



**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 2  
2018/2019**

## **Falkirk Council**

**Title:** Public Access Defibrillators

**Meeting:** Council - Information Bulletin

**Date:** 5 December 2018

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

### **1. Introduction**

- 1.1 At its meeting on 7 October 2015, Council agreed the provision of defibrillators in the Falkirk Council area, with a view of supporting the partnership work being undertaken with the Scottish Government, British Heart Foundation and the Scottish Ambulance Service (SAS).

### **2. Background**

- 2.1. During 2016, 13 defibrillators were purchased and installed. The locations are noted in Appendix 1. The cost for these 13 defibrillators, cabinets for housing the defibrillators and fitting, was c£14k.
- 2.2 The SAS has offered and delivered training at locations where defibrillators have been installed and this support continues.
- 2.3 Members will be aware from the previous report that a defibrillator was installed at Bainsford Community Centre. Unfortunately, 6 weeks after delivery, the equipment was stolen from the premises. A replacement defibrillator was installed but unfortunately the second unit was also stolen from the premises.
- 2.4 Council previously asked for consideration of additional defibrillators at different locations in Denny, Bonnybridge, Bo'ness and Whitecross. Current advice suggests that defibrillators need to be located within approximately 200 metres of someone experiencing a heart attack to provide a significant improvement to their likelihood of survival. A mapping exercise, assessing cardiac arrests within specific areas, was undertaken in conjunction with the SAS. No clear suitable locations were identified. Based on the work with the SAS it is suggested that no further defibrillators be installed at this time in Council buildings.
- 2.5 The existing defibrillators have a battery pack which needs to be replaced every four years. The current defibrillators need to have their battery packs replaced in 2020 or sooner depending on usage. Replacement battery packs are c£100 each, which is an approximate total cost of £1,200 for all units.

### **3. Action Taken**

- 3.1 The Council will not be making further investment in the Public Access Defibrillators unless specific recommendations are made by the SAS.
- 3.2 The stolen defibrillator at Bainsford Community Centre will be replaced. The defibrillator cabinet will be upgraded to include a combination lock as part of the replacement.
- 3.3 Any future defibrillators purchased will be installed in cabinets secured with combination locks to prevent theft or misuse of the defibrillator.
- 3.4 The Council has identified budget to replace the battery packs and consumables of existing public access defibrillators.

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Director of Corporate & Housing Services

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**Date:** 30<sup>th</sup> October, 2018

## **APPENDICES**

Defibrillator Locations

### **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:**

**None**

**LOCATION OF DEFIBRILLATORS WITHIN  
FALKIRK COUNCIL PREMISES**

Defibrillators are located at:

- The Crematorium;
- The Community Education Unit in Grangemouth (donated by local group);

Recent additions following October 2015 paper:

- Dorrator Court
- Glenfuir Court
- Leishman Tower
- Victoria PS
- Easter Carmuir PS
- Carron PS
- The Grange Community Centre
- Carronshore PS
- Sacred Heart PS
- Maddiston PS
- Torwoodhall Residential Care
- Cunningham House Residential Care

Bainsford Community Centre

The defibrillator at Bainsford Community Centre was stolen approximately 5-6 weeks after the installation. The second replacement unit was also stolen.



## FALKIRK COUNCIL

**Title:** Winter Service Plan – Adopted Roads and Footways  
**Meeting:** Information Bulletin  
**Date:** 05 December 2018  
**Author:** Director of Development Services

### **1 Purpose of Bulletin**

- 1.1 This report informs Members of updates made to the Winter Service Plan for adopted roads and footways.

### **2 Recommendation**

- 2.1 **Members are requested to:-**

**(1) Note the content of this Report**

### **3 Background**

- 3.1 Falkirk Council, as Roads Authority, is obliged under Section 34 of the Roads (Scotland) Act 1984, to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of vehicles and pedestrian traffic throughout the Council maintained road and footway networks.
- 3.2 The current Winter Service Plan was previously considered by Environment & Community Safety Committee on 16 August 2011 and requires to be updated to ensure we continue to provide a high quality trusted service that is right for our customers whilst taking account of Council of the Future requirements in terms of enabling communities to self-help.

### **4.0 Changes to Winter Service Plan**

- 4.1 In line with our statutory duty, carriageway and footway treatment routes have been reviewed to take account of the importance of traffic routes, with our Priority 1 route treatment programme now concentrating on the resilience of our strategic, main and secondary distributor roads for carriageways, and prestige, primary and secondary routes for footways. A copy of the revised Plan is attached as Appendix A. Revised gritting routes will be viewable on the Council's web site prior to the onset of winter.
- 4.2 Grit bin provision has been reviewed to promote community self-help. An additional 4 community bins per square kilometre will be positioned at key locations in low lying areas across the Council area, giving an overall provision of 8 (max) per square kilometre. In total, an additional 70 large community bins will be in place prior to the onset of winter.

- 4.3 Whilst changes proposed in winter service provision will result in some impact to road users, care has been taken to ensure that our communities' needs are met and that all communities receive a reasonable level of treatment, in line with our statutory requirements.

## 5.0 **Financial Implications**

- 5.1 It has been estimated that by reviewing carriageway and footway treatment priorities and promoting community self-help, we can achieve efficiencies whilst continuing to accomplish high satisfaction rates in the clearance of snow and ice.

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pp Director of Development Services

Author: Dorothy Reid, Roads and Grounds Manager, Development Services  
Date: 05/11/18

## Appendices

- A Winter Service Plan 18/19
- B Potential Savings

Winter Service Plan  
For  
Carriageways & Footways  
2018 - 2019

Falkirk Council



**Falkirk Council**

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## POLICY

### 1.0 Introduction

This is Falkirk Council's Winter Service Plan for Carriageways and Footways. It sets out the categorisation of priorities and the treatment and timings to be accorded to each of these.

The Winter Service Schedule which augments the Plan will provide details of staff rotas, staff and other useful telephone numbers, route and footway priorities and other management arrangements.

### 2.0 Statutory Duty

Winter service forms an integral part of the road maintenance function and Falkirk Council, by virtue of the Roads (Scotland) Act, 1984 (Section 34) has a statutory duty to **'take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads'**.

### 3.0 Objective

Falkirk Council's objective in relation to winter service is the reduction as far as possible of the effects of adverse weather. To provide travelling conditions as safe as is reasonably possible having regard to financial constraints.

In order to achieve this objective it is recognised that a priority treatment system is required which will concentrate on the more important routes and then be extended to the less important routes when resources become available.

The winter service essentially comprises the following types of treatment:

- **Precautionary salt treatment**
- **Treatment of ice**
- **Treatment of snow**
- **Provision of grit bins**

These types of treatment are generally carried out in accordance with the Scottish Government Technical Memorandum SH 3/76, Scottish Government Code of Good Practice and Well Managed Highway Infrastructure (A Code of Practice), Section B7.

### 4.0 Winter Dates

Prior to each winter the Roads and Grounds Manager will determine the various dates and time periods relevant to the Policy and will arrange for the appropriate control arrangements to be in place during these times, based on the guidelines below.

The dates will be as realistic as possible however the unpredictability of the climate may lead to the need for action outwith the "Winter Service Period".

The following is given in general terms but actual dates depend on how the weeks and dates of the months relate to each year.

#### 4.1 Core Winter Period

The Core Winter Period will run from the Friday nearest to the 1<sup>st</sup> of November until the Friday nearest to the 31<sup>st</sup> March, however, the end date should take into account the timing of the Easter break.

#### 4.2 Lead-in and Lead-out Periods

The Lead-in to the Core Winter Period will be the two weeks prior to the start of the core period.

The Lead-out of the Core Winter Period will continue until the Friday nearest 30th April.

During the Lead-in and Lead-out times up to 50 percent of the winter gritting fleet will operate on a stand-by basis.

#### **4.3 Footway Treatment**

Footway treatment will be carried out during the Core Winter Period. Operatives taking part in footway treatment will operate on a standby basis during the months of December, January and February.

### **5.0 Duty Manager**

The Duty Manager shall be the Roads and Grounds Manager or a nominated representative. The Roads and Grounds Manager will be responsible for appointing a rota of Duty Managers. The Duty Manager will be responsible for the implementation of the Winter Service Plan and its identified procedures within the Falkirk Council area.

The Duty Manager will make decisions on the implementation of Falkirk Council's winter service actions to assist in the safe passage of pedestrians and vehicles over public roads and to maintain the availability and reliability of the road network.

The Duty Manager will be responsible for receipt of weather forecasts from the forecast provider by 14:00hrs each day and making decisions on the relevant winter action required. The Duty Manager will arrange for a copy of the forecast to be transmitted electronically to all the required forecast recipients. The information to be included is as follows: -

- Duty Manager's name.
- Contact Telephone number
- Carriageway priority level of treatment
- Precautionary treatment start time
- Precautionary treatment rate of salt spread
- Footway priority level of treatment
- When weather conditions or minimum road surface temperature would normally necessitate a precautionary treatment, but if no treatment is proposed, justification shall be required for this decision i.e. no moisture is expected on the road surface, residual salt levels are high etc.

The Duty Manager will attend a training course run by the forecast provider at least once every 2 years.

The Duty Manager will have arrangements in place to ensure that all such relevant information is made available to the winter service operatives on duty.

The Duty Manager, upon notification of a change to the forecast which may necessitate a revision to the agreed daily action plan, will arrange with the Duty Officer to issue a revised action plan and for it to be transmitted electronically to the various forecast recipients. The Duty Manager will have arrangements in place to ensure that any updated forecast or revised winter response is timeously made available to the Duty Officers and Duty Supervisors on duty.

A rota of all Duty Managers on duty will be maintained in the Winter Service Procedures manual and will be held at the Duty Officer Control Room.

### **6.0 Duty Officer**

The Duty Officer will be responsible for recording the winter activities carried out in the Duty Log, providing the information detailed below.

- Routes gritted including start / finish times and spread rates
- Routes ploughed

- Known accidents
- Roads closed
- Salt used
- Known breakdowns
- Weather forecasts

The Duty Officer will:

- Have no direct operational responsibility.
- Will attend a training course run by the Forecast Provider at least once every 2 years
- Be fully aware of the Policy, Procedures and Winter Service Plans of Falkirk, Stirling and Clackmannanshire Councils
- Be responsible for updating or amending the planned decision on treatment, liaising with the Duty Manager as required.
- Be responsible for ensuring that all rosters for staff on duty are collated and available at all times together with all necessary contact numbers.
- Be responsible for maintaining records of all reports received by telephone and documenting the action taken.
- Be trained in the interrogation of all information systems relating to the Winter Service and the interpretation of information received.
- In conjunction with Duty Supervisors, monitor current weather and road surface conditions.
- Maintain regular contact with the Duty Supervisors logging calls and transferring information where required.
- Be fully acquainted with weather forecasts and the intended action levels, thereafter initiating any action required and discussing mobilisation requirements with the Duty Supervisors
- Ensuring that the extent of mobilisation is commensurate with prevailing/anticipated road conditions.
- Maintain liaison with Duty Supervisors and be aware of the level of activity ongoing or required throughout the three Council areas.
- Be familiar with customer care / enquiry procedures and liaise with external organisation e.g. other Local Authorities, Police, AA etc.
- Submit a brief activity report for each day of the week prior to 0900 hrs.

A rota of all Duty Officers and Duty Supervisors on duty will be maintained within the Winter Service Schedule and held at the Control Room

## **6.1 Duty Officer Control Room**

During the Winter Period, including the lead-in and lead-out periods, a Duty Officer Control Room will operate from a central location between 17:00hrs and 09:00hrs on weekdays. The Duty Officer will work from home on a standby arrangement on Saturdays and Sundays during the winter period unless the 2 to 5 day forecast predicts adverse weather over the weekend period. A decision will be taken on the Wednesday each week regarding the requirement to work from the Duty Officer Control Room.

During adverse weather, a central location is desirable to allow easy access to weather forecast data, weather radar, roads sensor data and the forecast provider's consultation service. It acts as a "hub of communication and information in the effective management of the service in the 3 Council areas. This will also allow communications with the Police, members of the public and the local authority's 24hr emergency controls. At the times specified above the co-ordination of winter operations together with the upkeep of the essential duty log is also efficiently managed by the Duty Officer from the control room. The Duty Officer control room is currently located at Springkerse Depot in Stirling.

Duty Officers will operate on a rota system, alternating this duty with officers from Stirling and Clackmannanshire Councils as per the "Tri-Council Partnering Agreement".

## **7.0 Weather and Other Emergencies**

The Winter Service is not an emergency operation in the traditional sense. It is reasonably predictable

that certain conditions will pertain at times during the winter and hence a certain amount of planning can be made in anticipation. Other weather emergencies and the consequences are less predictable and less preparation can be made. However, procedures must allow for the efficient and early response to weather emergencies of any kind and other emergencies such as road accidents, landslips etc.

Since a control system exists for winter purposes, it is logical to handle other emergencies through the same procedure at the appropriate time of year. Outwith the winter period responsibility and control will be with the Roads and Grounds Manager or nominated representative(s).

The Roads and Grounds Manager or Duty Manager may place additional staff as required on standby on receipt of an adverse weather forecast.

## **8.0 Carriageways**

The service provided will be based mainly on the road's importance as a traffic route, with consideration being given to public transport services.

The priorities and the relevant road types are defined below together with the relevant treatment standards and operational times.

### **8.1 Priorities, Treatment Standards and Operational Times**

In ice conditions, treatment will be the passage of a gritting vehicle travelling in one direction over the carriageway or footway spreading salt or sand/grit/salt mix. The area treated will be limited to the spread distribution of the equipment utilised.

For snow conditions, treatment will be the passage of a gritting vehicle travelling in both directions clearing snow over the width of the plough. This will then be treated with salt or a mixture of grit/sand/salt.

### **8.2 Priority C1 Carriageways**

Council roads of primary importance and which form a strategic network, these being Strategic, Main Distributor and Secondary Distributor Roads and comprise main urban traffic routes, the main routes to larger schools, Falkirk Council owned surfaced car parks, major bus routes and routes to main Emergency Service establishments. A list of all Priority 1 routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

- Precautionary salt treatment 24 hours per day.
- Treatment of ice 24 hours per day.
- Treatment of snow 24 hours per day.

### **8.3 Priority C2 Carriageways**

These are identified roads of lesser importance as traffic routes and important rural routes. In terms of hierarchy, these routes are Link Roads and include main urban spine roads into housing and industrial areas where there are difficult bends or steep inclines and are particularly prone to icing. A list of all Priority 2 routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

Any treatment on Priority 2 routes will normally be carried out between 05:00 hours and 22:00 hours.

- Precautionary salt treatment on receipt of a specific instruction from the Duty Manager.
- Treatment of ice on receipt of a specific instruction from the Duty Manager.
- Treatment of snow on receipt of a specific instruction from the Duty Manager.



The Duty Manager should be satisfied that the following criteria are met:

- Precautionary salting on Priority 2 routes should only be carried out in exceptional circumstances.
- The general outlook established from forecasts and other weather information, is that the prevailing ice and / or snow conditions are likely to continue to exist unbroken beyond 24 hours from the initial onset. Consideration should be given to rural routes which may not have defrosted in line with urban routes.
- The treatment of Priority 2 routes should not be detrimental to the level of service required on Priority 1 routes.

#### **8.4 Priority C3 Carriageways**

These are the most significant of the remainder of the road network which are Local Access Roads in terms of hierarchy.

Treatment and Times

These routes will only be treated in exceptional weather conditions, and only when resources permit. Should resources allow, consideration will be given to the higher level roads in the first instance. Treatment will require the authorisation of the Roads and Grounds Manager in consultation with the Duty Manager.

Priority 3 routes will normally be treated during normal working hours (deemed to be 0730 – 1600 hrs Monday to Thursday and 0730 – 1230 on a Friday inclusive). No treatment will be carried out beyond these times unless authorised by the Roads and Grounds Manager or Head of Service.

Treatment should not be detrimental to the level of service required on routes of Priorities 1 and 2 and there should be uniformity in the timing of their introduction in all affected areas.

The Duty Manager should be satisfied that the following criteria are met:-

- The general outlook established from forecasts and other weather information is that the prevailing ice and/or snow conditions are likely to continue to exist unbroken beyond 48 hours from the initial onset.

#### **8.5 Priority C4 Carriageways**

The remainder of the Local Access Road road network.

Treatment and Times

It is extremely unlikely that these routes will receive any treatment. These routes will only be treated in exceptional weather conditions, and only when resources permit.

Treatment will require the authorisation of the Roads and Grounds Manager or Head of Service in consultation with the Duty Manager.

The treatment will deal with any remaining areas presenting greater difficulties than general and progressively move onto roads of lesser difficulty.

Any treatment on Priority 4 routes will normally only be carried out during working hours (deemed to be 07:30 – 16:00hrs Monday to Thursday and 07:30 – 12:30hrs on a Friday inclusive). No treatment will be carried out beyond these times unless authorised by the Roads and Grounds Manager or Head of Service.

Treatment should not be detrimental to the level of service required on routes of Priorities 1, 2 and 3 and there should be uniformity in the timing of their introduction in all affected areas.

## 9.0 Footways and Cycleways

The service provided will be based largely on the importance of the footway/cycleway as a pedestrian/cyclist route both in terms of pedestrian volumes and the importance of the destination.

The priorities and the relevant footway types are defined below together with the relevant treatment standards and operational times.

**Footway** is the term for the pedestrian walking surface or pavement adjacent, parallel or relatively close to the.

**Footpath** is the term for a pedestrian walking surface between or remote from carriageways.

**Cycleways** will only be treated where they form part of the carriageway or footway and will be treated in accordance with the priority for that section of carriageway or footway

### 9.1 Priorities, Treatment Standards and Operational Times

In ice conditions treatment will be the passage of a gritting vehicle travelling in one direction over the cycleway or footway spreading salt or a mixture of sand/grit and salt. The salt or a mixture of sand/grit and salt will be spread within the limitations of each individual vehicle.

For snow conditions treatment will be the passage of a gritting vehicle clearing snow over the width of the plough to a level of 10mm. This will then be treated with salt or a mixture of grit/sand and salt will be spread within the limitations of each individual vehicle.

### 9.2 Priority F1 Footways

Footways with the highest pedestrian usage. In hierarchy terms, these will be prestige, primary and secondary walking routes. These include main town and village shopping areas, pedestrian precincts, main routes to urban schools, main access routes to hospitals, clinics, identified public buildings, major sheltered housing complexes and other high risk areas. A list of all Priority 1 footway routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

- Precautionary salt treatment only on a specific instruction from the Duty Manager.
- Treatment of ice only on a specific instruction from the Duty Manager.
- Treatment of snow 24 hours per day on a specific instruction from the Duty Manager depending on the severity of conditions and resources available.

The Duty Manager should be satisfied that the following criteria are met:

- The general outlook established from forecasts and other weather information, is that ice and/or snow conditions are likely to continue beyond 08:00hrs.

### 9.3 Priority F2 Footways

These are footways of a lesser importance, generally Link Footways for which a list will be held within the Winter Service schedule and will be identified on the Council website. These routes include main pedestrian routes in major housing developments and the main access routes to sheltered housing complexes and other establishments. Where day centres for older people or people with special needs have been identified as having substantial pedestrian usage, these will be treated under this category.

Treatment and Times

Any treatment on Priority F2 routes will normally be carried out during working hours (deemed to be 07:30 – 16:00hrs Monday to Thursday and 07:30 – 12:30hrs on a Friday inclusive).

- No precautionary salt treatment.
- Treatment of ice, in so far as is practicable, only on a specific instruction from the Duty Manager.
- Treatment of snow, in so far as is practicable, on a prioritised basis depending on conditions and resources available and only on a specific instruction from the Duty Manager.

The Duty Manager should be satisfied that the following criteria are met:

- The general outlook established from forecasts and other weather information, is that the prevailing ice and / or snow conditions are likely to continue beyond midday 24 hours after the initial onset
- The treatment of Priority F2 routes should not be detrimental to the level of service required on Priority F1 footways.

#### **9.4 Priority F3 Footways**

The remainder of the footway network. It is extremely unlikely that these routes will receive any treatment.

Treatment and Times

- These routes will only be treated in prolonged adverse weather conditions, and only when resources permit.

### **10.0 Resilience Plan**

#### **10.1 General**

In order to keep Strategic and Main Distributor Routes open during times of significant snowfall and to allow traffic to flow freely on these routes a Resilience Plan (RP) has been introduced. This will be brought into operation when continuous snow is forecast and likely to give significant accumulations in excess of 100mm over a substantial part of the Council area and expected to remain in untreated locations for a prolonged period before a natural thaw disperses it.

Procedures for the treatment of ice and snow are established and this separate Plan which relates specifically to the management of extreme winter snowfall events has been developed. During snow conditions, when designated routes are likely to be affected by significant levels of lying snow, gritters will be deployed on these routes until satisfactory snow clearance has been achieved.

The formulated Resilience Plan will ensure that Strategic and Main Distributor Routes are treated with priority. Instructions will be issued for work to proceed on the rest of the Priority 1 Carriageway, F1 Footway and Secondary Carriageway and footway routes once the Strategic Routes are in an acceptable condition.

This Plan takes account of a number of factors which affect the removal of snow from carriageways and footways: - the temperature of the road surface; the timing of the snow; day or night; the volume of traffic using the roads; a pre-planned application of salt has been undertaken prior to the snow.

#### **10.2 Snow Routes for Carriageways**

The Resilience Plan is aimed at clearing around 250 km of Strategic and Main Distributor Roads and recognises that the clearing and treatment of snow can take longer than standard gritting procedures due to lying snow requiring to be ploughed in both driving directions.

The resilience routes target the most important roads within the network hierarchy i.e. Strategic Routes, Main Distributor Routes. These do not include all of those identified as Priority C1 carriageway routes generally. This ensures that the gritting fleet can cope. Whilst ploughing is in operation salt should be spread over the ploughed area to prevent snow from compacting.

In exceptional circumstances when routes identified within the Resilience Plan cannot be kept open, the Duty Manager may issue instructions to further prioritise route treatment.

### **10.3 Treatment of Carriageways in Snow Conditions**

**MINIMUM WINTER NETWORK:** The objective is to keep as much of the network as safe and free flowing for traffic as possible. Priority will be given to:

- A. Snow Routes
- B. Remainder of the Priority 1 Gritting Route.
- C. Priority 2 Gritting routes

A list of all Priority snow routes will be held within the Winter Service Schedule and will be identified on the Council website.

#### **Treatment and Times**

- Precautionary salt treatment 24 hours per day.
- Treatment of snow 24 hours per day.

As the snow falls treatment will commence and continue until the snow has been moved and is no longer accumulating on the road surface. Ploughing operations should start when the snow has reached a depth which can be ploughed. Prior to this treatment action will consist of salt spread at 20g/sqm. On completion of the drivers' hours, fresh drivers should be brought in so that the operation may proceed without interruption.

### **10.4 Treatment of Footways and Pedestrian Areas in Snow Conditions**

**MINIMUM WINTER NETWORK:** Treatment of snow on Priority F1 Footways will commence concurrently with the Carriageway Snow Route treatment. These routes will include areas of high pedestrian usage where risk to pedestrians from extreme weather is highest.

Steps and ramps to underpasses and footbridges together with any 'low level' footpaths associated with the underpasses and the footpaths on the footbridges. A list of all Priority F1 footway routes will be held within the Winter Service Schedule and will be identified on the Council website.

#### **Treatment and Times**

- Precautionary salt treatment 24 hours per day.
- Treatment of snow 24 hours per day.

### **10.4 Car Parks**

Falkirk Council owned and surfaced Car Parks are included in the Priority C1 carriageway gritting routes. These car parks will be treated under this priority in snow conditions only once the priority carriageway snow routes are at an acceptable level and the Duty Manager considers it appropriate.

### **10.5 Grit Bags**

In times of extreme weather it is not always possible to service grit bins due to their location.

Grit bags may will be supplied to locations which have already been identified for easy access and use by members of the public.

### **10.6 Roads and Grounds Manager**

During extreme snow events the Roads and Grounds Manager will be responsible for the

implementation of the Resilience Plan and its identified procedures.

During prolonged periods of extreme weather the Roads and Grounds Manager will assume a strategic role which will allow her to have an overview of all decision making and operational requirements. While the Duty Manager will be responsible for the day to day operations and decision making the Roads and Grounds Manager position will allow for strategic or executive decisions which will feed into the day to day operations, to be made.

The Roads and Grounds Manager will have arrangements in place to ensure that all relevant information is made available to the winter service operatives on duty.

#### **10.7 Duty Manager**

The role of the Duty Manager in extreme conditions will be as detailed in Section 5 of the Winter Service Plan. Where the Roads and Grounds Manager is rostered as the Duty Manager for the winter service, one of her deputies will assume the role of the Duty Manager allowing the Roads Manager to carry out the roles and responsibilities as detailed above.

#### **10.8 Duty Officer**

The role of the Duty Officer in extreme conditions will be as detailed in Section 6 of the Winter Service Plan

#### **10.9 Communications Liaison Officer**

During periods of extreme weather the Roads and Grounds Manager will designate a member of Roads and Grounds Services staff to act as Communications Liaison Officer. The Communications Liaison Officer will remain the point of contact for all Council services with regard to all ongoing operations. The Communications Liaison Officer will gather current and accurate information from as many sources as possible, including the Emergency Control Room, Supervisors and other Council Services. The Communications Liaison Officer will facilitate the exchange of information in the event of significant issues or problems and will be responsible of supplying up to date information for the Council website and members. The Communications Liaison Officer should be informed and updated with accurate information on road blockages, prevailing conditions and any significant developments. The Communications Liaison Officer will provide a daily information bulletin by 16:00 each day during the extreme weather for use by Members and inclusion on the Council website. This should be passed to the Roads and Grounds Manager who will authorise the information prior to it being forwarded to the Head of Service (Design, Roads and Transport) / Director of Development Services.

#### **10.10 Duty Team**

During snow events the Roads and Grounds Manager may decide it is necessary to create a local Emergency Control Room and Duty Team to oversee the decision making and implementation of the snow plan.

The ideal makeup of the duty team will consist of:

- A. The Duty Manager
- B. 2 Duty Officers
- C. 1 Communications Liaison Officer

Managers and Officers will be required to have access to GIS so that all clearance works can be registered and a pictorial representation built up. They should also be aware of the information contained in the Out of Hours Duty Officer Log so that staff handling enquiries can be kept aware of the situation.

The Duty Team will act as a clearing centre for all information and will distribute it accordingly. Where there are known road closures then a traffic alert will be posted on the Council website and on the Roads Twitter account.

#### **11.0 Grit Bins**

Grit Bins will be provided on Non- Priority 1 routes to accommodate normal icing conditions:-

- Where there are difficult bends, inclines, junctions and turning areas which are particularly prone to icing and where they have been in place for a number of years (historic reasons) or a special need has been recognized, eg:-
- adapted housing
- school crossing patrols
- sheltered housing complexes
- steps
- underpasses

Providing that:-

- local residents agree on a suitable location within the road boundary
- there is confidence that the grit bin will be properly used

Roads Services currently supply in excess of 1000 grit bins for salt/grit storage for use on the adopted public road and footway network. The large number of bins reflects the Council's desire to encourage self-help at locations where minor roads and lesser important routes have a lower priority response for mechanical treatment.

A mixture of salt and grit is provided solely for use on the adopted public road network and not on private areas, for example driveways etc. Salt required for private areas can be purchased from DIY stores and Builders Merchants.

Grit bins will not be provided on un-adopted roads, whether privately maintained or prospectively adoptable. Housing Developers are required as a condition of their Construction Consent to meet these requirements.

### 11.1 Community Grit Bins

There are several communities in the Falkirk Council area where gradient and geometric difficulty is not a factor. At such locations (e.g. Grangemouth) it is preferred to locate Community grit bins at strategic locations, agreed with Community or Resident's groups. A Community grit bin may be provided for each area approximating up to 8 community grit bins per 1 sq. kilometre.

### 11.2 Removal of Grit Bins

Grit bins will be removed from their given location:-

- where there is proof of misuse of the salt
- where residents cannot agree a location or need\*
- where bins suffer continued vandalism (minimum 2 separate occasions). A letter will be issued to residents after the first occasion
- where there are concerns, over the summer months, that the grit bin has an adverse effect on local amenity the grit bin may be temporarily removed at the discretion of the Roads and Grounds Manager

**No grit bins will be removed during periods of severe weather without extensive consultation with the residents concerned.**

*\* The provision of a new grit bin (or relocation of an existing grit bin) should be agreed through consultation with or between residents prior to installation, particularly those directly affected. If a suitable location, which addresses the geometric requirements, cannot be agreed then a grit bin may not be provided.*

### 11.3 Servicing of Grit Bins

Grit bins will be placed where they can be easily refilled from a lorry parked alongside.

Grit bins will be refilled as soon as possible after a period of heavy use. Given the large number of



bins, there is a considerable resource implication to replenish salt/grit and this task will only be undertaken when carriageway and footway treatments have been scaled down sufficiently to release labour and plant for grit bin duties. Priority will be given to the higher altitude locations.

A specific email address, [grit.bins@falkirk.gov.uk](mailto:grit.bins@falkirk.gov.uk) has been set up for members of the public to use to advise when bins require to be replenished with salt/grit out with the normal servicing.

A list of all grit bin locations will be held within the Winter Service Schedule and grit bins will be identified on the Council website

## **12.0 Communications**

Service requests will be handled by Falkirk Council's Contact Centre both during and outside working hours. These requests will be passed to the Area Maintenance Team to prioritise and deal with accordingly.

Public contact with Operational staff, the Duty Team and the overnight Duty Officer will not normally be available, thus enabling staff to deal with service delivery issues.

Requests for urgent assistance by the emergency services will receive considered priority action but such requests must be made through their control centre. In other cases such as funerals any requests must be made by the appropriate authority such as the Funeral Director. Requests of this type will be passed to the Duty Team or overnight Duty Officer to action and co-ordinate as required.

In extreme conditions, a daily information bulletin will be provided by 16:00 each day for use by Members and inclusion on the Council website. This should be passed to the Roads Manager who will authorise the information prior to it being forwarded to the Head of Service (Roads and Design) / Director of Development Services. This bulletin will include the following information:

- Weather summary for previous 24hrs
- Weather forecast summary for the following 24hrs
- Details of areas and works completed during the previous 24hrs.
- Details of proposed actions for the following 24hrs.
- Any road closures
- Salt resilience

## **13.0 Level of Service**

The decision to initiate winter operations will normally be made by the Duty Manager, based upon the Weather Forecast received from the forecast provider. These forecasts will be provided every day between 12:00hrs and 14:00hrs (including week-ends and public holidays). In addition, outwith normal working hours, the forecast provider will contact the Duty Officer if there is any major change in the projected weather conditions.

Out-of-hours Winter Operations may also be initiated by the Duty Officer on confirmed reports of adverse weather conditions.

As the decision to initiate planned winter operations will be based on the forecast provider's forecast, it is proposed, where possible, to treat Priority 1 routes outwith the hours of peak traffic flows. Where possible, it is intended that the treatment of these routes will be completed prior to the start of the morning peak (07:30hrs). Where the forecast indicates adverse conditions in the evening, reasonable effort will be made to treat outwith the evening peak; however, this will depend on forecast conditions and will not always be possible.

## **14.0 Plant, Vehicles, Materials and Resilience**

### **14.1 Vehicle Tracking**

Roads Services makes use of the latest electronic vehicle location systems together with automatic

recording of salt spreading. This helps to improve the accuracy of records as well as providing collaboration of service delivery in cases where failure to treat is alleged.

## **14.2 Materials**

**SALT MANAGEMENT:** Salt will not be given or sold to any company or organisation, unless under specific instruction of the Roads and Grounds Manager. Organisations wishing to acquire or procure salt should be directed to the appropriate local merchants.

Roads Services stores its salt in the salt dome at Grangemouth which is capable of holding 8000 tonnes. A minimum stock of 7500 tonnes will be available at the start of the winter period for use solely on the public road network.

Falkirk Council Roads Services obtains salt supplies for de-icing through a contract with Compass Minerals as the main supplier. Regular contact is maintained between the supplier and the authority to ensure that the supply is treated as a service rather than a simple commodity purchase. Salt will be restocked throughout the winter season.

In periods of extreme or prolonged conditions it may be necessary to obtain supplies from out-with the existing contract and Roads and Grounds Services will use this option as required and in collaboration with the other local service partners.

Salt stocks are controlled by use of the weighbridge at the salt dome. This information is sent directly to the supplier to enable them to schedule deliveries as and when required.

## **15.0 Winter Service Training and Development**

Roads Services ensures that all personnel involved in the Winter Service Plan, are trained or experienced to demonstrate competence in delivery of their duties. An annual evaluation and review of training requirements will be undertaken to ensure that all staff have the appropriate vocational and health and safety training / qualifications. Any identified training will be completed prior to the start of the winter season.

Falkirk Council may carry out periodic exercises to test plans for responding to severe weather events.

## **PROCEDURES**

### **16.0 Management Arrangements**

For roles and responsibilities see Appendix 1

### **17.0 Operational and Supervisory Procedures and Responsibilities**

#### **Lead –in Period**

Throughout this period and during the core winter period two Duty Supervisors will be on standby. The Duty Supervisors will be rostered from Development Services, Roads & Grounds Services operational personnel. The Duty Supervisors will direct, monitor and record operations in their designated areas during all pre-grit, call out and stand-to situations.

The Duty Supervisors will be available at all times out with normal working hours.

Suitably qualified standby personnel will be rostered for availability at all times with additional off-duty personnel available for call out as demand arises. During this period a total of ten drivers plus one loading shovel operator will maintain a standby presence.

#### **Core Period**



During the Core Period, Development Services will detail ten gritters to the treatment of the Falkirk Council network.

Staffing arrangements in respect of the above will be as follows:-

- 8 Gritters for Falkirk Council Routes – Standby Rosters
- 1 Loading Shovel – Salt Union Salt Dome – Standby Rosters

All personnel will be reminded that the interpretation of standby is that they must be immediately available to commence gritting or any other operation after call-out.

At all times out with normal working hours (except as otherwise may be directed) the standby gritter fleet and all reserve gritters will be immediately available to standby crews at Earls Road Depot.

Drivers will report any vehicle / equipment defects to the Duty Supervisor and in the event of a breakdown during a call-out, the matter will be reported immediately to the Duty Supervisor who will either arrange a repair or make available a spare gritter.

**It will be clearly understood that the completion of the treatment of the Priority Route is of prime importance at this stage.**

Gritters will not normally be automatically double staffed in snow conditions. If conditions become severe or in particular instances the Roads and Grounds Manager will have the discretion to double-staff where necessary.

A loading shovel will be available at Grangemouth Salt Dome. Defect reporting to be as above.

On receipt of the daily Meteorological Forecast the Duty Manager will determine treatment of Carriageway Priority Routes and Footway Priority Routes over the 24-hour period to follow. This will normally take the form of: -

- Evening pre-grit at a specific time
- An evening pre-grit “on hold” with call out based on subsequent weather, outstation data or Police information.
- Stand To at 05:00 hrs combined if necessary with either of the above.
- Stand To at 05:00 hrs for footpath teams.
- Duty Officer to monitor - who will call Supervisors if required.
- Supervisor Stand To where the Duty Supervisors check routes at 04:00 hrs.
- No Planned Action

In the event of a pre-grit being necessary or an emergency arising out with normal working hours, the Duty Supervisor will call-out Drivers, Plant Operators etc. as appropriate. Treatment will continue, if necessary 24 hrs per day.

On completion of the priority route network or when an emergency is over, all gritters will be reloaded and all personnel will report off duty to stand by. On all occasions the Duty Supervisor will record the on / off times.

In the Stand To situations the Duty Supervisor will issue instructions, based on his local route knowledge and updated outstation and Meteorological information. In the event of there being no such requirement, alternative duties may be detailed.

If no Stand To is required on a normal working day, all personnel should report to the Depot at normal starting time or as instructed.

### **Lead –out Period**

Throughout this period the Duty Supervisors will be on Standby. The Duty Supervisors will be rostered from Development Services operational personnel. The Duty Supervisors will direct, monitor and record operations in their designated area during all pre-grit, call out and stand-to situations.

The Duty Supervisor will be available at all times out with normal working hours.

Suitably qualified standby personnel rostered for availability at all times with additional off-duty personnel available for call out as demand arise. During this period a total of 10 drivers plus one loading shovel operator will maintain a standby presence.

## **18.0 General Procedures and Responsibilities**

### **Weekend Arrangements for Carriageways**

In order to receive instructions on the proposed treatment action through the weekend period from Saturday evening to Monday morning, drivers and plant operators will be contacted via SMS messaging with regard to any carriageway actions. Should operatives not receive any SMS messaging prior to 16:00hrs they must telephone Falkirk Council's Emergency Control Centre between 16:00 hrs and 17:00 hrs request action instructions.

Prior to this time, the Duty Officer in consultation with the Duty Manager will have evaluated the weather forecast and road condition outstation information, determined the appropriate treatment requirements, and will have passed this information to Falkirk Council Emergency Control and Duty Supervisors. A similar arrangement will exist during Public Holidays.

- Falkirk Council Emergency      Tel:                      01324 – 503117

### **Footways Arrangements**

In the event that treatments are required on Saturday, Sunday or Monday the Duty Supervisor will contact each member of the footpath rota for that week to advise that a stand to will be required the following morning.

SMS messages will be sent during December, January and February when staff are working to Standby arrangements.

### **Arrangements during Continuous Gritting and Ploughing Operations**

During continuous operations, particularly in adverse conditions, the working hours of all personnel will be closely monitored. Where prolonged operations result in standby drivers and plant operators being stood down, any subsequent requirement for continuous gritting / call-out / pre-grit may be detailed to relief personnel. It will therefore be necessary for all personnel to operate through prolonged emergency periods, as instructed.

Drivers and management / supervisory staff are required to heed the requirements of the Drivers Hours Regulations and ensure that all drivers whether operating under EEC or Domestic Regulations abide by their limits. It should be noted that under the Domestic Regulations, a general exemption from the Driving Regulations is allowed to deal with Emergencies.

Gritting in general is not deemed to be an Emergency operation, however drivers working under Domestic Rules should not be asked to work beyond 11 hours unless there are unforeseen circumstances.

All time in excess of the normal daily driving limits must be spent in dealing with Emergencies and an appropriate level of rest time will be afforded to all personnel as soon as the Emergency is over.

### **Liaison with Other Parties**

Duty Officer shall advise the following people of the weather forecast and the proposed actions: -

- Clackmannanshire Council
- Stirling Council
- Amey-North Lanarkshire

- Amey (Trunk Roads)
- West Lothian Council
- Police Scotland
- Motoring Organisations

During periods of severe weather conditions, Police assistance may be required when arranging for road closures or dealing with abandoned vehicles.

Falkirk Council will provide the following external organisations with one controlled copy Winter Service Plan: -

- Clackmannanshire Council
- Stirling Council
- Amey-North Lanarkshire
- West Lothian Council
- Police Scotland
- Amey (Trunk Roads)

Police Scotland will be responsible for arranging copies of the Winter Service Plan to be distributed to local and divisional offices as appropriate.

Police personnel shall report adverse winter conditions direct to Falkirk Council Emergency Control in order that the appropriate reactive measures can be taken.

The Roads Manager will liaise with senior Police Officers prior to the start of the winter service period to review the operation of the winter service plan during the previous winter and to agree methods of liaison and communication for the forthcoming winter period.

## 19.0 Decision Making

### Management /Quality Assurance Audit

Generally, all gritting vehicles are fitted with GPS transponders to enable tracking of the vehicle and log the actions taken. Information gathered provides a regular snapshot of the vehicle's position, speed and direction of travel as well as its operational status. This information enables routes to be fully audited from a remote position and provides accurate and comprehensive treatment records. Therefore at the earliest opportunity following a call- out, routes should be chosen at random and an audit undertaken using the recorded GPS data. This will include the checking of:

- Vehicle speeds when gritting / travelling.
- Conformation with designated gritting route.
- Times of treatment operation.
- Correct logging of start, route completion and finish times.

Although road speed is not significant for salt spread, an excessive speed can cause safety problems and gives rise to public concerns. Where excessive speed is a problem or where parts of a gritting route have been missed out this will be brought to the attention of the appropriate Duty Supervisor for action to be taken where necessary.

Where problems with the speed of vehicles or route taken have been highlighted the route should be resubmitted for auditing after the next treatment. If the problem continues further action will need to be taken in conjunction with the Duty Manager.

Random inspection of carriageway & footways during or following treatment will record:

- Compliance with the specific route.
- Compliance with the width and spread of treatment and its effectiveness.

### Control Room

During the core period (November – March) Falkirk Council along with Clackmannanshire and Stirling Councils will operate an out of hours Control Room for winter services. The Control Room will allow real-time information monitoring from ice-detection outstations and will therefore allow each council to be more reactive in determining if action is necessary on receipt of a marginal forecast.

The Control Room allows implementation of the following procedure: -

#### **Forecast Procedure**

##### **Weekday**

- Duty Manager, based at Earls Road, Grangemouth, will receive the 24hr forecast prior to 14:00hrs.
- The Duty Manager, in consultation with an Officer, will review the forecast and make decisions on the relevant winter response required taking into account local conditions.
- The Officer will print and send electronically the weather actions to all the forecast recipients prior to 15:00hrs.

##### **Weekend**

- Duty Officer, based either at home or at the Control Room will receive the 24hr forecast prior to 14:00hrs
- The Duty Manager, in consultation with the Duty Officer, will review the forecast and make decisions on the relevant winter response required taking into account local conditions.
- The Duty Officer will and send electronically the weather actions to all the forecast recipients prior to 15:00hrs.
- The Duty Officer will advise by telephone all Duty Supervisors of the winter response required for the next 24 hours.

In the event of computer failure the Forecast Provider will fax the forecast to the Duty Officer.

#### **General Procedure**

- The Duty Officer at the Control Room will ascertain the proposed actions of the adjoining local authorities and trunk road contractors together with any later changes.
- The Duty Officer at the Control Room will monitor road and weather conditions together with forecast updates.
- When informed of significant changes the Duty Manager, in consultation with the Duty Officer, recommends a change to the proposed action.
- The Duty Officer will then communicate the instruction to the Duty Supervisors.

#### **Control Room Procedure**

- Duty Officer monitors road and weather conditions and liaises with the forecast provider as necessary.
- Duty Officer will notify the Duty Supervisor of any action required.
- The Duty Officer will give verbal instructions regarding action to the Duty Supervisor. This information should be recorded in the Duty Log.
- If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern the Duty Officer may call the Duty Supervisor to inspect their area. In consultation with the Duty Supervisor, the Duty Officer may initiate any action required on the Priority 1 network. If this situation arises the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log.

#### **Weather Actions**

The following sections give additional specific requirements for a defined course of action.

#### **No Planned Action/ Duty Officer to Monitor**

- The Duty Officer will monitor road and weather conditions and liaise with the forecast provider

as necessary.

- If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern the Duty Officer may call the Duty Supervisor to inspect their area. In consultation with the Duty Supervisor the Duty Officer may initiate any action required on the Priority 1 network.
- If this situation arises the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log along with the information passed by the Duty Supervisor.

#### **Precautionary Salting**

- The Duty Officer will monitor road and weather conditions and liaise with the forecast provider as necessary.
- If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern the Duty Officer may call the Duty Supervisor to inspect his area. In consultation with the Duty Supervisor the Duty Officer may advance the timing of the precautionary salting.
- If precautionary salting has been included in the planned action to be carried out on the Priority 2 network at the conclusion of the Priority 1 network then this should also be carried out.
- In either situation the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log along with the information passed by the Duty Supervisor.

#### **Stand To**

- The Duty Officer will monitor road and weather conditions and liaise with the forecast provider as necessary.
- In the Stand-To situation gritters will be mobile from 05:00 hours. If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern prior to this time the Duty Officer may call the Duty Supervisor to inspect his/her area. In consultation with the Duty Supervisor the Duty Officer may advance any action required on the Priority 1 network.
- If this situation arises the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log along with the information passed by the Duty Supervisor.
- The Duty Supervisor stand-to, as stand-to but the supervisor to check the route and call out drivers as required.

## **20.0 Forecast Provider**

### **General**

The Forecast Provider shall continuously monitor weather conditions. Should the actual temperature at any outstation fall by 2°C from the forecast temperature (within the range +5°C to -5°C) the Forecast Provider will, as appropriate, update their forecast.

The Forecast Provider will telephone the nominated out of hours contact (Control Room during the core period or Falkirk Council Emergency out with this time) and will issue non-routine amendments to the site specific forecast graphs and revisions to the 24-hour textual forecast: -

- If there is a change of frost status (no frost to frost, or vice-versa – in this case frost refers to road surface temperature of zero degrees Celsius or less).
- If the actual road surface temperatures are below (or are now forecast to fall below) plus 1 degree Celsius, when initially forecast otherwise.
- If there is a change in snow status as follows: -
  - Change of accumulations category e.g. nil to slight, slight to moderate, moderate to

- heavy and vice versa
  - Change from isolated to widespread (e.g. for snow showers)
  - Earlier or later thaw than expected
  - Change in commencing / cessation time of more than two hours
- If there is a significant change in surface wetness and road temperatures are expected to fall to zero degrees Celsius or below
- If there is a change by two hours or more in the timing of a frost

Should the update highlight an alteration to the onset of adverse road surface conditions, the Duty Officer should contact the Duty Manager to discuss whether a change to their proposed action is required.

- When the weather forecast predicts that the road surface temperature is likely to fall to plus 1°C the Duty Manager shall give consideration to precautionary salting except where: -
  - No moisture is expected on the road;
  - There is enough residual salt on the road to deal with the expected conditions; or
  - The latest weather forecast information indicates that the temperature will rise and there will be no period of frost
- Precautionary salt shall be spread at 10g/m<sup>2</sup> in conditions of frost and at 20 g/m<sup>2</sup> for light snow.
- Precautionary salt shall be spread at 20 to 40g/m<sup>2</sup> where freezing conditions are expected after rain, according to the amount of moisture present and the road surface temperature expected.
- Precautionary salt shall be spread at 20 to 40g/m<sup>2</sup> according to the anticipated severity where continuous snow is forecast.
- Where ice has formed salt shall be spread at 40g/m<sup>2</sup> depending on the amount of ice present and the temperatures required to ensure rapid melt.

When sustained low air temperatures occur, then for each degree below minus 5°C the amount of salt needed to maintain the equivalent melting effect increases by about 14g/m<sup>2</sup> to a maximum of 40g/m<sup>2</sup>. Where traffic is reasonably heavy, little or no increase is needed until the air temperature falls below minus 10°C.

A summary of spread rates for precautionary treatment is given in Appendix 2

During the winter period the Forecast Provider will transmit a 24 hour text forecast by e-mail to the Control Room Master Station by 14:00hrs on a daily basis. The Duty Manager will arrange for a Duty Officer to access the daily weather report. If the forecast has not been received by 14:00hrs the Duty Officer will contact the Forecast Provider to make alternative arrangements.

Should the Master Station fail to operate the Forecast Provider shall send by facsimile the 24-hour textual forecast.

### **Text Forecasts**

There are three main types of text forecast: -

#### **Morning Summary**

This forecast is normally available between 06:00 and 09:00 on the day of issue. It contains the following information: -

- Statement of actual weather that has occurred in the previous 24 hours, including minimum air temperatures and minimum road surface temperatures observed. In addition, details of any snowfall will be mentioned.
- Any suspect faults with the ice prediction system including suspect road- sensor readings.
- A preliminary forecast for the coming day and night. This is designed to be brief and is expanded on later in the day by the 24-hour text forecast.



## 24-hour text forecast

The 24-hour text forecast is designed to be outline guidance for the Duty Manager and Duty Officer. The forecast covers the Falkirk, Clackmannanshire and Stirling areas of operation.

The following elements are normally included. All would normally include timings of occurrence:

- Road state including ice and hoar frost
- General road surface temperatures
- Visibility (if less than 200m)
- Precipitation (other than snow)
- Snow details including
  - Height above which expected
  - Accumulations
  - Drifting
  - Type of snow
- General weather summary
- Hazard summary and confidence

The 24-hour text forecast contains a one-word hazard summary that is a risk assessment for the coming night. The system uses a traffic-light system: -

<b>Green</b>	Road Surface Temperatures are expected to remain above freezing with no ice and/or snow accumulations
<b>Amber</b>	Road Surface Temperatures are expected to fall close to or below freezing with ice and/or snow accumulations possible
<b>Red</b>	Road Surface Temperatures are expected to fall below freezing with ice and/or snow accumulations

## 2 to 5 day text forecast

The general information contained within a five-day text forecast is broadly similar to that contained within a 24-hour text forecast. The detail is usually less, and the confidence is usually lower. The forecasts are designed for medium-term planning of resources, especially over the weekends and holidays. They are designed to give a general idea of weather conditions, so that resources may be in the right place. This forecast should not be used for operational decisions about planned action.

## 21.0 Ice Prediction System

Meteorological outstations have been installed at the locations detailed below: -

Route Number	Outstation Name	Authority	Forecast / Non-Forecast
A82	Tyndrum	Scottish Exec	Non-Forecast
A84	Glenogle	Scottish Exec	Forecast
A84	Drumv'ch	Scottish Exec	Forecast
A811/A81	Ballat	Stirling	Non-Forecast
A873	Aberfoyle	Stirling	Forecast
A809	Queens View	Stirling	Non-Forecast
B822	Kippen	Stirling	Forecast
A9	Balhadie	Scottish Exec	Non-Forecast
M9	Pirnhall	Scottish Exec	Forecast
B9140	Hillview	Clackmannanshire	Forecast
A91	Muckhart	Clackmannanshire	Non-Forecast
M9	Polmont	Scottish Exec	Forecast
M80/M876	Haggs	Scottish Exec	Forecast

B818	Carronbridge	Falkirk	Forecast
A88	Stenhousemuir	Falkirk	Forecast
B825	Limerigg	Falkirk	Forecast
B803	Barleyside	Falkirk	Forecast
A801	Candie	Falkirk	Forecast
A993	Bo'ness	Falkirk	Forecast

Clackmannanshire, Falkirk and Stirling Council's also have access to all trunk road sensors within the council area and some sensors belonging to adjoining authorities.

**Forecast Outstations have the following sensors: -**

- Surface temperature sensor
- Surface moisture sensor
- Surface ice sensor
- Surface salt sensor
- Air temperature
- Dew point sensor
- Precipitation sensor
- Deep (sub-surface) temperature sensor
- Anemometer (wind speed)
- Wind vein (wind direction)

**Non-forecast Outstations have the following sensors: -**

- Surface temperature sensor
- Surface moisture sensor
- Surface ice sensor
- Surface salt sensor
- Air temperature
- Dew point sensor
- Precipitation sensor

The Roads and Grounds Manager will arrange for routine inspections of the outstations within the control of Falkirk Council. Findlay Irvine Ltd or Safecote Ltd as appropriate will carry out maintenance of the outstations. Faulty sensors detected by the Forecaster shall be notified in the Morning Summary. Falkirk Council Duty Officer staff will notify Findlay Irvine Ltd or Safecote Ltd as appropriate of the defect and make arrangements for the sensor repair.

The Operational master station for the Clackmannanshire, Falkirk and Stirling Council's Ice Prediction System will be based at the Control Room.

The master station will poll the outstations on an hourly basis. This will include the outstations on the local authority and trunk road networks.

Access to the master station will be available to all Duty Managers, Duty Officers and appropriate council staff.

The operational master station at the Control Room will act as the 'live' master station and an Emergency secondary station will be located at Roads and Grounds Services, Earls Road, Grangemouth.

## 22.0 Gritting Procedures

### Action Assessments and Treatment Levels

#### Roads

Road conditions often vary considerably across the Falkirk Council Area with factors such as local topography, humidity, wind speed and direction, residual saline and traffic volumes all influencing the



possibility of adverse conditions occurring. Some of the conditions that will require a response as follows: -

- Temperatures falling to zero with varying cloud cover conditions, humidity and residual saline on the roads.
- Frost or light snow forecast on dry roads.
- Frost forecast after rain.
- Freezing conditions coinciding with rain.
- Ice already formed on the road surfaces.
- Erratic temperature movements due to changing cloud cover
- Heavy snow falls.

Any of the above conditions can occur for varying periods, day or night, throughout the winter period and may affect all or part of the road and footway network. Essentially however, winter operations comprise the following forms of treatment: -

- Precautionary Salt Treatment.
- Treatment of Ice
- Treatment of Snow

These forms of treatment and guidance on the use of rock salt for the winter treatment of roads, including its value as an aid to ploughing operations, are set out the Appendices.

As previously stated the Duty Officer in consultation with the Duty Manager will assess the content of the weather forecasts supplemented by Icelert information, during weekdays and at the weekend. They will determine, based on the degree of certainty or otherwise of the predictions, what the course of action should be for the following overnight period.

This Action might be: -

- Evening pre-salt at a specific time
- An evening pre-grit "on hold" with call out based on subsequent weather, Icelert or Police information.
- Stand To at 05:00 hrs combined if necessary with either of the above.
- Stand To at 05:00 hrs for footpath teams.
- Duty Officer to monitor who will call supervisors if required.
- Supervisor stand-to where the Duty Supervisor check the routes at 5.00 am.
- No Planned Action

## **Footways**

**Footway** is the term for the pedestrian walking surface or pavement adjacent to the road carriageway or relatively close to, and parallel with, the carriageway.

**Footpath** is the term for a pedestrian walking surface between or remote from roads.

Treatment of footways shall be carried out as soon as possible after snow or ice conditions occur. The aim shall be to ensure, where possible, that snow shall not become hard packed by the action of pedestrian traffic thus making clearance more difficult and less efficient. Appropriate treatment with salt shall be made following snow clearance to prevent subsequent freezing. As much as possible of the width of the footway shall be cleared maintaining clear paths at pedestrian crossing points and areas such as bus stops.

The service provided will be based largely on the importance of the footway as a pedestrian route both in terms of pedestrian volumes and the importance of the destination.

## **Footpaths & Cycleways**

Footpaths will not normally be treated except where icy conditions last for several days. They will only then be treated if and when the Council has the capacity to do it.

Cycleways will be treated where they form part of the carriageway and will be treated in accordance

with the priority for that road. Remote cycleways will not normally be treated except where icy conditions last for several days. They will only then be treated if and when the Council has the capacity to do it.

## 23.0 Snow Clearing

Snow shall be ploughed when the snow depths exceed, or might be expected to exceed, 30mm or where considered appropriate by the Duty Supervisor. Each pass of the plough shall be supplemented by salt spread at 20 to 40g/m<sup>2</sup>.

Ploughing shall be used to remove snow not dispersed by traffic, where for example at night when light traffic is insufficient to cause dispersal. Also lighter falls of snow shall require ploughing where local drifting has occurred.

Where ploughing is not possible, for example in built up areas, the maximum salt spread for melting up to 40mm of fresh snow at 0°C is 40g/m<sup>2</sup>. Repeated applications can remove a heavy accumulation of snow and this shall be used where ploughing is impracticable. In exceptional circumstances, for example when the snow on the road is deep and cannot be removed by salting, when salting over packed snow is likely to provide an unacceptable surface, or when the traffic is insufficient to disperse the snow, consideration shall be given by the Duty Manager to the use of JCB/Tractors with the snow being directed into an accompanying lorry, or shed to the verge, followed as soon as possible by salt spreading at 20 to 40g/m<sup>2</sup>.

Where there is a formation of hard packed snow and ice no more than 20mm thick and the air temperature is above minus 5°C, removal shall be achieved by using successive salt spreads at 20 to 40g/m<sup>2</sup>. Below minus 10°C or where the snow or ice is more than 20mm thick, great care must be taken as the use of salt alone can result in an uneven and slippery surface.

Exceptionally in those circumstances, a single-sized abrasive aggregate of particle size up to 6mm, or 5mm sharp sand having low fines content shall be added as necessary to the salt. Reversion to salt only shall be made as soon as possible. Abrasives shall be considered as a supplement to the use of snowploughs in urban areas where salt alone would provide an unacceptably slippery surface.

When sustained low air temperatures occur after snow has fallen, then for each degree below minus 5°C, the amount of salt needed to maintain the equivalent melting effect increases by about 14g/m<sup>2</sup> to a maximum of 40g/m<sup>2</sup>. Where traffic is reasonably heavy, little or no increase is needed until the air temperature falls below minus 10°C.

On elevated structures snow shall not be deposited off the carriageway onto the area below.

Spread rates are issued as a guide only for decision makers and may require to be varied subject to, but not exclusively to, the following: -

- Traffic Volumes.
- Intensity and duration of preceding rain showers causing salt was off.
- Run-off due to seepage
- Local meteorological idiosyncrasies.
- Residual salt levels
- Severity of the forecast snow event (snowfall intensity, snowfall duration and the likelihood of drifting).

When ploughing operations are to commence the Duty Officer shall advise the Police.

When prolonged falls of snow are forecast, ploughing shall be used continuously from the onset to prevent build-up and compaction by traffic. This shall be supplemented by simultaneous salting at 20 to 40g/m<sup>2</sup>. Where snow depths reach 120mm, or when tackling drifts, or when vehicles are working on gradients, ploughing may be undertaken without salting so that the weight of the loaded vehicle may aid traction. Salting shall be resumed as soon as possible thereafter.

Snow clearance on footways shall be carried out by use of pedestrian plough / mini tractor ploughs

and / or hand clearance / spreading crews

Treatment of footways, footpaths and cycle ways shall be carried out as soon as possible after snow conditions occur. The aim shall be to ensure, where possible, that snow shall not become hard packed by the action of pedestrian traffic thus making clearance more difficult and less efficient.

Appropriate treatment with de-icing material shall be made following snow clearance to prevent subsequent freezing. As much as possible of the width of the footway, footpath and cycleway shall be cleared / treated maintaining clear paths at pedestrian crossing points and areas such as bus stops.

## 24.0 Other Emergencies and Procedures

### General

While the provisions of this manual are specifically related to the Winter Maintenance Service, the procedures adopted out with this period are essentially similar and will vary only in relation to the number of staff involved and the communication arrangements.

Supervision and control of all emergency operations will be available on a 24 hr basis with local Supervisory Staff covering their Area during normal working hours – nominally 0900 hrs – 1700 hrs weekdays and Standby Supervisory staff available at all times outwith normal working hours. The Standby Duty Supervisors will be selected and rostered by Roads and Grounds Services managers from experienced operational / support personnel such that there will always be at least two Supervisors on Standby during the Winter Service. The Duty Supervisor(s) will direct, control, monitor and record operations in their Area(s) under the general guidance of the Duty Officer and Duty Manager where appropriate.

Additional Supervisory Staff will be detailed to support the Standby Supervisors as required, normally in situations when the degree of mobilisation is greater than normal e.g. deteriorating conditions.

**If the Supervisor is unsure about any situation or requires further guidance at any time he should contact the Duty Manager.**

### Duty Managers

Name	Position	Home	Mobile
Dorothy Reid	Roads and Grounds Manager	01324 820681	07764 929416
Paul Thomson	Area Roads Engineer	01324 874292	07730 952468
Gary Neill	Area Roads Engineer		07803 897942

### Blood

Where a call comes from Police Scotland, Falkirk Council Contact Centre or the Duty Officer to remove human or animal blood from a Council maintained road, footway or paved area the Supervisor should, in the first instance, check the area concerned or liaise with the Emergency Services personnel at the locus.

The only way to remove blood is by using copious amounts of water to disperse it. Under no circumstances should a hose or spray be used to remove the blood from the road or footway surface. The use of Sand or Fibre should not be considered in this instance as there may be consequences with the disposal.

Protective clothing, gloves, goggles and masks MUST be used at all times when dealing with blood. It may be that protective clothing requires to be disposed of after the blood has been removed.

Roads and Grounds Services personnel will not be responsible for removing household items, such as mattresses, couches, tables etc from any property, Council or otherwise, especially where there is blood splatter or human waste on the items.

If these items are located on the carriageway, footway or road verge and require to be removed for

safety reasons then great care should be taken and should only be handled by operatives using the correct PPE as detailed below.

The 2 squads on stand by will carry a Spill Kit which will contain the following items:

- 2 x Disposable suites
- 2 x sets of Overshoes
- 2 x sets of Gloves
- 2 x sets of Goggles
- 2 x Face masks
- 2 x packs of Grime Eez Max Hand & surface wipes (Arco)
- 2 x Clinical waste sacks
- 1 x Sharps Kit

Falkirk Council's Contact Centre should be contacted to establish who should remove contaminated waste, which must be bagged and tagged, to a secure incinerator.

This service can be arranged through Falkirk Council Emergency Control on 01324 503117

### **Trees**

Where a call comes from Police Scotland, Falkirk Council Contact Centre, Duty Officer or a member of the public regarding the removal of a fallen tree or branch obstructing the carriageway or the footway the Supervisor should check and identify the problem.

If the tree requires to be removed then the Supervisor must try to establish who the owner of the land where the tree came from is. The Duty Officer or the Duty Manager may be able to help with to identify the owner of the land. Very few trees adjacent to the road are the responsibility of Falkirk Council.

The land owner should be given the option of removing the tree or arranging to have the tree removed within a reasonable timescale. If they do not wish to remove the tree the owner should be made aware that Roads and Grounds Services will remove the tree, however, they will be invoiced for the work.

If the fallen tree is of a size where it requires to be cut into sections then only operatives with an appropriate arbor qualification should be asked to carry out this work.

Any tree which maybe endangering property especially if there is likely to damage caused due to the removal of the tree then specialist contractors should be brought in to deal with the situation. The owner of the property will be responsible for contacting the contractors and all cost associated with this work.

If there is a safety issue Roads and Grounds Services may be required to install temporary traffic management, again all costs incurred will be invoiced to the owner of the property.

**If the Supervisor is unsure about any situation or requires further guidance at any time he should contact the Roads and Grounds Manager or Duty Manager.**

### **Small Animals**

Where a call comes from Police Scotland, Falkirk Council Contact Centre, Duty Officer or a member of the public regarding the removal of a small animal, such as a cat, dog or small deer, the Supervisor should check and identify the problem in the first instance.

It may be that the Supervisor can deal with the situation on his/her own. If the owner of the animal cannot be found then it should be removed and disposed of accordingly.

These animals should only be brought in the depot as a last resort and if this occurs they should be disposed of at the first opportunity.

## Large Animals

Where a call comes from Police Scotland, Falkirk Council Contact Centre, Duty Officer or a member of the public regarding the removal of a large animal, such as a horse, cow or large deer, the Supervisor should check and identify the nature of the problem in the first instance.

In the first instance the Supervisor should try and identify the owner of the animal as they may wish to arrange disposal for themselves.

If the owner of the animal is located and they do not wish to arrange disposal they should be made aware that they will be responsible for the total cost of the removal.

If the owner cannot be located and the animal has to be removed or if the owner wishes for Falkirk Council to remove it then the Supervisor should contact the local Slaughterer as detailed below and arrange for removal.

### Slaughterer

GRAYSHILL LIMITED,  
MOLLINS ROAD,  
CUMBERNAULD,  
G68 9BA.  
Tel: - 01236 823 138  
Fax: - 01236 795 940

### Motorways & Trunk Roads

The Motorways (M80, M876 and M9) and Trunk Roads (A876) are the responsibility of Amey Highways to maintain. (0800 042 0188).

As such, Roads and Grounds Services personnel will not respond to any callouts for work or emergency situations on motorways (M9/M80/M876) or trunk roads (A876 Kincardine Bridge).

Calls should be directed to Transport Scotland on 0800 138 9903 or Amey on 0800 042 0188, either by Falkirk Council Emergency Control, Duty Officer or by the caller themselves.

If there is any doubt over the location or what may be required then the Duty Supervisor must attend to check.

**The Duty Officer or Duty Supervisor MUST seek permission from the Roads and Grounds Manager or Duty Manager to carry out any work on the Motorway or Trunk Road network or on behalf of the Trunk Road Contractor.**

## 25.0 Publicity

### Public Relations

All staff of Falkirk Council and anyone speaking on their behalf will conduct all winter communications with members of the public or any others in a completely non-aggressive manner and be as helpful as possible. On no account will abusive language or expletives be used irrespective of provocation. When members of the public do make contact they are often in a highly emotional state, but if they become aggressive or continually use expletives, they should be politely advised that they should, contact The Duty Manager or desist. After giving this advice, one warning that the member of staff is going to leave or hang-up as appropriate if there is no improvement then that action is implemented. Staff will record the incident in the Duty Officer or Duty Supervisor Log as soon as possible in their own interest.

Great care must be exercised in making any comment as an incautious comment can be referred to in claims and litigation. It would be preferable for operational staff to refer any person to the Duty

Manager.

No member of staff should discuss matters with the press. Any callers should be referred to the Director/Head of Service or Press Office in accordance with the Council's policy and instructions.

For the above reasons, Police Scotland should be asked not to make comment to motorists even in the extremely frustrating situation of attendance at an accident location when they have previously reported problems.

No member of staff or anyone speaking on their behalf should respond to a complaint by saying something to the effect that "they will see what can be done" or "they will pass it to the Duty Supervisor" when they are aware that the matter falls out with the Policy the Priority currently being worked on. Such phrases are sometimes used to let the complainant "down gently" and/or to avert wrath from the member of staff. The true position should be politely explained and no matter should be passed to the Duty Supervisor on which he/she requires to make a judgement on Policy or on which he will take no action.

Publicity leaflets giving information on road and footway gritting priorities, as shown will, be placed at council buildings, one stop shops, libraries etc.

Information will also be posted on the Falkirk Council Web site – [www.falkirk.gov.uk](http://www.falkirk.gov.uk) - this will include information on gritting routes, the priority treatment of roads and how this is established. Information regarding weather and gritter tasking will also be available at this location.

An advert will be placed in the local press and the Falkirk Council News outlining the service provided.

## **26.0 Plant and Equipment**

### **Staff Resources**

In order to satisfy the contractual and policy requirements established for the provision of the Winter Service Plan throughout the council area, the Roads and Grounds Manager will deploy, as required, all necessary professional, technical, supervisory and administration staff under his control.

### **Manpower Resources**

Development Services will provide all labour required for the implementation of the Winter Service Plan, but, may be supported by personnel from other Falkirk Council Services as required. During particularly severe conditions, private contractors may be utilised. All operatives used in the operation of the Winter Service spreading equipment will be experienced employees.

### **Vehicles, Plant and Equipment**

A review of the Winter Service vehicle, plant and equipment requirements i.e. numbers, type capacity is carried out annually, by the Roads and Grounds Manager or his staff. The overall complement of equipment determined in relation to planned operational requirements / area of operation, reflecting the relative merits of dedicated, interchangeable and demountable equipment.

All spreading vehicles used by Roads and Grounds Services shall: -

- Be fitted with spreading equipment that complies with BS 1622 Class A1.
- Be equipped with snow ploughing attachment.

All Winter Service vehicles, plant and items of equipment will, in addition to the prescribed plant / vehicle maintenance programme carried out by Fleet Services, be thoroughly checked by roads personnel to ensure they are in proper working order and that all ancillary equipment items, e.g. snowploughs, demountable gritter bodies, etc. are compatible with their prime mover and can be fitted without difficulty.

The effective and reliable performance of all Winter Service vehicles, plant and equipment is crucial.



Fleet Services will ensure that throughout the winter period, all items are regularly checked and that routine maintenance and performance checks are carried out in accordance with approved schedules. As a general requirement all permanently mounted gritters (PMG) will be checked and road tested regularly. All demountable gritters (QCB) will be similarly be checked regularly, whether in use or not, by the Drivers. All equipment will be cleaned thoroughly after every period of use to prevent the buildup of salt in or on any part of the machinery.

A daily update on the state of serviceability of all “front line” equipment will be carried out, by the Duty Supervisor, and any shortfall made good with demountable / hired equipment as necessary.

Fleet Services will carry out ongoing discharge performance checks on all operational spreaders. Each division will be issued with an “Estimated Rate of Spread” chart for the Priority 1 network in that division. The use of this chart and the feedback of estimated rates of spread to drivers on receipt of estimate tonnage of salt used after completing a continuous grit of their Priority 1 route, will familiarise both staff and drivers with spread rates in grammes per square metre, confirm control settings and achieve economy in the use of rock salt. This information will be recorded in the Duty Supervisors daily report.

Fleet Services at Dalgrain, Grangemouth will operate a 24hr standby service for the repair and maintenance of all gritting equipment throughout the Winter Period. Contact is through Emergency Control. (01324-503117)

### **Hired Plant and Vehicles**

We have one framework contract which is for the ‘the short term hire of operated plant’ which includes a winter service section and the ‘short term hire of labour and associated plant for winter emergencies’.

### **Fuel Supplies**

Fleet Services will ensure that adequate stocks of fuel are maintained at depots and other operational establishments. Appropriate arrangements will be made to ensure the availability of fuel out with normal working hours. Supplies of Derv and Gas Oil at these locations will be to an appropriate winter grade specification or will have been suitably modified by the addition of an appropriate percentage of anti-waxing additives. During periods of very low ambient temperatures, additional additives may be used with winter grade fuel to further reduce the waxing point. Operatives will be required to ensure during refueling stops, particularly at private garages, that all fuel draw is suitable.

### **Communications - General**

The Appendices to this manual contain comprehensive registers of important Telephone Numbers that will be required in the performance of the Winter Service. These include: -

- Winter Maintenance Duty Staff.
- Development Services (Roads) Personnel.
- Falkirk Council Offices and Depots.
- Adjoining Local Authority Personnel and External Organisations.
- Police Scotland.
- Private Contracting Organisations – Vehicle and Plant Hire.

### **Telephone Systems**

Roads and Grounds Services will equip all gritter drivers involved in Winter Service operations with mobile telephones.

The mobile telephone system is recognised as an essential tool to the efficient and effective management of the Winter Service. In addition, it is valuable information source and will often be required during the winter period to transmit information of an urgent and emergency nature. All personnel will be required to ensure that use of the mobile telephone system is restricted to a level consistent with the efficient organisation of the service and that telephone discipline is maintained at all times.

The Appendices to this plan contain relevant information on current mobile telephone numbers.

**Winter Priority 1 Gritting Routes Comparison (Current v Proposed)**

	<b>Current 2017/18</b>			<b>Proposed 2018/19</b>
<b>P1 Route Length</b>	365.55km		<b>P1 Route Length</b>	286.73km
<b>No. of times treated in 2017/18</b>	123		<b>Estimated no. of times treated in 2018/19 based on 2017/18</b>	123
<b>Total length of P1 treatment in 2017/18</b>	44962.65		<b>Estimated length of P1 treatment in 2018/19 based on 2017/18</b>	35267.79
<b>Total Carriageway Winter Maintenance Cost 2017/18</b>	£966,708.91		<b>Estimated Carriageway Winter Maintenance Cost 2018/19 based on 2017/18</b>	£758,266.85
			<b>P1 Saving</b>	<b>£208,442.06</b>



## **Falkirk Council**

**Title:** Acceptance of Quotes over £10,000  
**Meeting:** Council - Information Bulletin  
**Date:** 5<sup>th</sup> December 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> August 2018 to 31<sup>st</sup> October 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: 12<sup>th</sup> November 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	Framework Agreement for Supported Business Call Off - Lot 2	£10,000	Haven Products Ltd, Glasgow
Development Services	Framework Agreement for Supported Business Call Off - Lot 3	£10,000	Haven Products Ltd, Glasgow
Development Services	Stage 2 General Employability Programme	£10,467	Cyrenians, Falkirk
Development Services	Cycle storage for Falkirk Council Waste Treatment sites	£10,726	Blueton Ltd, Denny
Corporate & Housing Services	Large-scale Tenant Satisfaction Survey 2018	£11,450	Research Resource, Glasgow
Corporate & Housing Services	The Measure & Installation of Single & Double Glazed Units in Council Properties Within Falkirk District	£12,500	AJ Glass and Glazing, Falkirk
Development Services	Upgrade Fire Alarm System at St. Andrews PS, Falkirk	£13,837	Caledonia Fire and Security Limited, Kirkcaldy
Corporate & Housing Services	Strategic Review of Domestic Abuse Services	£14,725	Linxs Consultancy Limited, Manchester
Development Services	Upgrade Fire Alarms at Head of Muir P.S, Denny	£15,497	Caledonia Fire and Security Limited, Kirkcaldy
Development Services	Consulting M & E Services for New Council Housing at Glen Road, Torwood, Larbert.	£15,730	Hawthorne Boyle Limited, Glasgow
Development Services	Supply and installation of cycle Storage for 2 Falkirk schools	£16,245	LockIt Safe Ltd, Grimsby
Corporate & Housing Services	HP Network Equipment	£17,279	SCC Plc, Livingston
Development Services	Business Advisory Services	£18,000	Evison Consulting, Sauchie
Development Services	Fleet - Fuel Management System	£18,288	FUELink Systems, Bellshill
Development Services	Kitchen Equipment at Grange, Bowhouse and St. Josephs Primary Schools, Falkirk	£18,506	James Scott & Sons, Falkirk
Development Services	Internal Renovation Works at Oswald Avenue Day Centre, Grangemouth.	£19,581	A.Robertson Joinery Services Limited, Edinburgh
Corporate & Housing Services	Supply of Doors and Windows for Properties in Bainsford	£21,149	NorDan Uk, Livingston
Development Services	Replacement Entrance Doors at Bo'ness Recreation Centre	£21,269	Entrance Access Solutions Limited, East Kilbride

Development Services	Monitoring Surveys	£21,430	Research Resource, Glasgow
Development Services	Installation of Solar Photo Voltaic System at Kinnaird Primary School	£23,202	Absolute Solar and Wind Ltd, Glasgow
Development Services	Business and Administration Programme	£23,775	YouTrain Ltd, Stirling
Development Services	Demolition of Muiravonside Cemetery Lodge	£24,350	David Morton (Larbert) Ltd, Falkirk
Development Services	Framework Agreement for the Short Term Hire, Repair and HAVS/PAT testing of Power Tools	£24,540	GAP Group Limited, Glasgow Moore Equipment Hire Ltd, Grangemouth Speedy Asset Services Limited, Newton-le-Willows Your Equipment Solutions, Grangemouth
Development Services	General Employability Stage 3 programme	£26,068	Positive Qualities Ltd, Larbert
Children's Services	Strength & Conditioning Suite Equipment	£26,725	Pulse Fitness Ltd, Congleton
Corporate & Housing Services	The Design and Installation of an LEV Extraction System for New Joinery Workshop	£29,610	McLuckie Engineering Limited, Paisley
Corporate & Housing Services	Framework Agreement for Supported Business Call Off - Lot 4	£30,000	Haven Products Ltd, Glasgow
Development Services	Contract for Water Sampling at Falkirk Council Educational Properties	£32,542	Scottish Water, Glasgow
Development Services	Bo'ness Buoy	£33,174	Coltart Contracts Ltd, Kilmarnock
Corporate & Housing Services	Lining of four communal water tanks	£33,450	COVAC Limited, Lutterworth
Corporate & Housing Services	Igel	£34,294	I-KONIC Limited, Glasgow
Development Services	Provision of HR support to Small businesses	£40,000	Bell HR Consulting, Bridge Of Allan
Development Services	Tea Room and Servery at Callendar House, Falkirk	£48,661	Pride Commercial Interiors, Cumbernauld
Development Services	Framework For Supply of Top Soil	£49,000	Forth Resource Management Ltd, North Berwick George Steel Contract Services, Falkirk Rigby Taylor Ltd, Edinburgh Turffit Ltd, Kinross-shire

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250k in value for Direct Award – Machine to Machine (M2M) Data Sims – Contract Ref: CHS/275/16

**Meeting:** Information Bulletin

**Date:** 5<sup>th</sup> December 2018

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

### **1. Introduction**

- 1.1 The contract for the Provision of an Enterprise Telephony Solution was awarded to British Telecommunications (BT) plc, Glasgow in 2016. As part of the ongoing transition there was included the provision of Machine to Machine (M2M) Data Sims which manage and control the following equipment:

Energy Management	12
Air Quality Monitoring	11
Traffic Light Management	68
Roads Pumping Station	2

- 1.2 BT are not currently in a position to offer an effective service for control and management of these functions which remains with the current provider Telefonica o2 UK Ltd. It is anticipated that BT should be in a position to provide this functionality as part of a rolling project over the next 5 years and as current equipment becomes inoperable.
- 1.3 A direct award to o2 is sought to continue to provide these services on an annual rolling basis commencing on 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019 with an option to extend annually to 30<sup>th</sup> September 2023.

### **2. Financial Implications**

- 2.1 The total estimated value of the contract is £17.5k over the 5 years. This is anticipated at approximately £3.5k per annum.
- 2.2 Agreed budget for the contract shall be provided through Telephones & Mobile Telephones budget heading.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(i), I accepted the direct award to Telefonica o2 UK Ltd from the 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019 with an option to extend annually for up to 48 months to 30<sup>th</sup> September 2023. The estimated value of the contract including extensions is £17.5k in respect of the Provision of Machine to Machine (M2M) Data Sims to Falkirk Council.**

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

Date: 4<sup>th</sup> September 2018

Contact Name: David Houston Ext: 0819

### **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 – for the Supply & Delivery of Fresh Fruit & Vegetables (C/N: CHS/077B/18)

**Meeting:** Information Bulletin

**Date:** 5<sup>th</sup> December 2018

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

### **1. Introduction**

- 1.1 A tender for the Supply & Delivery of Fresh Fruit & Vegetables to Falkirk Council Care Homes was issued as an Invitation to Quote to three local suppliers. This option was selected to cater for the specific requirements of residents within Falkirk Council Care Services and offer a small lot opportunity for local businesses.
- 1.2 The contract period is 1<sup>st</sup> December 2018 to 30<sup>th</sup> November 2019 with an option to extend to 30<sup>th</sup> November 2020.

### **2. Tenders Received**

- 2.1 One quote was received by the due date of Monday 22<sup>nd</sup> October 2018 and opened in accordance with Standing Order 11.2 relating to contracts.
- 2.2 Following evaluation the offer from Wm Wilson & Sons, Polmont was selected as offering best value.

### **3. Financial Implications**

- 3.1 The total estimated value of the contract including extension is £48,000.
- 3.2 Agreed budget for the contract shall be provided through Provisions - Food budget heading.

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

- 4.1 In accordance with Standing Order 6.2(i), I accepted the tender submitted by Wm Wilson & Sons, Polmont with an estimated total value, including extension, for the contract of approximately £48,000 for the Supply & Delivery of Fresh Fruit & Vegetables to Falkirk Council.**

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

Date: 19<sup>th</sup> November 2018

Contact Name: David Houston

Ext: 0819

#### **LIST OF BACKGROUND PAPERS**

- \* 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 – for the Supply of Out of Home Advertising (C/N : SP – 14 -003)**

**Meeting: Information Bulletin**

**Date: 5<sup>th</sup> December 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> October 2018 and will terminate on 28<sup>th</sup> February 2019.

### **2. Tenders Received**

2.1 One tender was received by the due date of 11<sup>th</sup> September 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: 29 October 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 £250k for Provision of Document Scanning Solutions (REF: CHS/279/18)**

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

**Date:**        **5<sup>th</sup> December 2018**

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

### **1.      Introduction**

- 1.1      A tender for the Provision of Document Scanning Solutions was advertised via the Public Contracts Scotland Portal as an open tender on 7<sup>th</sup> August 2018.
- 1.2      Subsequently 31 companies expressed an interest in tendering.
- 1.3      The contract will commence on 3<sup>rd</sup> December 2018 for a period of 1 year to 2<sup>nd</sup> December 2019. The Council may extend the contract, for up to an additional 12 months up to 2<sup>nd</sup> December 2020.
- 1.4      The recommended supplier is:

**Capture All Ltd.**  
Middlefield Industrial Estate  
Falkirk  
Stirlingshire  
FK2 9HQ

### **2.      Background**

- 2.1      Falkirk Council requires a service for the uplift, preparation, scanning and indexing of various files. This will relate to housing applications currently stored in Inchyra Depot and tenancy files located in Dawson, Denny, Falkirk and Stenhousemuir.
- 2.2      Each tenancy file has approx. 350 images per file and 20 images per application. Each tenancy file may contain records for the following;
  - Current tenant;
  - Previous tenants;
  - Missives;
  - Alterations;
  - Warranties

### **3. Tender Submissions**

- 3.1 A total of 8 bids were received electronically by the deadline date of 5<sup>th</sup> September 2018 and opened in accordance with section 11.2 of Contract Standing Orders.

### **4. Tender Evaluations**

- 4.1 The evaluation of the bids was based on a weighting of 40% for quality and 60% for price. Evaluation of the qualitative element of each tender submission was carried out independently to the commercial evaluation.
- 4.2 The qualitative element of the tender involved evaluating responses to questions relating to key award criteria:
- Delivery of the contract (35%)
  - Business continuity (25%)
  - Transportation, security and storage (25%)
  - Fair working practices (15%)
- 4.3 Quality submissions were reviewed individually by members of the Quality Evaluation team. A meeting was held and attended by the team to agree scores and comments for each tenderers submission.
- 4.4 The separate scoring of the tendered price took place following the conclusion of the quality evaluation. The lowest priced bid was allocated the 100% cost ratio. All other bids were scored on a prorated basis against the lowest bid.
- 4.5 Only after both quality and price evaluations were separately concluded were the scores added together to allow a ranking of bidders.
- 4.6 The aim of the evaluation was to select the tender which represented the most economically advantageous tender (MEAT). As stated at 4.1, the evaluation included an emphasis on quality as well as price.

### **5. Financial Implications**

- 5.1 Bidders were asked to submit a Price which would be fixed for 24 months from the commencement date of the contract. Fixed pricing will help the Council manage budgets moving forward.
- 5.2 The total estimated value of the contract is approximately £102k over the 2 years. It is anticipated that the project will be completed in 12 months; however an extension option of up to 12 months has been included if required.

**6. Action Taken**

- 6.1 In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by Capture All Ltd, with an estimated overall contract value of £102k, in respect of the Provision of Document Scanning Solutions to Falkirk Council.**

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

Date: 26<sup>th</sup> October 2018

Contact Name: Neil Biggar Ext: 0382

## **Falkirk Council**

**Subject:**      **Acceptance of Tenders up to £250k in value for the Provision of Improvement Service (IS) Associates**

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

**Date:**        **5<sup>th</sup> December 2018**

**Author:**      **Head of Human Resources & Business Transformation**

### **1.      Introduction**

- 1.1      A tender for the Provision of Improvement Service (IS) Associates was advertised via the Public Contracts Scotland Portal, by the Improvement Service, as an open tender on 4<sup>th</sup> October 2017.
- 1.2      The framework agreement commenced on 1<sup>st</sup> March 2018 for a period of 1 year to 28<sup>th</sup> February 2019, with the option to extend for a further one year to 28<sup>th</sup> February 2020.
- 1.3      The recommended providers are detailed at Appendix A of this document.

### **2.      Background**

- 2.1      The key purpose of the framework is to provide access to a wide range of expert support and resources to help the Council progress work where it needs extra capacity on a flexible basis. Associates are external providers who will be contracted through the Framework Agreement to provide services such as advice, guidance, consultancy, facilitation, programme and project management support, research and change management support and organisational development support.
- 2.2      This support will relate to matters of strategy, structure, management, operations or services and may include the identification of options with recommendations, or assistance with the implementation of solutions. Such support will be time-limited and provided outside the 'business-as-usual' environment when in-house skills are not available.

### **3.      Tender Submissions**

- 3.1      A total of 60 bids were received electronically by the deadline date of 24<sup>th</sup> November 2017.

#### **4 Tender Evaluations**

- 4.1 The procurement process followed a two-stage tendering procedure. Stage 1 - Evaluation of Tenderer Response and Stage 2 - Presentation and Q/A Session.
- 4.2 Based on the evaluation undertaken in line with the criteria and weightings set out in the tender documentation, the Improvement Service has recommended that a multiple supplier framework agreement is awarded.

#### **5. Financial Implications**

- 5.1 Bidders were asked to submit a Price which would be fixed for 12 months from the commencement date of the framework agreement. Fixed pricing will help the Council manage budgets moving forward.
- 5.2 The total estimated spend on the framework agreement is £50,000. This is anticipated at approximately £20,000 for year 1. The estimated cost for the 12 month extension is £30,000.

#### **6. Action Taken**

- 6.1 **In accordance with Contract Standing Order 6.2(i), I accepted the tenders listed at Appendix A, for the Provision of Improvement Service (IS) Associates from 1 March 2018 to 28th February 2019, with the option to extend for a further 12 months to 28th February 2020. The estimated spend on the framework agreement including extension is £50,000.**

.....  
**Head of Human Resources & Business Transformation**

**Date: 20<sup>th</sup> September 2018**

**Contact Name: Neil Biggar**

**Ext: 0382**

## APPENDIX A

### Recommended Providers

Company	Postal Town & postcode
Additional Research	Glasgow, G41 3HW
Animate Consulting Limited	Edinburgh, EH16 5DB
Anne MacColl Consulting Ltd	Dunblane, FK15 9BW
Centrifuge Consulting Ltd	Newcastle Upon Tyne, NE46 4DQ
Compass Geographics Ltd	Dollar, FK14 7AA
David O'Neill	Irvine, KA12 8SB
DGAmos Limited	Edinburgh, EH3 7EB
Kyle Consultancy Ltd	PA4 8YX
LandInform Limited	Bridgwater, TA7 9ED
Madeleine O'Brien Consultancy	Glasgow, G61 1HX
Mark Diffley Consultancy and Research Ltd	Edinburgh, EH12 6LA
Nick Wright Planning	Johnstone, PA5 9EF
O'Herlihy & Co. Ltd.	Lanarkshire, G2 4HG
Red Hen Ltd.	Tillicoultry, FK13 6AA
Research for Real Ltd	Edinburgh, EH2 2PR
Smart Consultancy (Scotland) Ltd	Rutherglen, G73 3RR
The Reach Partnership Ltd	Glasgow, G40 4LA

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250k in value for the Provision of Sheriff Officer and Debt Collection Services (CC8704)**

**Meeting: Information Bulletin**

**Date: 5th December 2018**

**Author: Chief Finance Officer**

### **1. Introduction**

- 1.1 A tender for the Provision of Sheriff Officer and Debt Collection Services was advertised by West Lothian Council via the Public Contracts Scotland Portal as an open tender on the 20<sup>th</sup> April 2018.
- 1.2 Subsequently 11 companies expressed an interest in tendering.
- 1.3 The Contract will commence on 1<sup>st</sup> October 2018 for a period of 4 years to 30<sup>th</sup> September 2022. The Council has the option to extend the Contract, for up to an additional 36 months up to 30<sup>th</sup> September 2025.
- 1.4 The recommended supplier is:

**Alex M Adamson LLP**  
7 Park Street  
Falkirk  
FK1 1RE

### **2. Background**

- 2.1 Falkirk Council requires the services of an external supplier to carry out effective diligence services and debt recovery in the pursuit of the following;
  - Council Tax;
  - Non Domestic Rates;
  - Housing Benefit Overpayments;
  - Sundry Debt invoices;
  - Housing Rent Arrears;
  - Commercial Rent Arrears;
  - Business Improvement District Levy

### **3. Tender Submissions**

- 3.1 A total of 3 bids were received electronically by the deadline date of 23<sup>rd</sup> May 2018.



#### **4. Tender Evaluations**

- 4.1 The evaluation of the bids was based on a weighting of 50% for quality and 50% for price. Evaluation of the qualitative element of each tender submission was carried out independently to the commercial evaluation.
- 4.2 Quality submissions were reviewed individually by members of the Quality Evaluation team. A meeting was held and attended by the team to agree scores and comments for each tenderers submission.
- 4.3 The separate scoring of the tendered price took place following the conclusion of the quality evaluation. The lowest priced bid was allocated the 50% cost ratio. All other bids were scored on a prorated basis against the lowest bid.
- 4.4 Only after both quality and price evaluations were separately concluded were the scores added together to allow a ranking of bidders.
- 4.5 The aim of the evaluation was to select the tender which represented the most economically advantageous tender (MEAT). As stated at 4.1, the evaluation included an emphasis on quality as well as price. The result of the evaluation was as follows:

<b>Bidder</b>	<b>Quality score</b>	<b>Price score</b>	<b>Total score</b>
Alex M Adamson	485.64	500	<b>985.64</b>
Stirling Park	451.26	500	<b>951.26</b>
Scott & Co	428.14	500	<b>928.14</b>

#### **5. Financial Implications**

- 5.1 Bidders were asked to submit a Price which would be fixed for up to 7 years from the commencement date of the Contract. Fixed pricing will help the Council manage budgets moving forward.
- 5.2 The total estimated value of the Contract is £100k over the 4 years. This is anticipated at approximately £30k for year 1 and reducing to an estimated £20k per annum for years 2 to 4. The estimated cost for the 36 month extension is £15k.
- 5.3 Alex M Adamson will charge no commission on debts passed to them from 1<sup>st</sup> October 2018 onwards. The costs outlined in section 5.2 relate to commission on debts which were passed to the supplier for collection prior to 1<sup>st</sup> October 2018 (Note that Alex M Adamson is the incumbent supplier with a previous contract start date of 1<sup>st</sup> July 2012).

## **6. Action Taken**

- 6.1 In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by Alex M Adamson LLP for the Provision of Sheriff Officer and Debt Collection Services from 1st October 2018 to 30th September 2022, with the option to extend for a further 36 months, with an estimated overall contract value of £115k.**

.....  
**Chief Finance Officer**

Date: 30<sup>th</sup> August 2018

Contact Name: Neil Biggar

Ext: 0566

### **List of Background Papers**

1. \* Tender documents

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

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250k in value for Supply & Delivery of First Aid Materials (10/18)**

**Meeting: Information Bulletin**

**Date: 5<sup>th</sup> December 2018**

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

### **1. Introduction**

- 1.1 A Prior Information Notice (PIN) was published on 26 March 2018 with 39 companies expressing an interest in the opportunity for the Supply and Delivery of First Aid Materials.
- 1.2 An open tender process was used and advertised by Scotland Excel (SXL) on the Official Journal of the European Union and the Public Contracts Scotland portal on 14 May 2018, with the following Lots;
  - Lot 1 - First Aid Materials & Associated Products;
  - Lot 2 - Automated External Defibrillators (AEDs)
- 1.3 Subsequently 42 companies expressed an interest in tendering.
- 1.4 The lot structure will provide a mechanism for the Council so that it can adhere to the Health and Safety (First-Aid) Regulations 1981 and procure a range of first aid materials relevant for the workplace and the public. This will include, but is not limited to, first aid kits, gloves, ice & heat packs, wipes & tissues, hand sanitiser & soap, dressings & plasters.
- 1.5 It also encompasses automated external defibrillators (AEDs) and will meet the needs of local authorities with AED programmes or Public Access Defibrillation (PAD) schemes.
- 1.6 The framework agreement will commence on 1 October 2018 for a period of 3 years to 30 September 2021, with the option to extend for up to an additional one-year period until 30 September 2022.
- 1.7 The recommended suppliers (for each Lot) are detailed at Appendix A.

### **2. Tenders Received**

- 2.1 The procurement process followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the European Single Procurement Document (ESPD). Within the ESPD, tenderers were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety and environmental management policies and/or procedures.

At the second stage of the process, offers were evaluated against the specified criteria and weightings for each lot.

- 2.2 A total of 8 bids were received electronically for both Lots by the deadline date.
- 2.3 The evaluation of the bids was based on a weighting of 15% for quality and 85% for price.
- 2.4 Tenderers were invited to bid on the following basis;
  - in the Commercial Section, a National Net Delivered Product Pack Price for each product listed within the Schedule of Offer for each lot;
  - in the Technical Section, scored method statements on community benefits, contract management & customer service, fair work practices, innovation & added value and sustainability.
- 2.5 The qualitative element of the tender involved evaluating responses to questions relating to key award criteria:
  - Community Benefits;
  - Contract Management & Customer Service;
  - Fair Work Practices;
  - Innovation & Added Value
  - Sustainability
- 2.6 Based on the evaluation undertaken in line with the criteria and weightings set out above, SXL has recommended that a multiple supplier framework agreement is awarded to the 8 tenderers. These suppliers provide the range of products and services required by local authorities, as well as representing best value and meeting all technical specifications.
- 2.7 For information, tenderers were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 8 recommended suppliers;
  - All pay the Scottish living wage or above to all employees (except volunteers, apprentices and interns), and;
  - One supplier is an accredited Living Wage employer
- 2.8 Tenderers have accepted as part of the terms & conditions of the framework that they will hold prices firm for the first 12 months of the contract.
- 2.9 After the initial 12 months period, suppliers may submit a request for a price variance on an annual basis. Suppliers may submit a price decrease at any time throughout the duration of the framework.
- 2.10 The framework will provide the Council with a clear pricing structure simplifying the purchasing process, whilst ensuring best value is achieved.
- 2.11 The total estimated value of the framework agreement (for all Lots) to Falkirk Council is £120k over the 3 years. This is anticipated at approximately £40k per annum. The estimated cost for the 12 month extension is £40k.

- 2.12 The projected average saving across all local authorities is forecasted at 15%, based on current spend forecasts. This projection was calculated by benchmarking the lowest offer received against the pricing offered by the supplier from which most authorities currently procure from. Savings that can be achieved will depend on the Councils purchasing pattern.

### **3 Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(i), I accepted the tenders submitted and enter into a framework agreement with the suppliers listed in Appendix A, with an estimated overall framework agreement value of £160k, in respect of Supply & Delivery of First Aid Materials to Falkirk Council.**

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

Date: 21<sup>st</sup> September 2018

Contact Name: Neil Biggar

Ext: 0382

## APPENDIX A

### Recommended Supplier(s)

<b>Tenderer</b>	<b>Location</b>	<b>Lots tendered</b>
Aero Healthcare Ltd	Slinford, Horsham, West Sussex, UK	1, 2
Arco Ltd	Hull, North Humberside, UK	1, 2
Bunzl UK Ltd T/A Bunzl Greenham	Uddingston, Glasgow, Scotland	1, 2
Cardiac Science Holdings (UK) Ltd	Stockport, Cheshire, UK	2
Fast-Aid Products Ltd	Loanhead, Midlothian, Scotland	1
Prometheus AlphaMed Ltd	Edinburgh, Scotland	1, 2
SP Services (UK) Ltd	Telford, Shropshire, UK	1, 2
Crest Medical Ltd T/A Wallace Cameron International	Wishaw, North Lanarkshire, Scotland	1, 2

## **Falkirk Council**

**Subject:**      **Acceptance of Tenders over £250,000 and under £500,000 in value for Provision and Delivery of Washroom Solutions and Sanitary Products – Contract Ref: SXL 32-17**

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

**Date:**        **5<sup>th</sup> December 2018**

**Author:**      **Chief Officer for Corporate & Housing 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 contracts.
- 1.2      The purpose of this report is to advise Members of the Council's participation in the Excel Framework for the Provision and Delivery of Washroom Solutions and Sanitary Products (Contract Ref: SXL 32-17)
- 1.3      The framework agreement shall commence on 1<sup>st</sup> October 2018 and will run for 4years until 30<sup>th</sup> September 2022.

### **2.      Participation and Benefits**

- 2.1      Participation in the Excel framework enables the Council to avoid running a costly tendering exercise and affords access to a fully compliant framework agreement.
- 2.2      Falkirk Council has been participating in Excel's current Framework Agreement for Provision of Washroom Solutions which expires on 30<sup>th</sup> September 2018.
- 2.3      Excel has now awarded a 2<sup>nd</sup> generation framework agreement for the Provision and Delivery of Washroom Solutions and Sanitary Products. Suppliers awarded on the framework are shown at Appendix A. This national agreement can meet the Council's service needs.
- 2.4      It is considered that best value shall be achieved by Falkirk Council procuring sanitary waste disposal, nappy waste disposal; sanitisers; air fresheners, sharps disposal and medical waste disposal and the provision of sanitary products as a Direct Award to Healthcare Environmental Services Ltd from the Excel Framework through to 30<sup>th</sup> September 2022.
- 2.5      The estimated annual spend is £80k and over the potential full term of the framework agreement, with a total spend of approximately £350k.

- 2.6 In accordance with Contract Standing Order 6.2(ii), consultation with the Chief Governance Officer to participate in the Scotland Excel Framework Agreement for the Provision and Delivery of Washroom Solutions and Sanitary Products was sought and received.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(ii), I accepted the tender submitted at Appendix A, with an approximate total contract value of £350k in respect of Provision and Delivery of Washroom Solutions and Sanitary Products to Falkirk Council.

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

Date: 10<sup>th</sup> October 2018

Contact Name: David Houston

Ext: 0819

### **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.



**Provision and Delivery of Washroom Solutions and Sanitary Products**  
**Contract Ref: SXL 32-17**

<b>Company</b>	<b>Location</b>
Healthcare Environmental Services Ltd	Shotts, North Lanarkshire
Cannon Hygiene	Morecombe, Lancashire
Rentokill Initial Ltd T/A Rentokil Pest Control	Camberley, Surrey
Greenleaf Hygiene Solutions (Scotland) Ltd	Hamilton, South Lanarkshire
Co-An UK Ltd	Blairgowrie, Tayside

<b>Company</b>	<b>Location</b>
Healthcare Environmental Services Ltd	Shotts, North Lanarkshire
Hey Girls CIC	Dunbarm East Lothian
Co-An UK Ltd	Blairgowrie, Tayside
Rentokill Initial Ltd T/A Rentokil Pest Control	Camberley, Surrey
Cannon Hygiene	Morecombe, Lancashire

## **Falkirk Council**

**Title:**            **Acceptance of Contracts over £500,000**  
**Meeting:**       **Council - Information Bulletin**  
**Date:**           **5<sup>th</sup> December 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> August 2018 to 31<sup>st</sup> October 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:     12<sup>th</sup> November 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 Received</b>	<b>Name &amp; Address of Proposed Contractors</b>
Corporate & Housing Services  William McQuillan  Ext: 0810 09	Groundworks to Falkirk Council Housing Properties          <b>Award List sent to Executive Members 18/08/2018)</b>	CHS/278/18	4 <sup>th</sup> September 2018 to 3 <sup>rd</sup> September 2022	£3,760,000	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 £330,000 (28%) when compared to current contract prices.	9	See Appendix A

Framework Agreement for Groundworks to Falkirk Council Housing Properties (C/N: CHS/278/18)

Company	Company No	Location
P1 Solutions Ltd	<b>62396</b>	<b>Linlithgow</b>
Caley Construction Ltd	<b>SC199849</b>	<b>Glasgow</b>
GB Contractors Scotland Ltd	<b>SC297169</b>	<b>Falkirk</b>

Estimated Annual Value £940,000

[illegible]

<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  Ex. 0810	Scotland Excel Social Care Agency Workers Framework agreement.  <b>(Award List sent to Executive Members 06/09/2018)</b>	SXL 20-17	01/09/2018 to 31/07/2022	£1,100,000	Provision of short term social care agency workers across a variety of roles including social worker and occupational therapist.  Fixed prices for 2 years.	48	Appendix B

## Appendix B

### Recommended Providers for Each Lot

	Company	Company Number	Postal Town and Postcode
Lot 1 Region 15	Brightwork Limited	SC296104	Glasgow G2 4HU
	ASA International Td t/a ASA Recruitment	SC237955	Edinburgh EH3 7AL
	Service Care Solutions Ltd	5381795	Preston PR1 3LU
	The Social Care Community Partnerships Ltd	SC370614	Loanhead EH20 9QZ
	Randstad Public Services Ltd	2462482	Luton LU1 3LU
	Black & Back Recruitment Ltd	SC220527	Glasgow G2 4BL
	Tripod Partners Ltd	8230012	London W1D 7AW
	Ailsa Care Services Ltd	SC272779	Glasgow G3 8BH
Lot 2 Region 15	Brightwork Ltd	SC296104	Glasgow G2 4HU
	ASA International Ltd t/a ASA Recruitment	SC237955	Edinburgh EH3 7AL
	Service Care Solutions Ltd	5381795	Preston PR1 3LU
	The Social Care Community Partnership	SC370614	Loanhead EH20 9QZ
	Randstad Public Services Ltd	2462482	Luton LU1 3LU
Lot 3 Region 15	ASA International Ltd t/a ASA recruitment	SC237955	Edinburgh EH3 7AL
	Brightwork Ltd	SC296104	Glasgow G2 4HU
	Service Care Solutions Ltd	5381795	Preston PR1 3LU

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value	Additional Information	No. of Tenders	Name & Address of Proposed Contractors
Development Services  Greg Pender Ext 4827  71	<p>Consultancy Services Term Commission for Flooding and Drainage Professional Services. The term commission 'Call-off' contract involves a range of flooding functions and activities including preparing flood risk reports, designing and procuring flood mitigation measures, designing and procuring formal Flood Management Projects, supporting the development of Flood Risk Management Plans in accordance with legislation and advising planning on flood and drainage related issues.</p> <p><b>(Award List sent to Executive Members 20/09/2018)</b></p>	IT0015	The framework agreement will be for an initial duration of 2 years, with a maximum extension of 2 years.	The fees for professional services are anticipated to be in the region of £250,000 per annum over the term of the contract, potentially totalling £1,000,000 over 4 years.	This contract is required to augment the existing staff resource in Development Services and fulfil the Council's statutory requirement to manage and mitigate flood risk and obligations as Planning Authority.	6	AECOM Ltd, St George's House, 5 St George's Road, Wimbledon, London, SW19 4DR.



<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 McQuillan  Ext. 0810  72	Supply & Delivery of Roadstone to Falkirk Council.  Lot 1. Coated Material. Lot 2. Uncoated Material. Lot 3. Recycled Roadstone. Lot 4. Ready Mixed Concrete.       <b>(Award List sent to Executive Members 20/09/2018)</b>	SXL/2817	Start: 14/09/2018  End: 30/06/2022	£5,200,000	The framework will deliver savings against current contract prices.  Due to fluctuations in the volume of roadstone purchased it is not possible to predict the annual savings that will be realised.  Spend will be monitored over the term of the agreement to measure savings and benefits secured.	14	9 Individual Companies.  (see Appendix C)

## Appendix C

### Framework Agreement for the Supply & Delivery of Coated, Uncoated, Recycled Roadstone and Ready Mixed Concrete (SXL/2817)

Period: 14<sup>th</sup> September 2018 running for 4 years until 30<sup>th</sup> June 2022.

Company	Company No.	SMS Status	Location	Lots Offered
Beatsons Building Supplies Ltd	SC044008	Medium	Alloa	4
Breedon Northern Limited	SC144788	Large	Angus	1,2,3,4
Cemex UK Materials Limited	4895833	Large	Warwickshire	1
D. Geddes (Contractors) Limited	SC060200	Medium	Angus	1,2,3,4
Fleximix Concrete Ltd	SC435520	Micro	Broxburn, West Lothian	4
Hillhouse Quarry Group Limited	SC135103	Medium	Troon	1,2,3,4
Tarmac Trading Limited	453791	Large	Birmingham	1,2
Pattersons of Greenoakhill Limited	SC054793	Small	Coatbridge	2,4
Tillicoultry Quarries Limited	SC016360	Medium	Kincardine on Forth	1,2,4

**Estimated Annual Value**  
**£1,300,000**

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value	Additional Information	No. of Tenders	Name & Address of Proposed Contractors
Corporate & Housing Services  William McQuillian  Ex. 0810  74	Supply and delivery of Community equipment to JLES for people with physical disabilities and acute chronic illness, to maximise their independence, improve their safety and maintain them in the community.          <b>(Award List sent to Executive Members 04/10/2018)</b>	COR003 928	1 <sup>st</sup> November 2018 to 31 <sup>st</sup> October 2021	£1,725,000	The Joint Loan Equipment Service (JLES) based in Grangemouth currently manages equipment on behalf of Falkirk Council, NHS Forth Valley and Stirling Council. The breakdown of spend over 3 years is as follows:  Falkirk Council £600,000 Stirling Council £495,000 NHS FV £630,000	56	Please see appendix D

## Appendix D

Company	Company Number	Postal Town and Postcode
Accora Ltd	4915604	Cambridge, SG8 5QP
Aidapt Bathrooms Ltd	02464054	Merseyside, WA9 3EX
Care-ability Healthcare Ltd	07659596	Tyne & Wear, NE38 8QE
Denbighshire County Council t/a Cefndy Healthcare & Manufacturing	n/a	Rhyll, LL18 2HG
CLH Healthcare (Hampshire) Ltd now Oiiocare Ltd	08587487	Portsmouth, PO6 1TT
Concept Northern now Computercare 2000 Ltd	SC169321	East Kilbride,
Drive Devilbiss Healthcare Ltd	04301005	Birkenshaw, BD11 2HW
Essential Healthcare Solutions (UK) Ltd	04991941	Batley, WF17 9BN
Fast-Aid Products Ltd	SC056473	Midlothian, EH20 9HX
Frontier Therapeutics Limited	2552048	Blackwood. NP12 2YN
Harvest Healthcare Ltd	07210261	Rotherham, S60 1BW
Invacare Ltd	05178693	Bridgend, CF35 5AQ
James Leckey design Ltd	NI23037	Lisburn, BT28 2SA
James (Jim) Cuthbertson t/a Jim Cuthbertson Electronic Services	n/a Sole trader	Glasgow, G66 1EL
Lisclare Ltd	NI31180	Belfast, BT6 9HL
Mangar International Ltd	1623146	Powys, LD8 2UF
Millbrook Healthcare Ltd	833987	Southampton, SO40 3XJ
Nottingham Rehab Ltd t/a NRS Healthcare	1948041	Leicestershire, LE67 1UB
Park House Healthcare Ltd	1831906	Bradford, BD11 2HW
Prism UK Medical Ltd	04992349	Wakefield, WF4 4TD
R82 UK Ltd	3936516	West Midlands, B62 8BH
Safe and Sound Products now Gordon Ellis & Co	231734	Derby, DE74 2PY
Drive Devilbiss Sidhil Ltd	0430 1005	Birkenshaw, BD11 2HW
Simplymed Ltd	07051239	Wigan, WN5 8DH
Smitcare Ltd	3651132	Camberley, GU15 3DP
Stairlifts (Scotland) Ltd	SC165156	Glasgow, G40 3DQ
Sunrise Medical Ltd	3570204	West Midlands, DY5 2LD
The Helping Hand Company (Ledbury) Ltd	2172956	Herefordshire, HR8 1NS
W Munro (Rehab) Ltd	SC088918	Glasgow, G81 2QP

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value	Additional Information	No. of Tenders	Name & Address of Proposed Contractors
Corporate & Housing Services  William McQuillan  Ext. 0810  76	<p>The Supply &amp; Delivery of Street Lighting Materials to Falkirk Council</p> <p>Lot 1. LED Lanterns Lot 2. Cable/Wiring Lot 3. Steel Columns &amp; Poles Lot 4. Aluminium Columns &amp; Poles Lot 5. Sundry Items Lot 6. Traffic Bollards &amp; Signs Lot 7. Luminaires/Lanterns Lot 8. Lamps &amp; Maintenance Components</p> <p><b>(Award List sent to Executive Members 18/10/2018)</b></p>	SXL/2617	<p>Start: 19/10/2018</p> <p>End: 31/07/2021</p> <p>(with an option to extend for a further 12 months up until 31/07/2022 without the need to call for further competition)</p>	£3,000,000	<p>Potential 1st year saving of approximately £90,000 (12%) when comparing pricing against current contracted rates.</p> <p>The Framework shall provide benefits to the local economy, in that approximately 60% of the total annual spend will reside with suppliers based in the Falkirk Council area</p>	31	<p>25 Individual Companies</p> <p>(see Appendix E)</p>

# **Framework Agreement for the Supply & Delivery of Street Lighting Materials (SXL/2617)**

**Period: 19<sup>th</sup> October 2018 running for 3 years until 31<sup>st</sup> July 2021 with an option of a 12 month extension without the need to call for further competition**

<b>Company</b>	<b>Company No.</b>	<b>SMS Status</b>	<b>Location</b>	<b>Lots Offered</b>
ASD Lighting PLC	01677887	Medium	Rotherham	1
BATT Cables Public Limited Company	01353688	Large	Erith	2
C.U. Lighting Limited	02196886	Medium	Great Amwell, Hertfordshire	1,3,7
City Electric Factors Limited	00336408	Large	Kenilworth	1,2,8
Cleaveland Cables Company Limited	05538824	Large	Cleaveland	2
D.W. Windsor Limited	01309755	Medium	Hoddesdon	1
Fabrikat (Nottingham) Limited	01910661	Medium	Sutton-In-Ashfield, Nottingham	3
Glasdon (UK) Limited	02160576	Medium	Blackpool	6,8
Indo Lighting Limited	06419298	Small	Southampton	1
James M Anderson Limited	SC328920	Small	Glasgow	1,2,3,4,5,6,7,8
Light & Energy Distribution Limited	SC573233	Small	Aberdeen	1,2,3,4,5,6,8
Mallatite Limited	02621328	Medium	Solihull	1,3,4,5,6,7
Marwood Electrical Company Limited	01343397	Medium	London	1,3,4,5,6,8
Orangetek Limited	06772086	Small	Burton-On-Trent, Staffordshire	1
Phillips Lighting UK Limited	00291612	Large	Guildford	1
Simmons signs Limited	01923947	Medium	Telford, Shropshire	6,8
Snapfast	-	Small	Gateshead	8
Street Lighting Supplies & Co Ltd	SC233145	Small	Grangemouth	1,2,3,4,5,8
The Aluminium Lighting Company Ltd	02770293	Small	Port Talbot, Wales	4
Traffic Management Products Limited	03207588	Small	Horsham, West Sussex	6
TRT Lighting Limited	08092266	Medium	Redditch	1
UK Electric Limited	02742081	Medium	Newbury, Berkshire	1,3,8
Urbis Schreder Ltd	01095726	Medium	Basingstoke, Hampshire	1
Zeta Specialist Lighting Limited	02112527	Small	Bicester, Oxfordshire	6
ZG Lighting (UK) Limited	02851586	Medium	Buckinghamshire	1

Estimated Annual Value £750,000

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders	Name & Address of Proposed Contractor
Development Services  Greg Pender Ext 4827  78	<p>The Jinkabout Bridge is located across the River Avon between Wholeflats and Inveravon Roundabouts just south of Wholeflats Road.</p> <p>The works comprise the removal of the existing bridge and the installation of a new 20.5 m span road bridge. The existing abutments are to be adapted and utilised to form the new foundations for the bridge.</p> <p><b>(Award List sent to Executive Members 25/10/2018)</b></p>	IC0202b	The construction period is 12 weeks with an anticipated start date of 7 January 2019, to be confirmed with the contractor once the contract has been awarded.	£ 649,800.00	<p>The Scheme is being funded from the 2018/19 bridge assessment and strengthening capital budget.</p> <p>The new bridge will have a 40T load carrying capacity replacing the current bridge which has a 3T weight limit.</p>	7	Diack & Macaulay Limited, 7 Gartferry Road, Chryston, Glasgow, GL69 0LY.

## Falkirk Council

**Title:** Community Links, National Cycle Network and Access Funding Partnership Funding Update  
**Meeting:** Information Bulletin  
**Date:** 05 December 2018  
**Author:** Director of Development Services

### 1. Introduction

- 1.1 The information bulletin provides members with an update on the outcome of the second round of funding bids, to which the Council had submissions during the first quarter of the 2018/19 financial year. Results of the first round of funding bids were reported in a previous Information Bulletin of 27 June, 2018.
- 1.2 For this second round of bids, officers submitted bids to Transport Scotland for National Cycle Network Funding. This information bulletin updates members on the success of these bids since the previous information bulletin on 27<sup>th</sup> June 2018.

### 2. Considerations

- 2.1 The projects primarily focus upon missing or sub-standard links in the path network which were identified through Falkirk Council's Core Paths Plan, Falkirk Council's Local Transport Strategy or consultations with Sustrans Scotland as the main project funder. All funding bids were successful and the following access projects are now being implemented:
- 2.2 Abbotshaugh, Langlees
- Total capital cost £45,763
  - National Cycle Network Funding £45,763
- 2.3 Bellsmeadow Park, Falkirk
- Total capital cost £24,118
  - National Cycle Network Funding £24,118
- 2.4 Wellpark Terrace, Bonnybridge
- Total capital cost £77,822
  - National Cycle Network Funding £77,822
- 2.21 The above projects, in addition to those highlighted in the previous information bulletin on 27<sup>th</sup> June 2018, have a combined value of £952,313 and are being implemented in the current 18/19 financial year, with the vast majority of these projects being delivered in house by Roads Maintenance Operations - Small Works Team.
- 2.22 External funding totalling £914,313 has been levered using £38,000 of the Council's own resources equating to over £24 of investment for every £1 spent. This represents outstanding value for money. The table below shows the amounts invested by each individual funder.



<b>Funder</b>	<b>Amount</b>	<b>Percentage of total</b>
Sustrans Community Links	£459,889	48%
Transport Scotland National Cycle Network	£266,920	29%
Scottish Natural Heritage	£100,000	10%
Developer Contribution	£49,504	5%
Falkirk Environment Trust	£38,000	4%
Falkirk Council	£38,000	4%

2.23 Further opportunities are being explored by officers and funders in preparation for future funding streams.

### **3 Action Taken**

#### **3.1 For information**

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#### **Director of Development Services**

Author: Angus Duncan, Outdoor Access Team Leader – 01324 504928

[angus.duncan@falkirk.gov.uk](mailto:angus.duncan@falkirk.gov.uk)

Date: 14 August 2018

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

- Falkirk Council Core Paths Plan May 2010
- Falkirk Council Green Network Strategy 2013
- Information Bulletin- Community Links, National Cycle Network and Access
- Funding Partnership Funding Update of 27<sup>th</sup> June, 2018

## **Falkirk Council**

**Title:** Rediscovering the Antonine Wall  
**Meeting:** Information Bulletin  
**Date:** 05 December 2018  
**Author:** Director of Development Services

### **1. Introduction**

- 1.1 This information bulletin provides members with an update on progress of the Rediscovering the Antonine Wall Project.
- 1.2 Falkirk Council is one of the members of the Antonine Wall Partnership alongside East Dunbartonshire Council, Glasgow City Council, Historic Environment Scotland (HES), North Lanarkshire Council and West Dunbartonshire Council. The partnership is jointly responsible for developing the Rediscovering the Antonine Wall project.
- 1.3 In January 2018 the Executive authorised West Dunbartonshire Council, as lead authority, to submit the stage 2 Heritage Lottery Fund (HLF) application on Falkirk Council's behalf. This application for funding was submitted in June 2018.

### **2. Considerations**

- 2.1 In October 2018, the stage 2 bid was approved by the HLF. The HLF has awarded c£980k towards the project which has a total value of approximately £2.1m across the five local authorities. The EU's LEADER fund has also awarded a total of c£475k towards the project.
- 2.2 The aim of the project is to increase awareness and understanding of the Antonine Wall World Heritage Site, particularly among young people, and to better connect communities to their own heritage. In the Council area, the project will deliver:
  - A Roman themed play park in Callendar Park;
  - A new Roman distance slab set within new public realm on Cow Wynd in Falkirk town centre;
  - Eight community projects across the Council area over the three year lifespan of the project:
    - Kinneil Estate sculpture project;
    - Bonnybridge Heritage Park sculpture project;
    - Community Garden, Barnardos' Centre, Watling Lodge;
    - Roman Gardening and Cooking: Kinneil Walled Garden;
    - Graffiti mural project with Recoat;
    - Inter-generational Cycling Without Age project: Falkirk;
    - Contemporary Voices Explore the Roman Frontier: creative writing project; and
    - Asylum seeker/refugee initiative
- 2.3 Other wall-wide projects which Falkirk Council residents will be able to participate in are:

- The re-shooting of the 1960s “Walk the Wall” film;
  - The creation of resources for schools and museums exploring topics such as Roman cooking and crafts
  - The creation of a 21st century legion i.e. a volunteer workforce to support the development and delivery of the project.
- 2.4 Falkirk Council will contribute approximately £70k over the 3 year lifespan of the project from existing budgets. This modest financial contribution to the project by Falkirk Council over a three year period will lever in significant external funding, build on the Council area’s growing reputation as a high quality tourist destination and improve the economic sustainability of our communities.

### **3 Action Taken**

- 3.1 **Note the award of funding from the Heritage Lottery Fund and the LEADER fund.**
- 3.2 **Note that a yearly report will be presented on the Information Bulletin outlining progress with delivery of the project.**

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**pp Director of Development Services**

Author: Danny Thallon, Environment Coordinator – 01324 504927

[danny.thallon@falkirk.gov.uk](mailto:danny.thallon@falkirk.gov.uk)

Date: 09 November 2018

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

None

## Falkirk Council

**Title:** Tree Preservation Order Review  
**Meeting:** Information Bulletin  
**Date:** 05 December 2018  
**Author:** Director of Development Services

### 1. Introduction

- 1.1 This information bulletin provides members with an update on the status of Tree Preservation Orders (TPO) within the Council area and plans for review of these to be undertaken.

### 2. Considerations

- 2.1 The Town and Country Planning (Scotland) Act 1997, as amended by the Planning etc. (Scotland) Act 2006, enables planning authorities to make TPO to protect trees, groups of trees or woodlands in the interests of amenity, cultural or historical significance. The designation makes it an offence to remove trees or carry out cutting back / limbing or surgery unless the Council, as planning authority, has granted written consent for the work.
- 2.2 The Scottish Government circular on Tree Preservation Orders states that:
- “Planning authorities have duties to: ...from time to time review any TPO and consider whether it is requisite to vary or revoke the TPO.”*
- 2.3 Falkirk Council has 52 TPO, covering individual trees, tree groups, large areas with trees, and some woodland areas. The TPO have been made at different times between 1965 to 2010 by the previous local authorities covering the Falkirk Council area and by the current Falkirk Council.

### 3. Methodology

- 3.1 The Forbes Laird Arboriculture Consultancy has developed a “Tree Evaluation Method for Preservation Orders” (TEMPO). This systematised assessment tool for TPO suitability has been adopted by most local planning authorities in Scotland for making new TPO and for reviewing TPO. This ensures a robust and recognised system for determining if a TPO should be imposed.
- 3.2 A review of our TPO has already commenced, however, the review of all 52 TPO will be a long process and current staff resources will only allow a few TPO to be reviewed every year. Review of the following types of TPO will be given priority:
- TPO which give rise to a large number of tree work applications each year (generally ‘area’ TPOs covering a large area)
  - TPO in the remoter rural areas where no work applications have been received for a number of years and where other (non-protected) tree growth has obscured the original protected trees
  - TPO within or near areas where there is or likely to be high development pressure.
  - TPO which were made over 35 years ago

- 3.3 Where costs are involved in assessing individual trees to determine if a TPO is appropriate, these will be contained within existing budgets.
- 3.4 TPO that no longer merit this designation will need to be revoked, which will involve advertising and notifying all landowners concerned.
- 3.5 Further tree covered areas, particularly where there is likely to be development pressure, will need to be assessed and new TPO made if warranted.

#### **4 Action Taken**

- 4.1 **Note the requirement for the Council to review its existing Tree Preservation Orders and that work on a review has begun.**
- 4.2 **Note that a yearly report will be presented on the Information Bulletin summarising the progress of the review**

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**pp Director of Development Services**

Author: Danny Thallon, Environment Coordinator – 01324 504927

[danny.thallon@falkirk.gov.uk](mailto:danny.thallon@falkirk.gov.uk)

Date: 09 November 2018

**List of Background Papers:**

## **Falkirk Council**

**Title:** Zetland Park Regeneration Project  
**Meeting:** Information Bulletin  
**Date:** 05 December 2018  
**Author:** Director of Development Services

### **1. Introduction**

- 1.1 This information bulletin provides members with an update on progress with the delivery of the Zetland Park Regeneration Project which seeks to deliver key elements of the masterplan approved by the Executive in October 2015.
- 1.2 In October 2015 the Executive also authorised the Director of Development Services to formulate a stage one funding bid to the Heritage Lottery Fund (HLF) and thereafter report back to Members should a stage two bid be considered.
- 1.3 The Open Space Strategy identifies Zetland Park as a key open space asset and identifies the implementation of the masterplan for Zetland Park as a priority action and a top local priority.

### **2. Considerations**

- 2.1 A stage one funding bid was submitted to the HLF in August 2017. This bid was approved in December 2017 and permission to start the project development phase was received from the HLF in March 2018 to:
  - Further develop proposals and a conservation plan for the regeneration of Zetland Park
  - Recruit a Project Manager to lead on developing proposals;
  - Undertake visitor research to engage with existing and new users;
  - Further develop partnerships including those with corporate sponsors;
  - Develop a community researched interpretation plan to include the industrial history of Grangemouth and a Heritage Interpretation Wall;
  - Develop plans to enhance biodiversity and create a naturalised pond;
  - Develop proposals for a heritage themed children's play area and explore opportunities for naturalised play;
  - Develop a skills training programme to link with national training programmes and promote employability; and
  - Develop opportunities to promote health and wellbeing.
- 2.2 The development phase of the project has a budget of c£225k. 56% of the costs of the development phase are to be funded by the HLF with the balance to be funded by Falkirk Council, funds raised within the local community and private corporate donations.
- 2.3 A project officer (Allana Hughes) has been recruited to lead on developing proposals and works within the Planning and Environment Unit of Development Services. A procurement exercise has taken place and the following appointments made;

- activity planners (Rob Robinson Heritage - £17,000) and
- lead landscape architects (Land Use Consultants - £86,425).

These costs will be funded from the project budget.

- 2.4 Subject to Executive approval of a further developed masterplan in April 2019, it is intended to submit a stage two bid for delivery phase funding to the HLF in August 2019. At this stage it is estimated that the delivery phase will have a budget of c£1.3m. A decision from HLF on the stage 2 application is expected in December 2019. If successful the delivery phase will commence in January 2020 and conclude in September 2021.

### **3 Action Taken**

- 3.1 **Note the progress made in developing the Zetland Park Regeneration Project.**
- 3.2 **Note that a report will be presented to the Executive in May 2019 seeking approval of a further developed masterplan for Zetland Park and permission to submit a stage two bid to the Heritage Lottery Fund in August 2019.**

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**pp Director of Development Services**

Author: Danny Thallon, Environment Coordinator – 01324 504927  
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Date: 09 November 2018

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

- Falkirk Council Open Space Strategy October 2016

**Title:** Acceptance of Quotation under £50,000 in Value  
Contract for Civil Engineering (Topographical) Services for  
the Proposed Strategic Property Review at The Forum,  
Callendar Business Centre, Falkirk (FAPR-7994)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 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 Civil Engineering (Topographical) Services for the Proposed Strategic Property Review at The Forum, Callendar Business Centre, Falkirk, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 One quotation was received by the due date of 12<sup>th</sup> October 2018 and opened the same day at 3.09pm in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation price was £1,940.00.
- 2.3 Following the evaluation of the quotation, it was considered best value for the Council to accept the quotation from Sigma Surveys, Pavilion 2, Buchanan Business Park, Glasgow, G33 6HZ in the sum of £1,940.00.
- 2.4 The quotation can be contained within the block expenditure identified in the General Services Capital Programme.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Sigma Surveys, Pavilion 2, Buchanan Business Park, Glasgow, G33 6HZ, in the sum of £1,940.00 in respect of Civil Engineering (Topographical) Services for the Proposed Strategic Property Review at The Forum, Callendar Business Centre, Falkirk.



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

**Date: 15<sup>th</sup> October 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 Consulting Civil And Structural Engineering  
Services for the Conversion of Two Bed Flats to One Bed  
Flats at 82-87 Garry Place, Grangemouth. (GRA-7930)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 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 consulting civil and structural engineering services for the conversion of two bed flats to one bed flats at 82-87 Garry Place, Grangemouth, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 24<sup>th</sup> October 2018 and opened at 03.20pm in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £9,363.00 to £10,995.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from McGregor McMahon Consulting Engineers, Carnegie Campus, 2 Castle Court, Dunfermline, in the sum of £9,363.00.
- 2.4 The quotation can be contained within the block expenditure figure for Professional Services, identified in the Housing Investment 3 Year Programme 2018/2021.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by McGregor McMahon Consulting Engineers, Carnegie Campus, 2 Castle Court, Dunfermline, in the sum of £9,363.00 in respect of consulting civil and structural engineering services for the conversion of two bed flats to one bed flats at 82-87 Garry Place, Grangemouth.

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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:** 26/10/2018

## **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 CONSULTING MECHANICAL AND ELECTRICAL  
ENGINEERING SERVICES FOR NEW HOUSING SITE AT  
TORWOOD SCHOOL, LARBERT (LAR-7879)

**Meeting:** Information Bulletin

**Date:** 05 December 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 mechanical and electrical engineering services for new housing site at Torwood School Site, Larbert (LAR-7879) in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 1<sup>st</sup> October 2018 and opened at 5.13pm on the 2<sup>nd</sup> October 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £15,730.00 to £29,045.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Hawthorne Boyle Ltd., Mechanical and Electrical Engineers, Merchant House, Watermark Business Park, 365 Govan Road, Glasgow, G51 2SE in the sum of £15,730.00.
- 2.4 The quotation can be contained within the block expenditure figure for new build social housing, 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 Hawthorne Boyle Ltd., Mechanical and Electrical Engineers, Merchant House, Watermark Business Park, 365 Govan Road, Glasgow, G51 2SE in the sum of £15,730.00) in respect of consulting mechanical and electrical engineering services for new housing site at Torwood School Site, Larbert (LAR-7879)

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

**Date: 08/10/2018**

## **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 MARINER SUPPORT UNIT - INTERNAL  
ALTERATIONS TO REAR MODULAR UNIT (LRN-8006)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 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 proposed internal alterations to the rear modular unit at Mariner Support Service, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of the 31<sup>st</sup> October 2018 and opened at 15:10 on the 31<sup>st</sup> October 2018, in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £45,002.22 to £58,825.72.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from LPS Building Services Ltd in the sum of £45,022.22.
- 2.4 The quotation can be contained within the block expenditure figure for 2018/2019 budget 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 quotation submitted by LPS Building Services Ltd., 40 Cow Wynd, Falkirk, in the sum of £45,002.22 in respect of the proposed internal alterations to rear modular unit at Mariner Support Service.

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pp Director of Development Services

**Author:** Jack Aitken, Education Design Co-ordinator – 01324 504867,  
jack.aitken@falkirk.gov.uk  
**Date:** 06/11/2018

## **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 Quotation under £50,000 in Value  
Contract for MECHANICAL & ELECTRICAL CONSULTANCY  
FOR THE VOLTAIC INSTALLATION TO 20 HOUSING WITH  
CARE PROPERTIES (VAR-7873)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 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 contract for mechanical & electrical consultancy for the voltaic installation to 20 housing with care properties (VAR-7873), in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Two quotations were received by the due date of 2<sup>nd</sup> November 2018 and opened at 10.00am on the 5<sup>th</sup> November 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £10,860.00 to £11,750.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Clancy Consulting, 5 Newton Terrace Lane, Glasgow, in the sum of £10,860.00
- 2.4 The quotation can be contained within the block expenditure figure for professional fees, 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 Clancy Consulting, 5 Newton Terrace Lane, Glasgow, in the sum of £10,860.00 in respect of the contract for mechanical & electrical consultancy for the voltaic installation to 20 housing with care properties (VAR-7873)

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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: 13/11/2018**

## **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 Demolition of Muiravonside Cemetery Lodge  
and Outbuildings (MRA-238-DEM)  
**Meeting:** Information Bulletin  
**Date:** 05 December 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 demolition of Muiravonside Cemetery lodge and outbuildings, in accordance with Standing Order 8.4 relating to contracts.

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 05 September 2018 and opened at 2.45pm on 06 September 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £24,350.00 to £29,397.37.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from David Morton (Larbert) Ltd, Glen Works, Glen Village, Falkirk, FK1 2BQ in the sum of £24,350.00.
- 2.4 The quotation can be contained within the block expenditure figure for Cemeteries Development, which was identified in the Capital Programme.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by David Morton (Larbert) Ltd, Glen Works, Glen Village, Falkirk, FK1 2BQ in the sum of £24,350.00 in respect of demolition of Muiravonside Cemetery lodge and outbuildings.

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pp Director of Development Services

**Author:** Michael McGowan, Community Design Co-ordinator – 01324 504885,

**Date:** 18/09/2018

## **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 Replacement Entrance Doors at Bo'ness  
Recreation Centre (BNS-7907)  
**Meeting:** Information Bulletin  
**Date:** 05 December 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 replacement entrance doors at Bo'ness Recreation Centre, 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 September 2018 and opened at 11.25am on 02 October 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The only quotation received was for £21,269.45.
- 2.3 This quotation was in line with the pre-tender cost estimate and following evaluation, it was considered best value for the Council to accept the quotation from Entrance Access Solutions Ltd., 14 St Bryde Street, East Kilbride, G74 4HQ in the sum of £21,269.45.
- 2.4 The quotation and can be contained within the block expenditure figure for Bo'ness Recreation Centre, identified in the Falkirk Community Trust Capital Programme.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Entrance Access Solutions Ltd., 14 St Bryde Street, East Kilbride, G74 4HQ in the sum of £21,269.45 in respect of replacement entrance doors at Bo'ness Recreation Centre.

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pp Director of Development Services

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

**Date: 05/10/2018**

## **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 Contracts Below £50,000:  
Processing Material Arising from Recycling Centres –  
Plasterboard**

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

**Date:**                    **5 December 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 accordance with Standing Order 8.4 relating to contracts. This contract is for the processing of plasterboard arising from Roughmute and Kinneil Kerse Recycling Centres.

## **2.        Quotations Received**

- 2.1     Two quotations were received by the due date of 16 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2     The checked quotation prices ranged from £79.50 to £90 per metric tonne (collected by the contractor), and £55 to £57 per metric tonne (delivered to the contractor).
- 2.3     Following the evaluation of quotations, it was considered appropriate for the Council to accept the quotation from Lowmac Waste and Recycling Limited, Murdoch Place, Oldhall Industrial Estate, Irvine, KA11 5DG at a quoted price of £79.50 per tonne charge to the council.

## **3.        Action Taken**

- 3.1     In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Lowmac Waste and Recycling Limited in the sum of £7950 in respect of the processing of plasterboard arising from Roughmute and Kinneil Kerse Recycling Centres from 1 August 2018 to 31 January 2019.

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Director of Development Services

**Author – Ceri Hassall – 01324 590435, [ceri.hassall@falkirk.gov.uk](mailto:ceri.hassall@falkirk.gov.uk)**

**Date: 3 August 2018**

## **APPENDICES**

None

**Title:** Acceptance of Contracts Below £50,000:  
Processing Material Arising from Roughmute Materials  
Recovery Facility – Cardboard

**Meeting:** Information Bulletin

**Date:** 5 December 2018

**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Seven companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This is a services contract, under a framework arrangement for the processing of cardboard from Roughmute Materials Recovery Facility (MRF).

## **2. Quotations Received**

- 2.1 Two quotations were received by the due date of 25 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotations ranged from Lot 1a) £60 to £71 per metric tonne for baled cardboard (collected by the contractor), Lot 1b) £20 to £49 per metric tonne for loose cardboard (collected by the contractor), and Lot 2a) £60 to £81 per metric tonne for baled cardboard (delivered to the contractor) and Lot 2b) £20 to £66 per metric tonne for loose cardboard (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered appropriate for the Council to utilise the quotation for Lot 1a from Smurfit Kappa, 37-49 Vermont Street, Glasgow, G41 1LT as the first supplier on the framework at a quoted price of £71 per tonne (income) to the council at current market prices.

## **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I have agreed to utilise Smurfit Kappa as the first supplier on the framework for approximately £11,502 (income) in respect to the processing of baled cardboard arising from Roughmute Material Recovery Facility for the period 1 August 2018 to 31 January 2019.

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Director of Development Services

**Author – Ceri Hassall – 01324 590435, [ceri.hassall@falkirk.gov.uk](mailto:ceri.hassall@falkirk.gov.uk)**  
**Date: 6 August 2018**

## **APPENDICES**

None

**Title:** Acceptance of Contracts Below £50,000:  
Processing Material Arising from Roughmute Materials  
Recovery Facility – Mixed Plastic Bottles

**Meeting:** Information Bulletin

**Date:** 5 December 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 accordance with Standing Order 8.4 relating to contracts. This is a services contract, under a framework arrangement for the processing of mixed plastic bottles from Roughmute Materials Recovery Facility (MRF).

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 25 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotations ranged from Lot 1a) £80 to £105 per metric tonne for baled mixed plastic bottles (collected by the contractor), Lot 1b) £15 per metric tonne for loose mixed plastic bottles (collected by the contractor), and Lot 2a) £100 to £105 per metric tonne for baled mixed plastic bottles (delivered to the contractor) and Lot 2b) £35 to £105 per metric tonne for loose mixed plastic bottles (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered appropriate the Council to utilise the quotation for Lot 1a) from J & Young Leicester Ltd, Hambleton Road, Egleton, Oakham, Rutland, LE15 8AE as the first supplier on the framework at a quoted price of £90 per tonne income to the council at current market prices. WRC Recycling and Clearpoint Recycling Ltd are also selected onto the framework.

## **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the to utilise J & Young Leicester Ltd as the first supplier on the framework for approximately £11,070 (income) in respect of the processing of baled mixed plastic bottles arising from Roughmute Material Recovery Facility for the period 1 August 2018 to 31 January 2019.

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Director of Development Services

**Author – Ceri Hassall – 01324 590435, [ceri.hassall@falkirk.gov.uk](mailto:ceri.hassall@falkirk.gov.uk)**  
**Date: 6 August 2018**

**APPENDICES:** None



**Title:** Acceptance of Contracts Below £50,000:  
Processing Material Arising from Roughmute Materials  
Recovery Facility – Non-Ferrous Cans

**Meeting:** Information Bulletin

**Date:** 5 December 2018

**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Seven companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This is a services contract, under a framework arrangement for the processing of non-ferrous cans from Roughmute Materials Recovery Facility (MRF).

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 25 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotations ranged from Lot 1a) £610 to £880 per metric tonne for baled non-ferrous cans (collected by the contractor), Lot 1b) £450 to £675 per metric tonne for loose non-ferrous cans (collected by the contractor), and Lot 2a) £680 to £875 per metric tonne for baled non-ferrous cans (delivered to the contractor) and Lot 2b) £520 to £725 per metric tonne for loose non-ferrous cans (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered appropriate for the Council to utilise the quotation for Lot 1a) from Lowmac Alloys, Unit 22, 22 Oldhall West Ind Estate, Shewalton, KA11 5AR as the first supplier on the framework at a quoted price of £825 per tonne (income) to the council at current market prices. WRC Recycling and Clearpoint Recycling Ltd are also selected onto the framework.

## **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I have accepted to utilise Lowmac Alloys as the first supplier on the framework for approximately £49,000 in respect to the processing of baled non-ferrous cans arising from Roughmute Material Recovery Facility for the period 1 August 2018 to 31 January 2019.

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Director of Development Services

**Author – Ceri Hassall – 01324 590435, [ceri.hassall@falkirk.gov.uk](mailto:ceri.hassall@falkirk.gov.uk)**  
**Date: 6 August 2018**

**Title:**                    **Acceptance of Contracts Below £50,000:  
Processing Material Arising from Roughmute Materials  
Recovery Facility – Ferrous Cans**

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

**Date:**                  **5 December 2018**

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

## **1. Introduction**

- 1.1 Seven companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This is a services contract, under a framework arrangement for the processing of ferrous cans from Roughmute Materials Recovery Facility (MRF).

## **2. Quotations Received**

- 2.1 Three quotations were received by the due date of 25 July 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotations ranged from Lot 1a) £110 to £144 per metric tonne for baled ferrous cans (collected by the contractor), Lot 1b) £100 to £139 per metric tonne for loose ferrous cans (collected by the contractor), and Lot 2a) £130 to £144 per metric tonne for baled ferrous cans (delivered to the contractor) and Lot 2b) £120 to £139 per metric tonne for loose ferrous cans (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered appropriate for the Council to utilise the quotation for Lot 1a) from Lowmac Alloys, Unit 22, 22 Oldhall West Ind Estate, Shewalton, KA11 5AR as the first supplier on the framework at a quoted price of £144 per tonne (income) to the council at current market prices. WRC Recycling and Clearpoint Recycling Ltd are also selected onto the framework.

## **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I have accepted to utilise Lowmac Alloys as the first supplier on the framework for approximately £21,600 in respect of the processing of baled ferrous cans arising from Roughmute Material Recovery Facility for the period 1 August 2018 to 31 January 2019.

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Director of Development Services

**Author – Ceri Hassall – 01324 590435, [ceri.hassall@falkirk.gov.uk](mailto:ceri.hassall@falkirk.gov.uk)**

**Date: 6 August 2018**

## **APPENDICES**

None

**Title:**                    **Acceptance of Contracts Below £50,000:  
Provision of Processing Material Arising From Recycling  
Centres (Metal)**

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

**Date:**                    **5 December 2018**

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

## **1        Introduction**

- 1.1     Eight companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This contract is for the processing of scrap metal arising from Roughmute and Kinneil Kerse Recycling Centres.

## **2.       Quotations Received**

- 2.1     Four quotations were received by the due date of 13 August 2018, in accordance with Standing Order 11 relating to contracts.
- 2.2     The checked quotation ranged from £90 to £185 per metric tonne (collected by the contractor) and £110 to £185 per metric tonne (delivered to the contractor).
- 2.3     Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Dalton Metals, Dalton House, 15 Youngs Road, East Mains Industrial Estate, Broxburn, EH52 5LY at a quoted price of £185 per tonne (income) to the council for a period up to 6 months from 1 September 2018 to 28 February 2019.

## **3.       Action Taken**

- 3.1     In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Dalton Metals in the total approximate sum of £49,999 (income) in respect of the processing of scrap metal arising from Roughmute and Kinneil Kerse Recycling Centres.

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Director of Development Services

**Author – Ian Harries – [ian.harries@falkirk.gov.uk](mailto:ian.harries@falkirk.gov.uk)**

**Date: 17 August 2018**

## **APPENDICES**

None

**Title:**                    **Acceptance of Contracts Below £50,000:  
Provision of Shredding Compostable Garden Waste and  
Screening of Compost Batches**

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

**Date:**                    **5 December 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 accordance with Standing Order 8.4 relating to contracts. This services contract, under a framework arrangement, is for the shredding of compostable garden waste (Lot 1) and screening of compost batches (Lot 2) as part of the PAS100 accreditation scheme.

## **2.        Quotations Received**

- 2.1     Two quotations were received by the due date of 6 June 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2     For Lot 1 (shredding of compostable garden waste) the quotations ranged from £1.50 to £5.98 per tonne. For Lot 2 (screening of compost batches) the quotations received ranged from £2.78 to £3.50 per tonne.
- 2.3     Following the evaluation of the quotations, it was considered appropriate for the Council to utilise Keenan Recycling Ltd, Hillhead of Auchreddie, New Deer, Turriff, Aberdeenshire, AB53 6YH as the first supplier on the framework for both Lots, amounting to approximately £49,000. Advanced Material Processing Ltd is also selected onto the framework.

## **3.        Action Taken**

- 3.1     In accordance with Standing Order 6.2(i), I have accepted to utilise Keenan Recycling Ltd as the first supplier on the framework for approximately £49,000 in respect of shredding of compostable garden waste and screening of compost batches for the period 11 June 2018 until 31 May 2019.

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Director of Development Services

**Author – Ceri Hassall – 01324 590435, [ceri.hassall@falkirk.gov.uk](mailto:ceri.hassall@falkirk.gov.uk)**

**Date: 3 August 2018**

## **APPENDICES**

None

**Title:** Acceptance of Contracts Below £50,000:  
Supply of White (AHP) Sacks

**Meeting:** Information Bulletin

**Date:** 05 December 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 accordance with Standing Order 8.4 relating to contracts. This contract is for the supply of plastic sacks to be used for the collection of Absorbent Hygiene Products from residential properties within the Falkirk Council area.

## **2. Quotations Received**

- 2.1 One quotation was received by the due date of 10 August 2018, in accordance with Standing Order 11 relating to contracts.
- 2.2 Following the evaluation of this quotation, it was considered reasonable for the Council to accept the quotation from Cromwell Polythene Limited, Orion Building, Seaforth Court, Sherburn-in-Elmet, Leeds, LS25 6PL with a quoted price of £22,638.

## **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(i), I have accepted the quotation submitted by Cromwell Polythene Limited in the sum of £22,638.

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Director of Development Services

**Author – Ian Harries – [ian.harries@falkirk.gov.uk](mailto:ian.harries@falkirk.gov.uk)**

**Date: 16 August 2018**

## **APPENDICES**

None

**Title:** Acceptance Of Call Off Under £250,000 In Value  
Contract For Gas Central Heating Installations At Various  
Housing Properties (VAR-7920B)  
**Meeting:** Information Bulletin  
**Date:** 5 December 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 7920B 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 £169,863.57.
- 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 £169,863.57 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:** 30/10/18

## **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 the proposed demolition of the 'Big Bar'  
Building and Associated Remedial Repairs (FAL-237-DEM)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 In accordance with the Scotland Excel Demolition Framework (ref: Demolition Services 2011 – 2015) fifteen companies were subsequently invited to tender via the Public Contracts Scotland portal for the demolition of the 'Big Bar' building and associated remedial repairs.

## **2. Tenders Received**

- 2.1 Five tenders were received by the due date of 14<sup>th</sup> September 2018 and opened at 14:20 the same day 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 £205,975.63 to £764,004.15, with the total scoring ranging from 24.62 to 92.90.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to JCJ Group, who achieved the overall highest score of 92.90, for the sum of £205,975.63.
- 2.4 The tender can be contained within the budget cost allocated for the works and will be subject to recovery of funds from the building owners based on a 'floor area percentage ratio'. Until such time that the owners are invoiced, the works will be paid through the 'Dangerous Buildings' 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 JCJ Group, 30 Nisbet Street, Glasgow, G31 5ES in the sum of £205,975.63 in respect of the proposed demolition of the 'Big Bar' building and associated remedial repairs



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

**Date: 19 October 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 Tenders under £250,000 in Value  
Contract for the Proposed Minor Capital Works Project – to  
Various Schools Throughout the Falkirk Council Area  
(2018A) – Reissue (VAR-8000)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 Three companies were invited to submit tenders, using the Public Contracts Scotland Portal online quotation facility, in respect of the proposed minor capital works project to various schools throughout the Falkirk Council Area (2018A) - Reissue.

## **2. Tenders Received**

- 2.1 Two tenders were received by the due date of the 5<sup>th</sup> October 2018 and opened at 3:36pm on the 5<sup>th</sup> October 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tender prices ranged from £58,108.79 to £61,003.38
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Marshall Construction Ltd., The Whins, Alloa, for the sum of £58,108.79.
- 2.4 The tender can be contained within the 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 Marshall Construction Ltd., The Whins, Alloa, in the sum of £58,108.79 in respect of the proposed minor capital works project to various schools throughout the Falkirk Council Area (2018A) - Reissue.

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pp Director of Development Services

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

**Date:** 07/10/2018

## **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 – Community Engagement Programme for Falkirk Council's Take the Right Route Project (C/N :DEV 07818)

**Meeting:** Information Bulletin

**Date:** 5<sup>th</sup> December 2018

**Author:** Director of Development Services

### **1. Introduction**

- 1.1 A tender for the Community Engagement Programme for Falkirk Council's Take the Right Route Project was advertised via the Public Contracts Scotland Portal as an open tender on 26<sup>th</sup> June 2018. Subsequently 37 companies expressed an interest in tendering.
- 1.2 The Smarter Choices, Smarter Places programme, known locally as Take the Right Route aims to increase active travel (walking and cycling) and public transport use, reduce transport emissions by reducing car dependency and promote consideration of environmental impact locally. Falkirk Council is aiming to increase levels of active and sustainable travel amongst residents throughout the Council area. The scheme will provide street based activities, community engagement and will work with local schools to deliver a programme of art installations and associated activities to allow people to discover new walking and cycling routes, within the Maddiston area.
- 1.3 The contract commenced on 1<sup>st</sup> September 2018 for a period of 7 months to 31<sup>st</sup> March 2018

### **2. Tenders Received**

- 2.1 A total of 5 bids were received electronically by the deadline date 17<sup>th</sup> July 2018 and opened in accordance with section 11.5 of Contract Standing Orders.
- 2.2 Following evaluation of all tenders, the tender from NADFLY Ltd was selected as offering best value, with an estimated value of £65,000.
- 2.3 The funding for this project 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 NADFLY Ltd, in the sum of £65,000 in respect of the Community Engagement Programme for Falkirk Council's Take the Right Route Project.

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

Date: 17<sup>th</sup> October 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 – Estates Professional Services (RM/3816)**

**Meeting: Information Bulletin**

**Date: 5<sup>th</sup> December 2018**

**Author: Director of Development Services**

### **1. Introduction**

- 1.1 A Crown Commercial Services (CCS) Framework Agreement for Estates Professional Services (RM/3816) is open to all public sector and non-profit making third sector organisations within the United Kingdom. The purpose of this report is to inform Members of the Council's participation in the following CCS framework agreement.
- 1.2 The framework agreement for Estates Professional Services (RM/3816) was entered into by CCS for a period of 4 years from 22<sup>nd</sup> August 2017 to 21<sup>st</sup> August 2021. Falkirk Council's adoption of the framework is due to commence on 1<sup>st</sup> October 2018.
- 1.3 The Framework consists of the following 4 Lots:  
  
Lot 1: National  
Lot 2: Regional Panel 2G Scotland  
Lot 3: Vertical Real Estate  
Lot 4: Facilities Management and Property Services (Procurement Managed Service)
- 1.4 The annual value is approximately £80,000. The total value over the remaining framework period is estimated at £240,000.

### **2. Participation and Benefits**

- 2.1 Access to this framework will support Development Services Asset Management Unit (to co-ordinate the revaluation of Falkirk Council's property assets for financial reporting and insurance purposes and also for other specialised property transactions).
- 2.2 Participation in this CCS Framework Agreement can meet the Council's needs for Estates Professional Services for use described above.
- 2.3 Suppliers to the CCS framework are detailed in Appendix A.
- 2.4 Allocation of work will be determined through mini competition exercises. This will allow the Council to achieve best value and flexibility in managing any changing requirements over the lifetime of the framework.

2.5 The funding for the framework is held within various Service's generic budget codes as follows:

- Health and Social Care (301001)
- Children's Services (204000)
- Corporate and Housing ( 770001 and 102016)
- Development Services (450002 and 450009)
- Falkirk Community Trust (475003).

### **3. Action Taken**

**3.1 In accordance with Standing Order 6.2(i), I approved the participation in Excel framework agreement with suppliers as per Appendix A, with an approximate total contract value of £240,000 in respect Estates Professional Services to Falkirk Council**

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

Date: 3<sup>rd</sup> September 2018

Contact Name: Wilson Kemp

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.

## Appendix A

### Falkirk Council

#### Framework Agreement – Estates Professional Services (RM/3816)

**PERIOD:** 1<sup>st</sup> October 2018 up to 21<sup>st</sup> August 2021

DESCRIPTION	SUPPLIERS
Lot 1: National	Arcadis LLP BNP Paribas Real Estate Advisory & Property Management UK Limited Capita Business Services Ltd Carter Jonas LLP CBRE Limited Cushman Wakefield Gerald Eve LLP GVA Grimley Ltd Kier Business Services Ltd. Lambert Smith Hampton Group Limited Montagu Evans LLP Sanderson Weatherall LLP
Lot 2: Regional Panel 2G Scotland	FG Burnett Limited J&E Shepherd Chartered Surveyors Ryden LLP
Lot 3: Vertical Real Estate	Lambert Smith Hampton Group Ltd Savills (UK) Limited Fisher German LLP Knight Frank LLP David R Boyne property solutions Limited
Lot 4: Facilities Management and Property Services (Procurement Managed Service)	Arcadis LLP Capita Business Services Ltd Long O Donnell Associates Limited WT Partnership Limited WYG Engineering Limited

**Estimated Value £240,000**



## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in Value - for the Treatment of Recyclable and Residual Waste (Gully Waste) - (C/N: SXL 14/13)**

**Meeting: Information Bulletin**

**Date: 05 December 2018**

**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Scotland Excel (Excel) has established a framework agreement, for the treatment of recyclable and residual waste (SXL 1413) which comprises of twenty-three separate lots. This report is concerned with lot 3; treatment and disposal of residual waste from street sweepings.
- 1.2 Councils can request a service under this framework agreement using one of the following options; direct award or mini competition. After carrying out a market analysis exercise and reviewing the options available to us, it was determined that a direct award offered best value to Falkirk Council.
- 1.3 Roads Services staff will take this material directly to the service provider's licensed and regulated treatment facility in Forth, South Lanarkshire.
- 1.4 This agreement will commence 1<sup>st</sup> October 2018 and run until 30<sup>th</sup> September 2019.
- 1.5 A one year agreement will allow the Service to review the outcome of the new Excel framework for recyclable & residual waste expected to be live in November 2018. The short duration will also support a review of the future requirements for the treatment and disposal of residual waste from street sweepings in both Waste and Roads Services.

### **2. Framework Offer**

- 2.1 The anticipated annual amount for disposal in terms of the contract is approximately 850 tonnes. After reviewing all offers from providers in lot 3, it was deemed that the offer from Levenseat Limited, Forth, offered best value to the Council.
- 2.2 The estimated spend for the contract period is approximately £22,000. This includes the cost of transporting the waste to Levenseat for processing.

2.3 The funding for this project is contained within the 423002 Roads Services budget heading.

**3. Action Taken**

**3.1 In accordance with Contract Standing Order 6.2(i), approval is sought to proceed with a direct award to Levenseat Limited, Forth, in the sum of £22,000 in respect of the Treatment of Recyclable and Residual Waste (Gully Waste) for Falkirk Council.**

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

Date: 24<sup>th</sup> August 2018  
Contact Name: Chris Gannon

Ext: 0821

## **Falkirk Council**

**Subject:** Extension approval of up to £250,000 in value – supply & delivery of street lighting materials (SXL/1613)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 2018  
**Author:** 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 framework agreements. The purpose of this report is to inform Members of the Council's continued participation in the following Excel framework agreement.
- 1.2 The current Scotland Excel framework agreement for the supply & delivery of street lighting materials was due to conclude 30<sup>th</sup> June 2018. Scotland Excel is currently undertaking a procurement exercise to establish a new framework agreement.
- 1.3 This new framework agreement was due to commence 1<sup>st</sup> July 2018. Unfortunately, the tender process has been delayed and it will now commence 1<sup>st</sup> October 2018.

### **2. Continued Participation**

- 2.1 Through necessity and in order to guarantee continuity of supply, Scotland Excel have agreed with suppliers a 3 month bridging extension agreement. This short duration framework agreement runs from 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018 with the suppliers noted in Appendix 1.
- 2.2 Suppliers will continue to service Scotland Excel members under the terms and conditions of the current street lighting materials framework (16-13) up to 30<sup>th</sup> September 2018. This will be monitored by Scotland Excel to ensure that these dates and conditions are adhered to.
- 2.3 The total estimated spend, for Falkirk Council, over the 3 month period, 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018, is £200,000.
- 2.4 Continued participation in the Scotland Excel framework is considered a necessity as there was no time to run a Falkirk Council only tendering exercise and it affords us continued access to a fully compliant framework agreement. Continuity of supply will also be maintained which will ensure that materials purchased are compatible with existing installations.

- 2.5 The funding for the framework is held within the Lighting Revenue 421011 & Lighting Capital 812038 budget heading.

**3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I approved the participation in Excel framework agreement from 1st July 2018 to 30<sup>th</sup> September 2018 with an approximate value of £200,000 in respect of the supply & delivery of street lighting materials to Falkirk Council.

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

Date: 23<sup>rd</sup> August 2018  
Contact Name: Wilson Kemp

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.

## Appendix 1

### **Framework Agreement for Supply & Delivery of Street Lighting Materials (SXL/1613)**

**Extension Period:** 1<sup>st</sup> July 2018 running for 3 months until 30th September 2018.

<b>Suppliers</b>	<b>Lots</b>	<b>Company No.</b>	<b>Location</b>
<b>Cleveland Cable Company Ltd</b>	<b>3</b>	5538824	Cleveland
<b>Glasdon UK Ltd</b>	<b>6, 7</b>	2160576	Blackpool
<b>James M Anderson Ltd</b>	<b>2, 6, 7</b>	SC328920	East Kilbride
<b>Light and Energy Distribution Limited c/o MacLean Electrical Group</b>	<b>1, 2, 4, 5, 6, 7, 8</b>	SC065126	Dingwall
<b>Mallatite Limited</b>	<b>1,4, 5, 6, 7</b>	2621328	Solihull
<b>Marwood Electrical Company Limited</b>	<b>1, 2, 4, 5, 6, 7, 8</b>	1343397	Tonbridge
<b>Orangetek Ltd</b>	<b>8</b>	6772086	Barton under Needwood
<b>Philips Lighting UK Ltd</b>	<b>7, 8</b>	446897	Guildford
<b>Ross Electrical t/a Rexel UK Limited</b>	<b>3, 7, 8</b>	434724	Potters Bar
<b>Signpost Solutions Ltd</b>	<b>6</b>	1084535	Tipton
<b>Simmons signs Limited</b>	<b>6, 7</b>	1923947	Telford
<b>Street Lighting Supplies &amp; Co Ltd</b>	<b>1, 3, 6, 7, 8</b>	SC233145	Grangemouth
<b>The Aluminium Lighting Company</b>	<b>5</b>	2770293	Port Talbot
<b>ZG Lighting (UK) Ltd (former Thorn Lighting)</b>	<b>8</b>	263866	Spennymoor
<b>Traffic Management Products Ltd</b>	<b>6</b>	3207588	Crawley
<b>Urbis Schreder Limited</b>	<b>8</b>	1095726	Basingstoke

Estimated Extension Value  
£200,000

**Title:** Acceptance of Tenders over £250,000 and under £500,000 in Value  
Contract for PROPOSED NURSERY MODULAR BUILDING AT STENHOUSEMUIR PRIMARY SCHOOL (FAL-7885)  
**Meeting:** Information Bulletin  
**Date:** 5<sup>th</sup> December 2018  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for the proposed nursery modular building at Stenhousemuir 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 Two tenders were received by the due date of 22<sup>nd</sup> October 2018 and opened 2:30pm on 22<sup>nd</sup> October 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 50% price and 50% design/quality. The prices ranged from £455,278.62 to £492,549.62, one tender was disqualified as incomplete. The total scoring of the non-disqualified tender was 90.5/100.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Sibcas Ltd., Easton Road, Bathgate, who achieved the overall score of 90.5/100, for the sum of £455,278.62.
- 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 Sibcas Ltd., Easton Road, Bathgate in the sum of £455,278.62 in respect of the proposed nursery modular building at Stenhousemuir 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:** 05/11/18

## **APPENDICES**

“None.”

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

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

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

## **Falkirk Council**

**Subject:** Acceptance of Tenders over £250,000 and under £500,000 in value for the Supply & Delivery of Road Maintenance Materials (SXL/3017)

**Meeting:** Information Bulletin

**Date:** 5<sup>th</sup> December 2018

**Author:** 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 contracts.
- 1.2 The purpose of this report is to advise Members of the Council's participation in the Excel Framework for the Supply & Delivery of Road Maintenance Materials (SXL/3017)
- 1.3 The framework agreement was entered into by Excel from 17<sup>th</sup> September 2018 to 31<sup>st</sup> August 2022. Falkirk Council's adoption of the framework commenced on 1<sup>st</sup> October 2018.
- 1.4 The framework consists of the following 7 Lots:
  - Lot 1 - Pedestrian Safety Barriers
  - Lot 2 - Drainage Products
  - Lot 3 - Concrete Products
  - Lot 4 - Line Marking and Anti Skid
  - Lot 5 - Bollards and Verge Markers
  - Lot 6 - Traffic Management
  - Lot 7 - Miscellaneous Road Products
- 1.5 The annual value is approximately £80,000. The total value over the potential full term of the framework agreement is estimated at £320,000.

### **2. Participation and Benefits**

- 2.1 Participation in the Excel framework avoids the Council the cost of running a Falkirk Council only tendering exercise and affords us access to a fully compliant framework agreement. The range of providers is also similar to existing supply arrangements and therefore continuity of supply can be maintained. Suppliers to the Excel framework are detailed in Appendix A and supply arrangements would be through locally based depots. Access to local depots is essential to ensure that materials can be uplifted quickly to support Road Maintenance operations.
- 2.2 The funding for the framework is held within Roads General Purchase of Materials & Supplies budget heading.



- 2.3 In accordance with Contract Standing Order 6.2(ii), consultation with the Chief Governance Officer to participate in the Scotland Excel Framework Agreement for the Supply & Delivery of Road Maintenance Materials was completed.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(ii), I approved the participation in Excel framework agreement with suppliers as per Appendix A, with an approximate total contract value of £320,000 in respect of the Supply & Delivery of Road Maintenance Materials to Falkirk Council.

.....  
**Director for Development Services**

Date: 22<sup>nd</sup> October 2018  
Contact Name: Wilson Kemp 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

## Scotland Excel Contract Participation

## Supply &amp; Delivery of Road Maintenance Materials – Ref: SXL/3017

Period: from 1<sup>st</sup> October 21018 to 31<sup>st</sup> August 2022

Company	Company No.	SMS Status	Location	Lots Offered
Broxap Limited,	02583752	Medium	Staffordshire	5
Bunzl UK Limited	02902454	Large	London	6,7
Fabrikat (Nottingham) Limited	01910661	Meduim	Sutton in Ashfield	1
Fleming & Company (Machinery) Limited	SC021652	Micro	Glasgow	6
Geveko Markings UK Ltd	00815828	Large	Stalbridge	4
Glasdon (UK) Limited	02160576	Medium	Blackpool	5
GPH Builders Merchants Limited	SC378341	Medium	Aberdeen	2,3,7
Grafton Merchanting GB Limited	04725313	Large	Birmingham	2,3,7
Hugh Logan Plant & Engineering Services Limited	SC060061	Small	Hamilton	1
Jack Coupe & Sons Limited	07232512	Small	Shildon	4
James Cowie & Co. Limited	SC039171	Small	Hamilton	1
Keyline Builders Merchants Limited	SC042425	Large	Kirkintilloch	2,3,5,6,7
LC Packaging UK Ltd	01558016	Medium	Spalding	7
Mallatite Limited	02621328	Large	Solihill	1,4,5,6,7
Marwood Electrical Company Limited	01343397	Meduim	London	5
P.F. Cusack (Tools Supplies) Limited	02404505	Medium	London	6,7
Saint – Gobain Building Distribution Limited	01647362	Large	Coventry	2,3,4,5,7
Scotia Supply Co. Ltd	SC202132	Small	Larbert	2,7
Traffic Management Products Limited	03207588	Small	Horsham	5

Estimated Annual Value is £80,000

## **Falkirk Council**

**Title:**                   **Acceptance of Contracts Over £500,000  
C51/20 Jinkabout Replacement (IC0202b)**

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

**Date:**                   **5 December 2018**

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

### **1. Introduction**

- 1.1 The contract for C51/20 - Jinkabout Replacement was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, seven companies were subsequently invited to tender.

### **2. Tenders Received**

- 2.1 Five tenders were received by the due date of 15 October 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £649,800.00 to £1,362,872.24.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Diack & Macaulay Limited, 7 Gartferry Road, Moodiesburn, Chryston, Glasgow, G69 0LY for the sum of £649,800.00.
- 2.4 The tender can be funded from the 2018/19 bridge assessment & strengthening capital budget.
- 2.5 I consulted with the Chief Governance Officer and I have entered into a contract with that party, all in accordance with Standing Order 6.2(iii) relating to contracts.

### **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2 (iii), I have accepted the tender submitted by Diack & Macaulay Limited, 7 Gartferry Road, Moodiesburn, Chryston, Glasgow, G69 0LY for the sum of £649,800.00 in respect of C51/20 Jinkabout Replacement .

Author – Michael Walker, Road & Bridge Design Technician – 01324 504845,  
Michael.walker@falkirk.gov.uk  
Date: 17/10/2018

## **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

