Fleet composition: Basic engine standard, fuel type use, and any additional fuel saving or measuring technology fitted
  - b) Fuel management: Monitoring fuel consumption and spend, having a designated 'fuel champion', and raising fuel efficiency awareness
  - c) Driver skills development: Providing training in safe / fuel efficient driving techniques, driver fuel incentive schemes and producing performance league tables

d) Vehicle specifications and preventative maintenance: Providing information on whole life costings when considering buying vehicles, robust servicing and maintenance programs, ensuring regular tyre checking and wheel alignment

e) IT Support Systems: providing routing and scheduling information, use of telematics for monitoring driver and vehicle performance

f) Performance monitoring and management: use of key performance indicators to record and report driver and vehicle efficiency, to set targets for continual improvement

1.7 The above aims are progressed within Falkirk ECOStars scheme through:

a) Recruitment of new members and engagement with all existing members to facilitate progress through the ECOStars grading system

b) Management of Falkirk member databases / maintaining presence on ECOStars website

c) Marketing / promotion: press releases for milestone events, social media promotion

d) Regular client reporting including performance reports

1.8 In total, the Falkirk Fleet Scheme has successfully recruited 160 commercial vehicle operators as members (regular road users within the Falkirk Council area). These members operate 6,133 commercial vehicles in the local area and are working on improving fleet fuel efficiency measures using the six key aims of the scheme. Members are drawn from a variety of industry sectors and across a range of organisational sizes, from SMEs to 'high street' and national supply chain operators, all with operations in Falkirk.

1.9 Falkirk's ECOStars Taxi and Private Hire scheme now has a total of 7 members. Falkirk's largest taxi operators, Bruce Taxis and Express Taxis are now members of the scheme. In total, 243 vehicles are covered by scheme membership in Falkirk.

1.9.0 Falkirk Council membership by star rating shows a significant number of 5 star operators, those who can be used as good examples of best practice to other operators. It is important to note that 5 star operators also benefit from membership and can continue to improve their environmental practices. 51% of the membership is rated 4 stars, showing good practice. 14% of the membership is rated as 3 stars or less, with these the operators having the most to gain from implementing ECOStars recommendations.

1.9.1 There has been considerable success in Falkirk Council participating in the ECOStars scheme over recent years using the AQAP Grant Funding provided by The Scottish Government. The Fleet Scheme recognition continues to grow on an annual basis (with improved star ratings) and the recruitment of Taxi and Private Hire vehicles is continually promoted.



## 2. Progress to Date

- 2.1 Falkirk Council's ECO Stars Fleet Scheme progress in recent years is summarised below:

Falkirk Council		
Year	No. of Vehicles in Fleet	Star Rating
2015	369	4
2016	369	4
2017	369	4

When the scheme was first launched in 2013 Falkirk Council's fleet was rated as three stars. During 2014 Falkirk Council's fleet upgraded to four stars.

- 2.2 There has been no increase in number of vehicles within Falkirk Council's fleet capacity since 2015 and the star rating has remained at four throughout.
- 2.3 There is an expectation that Falkirk Council will work to achieve a higher star rating for its fleet in the future by employing the following measures:
- Increased uptake of electric or hybrid vehicles across the fleet;
  - Replacement of older vehicles (where possible) with Euro V and VI;
  - Fuel management program progression;
  - Improved driver (fuel efficiency) skills development and performance management
  - Robust vehicle specification process;
  - Operational support systems;
  - Performance monitoring and targeting systems.
- 2.4 Once funding is progressed, Falkirk Council will discuss measures with ECOStars to address improving the overall star rating on its current fleet.
- 2.5 From recent progress meetings it is possible that the Falkirk Council fleet may increase its rating in the coming year (2018 / 2019), however this will be determined by independent assessment.

## 3. Considerations

- 3.1 AQAP grant funding has been provided to specifically continue the ECOStars Fleet Recognition Scheme. The grant funds shall be split between Commercial Fleet (£24,000.00) and Taxi and Private Hire Schemes (£10,000.00) within the Falkirk Council area.
- 3.2 The AQAP grant funding awarded for 2018 / 2019 represents an increase of 7% over the funding of £31,500 awarded in 2017 / 2018. The funding is spent primarily on ECOStars staff costs and travel / subsistence.
- 3.3 Specifically, the approved funding will support the following agreed aspects of Falkirk Council's ECOStars scheme during the 2018 / 2019 period:
- An inception meeting at the start of the project
  - Regular meetings during the scheme year
  - Written bi-monthly reports

### Operator Recruitment and Follow Up

- New member engagement
- Applications and site visits
- Production of Road Maps
- Re-engagement and updates for existing members

### Scheme Support Materials

- Member guidance notes and application form
- Members logo
- Welcome letter, certificates, press release
- Upgrade letter

### Scheme Administration

- Scheme database
- Member enquiries
- Marketing and PR

### Evaluation

- Member feedback

### Marketing and PR

- Website updates
- Twitter, LinkedIn and YouTube
- Case studies
- Newsletters, member engagement and feedback

## **4. Conclusions**

- 4.1 The 2018 / 2019 AQAP grant funding allows Falkirk Council to continue subscription to the ECOSTars Fleet Recognition Scheme. ECOSTars promotes sustainable and environmentally responsible transport within Falkirk and, alongside other interventions such as traffic signalling and infrastructure improvements, forms part of the detailed local Air Quality Action Plan. These measures are aimed at sustainably reducing road traffic emissions throughout Falkirk Council area and the wider region.

## **5 Action Taken**

- 5.1 **Note** the significant success of the continuation of the ECOSTars Fleet and Taxi / Private Hire vehicle recognition scheme within Falkirk Council area. The 2018 / 2019 AQAP Grant Funding allows Falkirk Council to enhance the current scheme and increase operator's star ratings.
- 5.2 **Note** ECOSTars will continue to provide updates and hold regular meetings with Falkirk Council during the 2018 / 2019 to ensure the delivery of continual improvement.

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**Director of Development Services**

Contact Officer: John Millar, Air Quality Specialist

JohnA.Millar@falkirk.gov.uk x4873

Date: 04/06/2018

**List of Background Papers:** Nil.

## Falkirk Council

**Title:** 2018 / 2019- Falkirk Council Local Air Quality Management – Scottish Government Funding Support  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Author:** Director of Development Services

### 1. Introduction

- 1.1 The Council has received Scottish Government Local Air Quality Management (LAQM) funding of £101,823 in order to continue to support the local air quality monitoring, modelling and air quality action planning work within the region.
- 1.2 The funding will support Falkirk Council in achieving its LAQM responsibilities in accordance with Part IV of The Environment Act 1995.
- 1.3 Under Section 82 of the Act, all local authorities are required to conduct regular review and assessment of air quality of their area against objectives which are set out in the relevant legislation and guidance.

### 2. Considerations

- 2.1 The full amount of funding applied for of £173, 686 was not achieved. This meant following proposals won't be progressed at this time:
  1. A regional dispersion model for the Falkirk area;
  2. A new FIADS particulate matter (PM) analyser at Grangemouth Moray site;
  3. An upgrade of the Haggs Nitrogen Dioxide (NO<sub>2</sub>) analyser.
- 2.2 Funding has been provided for a Grangemouth SO<sub>2</sub> emission modelling study to evaluate combustion gas emissions within the Grangemouth AQMA.
- 2.3 The LAQM funding awarded for 2018 / 2019 represents an increase of 31% over the funding of £70,000 awarded in 2017 / 2018. The approved funding will support the following agreed aspects of Falkirk Council's LAQM during the 2018 / 2019 period:
  - a) Arranging best value service / maintenance contracts for all eleven fixed air quality monitoring stations;
  - b) Commissioning a comprehensive modelling study for the Grangemouth industrial area for ambient Sulphur Dioxide (SO<sub>2</sub>) pollution;
  - c) Communication upgrades at selected air quality monitoring stations;
  - d) Aiding streamlining of network sites – proposed decommissioning of the Grahams Road, Falkirk site with equipment transfer to nearby Hope Street;
  - e) Increased diffusion tube monitoring coverage across the region;

f) Commissioning and installation of a send and alert communication system. This will provide email / SMS alerts to interested recipients if monitoring stations identifying a breach of National Air Quality Objectives.

### **3 Delivery Arrangements**

- 3.1 The service / maintenance contracts have been tendered for and assigned in May 2018 via Quick Quote. Three main supply companies have been issued with contracts to ensure effective delivery. These are:

Horiba: £27,085

Envirotechnology: £7,582

Air Monitors: £2,220

- 3.2 The maintenance and service contracts will allow full, continued operation (including breakdown response / repairs / parts etc.) of the Council's fixed air quality monitoring stations. This will allow high quality, ratified monitoring data to be displayed on the Scottish Air Quality website and allow annual national progress reporting.

- 3.3 The Grangemouth SO<sub>2</sub> modelling study will be commissioned in August 2018. The draft specification will include the following aspects:

- Summary of all significant SO<sub>2</sub> sources within the Grangemouth industry area including a robust modelling assessment of these using CALPUF / AERMOD / ADMS modelling tools;
- Review and update of the Air Quality Action Plan (AQAP) relating to the Air Quality Management Area (AQMA);
- Assessment of all Grangemouth air quality monitoring locations including their suitability;
- Creation of an emission inventory.

- 3.4 The cost of the modelling study will be in the region of £23,000 (please note these are currently estimated quotes and may be subject to change).

This study will inform future air quality monitoring within the area and complete an assessment of the AQMA.

- 3.5 Improved communication equipment is required at selected air quality stations. This would allow future improvements in data access / transfer to be completed more effectively.

The cost of the communication improvement will be approximately £5,500.

- 3.6 Evaluation of the existing network sites has established that long-term cost savings can be achieved without reducing monitoring coverage. The proposal to transfer the particulate matter analyser to from the Grahams Road site to the nearby Hope St site will maintain the Council's air quality monitoring capability whilst reducing day to day running costs.

The decommissioning of the Grahams Road site has an estimated cost of £5,000.

- 3.7 The Council already has an extensive network of diffusion tubes (mounted usually on lampposts or drainpipes etc.) which monitor Nitrogen Dioxide, Benzene, Toluene, Ethylbenzene and Xylene (BTEX) and 1,3 Butadiene. Increased diffusion tube coverage will help identify areas of poor air quality (usually traffic related). This may identify areas of declining air quality and could potentially lead to additional air quality management areas.

The cost of the extended diffusion tube network will be approximately £2,000.

- 3.8 The Council regularly communicates with SEPA and Grangemouth industry companies on SO<sub>2</sub> air quality exceedances amongst other pollutants. The installation of the new send and alert system will allow improved communication on air quality exceedances and quicker fault process investigation within Grangemouth.

The cost of the send and alert system will be approximately £1,000.

### **Conclusions**

- 3.9 With the LAQM Scottish Government grant funding provided for 2018 / 2019, Falkirk Council will be able to monitor, report and technically advise on local air quality issues in a timely and robust manner. Improvements to the monitoring network, commissioning of the comprehensive Grangemouth SO<sub>2</sub> modelling study and other measures described above will improve our understanding the local air quality and inform on how to manage effectively. The Council will also be fulfilling its responsibilities under the Environment Act 1995.

## **4 Action Taken**

- 4.1 **Note** the significant success of improved (31% Increase) LAQM funding for 2018 / 2019 from previous year. This increased amount allows the Council to complete a comprehensive air quality modelling study within the Grangemouth area along with other detailed air quality actions.
- 4.2 **Note** that draft plans have been submitted to Scottish Government on improving the monitoring network capability / streamlining the service whilst improving communications functionality throughout.
- 4.3 **Note** that Falkirk Council will continue to review, assess and report on the 4 current, active air quality management areas.

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### **Director of Development Services**

Author: John Millar, Air Quality Specialist, Environmental Health

Date: 01/06/2018

**List of Background Papers:** Nil.

## **Falkirk Council**

**Title:** Annual Report 2017/18 – Community Schools 2008 Charity  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Children's Services

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

- 1.1. This report provides members with an update on the Charity Board's operations, financial position and organisational changes over the 2017/18 period, which is aligned to the school academic year from 1 August 2017 to 31 July 2018.

### **2. Recommendations**

- 2.1 **Elected Members are asked to note the Charity Board's 2017/18 Annual Reports financial position.**

### **3. Background**

#### Summary of Operations of the Charity

- 3.1 The Community Schools 2008 Charity has been in operation since 14 June 2010 and the Board meets quarterly. The Community Schools 2008 Charity was established as part of the NPDO contractual arrangements to complete four new Secondary Schools. The Charity's main aim is to receive and disburse the proceeds that it contractually receives from the NPDO schools project holding company Falkirk Schools Gateway Ltd (FSGL).
- 3.2 The Charity's objectives are:
- to advance education within the catchment areas of all of the secondary schools; and
  - to provide (or assist with the provision of) recreational facilities within the operating area with the object of improving the conditions of life for the persons for whom the facilities are primarily intended.
- 3.3 The Charity Board is responsible for the distribution of grant awards to schools, community groups, sports, arts and voluntary groups and organisations throughout the whole of the Council area. The Charity Board assess applications throughout the year and distribute grant awards to successful applicants.

## **4. Considerations**

### Charitable Status

- 4.1 The Community Schools 2008 Charity is a fully registered charity with the Offices of the:

- Scottish Charity Regulator (OSCR); and
- Companies House.

### Submission of Annual Returns

- 4.2 To comply with both the Companies Act and OSCR's regulations a number of annual statutory returns must be submitted. The following returns will be lodged for the period 1 April 2017 to 31 March 2018:-

### Companies House

- Annual Accounts

### OSCR

- Annual Return
- Annual Accounts
- Trustees Report
- Independent Examiners Report

### HMI Customs & Revenue

- Corporation Tax return

### Board Membership

- 4.3 In accordance with the Memorandum and Articles of Association for the Charity Board, the Board Members appointed from the organisations detailed below rotate every 2 years:
- Parent Council;
  - Pupil Councils; and
  - Trade Unions.
- 4.4 The current Chair of the Charity Board is Christine Bell who is an Independent Director on the Board.
- 4.5 The Charity Board structure detailing the names of the current Board Members is attached at Appendix 1.

### Financial Information

- 4.6 The Accounts for the Financial Year 1/4/207 – 31/3/18 are shown at Appendix 2. The accounts will be formally adopted and approved by the Charity Board at their Annual General Meeting held on 25 September 2018.
- 4.7 The Charity Board since its inception has:



- considered **307** applications; and
- awarded **£371,208** to various schools, local groups and projects

#### Summary of 2017/18 Operations

4.8 During the year, a total of **46** applications were received

44 (applications have been paid)

2 (applications are pending, waiting on further information being submitted)

### **5. Consultation**

Not applicable.

### **6. Implications**

#### **Financial/Resources**

6.1 Not applicable.

#### **Legal**

6.4 Community Schools 2008 Charity was set up as part of the NPDO Schools Contract and operates independently. The Charity Board's regulations are outlined within the Memorandum and Articles of Association.

#### **Risk**

6.6 Not applicable.

#### **Equalities**

6.7 No applicable.

#### **Sustainability/Environmental Impact**

6.8 Not applicable.

### **7. Conclusions**

Elected Members are asked to note the Charity Board's 2017/18 Annual Reports financial position and the funding awarded to local groups over the operating period.

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Director of Children's Services

Author – Gary Greenhorn, Head of Planning & Resources, Children's Services  
01324 506683 [gary.greenhorn@falkirk.gov.uk](mailto:gary.greenhorn@falkirk.gov.uk)

Date: 21 August 2018

**Appendices**

Appendix 1 – Board of Directors

Appendix 2 – 2017/18 Income and Expenditure Accounts

**List of Background Papers:**

None

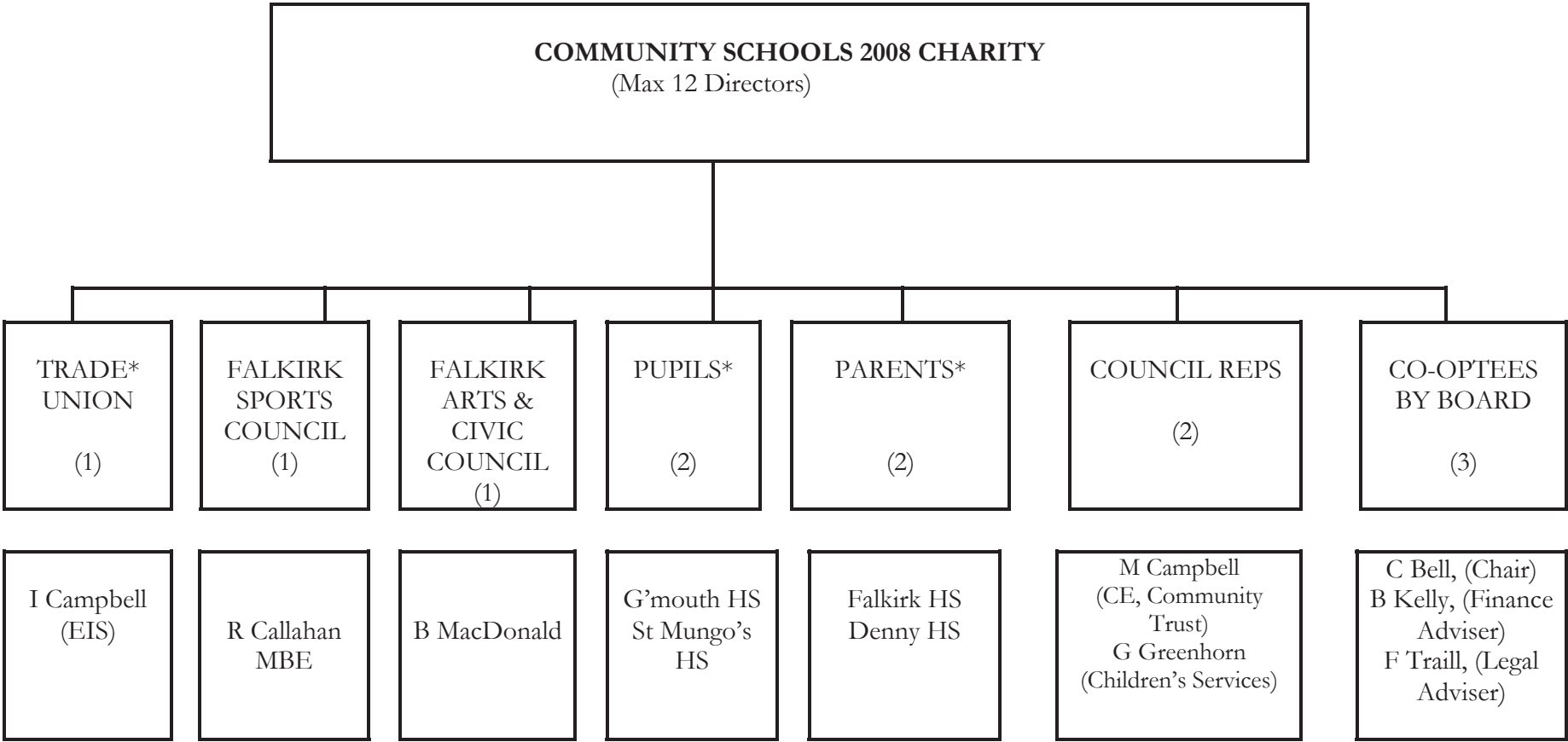
2017/18 BOARD OF DIRECTORS

Organisation

58

Name of  
Board  
Members

\* Rotation  
Arrangements



- ↓
- Unison
  - EIS
  - SSTA

## COMMUNITY SCHOOLS 2008 CHARITY

Registered in Scotland, No SC319676

INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2018

2016/17 £	INCOME/EXPENDITURE	2017/18 £
	<b>INCOME</b>	
62,720	Funding from Falkirk Schools Gateway	63,008
85,762	Fund Transfer from Grahamston Youth Trust	0
0	Interest	0
<b>148,482</b>		<b>63,008</b>
	<b>EXPENDITURE</b>	
130,903	Grant Awards - Paid	78,077
895	Insurance, Publicity & Legal Fees	759
<b>131,798</b>		<b>78,836</b>
	<b>RESERVES</b>	
75,553	Opening (Balance at Bank) at 1/4/17	92,237
16,684	Operating Surplus/(Deficit) for year	(15,828)
<b>92,237</b>	<b>Year-end balance at Bank as at 31/3/18</b>	<b>76,409</b>
	<b>BALANCE</b>	
	<b>CURRENT ASSETS</b>	
<b>92,237</b>	Reserves (held at Bank) at 31/3/18	<b>76,409</b>
	<b>RESERVES</b>	
1,000	Committed funds – (Grant Awards Pending)	4,000
91,237	Uncommitted Funds – (General Reserves)	72,409
<b>92,237</b>		<b>76,409</b>

Notes:

- For the year ending 31 March 2018, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- Directors' responsibilities:
  - The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
  - The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts
  - These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.
- The financial statements have been approved and signed on its behalf by:

	Registered Office: Sealock House, 2 Inchyra Road, Grangemouth, FK3 9XB
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Director, Gary Greenhorn

## Falkirk Council

**Title:** Operation Monarda  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Author:** Director of Development Services

### **1. Introduction**

- 1.1 **The information bulletin provides members with an update on the outcome of the Trading Standards service's involvement in Operation Monarda.**
- 1.2 Operation Monarda was a two week Scotland wide campaign by Police Scotland to launch awareness of doorstep crime carried out by bogus callers and rogue traders. It ran for one week from 21<sup>st</sup> May, with officers from Falkirk Trading Standards taking part from 21st to 25th May. Trading Standards services throughout Scotland took part in events in their own areas.
- 1.3 Trading Standards staff in Falkirk took part in the full week of events. They attended community engagements events in Redding, Stenhousemuir, Falkirk and Denny, advising consumers about how to avoid becoming the victim of a scam or rogue trader, and advising of cancellation rights where consumers buy goods or services in their own home either via the telephone, internet or personal callers. A large number of consumers at the events shared stories of their experience of receiving scam calls, visits by rogue traders, and falling victims to scams.
- 1.4 Trading Standards staff, in partnership with the Police, also visited a lunch club and church social group to give brief talks on crime prevention.
- 1.5 Additionally, staff took part in a traffic stop organised by the Police which targeted traders working within the Falkirk Council area. Over 50 vehicles were stopped by the Police, and traders were advised of consumer's cancellation rights where goods and services are purchased in their own homes. Where applicable, traders were given an example cancellation notice they could use or adapt for their own needs. Intelligence was gathered on two potential rogue traders working in the area and this has been shared with other Scottish Trading Standards services.
- 1.6 Trading Standards staff also took part in a video giving consumers advice on scam prevention and cancellation rights. This video was posted on the Police Scotland Facebook page.

### **2. Considerations**

- 2.1 Between April and September 2017, figures from Police Scotland record 336 victims of doorstep crime were defrauded out of £420,000.
- 2.2 The Trading Standards service enforces legislation intended to help protect consumers from rogue traders.

- 2.3 The Consumer Protection from Unfair Trading Regulations 2008 protects consumers from unfair, misleading or aggressive selling practices.
- 2.4 The Consumer Contracts Information Cancellation and Additional Charges Regulations 2013 give consumer's cancellation rights when buying goods or services at their homes.
- 2.5 The Trading Standards service works proactively in partnership with the Police and the National Trading Standards Scams Team to protect consumer rights.

### **3 Action Taken**

- 3.1 **Note** the significant success of the community engagement events and traffic stop. Taking part allowed Trading Standards staff to reach a large number of Falkirk Council residents giving preventative advice and education, and handing out 'no cold calling' stickers for display on residents doors which were very popular.
- 3.2 **Note** that the traffic stop allowed officers to engage with traders and offer business advice relating to regulations which a large number of traders were unaware of.
- 3.3 **Note** that further opportunities are being explored by officers and any similar requests for joint working with partner agencies will be considered favourably.

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### **Director of Development Services**

Contact Officer: Kirstie Crosson, Trading Standards Co-ordinator

kirstie.crosson@falkirk.gov.uk x4764

Date: 4.6.18

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

Nil.

## **Falkirk Council**

**Title:** RIPSA - update  
**Meeting:** Council – Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Corporate and Housing Services

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

- 1.1 This report updates Council on minor changes made to the Council's RIPSA Policy.

### **2. Background**

- 2.1 In limited circumstances, it may be necessary for Falkirk Council employees, in the course of their duties, to make observations of a person in a covert manner (ie without that person's knowledge), or to instruct third parties to do so on the Council's behalf. By their nature, actions of this sort are potentially intrusive and may give rise to legal challenge. The Regulation of Investigatory Powers (Scotland) Act 2000 (known as RIPSA) was introduced to make sure that such surveillance was properly regulated, to ensure compliance with Human Rights legislation. The Council has a detailed [RIPSA policy](#) in place.
- 2.2 The lawful conduct of surveillance under RIPSA requires standard forms to be completed and authorised by relevant officers within the Council. There were no authorisations granted in the calendar year 2017.

### **3. Amendments to Policy**

- 3.1 The Policy has recently been reviewed to refer to the new data protection legislation and to update the list of designated authorising officers.

### **4. Recommendation**

- 4.1 Council is asked to note that the RIPSA Policy has been updated.**

---

Director of Corporate and Housing Services

Author: Wendy Barber, Information Governance Manager, 01324 506124,  
[wendy.barber@falkirk.gov.uk](mailto:wendy.barber@falkirk.gov.uk)  
Date: 28<sup>th</sup> August 2018

## **Falkirk Council**

**Title:** Acceptance of Quotes over £10,000  
**Meeting:** Council - Information Bulletin  
**Date:** 19<sup>th</sup> September 2018  
**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.
- 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<sup>st</sup> June 2018 to 31<sup>st</sup> July 2018 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**

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

Date: 13<sup>th</sup> August 2018



## Appendix 1

<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	Collection of Cardboard from Materials Recovery Facility	£10,000.00	Lowmac Alloys, Irvine Smurfit Kappa Recycling, Glasgow
Development Services	Collection of Mixed Plastic Bottles from Materials Recovery Facility	£10,000.00	Clearpoint Recycling Ltd, Harrogate J & Young Leicester Ltd, Rutland WRC Recycling, Johnstone
Development Services	Woodland Management, Wildflower Seeding Works, Kinneil Foreshore, Bo'ness Phase 3 - 2017	£10,955.34	Landscape and Forestry Services Scotland Ltd, Alloa
Children's Services	School Show - Sound & Lighting	£11,632.77	MM Sound and Lighting Ltd, Fallin
Development Services	Assessor Verifier Training and Certification	£13,340.00	St Andrews Management Centre, Cupar
Development Services	Upgrade Shower Area at Dalgrain Depot, Grangemouth (Ref. GRA-7946)	£15,267.26	Marshall Construction Ltd, Alloa
Development Services	Collection of Ferrous Cans from Materials Recovery Facility	£16,500.00	Clearpoint Recycling Ltd, Harrogate Lowmac Alloys, Irvine WRC Recycling, Johnstone
Development Services	Steel Viewing Screens Bothkennar Bo'ness	£17,160.00	P. Johnson and Company, Ratho
Development Services	General Employability Stage 3 Programme	£18,280.00	Falkirk Football Community Foundation, Falkirk
Development Services	Proposed Felt Roofing to Shieldhill and Brightons Community Halls	£19,830.27	Marshall Construction Ltd, Alloa
Development Services	Employer Engagement Programme 2018/19	£20,000.00	Forth Environment Link, Stirling
Development Services	Provision of Labour for Surfacing/Patching	£20,000.00	Ronald Docherty CEC Ltd, Cumbernauld
Development Services	C51/20 Jinkabout - Ground Investigation	£24,625.45	BAM Ritchies - a division of BAM Nuttall Ltd, Glasgow
Development Services	Proposed Consulting Civil & Structural Engineering Services for the Proposed Housing Development	£31,130.00	Harley Haddow (Glasgow) Ltd, Glasgow
Development Services	Collection of Non-Ferrous Cans from Materials Recovery Facility	£40,260.00	Clearpoint Recycling Ltd, Harrogate Lowmac Alloys, Irvine WRC Recycling, Johnstone
Development Services	IF0498 Electrical Testing Programme 2018/19 (Street Lighting)	£42,463.20	Gordon Electrical Limited, Dunblane

Development Services	Term Maintenance for Servicing and Repair of Urinal Flushing Controls	£43,800.27	Richard Irvin Energy Solutions, Glasgow
Development Services	ICP Services 2018/19 (Street Lighting)	£46,784.09	Electrical Testing Ltd, Norwich
Development Services	Shredding of Compostable Garden Waste and Screening of Compost Batches	£49,999.00	Advanced Material Processing Ltd, Stirling Keenan Recycling, Linlithgow

## **Falkirk Council**

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

**Meeting: Council - Information Bulletin**

**Date: 19<sup>th</sup> September 2018**

**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<sup>st</sup> June 2018 to 31<sup>st</sup> July 2018. Details of the contracts are attached at Appendix 1.

### **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: 13<sup>th</sup> August 2018

**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</b>	<b>Additional Information</b>	<b>No. of Tenders</b>	<b>Name &amp; Address of Proposed Contractors</b>
Corporate & Housing Services  William McQuillian  Ext: 0810 67	Provision of Metal and/or Timber Fencing in Falkirk Council areas of Operation.  2 Lots:  Lot 1 – Metal Treated Fencing and Gates  Lot 2 – Treated Timber Fencing and Gates  <b>(Award List sent to Executive Members 14/06/2018)</b>	CHS/259/18	1 <sup>st</sup> July 2018 to 30 <sup>th</sup> June 2022	£9,600,000	All contractors where cumulative spend is between £100,000 and £500,000 will provide training or work experience opportunities. Modern Apprenticeships to be provided by all contractors where cumulative spend reaches £500,000.  Annual savings of approximately £25,000 when compared to current contract prices.	9	See Appendix A

**Framework Agreement for the  
Removal, Disposal, Supply and Installation of Metal and/or Timber Fencing  
in Falkirk Council areas of Operation (C/N: CHS/259/18)**

**Lot 1: Metal Treated Fencing and Gates**

<b>Company</b>	<b>Company No</b>	<b>Location</b>	<b>Ranking</b>
Falkirk Council Roads Operations	N/A	Falkirk	1st
City Gate Construction (Scotland) Ltd	SC244614	Paisley	2nd
Allison Enterprises Limited	SC260454	Glenfarg	3rd
Wright & MacLennan Ltd	SC220656	Kirknewton	4th
P1 Solutions Limited	62396	Edinburgh	5th

**Estimated Annual Value £661,560**

**Lot 2: Treated Timber Fencing and Gates**

<b>Company</b>	<b>Company No</b>	<b>Location</b>	<b>Ranking</b>
ScotFast Limited	SC550743	Kinfauns	1st
Colorado Construction & Engineering Ltd	SC311182	Livingston	2nd
Allison Enterprises Limited	SC260454	Glenfarg	3 <sup>rd</sup>
P1 Solutions Limited	62396	Edinburgh	4 <sup>th</sup>
City Gate Construction (Scotland) Ltd	SC244614	Paisley	5 <sup>th</sup>

**Estimated Annual Value £1,738,440**

**Subject:** Extension of Consultancy Services Term Commission for Roads, Transportation and Environmental Related Professional Services  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Author:** Director of Development Services

## **1. Introduction**

- 1.1 Reference is made to the Information Bulletin by the Director of Development Services to the Falkirk Council Meeting of 21 September 2016. The Council's current consultancy services term commission was entered into with Mouchel Ltd on 18 July 2016 for an initial duration of two years with a possible extension of up to a further two years.
- 1.2 On 12 October 2016, WSP UK Ltd acquired Mouchel Ltd. Both businesses were fully integrated 1 July 2017 and WSP UK Ltd is now the term consultant. A Novation Agreement was signed by all parties on 18 August 2017.
- 1.3 The purpose of this report is to advise Members that the term commission has been extended for a further two years until 17 July 2020 with WSP UK Ltd.

## **2. Details**

- 2.1 The term commission takes the form of a 'call-off' contract over a fixed period of time to provide roads, transportation and environmental related engineering and professional services. The purpose of this arrangement is to augment the Council's in-house professional services capabilities and expertise, to address peaks in workload and to retain flexibility of resources.
- 2.2 In accordance with Contract Standing Order 8.6, Falkirk Council entered into a consortium arrangement with Stirling and Clackmannanshire Councils. A joint council term commission, with the option of an extended contract period, maximises economies of scale and attracts competitive tender rates, thereby achieving best value for the three local authorities. This arrangement also avoids the need to undertake expensive individual procurement exercises for consultancy services, with considerable savings to the Council.
- 2.3 WSP UK Ltd, and formerly Mouchel Ltd, have met all criteria for their initial appointment and have provided a quality service for two years. WSP UK Ltd are currently assisting with the delivery of the Council's Tax Incremental Financing (TIF) scheme. For the continued provision of expert specialist services for roads, transportation and environmental matters, it is considered best value to continue the term commission for a further two year period.

**3./**

### **3. Action Taken**

- 3.1 Members note the arrangement of the current consultancy services term commission in providing additional support to roads, transportation and environmental related projects in accordance with Contract Standing Order 8.6.
- 3.2 Members note that the term commission arrangements with WSP UK Ltd have been extended for a further two years until 17 July 2020.

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pp Director of Development Services

**Author: David Foote, Senior Road and Bridge Design Officer, Ext 4844**  
**david.foote@falkirk.gov.uk**  
**Date: 29 June 2018**

#### **Appendices**

None

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

**Falkirk Council reports of 21 September 2016 – “Acceptance of Contracts Over £500,000 in Value Consultancy Services Term Commission for Roads, Transportation and Environmental Related Professional Services – 2016-18”.**

**Novation Agreement of 18 August 2017**

## **Falkirk Council**

**Title:** Acceptance of Contracts below £50,000 Bo'ness Buoy – Installation of display area, including interpretation and seating  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The Bo'ness buoy is a 19<sup>th</sup>-century iron-plate mooring buoy which was removed from Bo'ness Dock by Falkirk Council in 2015. The buoy has since been restored and Falkirk Council has been working with Ian White Associates and representatives from The Friends of Kinneil, Bo'ness & Kinneil Railway, Bo'ness Community Council and Bo'ness to develop detailed designs for putting the buoy back on display at a site adjacent to the dock.
- 1.2 A tender for the contract to carry out these works was advertised on the Public Contracts Scotland website using the Quick Quote facility. Four companies were invited to submit a quote for the works to display the Bo'ness Buoy.

### **2. Quotations Received**

- 2.1 3 quotations were received by the due date of 12 noon on Friday 13 July 2018.
- 2.2 The checked quotation prices ranged from £25,320.09 to £34,201.86.
- 2.3 The project will be part funded by Falkirk Environment Trust and Development Services Conservation Projects revenue budget.
- 2.4 Following the evaluation of quotations using criteria set out in the tender documentation, it was considered best value for the Council to accept the quotation from Coltart Contracts Ltd for the sum of £33,173.80.



### **3. Action Taken**

- 3.1 Members note that in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Coltart Contracts Ltd, Tourhill Industrial Estate, Kilmaurs, East Ayrshire, KA3 2TX for the sum of £33,173.80 in respect of the project to display the Bo'ness Buoy.

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**DIRECTOR OF DEVELOPMENT SERVICES**

Date: 23 August 2018

Contact Name: Mandy Brown Ext: 4716

### **LIST OF BACKGROUND PAPERS**

1. \* Tender Documents
2. \* Tender Report

\* Items not for publication on the grounds that they involve the disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

## **Falkirk Council**

**Title:** Acceptance of Contracts Below £50,000  
C51/20 Jinkabout – Replacement (Geotechnical Ground Investigation) (IC0202)

**Meeting:** Information Bulletin

**Date:** 19 September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of C51/20 Jinkabout – Replacement (Geotechnical Ground Investigation), in accordance with Standing Order 8.4 relating to contracts.

### **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 22 June 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £24,625.45 to £54,294.10.
- 2.3 The works can be funded from the 2018/19 Bridge Assessment and Strengthening Capital Programme.
- 2.4 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from BAM Ritchies a Division of BAM Nuttall Ltd, Glasgow Road, Kilsyth, Glasgow, G65 9BL for the sum of £24,625.45.

### **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by BAM Ritchies a Division of BAM Nuttall Ltd, Glasgow Road, Kilsyth, Glasgow, G65 9BL for the sum of £24,625.45 in respect of C51/20 Jinkabout – Replacement (Geotechnical Ground Investigation)

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pp Director of Development Services

Author – Michael Walker, Road and Bridge Design Technician – 01324 504845,  
Michael.walker@falkirk.gov.uk  
Date: 25/06/2018

## **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:

- Quotation documents
- Engineer's Report on Quotations

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for CONSULTING CIVIL AND STRUCTURAL  
ENGINEERING SERVICES FOR THE NEW HOUSING SITE AT  
BONNYBRIDGE SOCIAL CLUB, 35 MAIN STREET,  
BONNYBRIDGE. (BON-7880)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of consulting civil and structural engineering services for the new housing site at Bonnybridge social club, 35 Main Street, Bonnybridge, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Four quotations were received by the due date of 3<sup>rd</sup> July 2018 and opened at 8.10am in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £31,130.00 to £40,209.60.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Harley Haddow (Glasgow) Ltd., Suite 4/3, The Skypark, 8 Elliot Place, Glasgow, in the sum of £31,130.00.
- 2.4 The quotation can be contained within the block expenditure figure for Professional Services, identified in the Housing Investment 3 Year Programme 2018/2020.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Harley Haddow (Glasgow) Ltd., Suite 4/3, The Skypark, 8 Elliot Place, Glasgow, in the sum of £31,130.00 in respect of consulting civil and structural engineering services for the new housing site at Bonnybridge social club, 35 Main Street, Bonnybridge.

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pp Director of Development Services

**Author:** Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,  
paul.noble@falkirk.gov.uk

**Date: 04/07/2018**

## **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:**

- **Quotation Documents**
- **Quotation Report**

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for Installation of Solar PV System at Kinnaird  
Primary School (STE-7968)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the installation of solar photovoltaic system at Kinnaird Primary School, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 13 July 2018 and opened at 9.10am on 19 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £23,201.85 to £29,974.42.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Absolute Solar and Wind Ltd, Arisasig Farm by Tullchan, Gartocharn G83 8ND in the sum of £23,201.85.
- 2.4 The quotation can be contained within the respective Energy Efficiency Loan Fund.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Absolute Solar and Wind Ltd, Arisaig Farm by Tulloch, Gartocharn G83 8ND in the sum of £23,201.85 in respect of the installation of a solar photovoltaic system at Kinnaird Primary School.

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pp Director of Development Services

**Colin MacRobbie, Acting Facilities Co-ordinator – 01324 504761,**  
**Colin.MacRobbie@falkirk.gov.uk**

**Date: 25/07/2018**

## **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:**

- **Quotation Documents**
- **Quotation Report**

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for INTERNAL RENOVATION WORKS AT OSWALD  
AVENUE DAY CENTRE (GRA-7908)  
**Meeting:** Information Bulletin  
**Date:** 19<sup>th</sup> September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of (contract details), in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Two quotations were received by the due date of 30<sup>th</sup> July 2018 and opened at 10.10am on the 31<sup>st</sup> July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £19,581.58 to £30,082.87.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from A Robertson Joinery Services Limited, 56 Broomhall Crescent, Edinburgh, in the sum of £19,581.58
- 2.4 The quotation can be contained within the block expenditure figure for Adult Services Property, identified in the General Services Capital Programme 3 Year Programme 2018/2020

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by A Robertson Joinery Services Limited, 56 Broomhall Crescent, Edinburgh, in the sum of £19,581.58 in respect of internal renovation works at the Oswald Avenue day centre, Grangemouth. (GRA-7908)

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Director of Development Services

**Author:** Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,  
paul.noble@falkirk.gov.uk



**Date: 31/07/2018**

## **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:**

- **Quotation Documents**
- **Quotation Report**

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for Kitchen Equipment at Grange, Bowhouse and  
St Joseph's Primary Schools (VAR-7992)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the supply and installation of kitchen equipment at Grange, Bowhouse and St Joseph's Primary Schools, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 25 July 2018 and opened at 2pm on 26 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £18,506.25 to £22,442.70.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from James Scott & Sons Ltd, Glenfuir Works, Portdownie, Falkirk FK1 4QY in the sum of £18,506.25.
- 2.4 The quotation can be contained within the Children's Services Nursery Expansion Project Budget.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by James Scott & Sons Ltd, Glenfuir Works, Portdownie, Falkirk FK1 4QY in the sum of £18,506.25 in respect of the supply and installation of kitchen equipment at Grange, Bowhouse and St Joseph's Primary Schools.

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pp Director of Development Services

**Author:** Colin MacRobbie, Acting Facilities Co-ordinator – 01324 504761,  
Colin.MacRobbie@falkirk.gov.uk

**Date:** 01/08/2018

## **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:**

- **Quotation Documents**
- **Quotation Report**

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for Refurbishment of Drawing Room to Form Tea  
Room and Servery at Callendar House, Falkirk (FAL-7899)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of refurbishment of Drawing Room to form tea room and servery at Callendar House, Falkirk, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 13 July 2018 and opened at 10.40am on 16 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £48,661.37 to £54,686.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Pride Commercial Interiors Ltd, 63 Napier Road, Ward Park North, Cumbernauld, G68 0EF in the sum of £48,661.37.
- 2.4 The quotation can be contained within the Falkirk Community Trust Capital budget for 2018/ 19.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Pride Commercial Interiors Ltd, 63 Napier Road, Ward Park North, Cumbernauld, G68 0EF in the sum of £48,661.37 in respect of refurbishment of Drawing Room to form tea room and servery at Callendar House, Falkirk.

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pp Director of Development Services

**Author:** Michael McGowan, Community Design Co-ordinator – 01324 504885,  
michael.mcgowan@falkirk.gov.uk

**Date:** 06/08/2018

## **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:**

- **Quotation Documents**
- **Quotation Report**

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for Term Maintenance Contract for Urinal Flushing  
Controls (TMC-7855)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the maintenance and repair of urinal flushing controls, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Two quotations were received by the due date of 21 March 2018 and opened on 23 March at 11.45 am in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £43,800.27 to £123,884.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Richard Irvin Energy Solutions, Irvin House, Hareness Road, Aberdeen AB12 3LE in the sum of £43,800.27.
- 2.4 The quotation can be accommodated within the Water Revenue Budgets for each service, with any repairs being met from General Repairs Budgets. The overall costs will then be more than offset by reduced water costs in subsequent years.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Richard Irvin Energy Solutions, Irvin House, Hareness Road, Aberdeen AB12 3LE in the sum of £43,800.27 in respect of the maintenance and repair of urinal flushing controls.

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pp Director of Development Services

**Author:** Colin MacRobbie, Acting Facilities Co-ordinator – 01324 504761,  
Colin.MacRobbie@falkirk.gov.uk

**Date:** 30/05/2018

## **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:**

- **Quotation Documents**
- **Quotation Report**

## List of Addresses

### Childrens Services – Primary Schools

Airth Primary School, Elphinstone Crescent, Airth  
Avonbridge Primary School, Bridgend Rd, Avonbridge  
Bainsford Primary School, Waverley Street, Bainsford  
Bankier Primary School, Bankier Road, Banknock  
Bantaskin Primary School, Bantaskine Road, Falkirk  
Beancross Primary school, Kenilworth Street, Grangemouth  
Boness Public Primary School, Stewart Avenue, Bo'ness  
Bonnybridge Primary School, Wellpark Terrace, Bonnybridge  
Bowhouse Primary School, Tinto Drive, Grangemouth  
California Primary School, Main Street, California  
Carmuir's Primary School, Carmuir's Street, Camelon  
Carronshore Primary School, Kincardine Road, Carronshore  
Comely Park Primary School, Cow Wynd, Falkirk  
Deanburn Primary School, Firwood Drive, Bo'ness  
Denny Primary School, Duke Street, Denny  
Drumbowie Primary School, Main Street, Standburn  
Dunipace Primary School, Thistle Avenue, Dunipace  
Easter Carmuir's Primary School, Carmuir's Drive Camelon  
Grange Primary School, Grange Loan, Bo'ness  
Hallglen Primary School, New Hallglen Road, Hallglen  
Head of Muir Primary School, Haypark Road, Denny  
Kinnaird Primary School, McIntyre Avenue, Larbert  
Kinniel Primary School, Dean Road, Bo'ness  
Langlees Primary School, Davids Loan, Bainsford  
Laurieston Primary School, School Road, Laurieston  
Limerigg Primary School, Lochside Road, Limerigg  
Maddiston Primary School, Main Road, Maddiston, Falkirk  
Moray Primary School, Moray Place Grangemouth  
Sacred Heart Primary School, Bowhouse Road, Grangemouth  
Shieldhill Primary School, Mains Street, Shieldhill  
Slamannan Primary School, Bank Street, Slamannan  
St Andrews Primary School, Hawley Road, Falkirk  
St Bernadette's, Blenheim place Stenhousemuir, Larbert  
St Francis Primary School, Merchiston Avenue, Falkirk  
St Joseph's Primary School, Broomhill Road, Bonnybridge  
St Marys Primary School, Gauze Road, Bo'ness  
St Patricks Primary School, Carronbank Crescent, Denny  
Stenhousemuir Primary School, Rae Street, Stenhousemuir  
Victoria Primary School, Middlefield Road, Falkirk  
Wallacestone Primary School, Braemar Gardens, Brightons  
Westquarter Primary School, Westquarter Avenue, Westquarter  
Whitecross Primary School, Avontoun Crescent, Whitecross



### **Corporate & Housing – Depots & Offices**

Earls Road Depot, Earls Road, Grangemouth  
Falkirk Municipal buildings, West Bridge Street, Falkirk  
Falkirk Registrars, Newmarket Street, Falkirk  
Inchyra Depot, Inchyra Road, Grangemouth

### **Childrens Services – CLD Properties**

Bonnybridge Community Education Centre, Bridge Street, Bonnybridge  
Camelon Education Centre, Abercrombie Street, Camelon  
Carrongrange High School, Oxbang Road, Grangemouth  
Greenpark Community centre, Greenpark Drive, Polmont

### **Social Work – Adult Services**

Bainsford ATC, Waverley Street, Bainsford  
Dundas Resource Centre, Oxbang Road, Grangemouth  
Oaswald Avenue Day Centre, Grangemouth

### **Community Trust – Museums**

Callandar House, Callandar Park Estate, Falkirk

### **Social Work – Offices**

Denny Town House, Glasgow Road, Denny  
Carronbank House, Carronbank Crescent, Denny

### **Social Work – Other**

Joint Loan Equipment Scheme, West Mains Industrial Estate, Grangemouth

### **Community Trust – Arts**

Boness Town Hall, Stewart Avenue, Boness

### **Development Services**

Abbotsford House, David's Loan, Bainsford, Falkirk  
Falkirk Crematorium, Dorrator Road, Falkirk  
Grangemouth Municipal Buildings, West Bridge Street, Falkirk  
Roughmote Civic Amenity Site, Bonnybridge

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for Water Sampling to Falkirk Council Education  
Properties (VAR-7939)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of a water sampling contract to detect any presence of lead in drinking water within Children's Services Properties, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Two quotations were received by the due date of 6 July 2018 and opened 09.25 on 19 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £32,542.38 to £51,108.10.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Scottish Water, Scientific Services, Juniper House, Edinburgh EH14 4AP in the sum of £32,542.38.
- 2.4 The quotation can be accommodated within the 2018/2019 Children's Services Health and Safety Budget.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Scottish Water, Scientific Services, Juniper House, Edinburgh EH14 4AP in the sum of £32,542.38 in respect of a water sampling contract to detect any presence of lead in drinking water within Children's Services Properties.

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pp Director of Development Services

**Author:** Colin MacRobbie, Acting Facilities Co-ordinator – 01324 504761,  
Colin.MacRobbie@falkirk.gov.uk

**Date:** 01/08/2018

## **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:**

- **Quotation Documents**
- **Quotation Report**

## List of Addresses

### Appendix 1 – ADDRESSES

#### Nursery Schools

Camelon Nursery  
Denny Nursery  
Heathrigg Nursery School  
Inchlair Nursery School  
Larbert Day Nursery  
Rannoch Nursery  
Queen Street Nursery School  
Woodburn Day Nursery

#### Primary Schools

Airth Primary School  
Antonine Primary School  
Avonbridge Primary School  
Bainsford Primary School  
Bankier Primary School  
Bantaskin Primary School  
Beancross Primary School  
Blackness Primary School  
Bo'ness Primary School  
Bonnybridge Primary School  
Bothkennar Primary School  
Bowhouse Primary School  
California Primary School  
Carmuir Primary School  
Carron Primary School  
Carronshore Primary School  
Comely Park Primary School  
Deanburn Primary School  
Denny Primary School  
Drumbowie Primary School  
Dunipace Primary School  
Easter Carmuir Primary School  
Grange Primary School  
Hallglen Primary School  
Head of Muir Primary School  
Kinnaird Primary School  
Kinneil Primary School  
Ladeside Primary School  
Langlees Primary School  
Larbert Village Primary School  
Lauriston Primary School  
Limerigg Primary School  
Maddiston Primary School  
Moray Primary School  
Nethermain's Primary School  
Sacred Heart RC Primary School  
Sheildhill Primary School

Primary Schools Cont.	Slamannan Primary School St Andrew's Primary School St Bernadette's RC Primary School St Francis Xavier's RC Primary School St Joseph's RC Primary School St Margaret's Primary School St Mary's Primary School St Patrick's Primary School Stenhousemuir Primary School Victoria Primary School Wallacestone Primary School Westquarter Primary School Whitecross Primary School
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Secondary Schools	Bo'ness Academy Braes High School Denny High School Falkirk High School Graeme High School Grangemouth High School Larbert High School St Mungo's High School
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## **Falkirk Council**

**Subject:** Acceptance of Quote under £50,000 in value – for the supply of the vehicle tracking system  
(C/N : DEV/077/18)  
**Meeting:** Information Bulletin  
**Date:** 19<sup>th</sup> September 2018  
**Author:** Director of Development Services

### **1. Introduction**

- 1.1 Approval to award to Track You Ltd (now UK Telematics Ltd) for the supply of a vehicle tracking system, hardware, software and systems support, was received October 2013 for a contract period of up to 5 years.
- 1.2 The contract commenced 18<sup>th</sup> November 2013 and is due to terminate 17<sup>th</sup> October 2018.
- 1.3 As hardware is currently in good working and serviceable order, contact was made with the incumbent provider in order to obtain costs for ongoing software and systems support for a period of 36 months. This would save the costs associated with replacement of the hardware purchased in 2013. The existing hardware is in good condition and has an estimated minimum life span of between 8 and 10 years. The hardware can only operate using software provided exclusively by the current provider.

### **2. Submission Received**

- 2.1 UK Telematics Ltd submitted a proposal and costs to cover software and vehicle hardware /telematics/ telephone/online support.
- 2.2 Following evaluation of the above proposal, the submission received from UK Telematics at £48,000, is deemed to offer best value for the Council and a 1st year saving of £6,500 has been identified when comparing new subscription pricing against the current agreement.

### **3 Action Taken**

- 3.1 The proposal submitted by UK Telematics Ltd, Wrexham, at £48,000, was accepted in respect of the supply of vehicle tracking system to Falkirk Council from 18<sup>th</sup> October 2018 to 17<sup>th</sup> October 2021.

.....  
**Director of Development Services**

Date: 30 April 2018  
Contact Name: Chris Gannon Ext: 0821

**Title:** ACCEPTANCE OF QUOTATION UNDER £50,000 IN VALUE  
MARKET RESEARCH TAKE THE RIGHT ROUTE INITIATIVE  
(PROVISION OF) – TP0314 (e)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of provision of monitoring surveys for Falkirk Council's sustainable transport initiative, *Take the Right Route 2018/19*, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 One quotation was received by the due date of 28 June 2018 and opened 12.10 pm on 28 June 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation received was to the value of £21,430, which is within the available budget.
- 2.3 Following the evaluation of the quotation, it was considered best value for the Council to accept the quotation from Research Resource, 17b Main Street, Cambuslang, Glasgow, G72 7EX at £21,430.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted from Research Resource, 17b Main Street, Cambuslang, Glasgow, G72 7EX at £21,430 in respect of the provision of Market Research for Falkirk Council's sustainable transport initiative, *Take the Right Route 2018/19*.

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pp Director of Development Services

**Author:** Lynn Slavin - Transport Planning Officer – [lynn.slavin@falkirk.gov.uk](mailto:lynn.slavin@falkirk.gov.uk) –  
01324 504818

**Date:** 12 July 2018



**Title:** Acceptance of Tender £50-£100k in Value  
Contract for Heating Distribution Pipework at Slamannan Primary School (FAL-7892)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Six companies were invited to submit tenders, using the Public Contracts Scotland Portal online quotation facility, in respect of heating distribution pipework at Slamannan Primary School, in accordance with Standing Order 8.4 relating to contracts.

## **2. Tenders Received**

- 2.1 Five tenders were received by the due date of 18 June 2018 and opened at 3.00pm on 18 June 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tender prices ranged from £65,289.42 to £106,819.55.
- 2.3 Following the evaluation of tenders, it was considered best value for the Council to accept the tender from Truedeal Building Services Ltd., 2 Blairtummock Place, Panorama Business Village, Glasgow, G33 4EN in the sum of £65,289.42.
- 2.4 The tender can be contained within the Childrens Services Capital budget for 2018/2019.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Truedeal Building Services Ltd., 2 Blairtummock Place, Panorama Business Village, Glasgow, G33 4EN, Glasgow, in the sum of £65,289.42 in respect of heating distribution pipework at Slamannan Primary School.

---

pp Director of Development Services

**Author:** Colin MacRobbie, Facilities Co-ordinator – 01324 504761,  
colin.macrobbe@falkirk.gov.uk  
**Date:** 17/05/2018

## **APPENDICES**

### **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:

- Quotation Documents
- Quotation Report

**Title:** Acceptance of Tenders under £250,000 in Value  
Contract for Alterations to Former Police House, 20 Main  
Street, Bainsford (FAL-7779)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 In accordance with Development Service's benchmark procedure, a single tender was invited from Corporate & Housing Services for the contract in respect of alterations to former police house 18 & 20 Main Street Bainsford.
- 1.2 The criteria used in assessment of best value are, financial (both contract and staff costs), quality (in relation to achieving industry standards) and past performance in this type of work.

## **2. Tenders Received**

- 2.1 A tender was received by the due date of 05 July 2018 and opened 2:20pm July 5<sup>th</sup> 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked price was compared with bill of quantity rates for work of a similar nature, priced in competition viz, Suilven Heights, Laurieston (LRN-7778) in the sum of £186,762.95 accepted in December 2017. Allowing adjustment for inflation etc, the tendered price compared favourably with the rates within the benchmark contract.
- 2.3 The tender received from Corporate & Housing Services, The Forum, Callendar Business Park, Falkirk FK1 1XR is in the sum of £ 86,325.00 and pro rata, represents best value for the Council.
- 2.4 The tender can be contained within the block expenditure figure for external fabric works, identified in the Housing Investment 3 Year Programme 2018/2021.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Corporate & Housing Services, The Forum, Callendar Business Park, Falkirk FK1 1XR in the sum of £ 86,325.00 in respect of alterations to former police house.

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pp Director of Development Services

**Author: Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,  
paul.noble@falkirk.gov.uk**

**Date: 06/07/2018**

## **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**

**Title:** Acceptance Of Call Off Under £250,000 In Value  
Contract For Gas Central Heating Installations At Various  
Housing Properties (VAR-7920A)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 In accordance with the framework agreement VAR 7920, accepted in accordance with Standing Order 6.2(ii), a call-off request ref VAR 7920A was submitted to the first placed framework contractor, McTear Contracts Limited, Wishaw.

## **2. Call Off Value**

- 2.1 The call-off for 50 gas installations was issued to McTear Contracts Limited, Wishaw, with the price being established from the framework agreement of £168,393.47.
- 2.2 The call off can be contained within the block expenditure figure for energy efficiency, identified in the Housing Investment 3 Year Programme 2018/2021.
- 2.3 I have entered into a contract with that party, all in accordance with Standing Order 6.2(i) relating to contracts.

## **3. Action Taken**

- 3.1 **Members note that, in accordance with Standing Order 6.2(i), I have accepted the call off submitted by McTear Contracts Limited, Unit 12 Canyon Road, Netherton Industrial Estate, Wishaw ML2 0EG in the sum of £168,393.47 in respect of gas central heating installations at various housing properties.**

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pp Director of Development Services

**Author:** Neil Anderson, Acting Co-ordinator, Housing Investment Design –  
01324 504881, neil.anderson@falkirk.gov.uk

**Date:** 16/08/18

## **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:**

- **Call Off documents**
- **Call Off Report**

## **List of Addresses**

To be determined.

**Title:** Acceptance of Tenders under £250,000 in Value  
Contract for Moray PS – Proposed New 7-A-Side Grass  
Football Pitch (GRA-7989)  
**Meeting:** Information Bulletin  
**Date:** 19<sup>th</sup> September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the proposed new 7-a-side grass football pitch at Moray Primary School, Grangemouth, in accordance with Standing Order 8.4 relating to contracts.

## **2. Tenders Received**

- 2.1 Two tenders were received by the due date of the 20<sup>th</sup> July 2018 and opened at 11:00am on the 25<sup>th</sup> July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tender prices ranged from £55,084.70 to £61,350.74.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Fairways Sportsgrounds Ltd., Walkinshaw Road, Inchinnan, for the sum of £55,084.70
- 2.4 The tender can be contained within 2018/2019 budgets as identified by Children's Services.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Fairways Sportsgrounds Ltd., Walkinshaw Road, Inchinnan in the sum of £55,084.70 in respect of the proposed new 7-a-side grass football pitch at Moray Primary 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:** 26/07/2018

## **APPENDICES**

### **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 £250,000 in Value – for the Extension for the Treatment of Recyclable & Residual Waste – Street Sweepings - (C/N: SXL 14/13)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 Scotland Excel (Excel) has established a framework agreement, for the provision of the treatment of recyclable and residual waste (SXL 14/13) which comprises twenty-three separate lots. This report is concerned with lot 3; treatment and disposal of residual waste from street sweepings.
- 1.2 Approval was received to award for an initial contract period from 5<sup>th</sup> May 2017 to 4<sup>th</sup> May 2018 after a mini-competition was conducted with Levenseat Limited, Forth, being considered best value. The first year spend was approximately £100,000.
- 1.3 Further approval was received to extend the agreement for the final contractual period. The estimated spend for this period based on 2,600 tonnes of material, is £112,000.
- 1.4 Levenseat Limited, Forth, have confirmed they will continue to meet the Council's demand for the treatment and disposal of residual waste from street sweepings.
- 1.5 This extension agreement will allow us to review the future requirements for processing this material in both Waste and Roads Services. Our future intention is to explore the possibility of processing both services' requirements under one agreement.

### **2. Contract Extension**

- 2.1 It was considered best value to Falkirk Council to extend the contract for the following reasons:
  - a) There is no need to incur tendering or advertising costs.
  - b) The provider continues to provide best value in terms of costs which reflects the current market conditions and market providers.
- 2.2 The funding for the agreement is held within the existing Waste Services budgets.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the extension with Levenseat Limited, Forth, in the sum of approximately £112,000 from 5<sup>th</sup> May 2018 to 30<sup>th</sup> April 2019 for the treatment and disposal of residual waste from street sweepings from Falkirk Council.**

.....  
**Director of Development Services**

Date: 18<sup>th</sup> June 2018  
Contact Name: Chris Gannon

Ext: 0821

## Falkirk Council

**Subject:** Acceptance of Tenders up to £250,000 in value – for the supply of out of home advertising (C/N : SP – 14 -003)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Author:** Director of Development Services

### **1. Introduction**

- 1.1 A tender for the out of home advertising – Take the Right Route campaign was advertised through the Public Contracts Scotland portal as a mini competition from the Scottish Government framework agreement for the provision of media planning, buying and associated services. A total of 4 companies were invited to tender for the service provision.
- 1.2 The contract commenced on 1<sup>st</sup> June 2018 and will terminate on 31<sup>st</sup> August 2018.

### **2. Tenders Received**

- 2.1 One tender was received by the due date of 23<sup>rd</sup> April 2018 and opened in accordance with Standing Order 11.5 relating to contracts.
- 2.2 Following evaluation of this tender it was deemed to be a compliant tender which meets the service requirements.
- 2.3 The cost for this project is approximately £13,000. This is contained within the funding provided by Paths for All which is being match funded by Falkirk Council.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by Spiritmedia Scotland Ltd, in the sum of £13,000 in respect of the supply of out of home advertising to Falkirk Council.

.....  
**Director of Development Services**

Date: 7<sup>th</sup> June 2018  
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 £250,000 in value – framework agreement for the purchase of grounds maintenance Equipment - (C/N: SXL 1014)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 Falkirk Council, as a member of Scotland Excel (Excel), the Local Government Centre of Expertise for Procurement, has access to a range of national Local Government framework agreements/contracts.
- 1.2 Participation in the Excel Framework was approved by the Director of Development Services on 10<sup>th</sup> December 2015.
- 1.3 As part of the ongoing vehicle replacement programme (VRP), Fleet Services had identified the requirement to replace a high lift mower.
- 1.4 This purchase relates to plant being used by Bereavement Services.

### **2. Framework Participation**

- 2.1 In order to determine the most suitable equipment to meet requirements, Fleet Services engaged with Bereavement Services in order to confirm what specification of plant was needed. Fleet Services then approached suppliers on the framework (SXL - 1014) that were able to provide the plant required.
- 2.2 After conducting the above review, the Double A Trading Company Plc, Cupar, were deemed as being the most economical and fit for purpose to meet the designated requirements.
- 2.3 Fleet Services had approached the specific provider on the framework and initiated a direct award.
- 2.4 The total cost of this exercise is estimated to be £30,000 and funding is contained in various Fleet Services budget headings.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the offer submitted by Double A Trading Company Plc, Cupar, in the sum of approximately £30,000 the purchase of grounds maintenance equipment for Falkirk Council.

.....  
**Director of Development Services**

Date: 4<sup>th</sup> June 2018  
Contact Name: Laura Campbell

Ext: 0404

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250,000 in value – framework agreement for the purchase of grounds maintenance equipment - (C/N: SXL 1014)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 Falkirk Council, as a member of Scotland Excel (Excel), the Local Government Centre of Expertise for Procurement, has access to a range of national Local Government framework agreements/contracts.
- 1.2 Participation in the Excel Framework was approved by the Director of Development Services on 10<sup>th</sup> December 2015.
- 1.3 As part of the ongoing vehicle replacement programme (VRP), Fleet Services had identified the requirement to replace two compact tractors.
- 1.4 This purchase relates to plant being used by Bereavement Services.

### **2. Framework Participation**

- 2.1 In order to determine the most suitable equipment to meet requirements, Fleet Services engaged with Bereavement Services in order to confirm what specification of plant was needed. Fleet Services then approached suppliers on the framework (SXL - 1014) that were able to provide the plant required.
- 2.2 After conducting the above review, Fleet Services identified Henderson Grass Machinery Ltd, Haddington, as being the most economical and fit for purpose to meet the designated requirements.
- 2.3 Fleet Services had approached the specific provider on the framework and initiated a direct award.
- 2.4 The total cost of this exercise is estimated to be £15,000 per vehicle and funding is contained in various Fleet Services budget headings.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the offer submitted by Henderson Grass Machinery Ltd, Haddington, in the sum of approximately £30,000 for the purchase of grounds maintenance equipment for Falkirk Council.

.....  
**Director of Development Services**

Date: 4<sup>th</sup> June 2018  
Contact Name: Laura Campbell

Ext: 0404



## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250,000 in value – framework agreement for vehicle purchases - (C/N: CCS RM1070)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The Crown Commercial Services (CCS) framework agreement for vehicle purchases (RM1070) is open to all public sector and non-profit making third sector organisations within the United Kingdom.
- 1.2 Participation in the CCS Framework was approved by the Executive on 22<sup>nd</sup> June 2017.
- 1.3 As part of the ongoing vehicle replacement programme (VRP), Fleet Services have identified the requirement to replace two vans (3,500kg tipper single cab).
- 1.4 This purchase relates to a vehicle being used by Bereavement Services.

### **2. Framework Participation**

- 2.1 In order to determine the most suitable vehicle to meet requirements, Fleet Services engaged with Bereavement Services in order to confirm what specification of vehicle was needed. Fleet Services then approached suppliers on the framework (RM1070) who were able to provide the vehicle required.
- 2.2 After conducting the above review, Fleet Services identified Volkswagen UK Ltd as being the most economical and fit for purpose to meet the designated requirements.
- 2.3 Fleet Services had approach the specific manufacturer on the framework and initiated a direct award. The manufacturer had confirmed the ability to facilitate this purchase via a local provider and all servicing and warranty provisions would be managed locally.
- 2.4 The total cost of this exercise is estimated to be £24,500 per vehicle and funding is contained in various Fleet Services budget headings.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the offers submitted by Volkswagen UK Ltd, in the sum of approximately £49,000 for a vehicle purchase for Falkirk Council.

.....  
**Director of Development Services**

Date: 4<sup>th</sup> June 2018  
Contact Name: Laura Campbell

Ext: 0404

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250,000 in value – framework agreement for vehicle purchases - (C/N: CCS RM1070)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The Crown Commercial Services (CCS) framework agreement for vehicle purchases (RM1070) is open to all public sector and non-profit making third sector organisations within the United Kingdom.
- 1.2 Participation in the CCS Framework was approved by the Executive on 22<sup>nd</sup> June 2017.
- 1.3 As part of the ongoing vehicle replacement programme (VRP), Fleet Services have identified the requirement to replace a 4 x 4 passenger vehicle.
- 1.4 This purchase relates to a vehicle being used by Development Services at Abbotsford House.

### **2. Framework Participation**

- 2.1 In order to determine the most suitable vehicle to meet requirements, Fleet Services engaged with the client service in order to confirm what specification of vehicle was needed. Fleet Services then approached suppliers on the framework (RM1070) who was able to provide the vehicle required.
- 2.2 After conducting the above review, Fleet Services identified Peugeot Motor Company Plc as being the most economical and fit for purpose to meet the designated requirements.
- 2.3 Fleet Services had approached the specific manufacturer on the framework and initiated a direct award. The manufacturer had confirmed the ability to facilitate this purchase via a local provider and all servicing and warranty provisions would be managed locally.
- 2.4 The total cost of this exercise is estimated to be £12,500 and funding is contained in various Fleet Services budgets.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the offers submitted by Peugeot Motor Group Plc, in the sum of approximately £12,500 for a vehicle purchase for Falkirk Council.

.....  
**Director of Development Services**

Date: 4<sup>th</sup> June 2018  
Contact Name: Laura Campbell

Ext: 0404

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250,000 in value – framework agreement for vehicle purchases - (C/N: CCS RM1070)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The Crown Commercial Services (CCS) framework agreement for vehicle purchases (RM1070) is open to all public sector and non-profit making third sector organisations within the United Kingdom.
- 1.2 Participation in the CCS Framework was approved by the Executive on 22<sup>nd</sup> June 2017.
- 1.3 As part of the ongoing vehicle replacement programme (VRP), Fleet Services have identified the requirement to replace a 4 x 4 passenger vehicle.
- 1.4 This purchase relates to a vehicle being used by Falkirk Community Trust.

### **2. Framework Participation**

- 2.1 In order to determine the most suitable vehicle to meet requirements, Fleet Services engaged with the Community Trust in order to confirm what specification of vehicle was needed. Fleet Services then approached suppliers on the framework (RM1070), who were able to provide the vehicle required.
- 2.2 After conducting the above review, Fleet Services identified Toyota (GB) Plc as being the most economical and fit for purpose to meet the designated requirements.
- 2.3 Fleet Services had approached the specific manufacturer on the framework and initiated a direct award. The manufacturer had confirmed the ability to facilitate this purchase via a local provider and all servicing and warranty provisions would be managed locally.
- 2.4 The total cost of this exercise is estimated to be £18,500 and funding is contained in various Fleet Services budget headings.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the offers submitted by Toyota (GB) Plc, in the sum of approximately £18,500 for a vehicle purchase for Falkirk Council.

.....  
**Director of Development Services**

Date: 4<sup>th</sup> June 2018  
Contact Name: Laura Campbell

Ext: 0404

## **Falkirk Council**

**Title:** Acceptance of Tenders under £250,000  
IH0073 - Waiting, Loading and Parking Restriction Road  
Markings in Falkirk

**Meeting:** Information Bulletin

**Date:** 19 September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The contract for IH0073 - Waiting, Loading and Parking Restriction Road Markings in Falkirk was advertised on the Public Contracts Scotland Portal.

### **2. Tenders Received**

- 2.1 2 compliant tenders were received by the due date of 1 May 2018 and opened on 1 May 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tendered prices were checked and ranged from £35,991.32 to £39,124.20.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Central Traffic Management Ltd for the sum of £35,991.32.
- 2.4 The tender can be funded from the 2018/2019 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 Central Traffic Management Ltd, 101 Banded Industrial Estate, Throsk, Stirling, FK7 7NP for the sum of £35,991.32 in respect of the IH0073 - Waiting, Loading and Parking Restriction Road Markings in Falkirk.

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pp Director of Development Services

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

Date: 28 May 2018

## **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



## **Falkirk Council**

**Title:** Acceptance of Tenders under £250,000  
Structural Masonry Works 2018/19  
(IC0205)

**Meeting:** Information Bulletin

**Date:** 19 September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The contract for Structural Masonry Works 2018/19 was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, six companies were subsequently invited to tender.

### **2. Tenders Received**

- 2.1 Five tenders were received by the due date of 22 June 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £79,475.00 to £170,360.78.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Dugie Clark Clachan Mhor Limited, Shandon Wood, Ruskie, Stirling, FK8 3LG for the sum of £79,475.00.
- 2.4 The tender can be funded from the 2018/19 Bridge Replacement & Strengthening Capital budget.

### **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Dugie Clark Clachan Mhor Limited, Shandon Wood, Ruskie, Stirling, FK8 3LG for the sum of £79,475.00 in respect of Structural Masonry Works 2018/19.

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pp Director of Development Services

Author – Gary McGregor, Senior Road & Bridge Design Officer – 01324 504993,  
gary.mcgregor@falkirk.gov.uk  
Date: 26/06/2018

## **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 BOWHOUSE PS - INTERNAL ALTERATIONS TO INCREASE NURSERY CAPACITY (GRA-7895)

**Meeting:** Information Bulletin

**Date:** 19 September 2018

**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for internal alterations to increase nursery capacity at Bowhouse was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, five companies were subsequently invited to tender.

## **2. Tenders Received**

- 2.1 Four tenders were received by the due date of 23<sup>rd</sup> May 2018 and opened on 24<sup>th</sup> May 2018 at 10.15am in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 90% price and 10% quality. The checked prices ranged from £254,192.88 to £356,605.16, with the total scoring ranging from 91.65 to 98.34.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Maxi Construction Ltd, who achieved the overall highest score of 98.34, for the sum of £254,192.88.
- 2.4 The tender can be contained within the Children's Services Capital Budget 2018/19.
- 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 Maxi Construction Ltd, Firth Road, Houston Industrial Estate, Livingston, EH54 5DJ in the sum of £254,192.88 in respect of internal alterations to increase nursery capacity at Bowhouse Primary School (GRA-7895).

---

pp Director of Development Services

**Author:** Jack Aitken, Education Design Co-ordinator – 01324 504867,  
jack.aitken@falkirk.gov.uk  
**Date:** 02/07/2018

## **APPENDICES**

### **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**

**Title:** Acceptance of Tenders over £250,000 and under £500,000 in Value  
Contract for Gas Heating Replacements Framework Agreement at Various Locations, Falkirk Area (VAR-7920)  
**Meeting:** Information Bulletin  
**Date:** 19 September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for gas heating replacements framework agreement at various locations, Falkirk area was advertised on the Public Contracts Scotland Portal and, following assessment of submitted European Single Procurement Documents, eight companies were subsequently invited to tender.

## **2. Tenders Received**

- 2.1 Eight tenders were received by the due date of 13 August 2018 and opened 13 August 2018 at 2.10pm in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 60% price and 40% quality. The checked prices ranged from £261,122.46 to £466,485.42, with the total scoring ranging from 53.19 to 90.00.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to the tenderers as detailed in Appendix 1 with an estimated annual value of £261,122.46.
- 2.4 The tender can be contained within the block expenditure figure for Energy Efficiency, identified in the Housing Investment 3 Year Programme 2018/2021.
- 2.5 In accordance with Standing Order 6.2(ii) relating to contracts, I consulted with the Chief Governance Officer prior to entering into a framework agreement with these parties.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(ii), I have accepted the tenders as detailed at Appendix 1, with an approximate total contract value of £261,122.46 in respect of gas heating replacements framework agreement at various locations, Falkirk area.

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pp Director of Development Services

**Author: Neil Anderson, Acting Housing Investment Design Co-ordinator –  
01324 5048881, neil.anderson@falkirk.gov.uk**

**Date: 07/08/2018**

## **APPENDICES**

List of Contractors

### **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

FRAMEWORK AGREEMENT FOR GAS CENTRAL HEATING TO COUNCIL  
HOUSING PROPERTIES

COMPANY	POSTAL TOWN
McTear Contracts Ltd	Wishaw
British Gas Social Housing Ltd TA PH Jones	Runcorn
City Technical Services Ltd	Glasgow
Everwarm Ltd	Bathgate
CCG (Scotland) Ltd	Glasgow
Gas Call Services Ltd	Glasgow
Virtue Services Group Ltd	Motherwell
QTS Contracts Ltd	Dunning

Estimated annual value £261,122.46

**Title:** Acceptance of Tenders over £250,000 and under £500,000 in Value  
Contract for THE PROPOSED INTERNAL ALTERATIONS  
FOR NEW NURSERY FACILITY AT SLAMANNAN PRIMARY  
SCHOOL (SLA-7729)  
**Meeting:** Information Bulletin  
**Date:** 19<sup>th</sup> September 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for the proposed internal alterations for new nursery facility at Slamannan Primary School was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, four companies were subsequently invited to tender.

## **2. Tenders Received**

- 2.1 Four tenders were received by the due date of 8<sup>th</sup> June 2018 and opened at 9:50am on the 11<sup>th</sup> June 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 90% price and 10% quality. The checked prices ranged from £323,978.00 to £408,149.35, with the total scoring ranging from 85.65 to 97.23.
- 2.3 Following the evaluation of tenders and the withdrawal of the highest scored tender, it was considered best value for the Council to award the contract to Hadden Construction Ltd., 1 Maidenplain Place, Aberuthven, who achieved the overall score of 92.69, for the sum of £342,654.61.
- 2.4 The tender can be contained within 2018/2019 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 Hadden Construction Ltd., 1 Maidenplain Place, Aberuthven in the sum of £342,654.61 in respect of the proposed internal alterations for new nursery facility at Slamannan Primary School.

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pp Director of Development Services



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

**Date: 22/06/2018**

## **APPENDICES**

### **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 Over £250,000 and Under £500,000 in Value – for the Provision of Surface Dressing of Carriageways (SC1718-0098)**

**Meeting: Information Bulletin**

**Date: 19th September 2018**

**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Falkirk, Clackmannanshire and Stirling Councils have entered into a collaborative tendering exercise for the surface dressing of carriageways during financial year 2018/19.
- 1.2 A tender for the provision of a surface dressing of carriageways service was advertised by Stirling Council through the Public Contracts Scotland Portal as an open tender on 16<sup>th</sup> April 2018. Subsequently 2 companies expressed an interest in tendering.

### **2. Tenders Received**

- 2.1 A total of 2 tenders were received by the due date of 6<sup>th</sup> April 2018 and opened in accordance with Stirling Council's procedures relating to contracts.
- 2.2 The checked tendered prices for the 2 tenders ranged from £268,230.68 to £299,679.48
- 2.3 Following detailed evaluation of all tenders, Kiely Bros Ltd was selected as offering overall best value across the full range of services. The estimated contract value of work over an 8 week programme of work was £270,000.
- 2.4 The funding for this contract is contained within the 8120689705 Roads Maintenance Capital budget.

### **3. Action Taken**

- 3.1 **In accordance with Standing Order 6.2(ii) relating to contracts, I accepted the tender submitted by Kiely Bros Ltd at a value of £270,000 for the provision of a surface dressing of carriageways service to Falkirk Council.**

.....  
**Director of Development Services**

Date: 14<sup>th</sup> August 2018

Contact Name: Wilson Kemp 129

Ext: 0777

### **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 – Framework Agreement for Vehicle Purchases - (C/N: CCS RM1070)

**Meeting:** Information Bulletin

**Date:** 19<sup>th</sup> September 2018

**Submitted By:** Director of Development Services

### **1. Introduction**

- 1.1 The Crown Commercial Services (CCS) framework agreement for vehicle Purchases (RM1070) is open to all public sector and non-profit making third sector organisations within the United Kingdom.
- 1.2 Participation in the CCS Framework was approved by the Executive Committee on 22<sup>nd</sup> June 2017.
- 1.3 As part of the ongoing vehicle replacement programme (VRP), Fleet Services have identified 55 vehicles are required as pool cars to allow services to reduce grey fleet mileage. Grey fleet is the term used to describe any vehicles that do not belong to the organisation, but which are used for business travel.
- 1.4 This purchase relates to vehicles being used by Social Work (Adult Services), Children's Services, Home Care, Corporate & Housing Services and Roads Services. The breakdown is detailed in the table in paragraph 2.2.

### **2. Framework Participation**

- 2.1 In order to determine the most suitable vehicle to meet requirements, Fleet Services engaged with the relevant services in order to confirm what specification of vehicle was needed. Fleet Services then approached suppliers on the framework (RM1070) and had vehicles provided for demonstration purposes.
- 2.2 After conducting the above review, Fleet Services identified the following suppliers as being the most economical and fit for purpose for the specific services identified. They are as follows:

Suppliers	Model	Location	Service
Kia Motors (UK) Ltd	Kia Picanto	Surrey	Roads Services
Vauxhall Motors Ltd	Vauxhall Viva	Luton	Home Care
Peugeot Motor Company PLC	Peugeot 108	Coventry	Corporate & Housing Services
Dacia (a part of the Renault UK Ltd Group)	Dacia Sandero	Hertfordshire	Children's Services/ Social Work Adult Services

- 2.3 It should be noted that this may be subject to change depending on vehicle availability and performance. Some vehicles will also be retained on site at Dalgrain Depot.
- 2.4 Fleet Services will approach the specific suppliers on the framework and engage a direct award. The suppliers confirmed the ability to facilitate this purchase via a local provider and all servicing and warranty provisions would be managed locally.
- 2.5 The total cost of this exercise is estimated to be £400,000 and funding is contained in various Fleet Services budget headings.
- 2.6 No award of the contract shall be given until consultation is concluded with Chief Governance Officer.

### **3. Action Taken**

- 3.1 **In accordance with Standing Order 6.2(ii), I accepted the offers submitted by the suppliers detailed in appendix 1, in the sum of approximately £400,000 for Vehicle Purchases for Falkirk Council.**

.....  
**Director of Development Services**

Date: 12<sup>th</sup> June 2018  
Contact Name: Chris Gannon

Ext: 0821

## APPENDIX 1

### Falkirk Council

#### Framework Agreement for the Vehicle Purchases – (C/N: RM1070)

Suppliers	Location	Anticipated Spend
Kia Motors (UK) Ltd	Surrey	£135,000
Vauxhall Motors Ltd	Luton	£74,000
Peugeot Motor Company PLC	Coventry	£71,000
Dacia (a part of the Renault UK Ltd Group)	Hertfordshire	£120,000

**Total Value - £400,000**

