

information

bulletin **volume five** **2018/2019**



Falkirk Council

INTRODUCTION

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

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

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

CONTENTS

	Page
Education Children and Young People Executive	(lilac)
<ul style="list-style-type: none"> Headteacher Recruitment – Identification of Potential Candidates to Into Headship Reserved Places for Academic Year 2019/20 	5 – 10 11 – 15
Executive	(yellow)
<ul style="list-style-type: none"> A Deposit Return Scheme for Scotland Housing Division Update 	16 – 17 18 – 31
Tenders	(green)
Corporate and Housing Services	
Acceptance of Quotes over £10,000	
<ul style="list-style-type: none"> Quick Quotes 	32 – 33
Acceptance of Tenders up to £250,00 in value	
<ul style="list-style-type: none"> For Provision of IT Consumables – Contract Ref: SP-15-016 For Provision of Pest Control Services and Associated Products – Contract Ref: SXL (12/17) For Provision of Location Centre (Cloud GIS) and associated GI Services – Contract Ref: RM1557.10 For Provision of MS Office 365 Engagement to Support Implementation across Council Services – Contract Ref: RM1557.10 	34 – 35 36 – 38 39 – 40 41 – 42
Acceptance of Tenders over £250,00 and under £500,000 in value	
<ul style="list-style-type: none"> Supply and Delivery of Plumbing and Heating Materials (C/N: SXL/1714) Supply and Delivery of Double Glazed Unites and Door/Window Hardware to the Falkirk Council Area (C/N:CHS/106/19) Supply and Delivery of Power Tools (SXL/0218) 	43 – 47 48 – 50 51 – 52
Acceptance of Contracts over £500,000	
<ul style="list-style-type: none"> Contract Award List 	53 – 58

Development Services

Acceptance of Contracts under £50,000 in value

• Contract for Bainsford Primary School – Fire Alarm Upgrade (FAL-8078)	59 – 60
• Contract for California Primary School – Suspended Ceilings Phase 3 (FAL-8121)	61 – 62
• Contract for Civil & Structural Engineering Consultancy for Proposed New Social Housing at Site of Former Oakbank House Nursing Home, Wilson Avenue, Polmont (POL-8074)	63 – 64
• Contract for Civil /Structural Engineering Consultancy for Proposed New Build Housing at Waverly Street, Bainsford (FAL-8091)	65 – 66
• Contract for Moray Primary School – Replacement Windows (GRA-8120)	67 – 68
• Contract for Replacement Corner Window Flashings Greenbank Court, Falkirk (FAL-7587A)	69 – 70
• Contract for Slamannan Primary School – Ground Floor Toilet Upgrading (FAL-8116)	71 – 72
• Contract for St Margaret's Primary School – Fire Alarm Upgrade (POL-8080)	73 – 74
• Contract for Wallacestone Primary School – Sheet Roofing to Nursery Mobile (BRT-8113)	75 – 76
• Contract for Westquarter Primary School – Fire Alarm Upgrade (FAL-8079)	77 – 78

Acceptance of Tenders under £100,000 in value

• Active Travel Route Promotion (Provision of) – TP0314	79 – 80
• WOW School Walking Initiative (Provision of) – TP-0314	81 – 82

Acceptance of Tenders under £250,000 in value

• Carriageway & Footway Surface Treatment (DEV/060/15)	83 – 85
• For Resilience Project – Funding Options Appraisal	86 – 88
• For the Supply of Out of Home Advertising (C/N: SP-14-003)	89
• For the Supply & Delivery of Road Signage Materials (SXL/1418)	90 – 92
• Structural Masonry Works 2019/20	93 – 94
• Traffic Signals Maintenance Contract 2019-2021	95 – 96

**Acceptance of Tenders over £250,000 and under
£500,000 in value**

- For the Provision of Surface Dressing of
Carriageways (SC1819-0100)

97 – 100

**VOLUME 5
2018/2019**

Falkirk Council

Title: Headteacher Recruitment – identification of Potential Candidates to Into Headship

Meeting: Information Bulletin

Date: 26 June 2019

Submitted By: Director of Children's Services

1. Purpose of Report

- 1.1. This report sets out Children's Services procedures for identifying potential candidates for the fully-funded national Into Headship qualification.

2. Recommendation

Members are asked to note the information and content of the report.

3. Background

- 3.1. In 2015, the Association of Directors of Education in Scotland (ADES) were commissioned by the Scottish Government to report on the apparent reduction in the number of applicants for Headteacher posts across Scotland.
- 3.2. The fully funded *Into Headship* qualification has been specifically designed to help candidates meet the requirements for the Standard for Headship. The SCEL qualification provides teachers with the opportunity to develop their leadership skills and prepare for the strategic challenges of the Headteacher role. The position of this qualification is further underpinned by the Scottish Government's intention to introduce a legislative requirement for new Headteachers to hold the Standard for Headship from 2020 onwards.
- 3.3. As part of the Central Local Authorities & Stirling Partnership (CLASP), and now also supporting partnerships across the Forth Valley & West Lothian Improvement Collaborative (FVWLIC), information sessions are advertised and promoted across the authority to support potential participants. The session is led by Dr Valerie Drew from the University of Stirling.
- 3.4. Following the information session, Headteachers and Depute Headteachers are informed via email about the timeline for the recruitment process and the nationally agreed *Into Headship* application form is distributed.

Completed forms are submitted to the authority, along with endorsement from line managers, and applicants are invited to interview panel to explore their application and readiness for the programme.

- 3.5. Whilst engaging in the programme the Local Authority Coordinator attends key events on the programme to support participants and also supports colleagues by facilitating communicative spaces for professional dialogue to take place.
- 3.6. See Appendix 1 for Falkirk Council statistics around engagement with the *Into Headship* programme.

4. Considerations

- 4.1. The authority's ERD and Professional Update process exists to identify, encourage and support long-term career progression, including Depute Headteachers who are ready to engage in the *Into Headship* programme.
- 4.2. The *Into Headship* programme sits within a suite of qualifications offered by SCEL, offering the possibility to complete the MSc Specialist Qualification for Headship (see Appendix 2 for details of SCEL suite of leadership programmes)
- 4.3. Within the authority, too, there are various routes to leadership qualifications which colleagues have used to support them in the route to Headship. Our own aspiring leaders programmes, *To Lead or Not to Lead?* proceeds colleagues' involvement in the middle leadership modules of the MSc Professional Education & Leadership programme. Colleagues have previously used credits from this MSc programme and transferred them to the MSc Specialist Qualification for Headship.
- 4.4. Once appointed to a Headteacher post within the authority, colleagues have the option to join the *In Headship* programme (which closes the MSc qualification). Newly appointed Headteachers, or those new to post, are invited to join the authority's Headteacher Leadership Development Programme which supports the development of strategic and operational skills in relation to role of Headteacher. This also provides significant levels of networking and peer support, the opportunity for continual engagement with academic reading and opportunities for critical professional dialogue.

5. Consultation

- 5.1. No consultation.

6. Implications

Financial

6.1 N/A

Resources

6.2 N/A

Legal

6.3 N/A

Risk

6.4 N/A

Equalities

6.5 N/A

Sustainability/Environmental Impact

6.6 N/A

7. Conclusions

7.1 Over recent years Falkirk Council's, Children's Services, Education Division has a proven track record of a positive and successful approach to recruitment, leadership development and succession planning. This will continue under the revised Into Headship qualification.

Director of Children's Service

Author – Rhona Jay, tel no 01324 506648, Rhona.jay@falkirk.gov.uk

Appendices

Appendix 1 – Summary of Falkirk Council Into Headship statistics

Appendix 2 – Overview of SCEL Leadership professional learning programmes

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:

Headteacher Recruitment Working Group – Report & Next Steps; Scottish Government, November 2018

Appendix 1 – Falkirk Council Into Headship statistics

Education Executive Committee Paper

March 2019

Falkirk Council Into Headship participants – cohort numbers:

	2015/16	2016/17	2017/18	2018/19
Primary	3	3	5	-
Secondary	-	2	3	4

Falkirk Council Into Headship participants – destinations:

	2015/16	2016/17	2017/18
Primary	3 participants now in Headteacher posts. 2 of these HTs have/are engaging with In Headship programme and supported with recruitment to Into Headship	2 participants are now Headteachers. Both have attended the authority HTLDP programme.	3 participants are now Headteachers. 1 participant took a leave of absence – now has a HT post
Secondary	-	1 participant is now Acting HT	1 participant has become a Quality Improvement Officer (in a different authority)

Leadership professional learning

Strengthening leadership at every level

Enrich your leadership learning journey at: www.scelframework.com

The SCEL Framework for Educational Leadership provides online, self-directed learning activities for all educators in core aspects of educational leadership. In addition, activities can be used collaboratively and coordinated by leaders of professional learning.

The framework provides further information on our educational leadership programmes outlined below and those which have been endorsed by SCEL.

	Teacher Leadership Programme	Leading Learning	Leading Learning and Development	Leading Learning and Development	Into Headship	Towards Headship	In Headship	Excellence in Headship	SCEL Fellowship Programme	Leading Systems Change
Who is it for?	All post-probation teachers	All middle leaders	All middle leaders and CLPL coordinators who lead learning of middle leaders	Middle leaders/ aspiring middle leaders	Aspiring head teachers	Aspiring head teachers who have successfully completed SQH / FHE	Head teachers normally within their first two years of headship	Head teachers with a minimum of two years' experience	Head teachers with a minimum of five years' experience and evidence of impact beyond their own school setting	System leaders at local authority and national level
What's involved?	The Teacher Leadership Programme will help you to develop against the GTCS Standard for career-long professional learning and become more confident in leading classroom practice. Learning is primarily accessed online through Glow, and you'll be supported and challenged by a group of peers in or near your local authority as well as a critical friend and a programme tutor.	Bringing together the whole middle leadership community within a given school, establishment or wider learning community to tackle existing improvement priorities. This programme offers a range of bespoke development activities for you to work on with colleagues and will normally be commissioned by senior leaders for whole teams within their schools or communities.	This is an online resource that outlines professional learning activities for those who are, or wish to be effective middle leaders. It can be used as a self-directed resource or by providers of middle leadership learning experiences.	Postgraduate certificates in middle leadership - offered at several partner universities - enabling you to work towards 60 credits at SCQF level 11 which articulate with relevant professional standards. It can be a stand-alone qualification as well as the first stage of the Masters Pathway towards the Specialist Qualification for Headship.	Into Headship is Scotland's national qualification for headship and is a 60-credit postgraduate qualification at SCQF level 11 which forms part of a Masters pathway to award the Specialist Qualification for Headship. It is a practice based programme delivered in partnership with universities and local authorities focused on developing your strategic leadership. On successful completion, you'll be awarded the Standard for Headship.	Towards Headship supports the continuous professional learning of those already awarded the Standard for Headship and are not yet in head teacher posts. The programme will help you critically engage with the current and emerging international and national policy contexts and reinforce your knowledge of key aspects relating to school leadership.	In Headship is a 60-credit postgraduate qualification at SCQF level 11 and the final part of a Masters pathway awarding the Specialist Qualification for Headship. As a head teacher, the programme provides support for transitioning to your new role and helps deepen your understanding, application and evaluation of the Standard for Headship in practice as you critically reflect on your first phase of headship.	Excellence in Headship is an ongoing programme which provides opportunities for collaborative learning, cross-system learning, coaching and mentoring, network development, issue exploration, international exchange and engagement with online learning.	Provides stretching development opportunities for experienced head teachers to contribute to system-level leadership to impact positively on outcomes for children and young people across the country. Upon successful completion of the programme, you will become a SCEL Fellow supporting system level improvement.	This programme supports the twin aims of excellence and equity through a whole-systems approach to developing integrated leadership. It prepares those working in public services in general, and education services in particular for the increasingly diverse and complex challenges encountered when undertaking system leadership roles.
What does it cost?	Fully funded	Fully funded, unless an external facilitator is used	Fully funded	In line with the individual university pricing structure	Fully funded	Fully funded	Fully funded	Fully funded	£1000	Pending
What are the key dates?	Recruitment: March - May Learning: August - June Duration: 10 months	Learning: Flexible Duration: 12 months	Learning: Flexible	Recruitment: As per each university term dates and time scales	Recruitment: February - April Learning: June - September Duration: 12/18 months	Recruitment: February - April Learning: June - November Duration: 6 months with a recall event until 1 year	Recruitment: February - April Learning: June - September Duration: 12/18 months	Recruitment: September Learning: Ongoing Duration: Ongoing	Recruitment: November - January Learning: March to March Duration: 12 months	Recruitment: June - September Learning: September to March Duration: 6 months

Information for September 2022 intake

Falkirk Council

Title: Reserved Places for Academic Year 2019/20
Meeting: Information Bulletin
Date: 26 June 2019
Submitted By: Director of Children's Service

1. Purpose of the Report

The purpose of this paper is to inform Members of the number of "Reserved Places" that have been assessed as being required for each nursery class, primary and secondary school for the academic year 2019/2020, in line with the Council's Admissions Policy.

2. Recommendation

2.1 Members are asked to note this information.

3. Background

In line with the Council's Admission Policy an annual assessment is made to determine the number of Reserved Places that each school should hold, which then enables Children's Services to allow and control the number of:

- placing requests at each primary and secondary school; and
- non-catchment pupils at primary school nursery classes.

4. Legislative Information

Reserved places are defined in Section 28A(c) of the Education (Scotland) Act 1980 as follows:

" 'reserved places' means such number of places (not exceeding such number or, as the case may be, such percentage of places at the school or relating to the particular stage of education as may be prescribed by regulations) as are in the opinion of the education authority reasonably required to accommodate pupils likely to become resident in the catchment area of the school in the period from the time of consideration of the placing request up to and during the year from 1 August to which the placing request relates; and different numbers or, as the case may be, percentages may be prescribed under this subsection for the purpose of different cases or circumstances."

In summary, this means that:

- the Authority can reserve a reasonable number of places in each year group, at each school, as required for the forthcoming school session only.

5. Falkirk Council Admissions Policies

The understated policies underpin how school admissions are handled and processed:

- Nursery Classes: Early Learning and Childcare Admissions Policy (April 2015)
- Primary and Secondary Schools: Admissions Policy (November 2014)

6. Reserved Places for 2019/2020

- Appendix 1: Primary Schools
- Appendix 2: Secondary Schools
- Appendix 3: Nursery Classes at Primary Schools

.....
Director of Children's Services

Author Richard Teed, Senior Forward Planning Officer, richard.teed@falkirk.gov.uk
Tel : 01324 506621

Date: 25 May 2019

Appendices

None

List of Background Papers

None

APPENDIX 1

RESERVED PLACES LIST FOR PRIMARY SCHOOLS

The number of reserved places calculated for each primary school for school session 2019/2020 is as follows:

	Pupils on Reserve List	Est. pupils from new housing	Core Reserved Places Required (per year group)	Reserved Places by Year Group							Total Reserved Places
				P1	P2	P3	P4	P5	P6	P7	
Airth	0	0	1	1	1	1	1	1	1	1	7
Antonine	0	0	1	1	1	1	1	1	1	1	7
Avonbridge	0	0	n/a	1 per composite class							2
Bainsford	0	7	1	2	2	2	2	2	2	2	14
Bankier	0	7	1	2	2	2	2	2	2	2	14
Bantaskin	0	14	2	4	4	4	4	4	4	4	28
Beancross	0	0	2	2	2	2	2	2	2	2	14
Blackness	0	0	n/a	1 per composite class							2
Bo'ness Public	0	0	1	1	1	1	1	1	1	1	7
Bonnybridge	0	0	2	2	2	2	2	2	2	2	14
Bowhouse	0	0	1	1	1	1	1	1	1	1	7
California	0	0	n/a	1 per composite class							4
Carmuir	0	0	1	1	1	1	1	1	1	1	7
Carron	0	0	2	2	2	2	2	2	2	2	14
Carronshore	0	0	2	2	2	2	2	2	2	2	14
Comely Park	0	0	2	2	2	2	2	2	2	2	14
Deanburn	0	0	1	1	1	1	1	1	1	1	7
Denny	0	21	2	5	5	5	5	5	5	5	35
Drumbowie	0	0	n/a	1 per composite class							2
Dunipace	0	0	1	1	1	1	1	1	1	1	7
East. Carmuir	0	0	1	1	1	1	1	1	1	1	7
Grange	0	14	1	3	3	3	3	3	3	3	21
Hallglen	0	0	2	2	2	2	2	2	2	2	14
Head of Muir	0	0	1	1	1	1	1	1	1	1	7
Kinnaird	0	32	3	8	8	8	8	7	7	7	53
Kinneil	0	0	1	1	1	1	1	1	1	1	7
Ladeside	0	0	1	1	1	1	1	1	1	1	7
Langlees	0	7	1	2	2	2	2	2	2	2	14
Larbert Village	0	0	2	2	2	2	2	2	2	2	14
Laurieston	0	0	1	1	1	1	1	1	1	1	7
Maddiston	0	10	2	4	4	4	3	3	3	3	24
Moray	0	5	1	2	2	2	2	2	1	1	12
Nethermains	0	0	1	1	1	1	1	1	1	1	7
Sacred Heart	0	0	1	1	1	1	1	1	1	1	7
Shieldhill	0	0	1	1	1	1	1	1	1	1	7
Slamannan	0	0	1	1	1	1	1	1	1	1	7
St Andrew's	0	3	2	3	3	3	2	2	2	2	17
St Bernadette's	0	7	1	2	2	2	2	2	2	2	14
St Francis	0	2	2	3	3	2	2	2	2	2	16
St Joseph's	0	0	1	1	1	1	1	1	1	1	7
St Margaret's	0	0	2	2	2	2	2	2	2	2	14
St Mary's	0	2	1	1	1	1	1	1	1	1	7
St Patrick's	0	4	2	3	3	3	3	2	2	2	18
Stenhousemuir	0	0	2	2	2	2	2	2	2	2	14
Victoria	0	0	2	2	2	2	2	2	2	2	14
Wallacestone	0	0	2	2	2	2	2	2	2	2	14
Westquarter	0	7	2	3	3	3	3	3	3	3	21
Whitecross	0	0	n/a	1 per composite class							3
Total for all primary schools		142									594

APPENDIX 2

RESERVED PLACES LIST FOR SECONDARY SCHOOLS

The number of reserved places calculated for each secondary school for school session 2019/2020 is as follows:

	Pupils on Reserve List	Estimated pupils from new housing	Core Reserved Places Required (per year group)	Reserved Places by Year Group				Total Reserved Places
				S1	S2	S3	S4	
Bo'ness Academy	0	7	1	3	3	3	2	11
Braes HS	0	4	1	2	2	2	2	8
Denny HS	0	12	2	5	5	5	5	20
Falkirk HS	0	4	2	3	3	3	3	12
Graeme HS	0	4	2	3	3	3	3	12
Grangemouth HS	0	0	1	1	1	1	1	4
Larbert HS	0	16	3	7	7	7	7	28
St Mungo's HS	0	n/a	5	5	5	5	5	20
Total for all secondary schools	0	47						115

Reserved places are not calculated or held for year groups S5 and S6.

RESERVED PLACES LIST FOR PRIMARY SCHOOL NURSERY CLASSES

APPENDIX 3

The number of reserved places calculated for each nursery for school session 2019/2020 is as follows:

Session 2019/20 PS Nursery Class	Operational Capacity			Core Reserved Places		Additional Reserved places for New Housing		Total Reserved Places	
	am	pm	Total Places						
				½ day	Full day	½ day	Full day	½ day	Full day
Falkirk									
Bainsford	40		40	-	2	-	2	-	4
Bantaskin	30	30	60	3	-	4	-	7	-
Carmuir	48		48	-	2	-	0	-	2
Comely Park	40	40	80	3	-	0	-	3	-
Easter Carmuir	48		48	-	2	-	0	-	2
Langlees	30	30	60	3	-	2	-	5	-
St Francis	40	40	80	4	-	1	-	5	-
Denny									
Antonine	30	30	60	3	-	0	-	3	-
Bankier	48		48	-	2	-	2	-	4
Denny	40	40	80	4	-	7	-	11	-
Dunipace	30	30	60	3	-	0	-	3	-
Head of Muir	30	30	60	3	-	0	-	3	-
Nethermains	40		40	-	2	-	0	-	2
St Joseph's	32		32	-	1	-	0	-	1
St Patrick's	64		64	-	3	-	2	-	5
Larbert									
Airth	40		40	-	2	-	0	-	2
Carron	30	30	60	3	-	0	-	3	-
Carronshore	40	40	80	4	-	0	-	4	-
Kinnaird	100	100	200	10	-	10	-	20	-
Ladeside	48		48	-	2	-	0	-	2
Larbert Village	30	30	60	3	-	0	-	3	-
Stenhousemuir	56		56	-	3	-	0	-	3
St. Bernadette's	40		40	-	2	-	1	-	3
Braes									
Avonbridge	24		24	-	1	-	0	-	1
California	20	0	20	1	-	0	-	1	-
Maddiston	80	80	160	8	-	3	-	11	-
Shieldhill	30	30	60	3	-	0	-	3	-
Wallacestone	60	60	120	6	-	0	-	6	-
Graeme									
Hallglen	40	40	80	4	-	0	-	4	-
Laurieston	30	30	60	3	-	0	-	3	-
St Andrew's	38	38	76	3	-	1	-	4	-
St Margaret's	40	40	80	4	-	0	-	4	-
Victoria	30	30	60	3	-	0	-	3	-
Westquarter	50	50	100	5	-	2	-	7	-
Whitecross	24	0	20	1	-	0	-	1	-
Bo'ness									
Bo'ness	30	30	60	3	-	0	-	3	-
Deanburn	30	30	60	3	-	0	-	3	-
Grange	56		56	-	3	-	5	-	8
Kinneil	30	30	60	3	-	0	-	3	-
St Mary's	40		40	-	2	-	0	-	2
Grangemouth									
Beancross	60	60	120	6	-	0	-	6	-
Bowhouse	56		56	-	2	-	0	-	2
Moray	30	30	60	3	-	2	-	5	-
Sacred Heart	48		48	-	2	-	0	-	2
			2,864	Total for all nursery classes				137	45

Falkirk Council

Subject: A Deposit Return Scheme for Scotland
Meeting: Information Bulletin
Date: 26 June 2019
Author: Director of Development Services

1. Introduction

- 1.1 In 2017 the First Minister committed to the introduction of a Deposit Return Scheme (DRS) for drinks containers in Scotland. In May 2018 the Scottish Government has published the Full Business Case Stage 1 for the introduction of DRS. The introduction of the scheme is in line with the Scottish Government's aspiration of moving towards a circular economy where things are made to last, preventing litter and addressing climate change for the betterment of our environment, economy and society.
- 1.2 Through the introduction of a DRS the Government aim to:
- Improve recycling quantity;
 - Improve recycling quality;
 - Encourage wider behavioural change around materials
 - Deliver maximum economic and societal benefit for Scotland during the transition of a low carbon world.
- 1.3 Consumers in Scotland will have to pay a 20p deposit on every bottle or drinks can they purchase.
- 1.4 The scheme covers glass and plastic bottles (excluding HDPE plastics, which are generally used for containing milk), aluminium and steel drinks cans sold from any retailer in Scotland. The scheme covers every single use bottle ranging from a 50ml miniature to three-litre bottles of alcohol and soft drinks. Every can or bottle in a multipack of beer, water or soft drinks will also attract the 20p charge. Online retailers are included within the scope of the scheme.
- 1.5 Consumers will be able to return their bottles and cans to the place of purchase or any other bottle and can outlet in Scotland to claim their 20 pence return. Returns can also be made via reverse vending machines that will scan the containers bar code, meaning there will be an estimated 17,000 collection points where these containers can be returned in addition to the option of on-line delivery return.
- 1.6 Restaurants and pubs selling drinks for consumption on the premises are excluded from the wider take back scheme. These types of premises are only required to take back glass bottles, drinks cans and PET plastics that they sell on site.

- 1.7 Through the introduction of the scheme the Scottish Government aim to achieve a 90% capture rate for these target containers. This would be an increase from a current capture rate of 59% of glass bottles, 46% steel drinks cans, 49% aluminium cans and 53% PET plastics.
- 1.8 Four potential delivery models have been considered on how the scheme will be administered, including a range of public/private sector options, with a 100% privately owned, non-profit Scheme Administrator being identified as the preferred option. This model is common in Europe and was identified as the preferred option of producers and retailers through the consultation process i.e. should the scheme proceed, they would want to operate it.
- 1.9 No date has been set yet for the introduction of the DRS, though there is an aspiration to have the systems in place before May 2021.
- 1.10 The scheme itself is said to be self-funding through the sale of materials collected and the non-return of containers.

2.0 Local Context

- 2.1 It is unclear as yet on the impact this will have on Scottish local authorities. Whilst there should be a reduction in litter on streets and verges and less recyclable materials being disposed of in litter and general waste bins, there will also be a reduction in the volume of recyclables presented at the kerbside and Recycling Points.
- 2.2 At the annual APSE Seminar earlier this month (May 2019) Zero Waste Scotland expressed that kerbside recycling provided by local authorities remains key towards meeting the objectives of the circular economy as there are a wide range of items currently being collected from the kerbside that fall outwith the scope of DRS.

3.0 Conclusion

- 3.1 Through regular contact with Zero Waste Scotland, CoSLA and the Waste Manager's network, Falkirk Council will maintain up to date knowledge of the DRS and the potential implications.

.....
pp Director of Development Services

Date: 29/05/19

Contact Name: Douglas Gardiner

Ext: 4034

Falkirk Council

Subject: Housing Division Update

Meeting: Information Bulletin

Date: 26 June 2019

Author: Director of Corporate & Housing Services

1. Introduction

- 1.1 The purpose of this bulletin is to keep Members up to date with various activities within the Housing Division. It is anticipated that such updates will be provided to Members through the Information Bulletin on a six monthly basis.
- 1.2 The Housing Division has set a target of being recognised as one of the best local authority housing services in Scotland by 2023.
- 1.3 There have been a number of notable successes across the Housing Division in the past six months, including the following:
 - Improvements in performance indicators submitted to the Scottish Housing Regulator in our Annual Return on the Charter, including customer satisfaction indicators.
 - An award to one of our local tenant groups for their community work, at the Tenant Participation Advisory Service Scotland (TPAS) Awards.
 - Production of the Rapid Rehousing Transition Plan.
 - Our Gypsy Travellers site has been brought up to the required standard set by Scottish Government, one of only two Scottish sites to have done so within the required timescale. We have also recently established a tenants group on the site.
 - A Silver TPAS award for tenant participation. We are now working towards achieving gold status.
 - Member agreement on the investment of £280m in our properties over the next five years through the capital programme.

2. Annual Return on the Charter 2018/19

- 2.1 On 31 May 2019, as per our statutory responsibility, we submitted our Annual Return on the Charter (ARC) to the Scottish Housing Regulator (SHR). The ARC contains information on key performance indicators and contextual information which provides evidence that we are meeting the standards and outcomes that make up the Scottish Social Housing Charter (SSHC). The ARC also provides the SHR with information on where the Service meets the other requirements set out in the Regulatory Framework, including those related to homelessness and equalities.
- 2.2 We reported significant improvements across a number of the indicators when compared to our previous year ARC returns, and also met the majority of our targets. This is detailed in Table 1 below and in more detail at Appendix 1.

Table 1

Improved Performance	No Change in Performance	Performance Decreased	Target Met	Target Not Met
2018/19	2018/19	2018/19	2018/19	2018/19
22	4	8	22	12

- 2.3 Table 2 below provides information on the housing stock movement over the years and also information on the number of properties let each year. We are now starting to see the housing stock figure increase, with the addition of new build (18) and buy back (87) properties. The last right to buy properties are now working their way through the system, so going forward we will not lose any more properties through RTB. We are looking to increase our housing stock from 16,404 to 17,500 properties over the next 5 years.
- 2.4 We have also seen the number of lets increase to 1,500 this year. This includes lets to buy back and new build properties, so there is a correlation between the increased housing stock and the increase in lets.

Table 2

Indicator	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Number of lets during the reporting year	1,460	1,604	1,597	1,366	1,297	1,500
Number of self-contained properties(Local Authority Housing Stock)	16,175	16,328	16,369	16,285	16,309	16,404

3. Tenant Satisfaction Survey

- 3.1 We have a duty to carry out a large scale tenants' satisfaction survey at least every three years. Key indicators from this survey feed directly into the ARC and are the group of indicators that best reflect what our customers think of the service. The survey was completed by an independent consultancy and the 1,000 participants were drawn from a representative sample of our tenants.
- 3.2 Specifically, the research was designed to provide tenants' views on the following:
- The quality of information provided by the Council;
 - Feedback on customer care;
 - Quality of accommodation;
 - Service provision including repairs, maintenance and improvements;
 - Tenant involvement/ opportunities for participation;
 - Value for money.
- 3.3 There have been significant improvements reported for all the customer satisfaction ARC indicators when compared to the previous survey carried out in 2016/17.
- 3.4 We have achieved upper quartile performance when compared to all local authorities (including Glasgow Housing Association) in **6** out of the **6** customer satisfaction ARC indicators.

- 3.5 Table 3 below shows that we have made significant improvements across all of the satisfaction indicators. It also shows that we are performing in the upper quartile level for these indicators.

Table 3

Indicator	Falkirk Council 2016/17	Falkirk Council 2018/19	Falkirk Council 2018/19 Target	Upper Quartile Compared Against All LA's (and GHA) ARC 2017/18
I1 Percentage satisfied with overall service	84.62%	91.80%	90%	88.78%
I3 Percentage satisfied with keeping tenants informed	90.51%	95.20%	90%	90.12%
I6 Percentage satisfied with opportunities to participate	86.91%	92.90%	90%	86.43%
I10 Satisfied with quality of home	80.72%	93.50%	90%	88.36%
I17 Satisfaction with management of neighbourhood	92.31%	94.30%	92%	88.28%
I29 Rent represents value for money	79.52%	85.40%	85%	84.60%

4. Tenant and Resident Safety

- 4.1 The SHR recently published its Corporate Plan. One of the key priorities contained in the plan is focused on tenant and residents' safety. Further to this, new Scottish Government legislation will come into force in February 2021 that will require the Council to improve home safety for our tenants. This will include:

- at least one smoke alarm installed in the room most frequently used for general daytime living purposes,
 - at least one smoke alarm in every circulation space on each storey, such as hallways and landings,
 - at least one heat alarm installed in every kitchen,
 - all alarms should be ceiling mounted, and
 - all alarms should be radio interlinked.
- 4.2 One of the areas we have been working on that meets the SHR priority, and the new legislation, is our fire alarm installation programme. A number of our properties already comply with this legislation, and we aim to be fully compliant by February 2021.

5. Housing Division Staff Structure

- 5.1 We have been putting our new staff structure into place over the last six months. Information on this was issued to Elected Members in early June.
- 5.2 The structure is based on three main pillars. The first, Strategy & Performance, will help us ensure we can plan our future service needs, and also measure our compliance with regulatory demands. The second, Housing Needs, is aimed at customers who contact us for assistance and support, from first point of contact up until any offer of housing is made. Finally, Housing Operations is focused on the management and sustainment of our tenancies.
- 5.3 These changes to Housing Services structure form a key part of us embracing the values of Council of the Future. We have worked with our CANs and other staff members, to ensure changes in the structure are communicated, using methods such as Yammer, team meetings and our regular listening events.

6. Tamfourhill Tenants and Residents Association and Partners

- 6.1 Often held up as an example of good community empowerment and practice, the group received a Gold Award from the Tenant Participation Advisory Service (TPAS) in 2019. The award was given for 'Best Practice in Developing Communities'. The work undertaken by Tamfourhill in partnership with services has links to the following strategies and legislation:
- Have your Say: A Plan for Local Involvement 2015 – 2018
 - Tenant and Customer Participation Strategy 2016 – 2019

- Open Space Strategy
- Community Empowerment (Scotland) Act 2015
- Strategic Outcomes and Local Delivery Plan, Falkirk Community Planning Partnership 2016-2020

6.2 The work undertaken in partnership with the group has now been submitted for a 2019 CoSLA Excellence Awards under the 'Enabling and Empowering' category.

7. Gary Place & Closer to Home

7.1 The 'Closer to Home' agenda is driven to provide suitable transitional accommodation for children in care, with a local focus, rather than moving young adults leaving care to accommodation out with the Falkirk Area.

7.2 Children's services developed a 5 year "Closer to Home" strategy to improve outcomes for young people with experience of being in care and to provide sustainable services. The Children and Young Persons Act of 2014 means that young people have the right to stay in their care placements until they are 21 years old (Continuing Care) and to have support until they are 26 (After Care). Following sign off of a Housing and Care Leavers Protocol, Housing and Children's Services have been working together with the Champions Board to develop safe, attractive accommodation and support options for young people leaving care. A resource providing 8 care leavers with their own Scottish Short Secure Tenancy (SSST) with 24 hour support and communal areas to access support and company is due to open in September this year.

7.3 The function of Garry Place is to provide a supported accommodation resource for young people requiring 24 hour support until they are ready to move onto permanent accommodation. To improve the facility and accommodation offered to our young people some alterations are required to the building to provide realistic living conditions and promote tenancy sustainment. The original property at Garry Place comprised six, three bedroom flats over 3 floors. The property is being reconfigured to provide nine, one bedroom self-contained flats. The ground floor will have one flat, as well as communal facility, including; a kitchen, communal lounge, breakout meeting room and toilet facilities. The ground floor will also have a reception, office and sleepover area for staff. The full property is being refurbished including the external fabric and outside communal areas. The cost to refurbish the property is being supported by the Scottish Government who are providing £270k grant toward the overall cost of delivering the redesigned

property. Work is well underway and the reconfiguration of the property is scheduled to be completed by the start of August 2019.

- 7.3 The above highlights where Housing is working in partnership with other services to provide better outcomes for young people in Falkirk.

8. Housing of Tomorrow

- 8.1 Over the last six months as part of the Council of the Future project Housing of Tomorrow we have achieved the following:

- We increased the number of services accredited under the ISO:9001 standard
- We introduced and recruited for a new Housing Service Staffing Structure
- Completed a rent management pilot.
- More staff now has access to the Skyguard lone-working system.

9. The Next Six Months

9.1 Annual Assurance Statement

- 9.1.1 The Housing Division is required to submit an Annual Assurance Statement to the SHR, starting from April 2019. These require to be submitted by no later than the end of October each year. The statement will provide assurance that the Council's housing service is compliant with all the relevant requirements set out in SHR's Regulatory Framework. The statement must be completed and submitted through the relevant local authority Committee, which has been delegated authority to complete the statement. For Falkirk Council this will be the Executive Committee. The statement will consider evidence that the Council is compliant with:

- all the relevant regulatory requirements set out in Chapter 3 of the Regulatory Framework.
- all the relevant standards and outcomes in the Scottish Social Housing Charter.
- all relevant legislative duties including those related to homeless people.

- 9.1.2 Where we have identified areas of non-compliance, these should be clearly stated, with the plans that have been actioned in order to make the required improvements.

- 9.1.3 We are currently working with our colleagues in Internal Audit to bring together the evidence to support the Annual Assurance Statement.

9.2 Embedding Excellence

9.2.1 As part of our aspiration to the best local authority housing service in five years, we recently started the process to be one of the first landlords in Scotland to be awarded an 'Embedding Excellence' accreditation from Housemark, (one of the largest housing membership organisations in the UK, providing solutions and opportunities to drive performance improvements). This accreditation will support compliance with the Regulatory Framework and will focus on three key areas:

- Assurance
- Culture
- Customer Voice

The Embedding Excellence Programme is a great opportunity to understand where we are on our journey to excellence and demonstrates our commitment to self-awareness and continuous improvement.

9.3 Rapid Rehousing Transition Plan

9.3.1 Following feedback on our Rapid Rehousing Transition Plan (RRTP) from the Scottish Government, the plan has now been resubmitted. The RRTP will be implemented over the next months. This will include the development of a 'Housing First' approach and will improve outcomes for homeless people in the Falkirk area. In the past six months, a briefing and further information on the RRTP have been provided for all Elected Members.

9.4 TPAS Award for Tenant Participation

9.4.1 We currently hold a silver award from Tenant Participation Advisory Service Scotland (TPAS) for our tenant participation service. We are also in the process of renewing our accreditation by TPAS. At this stage, the self-assessment has been completed and the supporting evidence submitted. TPAS will be interviewing tenants, customers and employees throughout the first half of June, as part of their assessment process. The process will be complete by the end of the summer 2019. We are aiming to improve from silver to a gold award.

9.5 Tenant & Customer Participation Strategy

- 9.5.1 The Tenant & Customer Participation Strategy (2019 – 2022), which was written in consultation with over 1,000 tenants & customers, will be considered by the Executive after the summer recess. Similar to the previous strategy, the new strategy follows four main themes that take account of the views expressed during the consultation. These themes are: Communication, Engagement, Participation and Scrutiny.







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













Date: 7 June 2019





















Contact Name: Kenny Gillespie









Ext: 0856

















PERFORMANCE SUMMARY
INDICATOR SYMBOL REFERENCE (PERFROMNCE
REPORTED TO THE NEAREST % OR WHOLE NUMBER)

Compared To Previous Year (2017/18)		Current Performance	
	Improved on previous years performance		Performed ahead of our target set for the reporting year
	Performance remained the same as the previous year		Performed slightly behind our target set for the reporting year
	Decline in performance compared to the previous year		Performed significantly behind our target set for the reporting year











Large Scale Tenants Satisfaction Survey Results (Completed 2018/19)			
ARC Indicator	2018/19 Target	Current Performance	Compared to Previous Year
ARC Ind. 1: Percentage of tenants satisfied with the overall service provided by their landlord	90%	92% 	
ARC Ind. 3: Percentage of tenants who feel their landlord is good at keeping them informed about their services and decisions	90%	95% 	
ARC Ind. 6: Percentage of tenants satisfied with the opportunities given to them to participate in the landlord's decision making process	90%	93% 	
ARC Ind. 10: Percentage of existing tenants satisfied with the quality of their home	90%	94% 	
ARC Ind. 17: Percentage of tenants satisfied with the management of the neighbourhood they live in	92%	94% 	
ARC Ind. 29: Taking into account the accommodation and services your landlord provides, to what extent do you think your rent represents value for money?	85%	85% 	

Quality and Maintenance of Homes			
ARC Indicator	2018/19 Target	Current Performance	Compared To Previous Year
Ind.7 Percentage of our stock meeting the Scottish Housing Quality Standard (SHQS)	98%	98% 	
Ind.8 Percentage of properties at or Above the appropriate NHER or SAP Ratings specified in element 35 of the SHQS, as at 31 March each year.	99%	99% 	
Ind. 9 Percentage of tenants satisfied with the standard of their home when moving in	91%	89% 	
C33 : Percentage of properties meeting the Energy Efficiency Standard for Social Housing (EESH)	96%	96% 	
Ind.11 Average length of time to complete emergency repairs	4.2 hours	3.95 hours 	
Ind12 Average length of time to complete non-emergency repairs	7 days	6.79 days 	
Ind. 13 Percentage of reactive repairs carried out in the last year completed right first time	98%	97% 	
Ind. 14 Percentage of repairs appointments kept	99%	99.6% 	
Ind. 15 Percentage of properties that require a gas safety record which had a gas safety check and recorded completed by the anniversary date	100%	100% 	
Ind. 16 Percentage of tenants who have had repairs or maintenance carried out in the last 12 months satisfied with the repairs and maintenance service	94%	94% 	



Neighbourhood & Community			
ARC Indicator	2018/19 Target	Current Performance	Compared To Previous Year
Ind. 4 & 5 Percentage of 1st Stage Complaints responded to in full in the last year within SPSO model complaint timescales	100%	100% 	
Ind. 4 & 5 Percentage of 2nd Stage Complaints responded to in full in the last year within SPSO model complaint timescales	100%	95% 	
Ind. 18 Percentage of tenancy offers refused during the year	28%	30% 	
Ind.19 Percentage of anti-social behavior cases reported in the last year which were resolved within locally agreed targets	75%	74% 	
Ind. 24 Percentage of the court actions initiated which resulted in eviction and the reasons for eviction	N/A	14%	N/A

Access and Support			
ARC Indicator	2018/19 Target	Current Performance	Compared To Previous Year
Ind. 20 Percentage of all tenancies from previous year sustained	90%	89% 	
Ind. 21 Percentage of lettable houses that became vacant in the last year	8%	8.4% 	
Ind. 25 Days in Temporary Accommodation (All Types)	90 days	81 days 	
Ind. 22: Percentage of approved applications for medical adaptations completed during the reported year	85%	75% 	
Ind. 23: Average time to complete approved applications for medical adaptations in the reporting year in days	32 Days	32 Days 	
Ind. 26 Percentage of households requiring temporary or emergency accommodation who receive an offer of that type of accommodation	100%	100% 	
Ind. 27 Percentage offers of temporary or emergency accommodation refused - all types	5%	5% 	
Ind. 28 Of those households homeless in the last 12 months, the percentage satisfied with the quality of temporary or emergency accommodation	90%	96% 	

Getting Good Value from Rents and Service Charges

ARC Indicator	2018/19 Target	Current Performance	Compared To Previous Year
Ind. 30 Rent we collected as a percentage of the total rent due	99.3%	99% 	
Ind. 31 Gross rent arrears as a percentage of rent due	6.25%	8.09% 	
Ind. 32 Average annual management fee per factored property	N/A	£368.24	N/A
Ind. 33 Percentage of factored owners satisfied with the factoring service they receive	90%	73% 	
Ind. 34 Percentage of rent due lost through properties being empty during the last year	0.9%	1.04% 	
Ind. 35 Average time to re-let properties in the last year (in days)	31	35 days 	

Other Customers (Gypsy/Travellers)

ARC Indicator	2018/19 Target	Current Performance	Compared To Previous Year
Ind. 36 Average weekly rent per pitch	N/A	£79.34	N/A
Ind. 37 Percentage of gypsies/travellers satisfied with the landlord's management of the site	90%	100% 	

Falkirk Council

Title: Acceptance of Quotes over £10,000
Meeting: Council - Information Bulletin
Date: 26 June 2019
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 April 2019 to 30 April 2019. 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

Date: 30 May 2019

Service	Title of Quick Quote Awarded	Contract Value	Name & Town of Successful Supplier(s)
Corporate and Housing Services	Installation of Suspended Ceilings in Inchyra Depot, Grangemouth	£10,364.08	Carter Ceilings Limited, Stirling
Development Services	Grangemouth and Charlotte Dundas Digital Proposal	£22,997.00	802 Works Ltd, Coatbridge
Development Services	New Housing at Waverley Street, Bainsford, Falkirk	£25,375.00	Fairhurst, Glasgow
Corporate and Housing Services	Lone Worker System	£28,690.20	SkyGuard Ltd, Surrey
Development Services	Consulting Civil & Structural Engineering Services for the Proposed New Social Housing	£30,450.00	Fairhurst, Glasgow
Corporate and Housing Services	Housing with Care Kitchen upgrade	£33,955.00	Catering Supplies and Repairs, Larbert

Falkirk Council

Subject: Acceptance of Tenders up to £250k in value for Provision of IT Consumables - Contract Ref: SP-15-016

Meeting: Information Bulletin

Date: 26 June 2019

Author: Chief Officer for Corporate and Housing Services

1. Introduction

- 1.1 The purpose of this report is to advise Members of the Council's participation in the Scottish Procurement Framework for the Provision of IT Consumables from the 1st May 2019 (Contract Ref: SP-15-016). The framework agreement is available to all Scottish Public Bodies.
- 1.2 The framework agreement commenced on 1 November 2016 and runs until 31 October 2020.
- 1.3 The Sole Supply Framework Agreement was awarded to: ***Banner Group Ltd, K House, Sheffield Business Park, Europa Link, Sheffield, S9 1XU.***
- 1.4 IT Consumables are defined within this Framework Agreement as:
 - inkjet cartridges;
 - laser cartridges;
 - data media storage products;
 - CD/DVD storage.

2. Participation and Benefits

- 2.1 Participation in the Scottish Procurement framework enables the Council to avoid the costs of a tendering exercise and affords access to a fully compliant framework agreement which meets the Council's supply needs.
- 2.2 It is considered that best value shall be achieved for Falkirk Council by procuring IT Consumables via the Scottish Procurement Framework from 1 May 2019 until 31 October 2020.
- 2.3 The estimated annual spend is £40,000 and over the full term of the framework agreement, total spend will be approximately £60,000.
- 2.4 It is estimated that savings over the lifetime of this contract will be approximately £5,000 per annum.

3 Framework sustainability benefits

3.1 As part of the framework agreement, Banner Group has committed to the following environmental, social and fair work benefits:

- 100 per cent of inbound packaging is recycled and their partners are encouraged to reduce packaging.
- Banner Group have recruited five employees in Scotland as a direct result of being awarded the framework.
- Banner Group does not utilise zero hour contracts and confirmed that all employees based in their Scottish head office earn more than the Living Wage.

4. Action Taken

4.1 **In accordance with Contract Standing Order 6.2(i), I accepted the supplier awarded to the Framework (SP 15-016), with an approximate total value of £60,000 in respect of Provision of IT Consumables to Falkirk Council.**

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

Date: 30/04/19

Contact Name: Neil Biggar

Ext: 0382

Falkirk Council

Subject: Acceptance of Tenders up to £250k in value for Provision of Pest Control Services and Associated Products -
Contract Ref: SXL (12/17)

Meeting: Information Bulletin

Date: 26 June 2019

Author: Chief Officer for Corporate and Housing Services

1. Introduction

- 1.1 The purpose of this report is to advise Members of the Council's participation in the Scotland Excel Framework for the Provision of Pest Control Services and Associated Products from the 15th May 2019 (Contract Ref: SXL (12/17)). The framework agreement is available to all Scottish Public Bodies.
- 1.2 The framework agreement commenced on 25th January 2018 and runs until 30th November 2019 with the option to extend for a further 24 months.
- 1.3 The Framework Agreement was awarded to five suppliers – details of which can be found in **Appendix A**.
- 1.4 The framework will cover the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories. Additionally, it will also include the use of hawks and falcons as a bird deterrent.

2. Participation and Benefits

- 2.1 Participation in the Scotland Excel framework enables the Council to avoid running a costly tendering exercise and affords access to a fully compliant framework agreement which meets the Council's supply needs.
- 2.2 It is considered that best value shall be achieved for Falkirk Council by procuring Pest Control Services via the Scotland Excel Framework from 15th May 2019 until 30th November 2021, should the framework be extended.
- 2.3 The estimated annual spend is £15,000 and over the full term of the framework agreement, total spend will be approximately £45,000.

3. Action Taken

- 3.1 In accordance with Contract Standing Order 6.2(i), I accepted the suppliers awarded to the Framework (SXL 12/17), with an approximate total contract value of £45,000 in respect of Provision of Pest Control Services and Associated Products to Falkirk Council.**

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

Date: 01/05/2019

Contact Name: Jordan Smith

Ext: 0836

APPENDIX A

Tenderers	SME Status	Location	Lots Awarded
Graham Environmental Services Limited (t/a Graham Pest Control)	Small	Perth & Kinross	1
Killgerm Chemicals Limited	Large	West Yorkshire	4
Mitie Pest Control Limited	Large	Gloucestershire	1, 3
North East Falconry Limited	Small	Tyne and Wear	1, 3
Orbis Protect Limited	Large	Glasgow	1

Lot Number	Lot Name
Lot 1	Pest Control Services
Lot 3	Birds of Prey Services
Lot 4	Pest Control Chemicals

Falkirk Council

Subject: Acceptance of Tenders up to £250k in value for Provision of Location Centre (Cloud GIS) and associated GI Services – Contract Ref: RM1557.10

Meeting: Information Bulletin

Date: 26 June 2019

Author: Director of Corporate and Housing Services

1. Introduction

1.1 Crown Commercial Services established the commercial agreement G-Cloud 10 that allows UK public sector bodies to choose and purchase cloud computing services covering infrastructure, platform, software and specialist cloud services through an assessment of offerings within their Digital Marketplace catalogue. The framework is for commodity-based, pay as you go cloud services across three lots.

1.2 Following an assessment of all suppliers pricing submitted within the Digital Marketplace catalogue and under the terms of the Crown Commercial Services Framework Agreement RM1557.10 (G Cloud 10), it was determined that the best value option for Falkirk Council was to proceed with a direct award for web based software to:

thinkWhere Ltd (Companies House Registration Number SC315349),
8-10 Corn Exchange Road, Stirling, FK8 2HU.

1.3 The contract will commence on 1st April 2019 for a period of two years to 31st March 2021, with an option to extend for up to a further 12 months.

1.4 The estimated spend over the potential full term of the framework agreement including extensions is £207,750.

1.5 The funding for this framework agreement is contained within the GIS budget heading.

2. Action Taken

- 2.1 In accordance with Contract Standing Order 6.2(i), I authorised the direct award under a Crown Commercial Services framework agreement to thinkWhere Ltd, Stirling with an estimated value of £207,750 in respect of the Provision of Location Centre (Cloud GIS) and associated GI Services.**

.....
Director of Corporate & Housing Services

Date: 1st April 2019

Contact Name: Allan Stewart

Ext: 6187

Falkirk Council

Subject: Acceptance of Tenders up to £250k in value for Provision of MS Office 365 engagement to support implementation across Council Services– Contract Ref: RM1557.10

Meeting: Information Bulletin

Date: 26 June 2019

Author: Director of Corporate & Housing Services

1. Introduction

1.1 Crown Commercial Services established the commercial agreement G-Cloud 10 that allows UK public sector bodies to choose and purchase cloud computing services covering infrastructure, platform, software and specialist cloud services through an assessment of offerings within their Digital Marketplace catalogue. The framework is for commodity-based, pay as you go cloud services across three lots.

1.2 Following an assessment of all suppliers pricing submitted within the Digital Marketplace catalogue and under the terms of the Crown Commercial Services Framework Agreement RM1557.10 (G Cloud 10), it was determined that the best value option for Falkirk Council was to proceed with a direct award for web based software to:

Sword IT Solutions (company Registration Number 03165591).
1000 Great West Road, Brentford, Middlesex, TW8 9DW.

1.3 The contract will commence on 15th April 2019 for a period of one year to 31st March 2020, with an option to extend for up to a further 12 months.

1.4 The estimated spend over the potential full term of the framework agreement including extensions is £132,951.50.

1.5 The funding for this framework agreement is contained in the 831024 9730 Budget heading.

2. Action Taken

- 2.1 In accordance with Contract Standing Order 6.2(i), I authorised the direct award under a Crown Commercial Services framework agreement to Sword IT Solutions with an estimated value of £132,951.50 in respect of the Provision of MS Office 365 engagement to support implementation across Council Services.**

.....
Director of Corporate & Housing Services

Date: 16th April 2019

Contact Name: Allan Stewart

Ext: 6187

Falkirk Council

Subject: Appointment to Framework Agreement £250,000 in value and under £500,000 – Supply and Delivery of Plumbing and Heating Materials (C/N: SXL/1714)

Meeting: Information Bulletin

Date: 26th June 2019

Author: Chief Officer for Corporate and 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 Local Government Framework Agreements/Contracts.
- 1.2 The Excel framework for Supply and Delivery of Plumbing and Heating Materials commenced on 1st December 2015 and shall end on 30th November 2019. The Council intends to migrate to the Excel Framework from 1st July 2019 to its conclusion on 30th November 2019.
- 1.3 Falkirk Council currently source Plumbing and Heating Materials under Lot 3 (Plumbing Materials inc. Baths, Showers & WCs) and Lot 6 (Gas Spares), of the Council framework agreement for the Supply and Delivery of Building Materials (CNS/106/15), which is due to complete 30th June 2019. It would be our intention to adopt this Excel framework for Plumbing and Heating Materials on expiry of the Council Framework.

2. Participation and Benefits

- 2.1 The Excel framework for Supply and Delivery of Plumbing and Heating Materials comprises of 9 Lots. Contracted suppliers for each Lot are detailed in Appendix A.
- 2.2 Falkirk Council's estimated annual spend on Plumbing and Heating Materials is approximately £950,000 per annum. Over the remaining 5 month term of the framework, this will equate to approximately £400,000.
- 2.3 In comparing current pricing, it is anticipated that migration to the Excel Framework Agreement would achieve savings of approximately £9,000 (2%) over a 5 month period.
- 2.4 Through participation in this Framework Agreement, the Council would not incur the costs of conducting its own tendering exercise, while affording access to a fully compliant Framework Agreement.

- 2.5 The framework will also continue to provide benefits to the local economy, in that spend on the framework will reside with suppliers delivering the contract through branches within the Falkirk Council area.
- 2.6 The Community Benefits offered by successful Contractors on the Excel framework include support for training and employment programmes, Tenant workshops on energy saving and donation of materials for community projects.
- 2.7 The funding for the Framework is held within the HRA Repairs and Maintenance Revenue Budget Heading.
- 2.8 In accordance with Contract Standing Order 6.2(ii), consultation with the Chief Governance Officer to participate in the Excel Framework Agreement for the Supply and Delivery of Plumbing and Heating Materials was completed.

3. ACTION TAKEN

- 3.1 In accordance with Standing Order 6.2(ii), I approved appointing the suppliers as listed in Appendix A, with an approximate total contract value of £400,000, in respect of the Excel framework for the Supply and Delivery of Plumbing and Heating Materials.

.....
Director of Corporate & Housing Services

Date: 25th April 2019
Contact Name: Paul O'Donnell Ext: 0389

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.

**Framework Agreement for the
Supply and Delivery of Plumbing and Heating Materials (C/N: SXL/0714)**

Period: 1st July 2019 to 30th June 2020

Lot 1: Solder Ring, DZR and Brass

Company	Company No	Location
Grafton Merchanting GB Ltd	4725313	Glasgow
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
M.K.M. Building Supplies Ltd	03100815	Glasgow
Plumbstore (Plumbing & Heating Supplies) Ltd	SC273404	Glasgow
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 2 - Cast Iron

Company	Company No	Location
Grafton Merchanting GB Ltd	4725313	Glasgow
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
M.K.M. Building Supplies Ltd	03100815	Glasgow
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 3 - Copper and Lead

Company	Company No	Location
Grafton Merchanting GB Ltd	4725313	Glasgow
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
M.K.M. Building Supplies Ltd	03100815	Glasgow
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 4 - Internal and External Plastic Pipe

Company	Company No	Location
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
Grafton Merchanting GB Ltd	4725313	Glasgow
M.K.M. Building Supplies Ltd	03100815	Glasgow
Plumbstore (Plumbing & Heating Supplies) Ltd	SC273404	Glasgow
Stax Trade Centres Plc T/A DF	2235950	Glasgow

Wishart & Company		
Travis Perkins Trading Company Ltd	733503	Northampton (local branch Falkirk)
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 5 - Boilers

Company	Company No	Location
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
Grafton Merchanting GB Ltd	4725313	Glasgow
Plumbstore (Plumbing & Heating Supplies) Ltd	SC273404	Glasgow
Travis Perkins Trading Company Ltd	733503	Northampton (local branch Falkirk)
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 6 - Radiators

Company	Company No	Location
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
Grafton Merchanting GB Ltd	4725313	Glasgow
M.K.M. Building Supplies Ltd	03100815	Glasgow
Plumbstore (Plumbing & Heating Supplies) Ltd	SC273404	Glasgow
Stax Trade Centres Plc T/A DF Wishart & Company	2235950	Glasgow
Travis Perkins Trading Company Ltd	733503	Northampton (local branch Falkirk)
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 7 - Sanitary Ware

Company	Company No	Location
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
Grafton Merchanting GB Ltd	4725313	Glasgow
M.K.M. Building Supplies Ltd	03100815	Glasgow
Travis Perkins Trading Company Ltd	733503	Northampton (local branch Falkirk)
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 8 - Sink Tops and Taps

Company	Company No	Location
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
Grafton Merchanting GB Ltd	4725313	Glasgow
M.K.M. Building Supplies Ltd	03100815	Glasgow
Stax Trade Centres Plc T/A DF Wishart & Company	2235950	Glasgow
Travis Perkins Trading Company Ltd	733503	Northampton (local branch Falkirk)
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Lot 9 - Showers and Accessories

Company	Company No	Location
AKW Medicare Ltd	2764920	Droitwich Spa
Jewson Ltd T/A Graham Plumbers Merchant	00348407	Coventry (local branch Falkirk)
Grafton Merchanting GB Ltd	4725313	Glasgow
M.K.M. Building Supplies Ltd	03100815	Glasgow
Stax Trade Centres Plc T/A DF Wishart & Company	2235950	Glasgow
Travis Perkins Trading Company Ltd	733503	Northampton (local branch Falkirk)
William Wilson Ltd	SC014691	Aberdeen
Wolseley UK Ltd	00636445	Royal Leamington Spa (local branch Falkirk)

Estimated Contract Value £400,000

Falkirk Council

Subject: **Acceptance of Tenders over £250,000 in value and under £500,000 – Supply and Delivery of Double Glazed Units and Door / Window Hardware to the Falkirk Council Area (C/N: CHS/106/19)**

Meeting: **Information Bulletin**

Date: **26th June 2019**

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

1. Introduction

- 1.1 A tender for the Supply and Delivery of Double Glazed Units and Door / Window Hardware was advertised through the Public Contracts Scotland Tender Portal as an open tender. Subsequently 7 companies expressed an interest in tendering. In accordance with section 6.2(ii) of Contract Standing Orders, consultation with the Chief Governance Officer to enter into the framework agreement has been sought.
- 1.2 The framework consists of 2 Lots:

 Lot 1: Double Glazed Units and Single Glazed Sheets
 Lot 2: Door and Window Mechanisms / Fixings.
- 1.3 Falkirk Council currently source these materials via Lot 7 (Single Glazed Sheets), Lot 8 (Double Glazed Units) and Lot 9 (Specialist Door and Window Mechanisms) of the Council framework agreement for the Supply and Delivery of Building Materials (CNS/106/15), which is due to complete on 30th June 2019.
- 1.4 The framework will commence on 1st July 2019 and will terminate on 30th June 2023.

2. Tenders Received

- 2.1 3 tenders were received by the due date of 4th April and opened in accordance with Standing Order 11.5 relating to contracts. All tender submissions were compliant.
- 2.2 The checked tendered prices per Lot ranged from:
 Lot 1 Double Glazed Units and Single Glazed Sheets: £39,137 to £109,687 per annum
 Lot 2: Door and Window Mechanisms / Fixings: £44,160 per annum

- 2.3 Following evaluation of all tenders, the 2 highest scoring tenders for Lot 1, and the sole bidder for Lot 2 were selected as offering best value. These tenderers are detailed in Appendix A below.
- 2.4 The framework has an estimated annual value for each lot of £50,000, totalling £100,000. This represents a saving against current contract rates of approximately £17,000 per annum (17%), based on 1st ranked supplier providing all materials for both Lots.
- 2.5 The funding for the framework is held within the HRA Repairs and Maintenance Revenue Budget Heading.

3 Additional benefits

- 3.1 Community Benefit clauses require all Contractors on the framework who's cumulative level of spend is greater than £50k but less than £100k will be required to provide at least 12 weeks of work experience to the Council. All contractors on the framework who's cumulative level of spend is greater than £100k but less than £200k will be required to provide at least 26 weeks of work experience.

4. Action Taken

- 4.1 In accordance with Standing Order 6.2(ii), I approved appointing the suppliers as listed in Appendix A, with an approximate total contract value of £400,000, over 4 years in respect of the Supply and Delivery of Double Glazed Units and Door / Window Hardware to the Falkirk Council Area.

.....
Director of Corporate & Housing Services

Date: 6th June 2019
 Contact Name: Paul O'Donnell Ext: 0389

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

Framework Agreement for the Supply and Delivery of Double Glazed Units and Door / Window Hardware to the Falkirk Council Area (C/N: CHS/106/19)

Period: 1st July 2019 to 30th June 2023

Lot 1: Double Glazed Units and Single Glazed Sheets

Company	Company No	Location
Andrew Wright Glass Ltd	SC166519	Irvine
Strathclyde Insulating Glass Ltd	SC077369	Hamilton

Lot 2: Door and Window Mechanisms / Fixings.

Company	Company No	Location
Sealco Scotland Ltd	SC174003	Falkirk

Estimated Annual Value £100,000

Falkirk Council

Subject: Appointment of Framework Agreement over £250,000 and under £500,000 in value – Supply and Delivery of Power Tools (SXL/0218)

Meeting: Information Bulletin

Date: 26th June 2019

Author: Director of 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 Agreement for the Supply & Delivery of Power Tools (SXL/0218)
- 1.3 Falkirk Council's adopted the Framework Agreement on 13th May 2019 and it will run up to 16th February 2021 with an option to extend to 16 February 2022.

2. Participation and Benefits

- 2.1 Participation in this Excel Framework Agreement meets all the Council's needs for the Supply & Delivery of Power Tools and affords us access to a fully compliant Framework Agreement.
- 2.2 Suppliers to the Excel Framework Agreement are detailed in Appendix A.
- 2.3 The estimated annual spend is £150,000 and over the potential full term of the framework the total spend will be approximately £410,000.
- 2.4 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 Power Tools 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 £410,000 in respect of the Supply & Delivery of Power Tools to Falkirk Council.**

.....
Director for Corporate & Housing Services

Date: 1st May 2019

Contact Name: Wilson Kemp

Ext: 0777

Falkirk Council

**Framework Agreement for the
Supply & Delivery of Power Tools (SXL/0218)**

Period: from 13th May 2019 until 16th February 2021 with an option to extend for up to 12 months until 16 February 2022

Appendix A

Company	Company No.	SMS Status	Location
Gibb & Beveridge (Engineering Agencies) Ltd	SC032940	Small	Dunfermline
S.I.I.S Limited	SC263726	Small	St Andrews
Decco Ltd T/A White Milne	00417021	Large	Dundee
Jewson Limited	00348407	Large	Coventry (Depot in Falkirk)
J.G. Martin Plant Hire Limited	SC50785	Small	Govan (Depot in Falkirk)
MacGregor Industrial Supplies Ltd	SC173566	Medium	Inverness
CMT Equipment Ltd T/A CMT Group	07291374	Small	Lincoln
Kelvin Powertools Ltd	SC110003	Small	Glasgow

Estimated Value £410,000

Falkirk Council

Title: **Acceptance of Contracts over £500,000**
Meeting: **Council - Information Bulletin**
Date: **26 June 2019**
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 April 2019 to 30 April 2019. 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

Date: 30 May 2019

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

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services William McQuillan Ext 0810 54	Crown Commercial Services (CCS) Framework Agreement for the Purchase of Vehicles: Lot 1 – Passenger Cars (including 4x4 variants) Lot 2 - Light to Medium Commercial Vehicles (including car derived vans, 4x4 variants & minibuses) up to but not including 7.5 tonnes (Award List sent to Executive Members 04/04/2019)	RM6060	Start 12 th April 2019 – End 2 nd December 2022	£2,500,000	Maintenance and servicing requirements shall be delivered through local dealerships where these are available.	N/A	28 Individual companies covering 2 Lots (See Appendix A)

DESCRIPTION	SUPPLIERS	Location	Company Number
Lot 1 – Passenger Cars (including 4x4 variants)	Audi UK Ltd	Milton Keynes	2835230
	BMW (UK) Ltd	Farnborough	01378137
	Citroen UK Ltd	Coventry	00191579
	Fiat Group Automobiles UK Ltd	Berkshire	00201514
	Ford Motor Company Ltd	Brentwood	00235446
	Hyundai Motor UK Ltd	Wycombe	05446560
	Jaguar Landrover Ltd	Coventry	01672070
	Kia Motors (UK) Ltd	Surrey	04415807
	Mercedes-Benz UK Ltd	Milton Keynes	02448457
	Nissan Motor (GB) Ltd	Rickmansworth	02514418
	Peugeot Motor Company Plc	Coventry	00148545
	Renault UK Ltd	Rickmansworth	00082932
	Seat Ltd	Milton Keynes	00514809
	Skoda Auto Ltd	Milton Keynes	00514809
	SsangYong Motor UK Ltd	Luton	06373652
	Subaru (UK) Ltd	Warwickshire	01295214
	Suzuki GB Plc	Milton Keynes	00768587
	The Colt Car Company Ltd	Gloucestershire	01163954
	Toyota (GB) Plc	Surrey	00916634
	Vauxhall Motors Ltd	Bedfordshire	00135767
	Volkswagen UK Ltd	Milton Keynes	00514809
	Volvo Car UK Ltd	Maidenhead	02281044

Lot 2 – Light to Medium Commercial Vehicles (including car derived vans, 4x4 variants & minibuses) up to but not including 7.5 tonnes	Citroen UK Ltd	Coventry	00191579
	Evobus (UK) Ltd	Coventry	02882442
	Fiat Chrysler Automobiles UK Ltd	Berkshire	00201514
	Ford Motor Company Ltd	Brentwood	00235446
	Hyundai Motor UK Ltd	Wycombe	05446560
	Isuzu UK Ltd	Warwickshire	02064489
	Iveco Ltd	Basildon	01975271
	Jaguar Landrover Ltd	Coventry	01672070
	London EV Ltd	Coventry	08357576
	MAN Truck & Bus UK Ltd	Wiltshire	02688514
	Mercedes-Benz UK Ltd	Milton Keynes	02448457
	Nissan Motor (GB) Ltd	Rickmansworth	02514418
	Nu-Track Ltd	Ballymena	NI025974
	Peugeot Motor Company Plc	Coventry	00148545
	Renault UK Ltd	Rickmansworth	00082932
	SsangYong Motor UK Ltd	Luton	06373652
	The Colt Car Company Ltd	Gloucestershire	01163954
	Toyota (GB) Plc	Surrey	00916634
	Vauxhall Motors Ltd	Bedfordshire	00135767
	Volkswagen Commercial Vehicles Ltd	Milton Keynes	00514809

Estimated Total Value - £2,500,000

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 Contractor
Development Services Robin Millard Ext 4868 57	Upgrading works comprising re-roofing, external render and site works to 58 residential properties at various addresses, Laurieston. (Award List sent to Executive Members 11/04/2019)	LRN-7915	Construction period is 16 weeks, with an anticipated start date during May 2019.	£1,511,248.52	In accordance with Development Services benchmark procedure, a single tender was invited from Corporate & Housing Services in respect of these works, which form part of the external fabric improvements element of the 2019-24 Housing Investment Programme.	1	Corporate & Housing Services The Forum Callendar Business Park Falkirk FK1 1XR
Development Services Jack Aitken Ext 4867	Construction of a new nursery at Hallglen Primary School, Falkirk (Award List sent to Executive Members 18/04/2019)	FAL-7970	Construction to be completed by 20 th December 2019.	£2,397,601.54	This contract is funded by the Scottish Government 1140 ELC Expansion Programme	1	Hadden Construction Ltd. Millennium House 1 Maidenplain Place Aberuthven Perthshire PH3 1EL

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services Douglas Evans Ex. 1810 58	National Framework Contract for the Supply of Electricity (Award List sent to Executive Members 25/04/2019)	SP-17-004	Commences 1 April 2019 to 31 March 2021, with an option to extend for up to a further three 12 month periods.	£25-30 million	This framework contract is procured by Scottish Procurement on behalf of the Scottish public sector in order to effect greater buying power.	3	EDF Energy Customers plc (Companies House Registration Number 02228297) 40 Grosvenor Place, London, SW1X 7EN

Title: Acceptance of Quotation under £50,000 in Value
Contract for BAINSFORD PRIMARY SCHOOL - FIRE ALARM
UPGRADE (FAL-8078)
Meeting: Information Bulletin
Date: 26 JUNE 2019
Submitted By: Director of Development Services

1. Introduction

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of fire alarm upgrading at Bainsford Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Five quotations were received by the due date of 3 June 2019 and opened at 9.00am on 4 June 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £13,600.13 to £27,543.59.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Caledonia Fire and Security Ltd., Unit 5 Wheatfield Road, Dunnikier Business Park, Kirkcaldy in the sum of £13,600.13.
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Caledonia Fire and Security Ltd., Unit 5 Wheatfield Road, Dunnikier Business Park, Kirkcaldy in the sum of £13,600.13 in respect of fire alarm upgrade at Bainsford Primary School.

pp Director of Development Services

Author: Colin MacRobbie, Facilities Unit Co-ordinator – 01324 504761,
colin.macrobbe@falkirk.gov.uk

Date: 05/06/2019

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 CALIFORNIA PRIMARY SCHOOL - SUSPENDED
CEILINGS PHASE 3 (FAL-8121)
Meeting: Information Bulletin
Date: 26 JUNE 2019
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 suspended ceilings at California Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Four quotations were received by the due date of 20 May 2019 and opened at 8.35am on 4 June 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £10,275.30 to £16,410.75.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from RAM Interiors Scotland Ltd., 26 Maurice Wynd, Dunblane in the sum of £10,275.30.
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by RAM Interiors Scotland Ltd., 26 Maurice Wynd, Dunblane in the sum of £10,275.30 in respect of suspended ceilings at California Primary School.

pp Director of Development Services

Author: Colin MacRobbie, Facilities Unit Co-ordinator – 01324 504761,
colin.macrobbie@falkirk.gov.uk

Date: 04/06/2019

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 CIVIL & STRUCTURAL ENGINEERING
CONSULTANCY FOR PROPOSED NEW SOCIAL HOUSING
AT SITE OF FORMER OAKBANK HOUSE NURSING HOME,
WILSON AVENUE, POLMONT. (POL-8074)

Meeting: Information Bulletin

Date: 26 June 2019

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 the civil & structural engineering consultancy for the proposed new social housing at site of former Oakbank House nursing home, Wilson Avenue, Polmont, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 24th April 2019 and opened at 2.10 p.m. on the 24th April 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £30,450.00 to £35,900.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Fairhurst Consulting Engineers, 225 Bath Street, Glasgow in the sum of £30,450.00
- 2.4 The quotation can be contained within the block expenditure figure for New Social Housing, identified in the Housing Investment 3 Year Programme 2019/2022.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Fairhurst Consulting Engineers, 225 Bath Street, Glasgow in the sum of £30,450.00 in respect of the contract for the civil & structural engineering consultancy for the proposed new social housing at site of former Oakbank House nursing home, Wilson Avenue, Polmont

Author: Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,
paul.noble@falkirk.gov.uk
Date: 24/04/2019

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 CIVIL / STRUCTURAL ENGINEERING
CONSULTANCY FOR PROPOSED NEW BUILD HOUSING AT
WAVERLY STREET, BAINSFORD (FAL-8091)

Meeting: Information Bulletin

Date: 26 June 2019

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 civil / structural engineering consultancy for the proposed new build housing at Waverly Street, Bainsford, Falkirk, (FAL-8091) in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 17th April 2019 and opened at 2.30pm on the 17th April 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £25,375.00 to £29,950.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Fairhurst Consulting Engineers, 225 Bath Street, Glasgow, in the sum of £25,375.00.
- 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 2019/2021.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Fairhurst Consulting Engineers, 225 Bath Street, Glasgow, in the sum of £25,375.00. in respect of the contract for civil / structural engineering consultancy for the proposed new build housing at Waverly Street, Bainsford, Falkirk, (FAL-8091)

**Author: Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,
paul.noble@falkirk.gov.uk**
Date: 18/04/2019

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 MORAY PRIMARY SCHOOL - REPLACEMENT
WINDOWS (GRA-8120)
Meeting: Information Bulletin
Date: 26 June 2019
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 windows at Moray Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 20 May 2019 and opened at 4.45pm on 20 May 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £19,767.30 to £23,805.61.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Ronnie Laing Windows, 78 Comyn Drive, Wallacestone, Falkirk in the sum of £19,767.30.
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Ronnie Laing Windows, 78 Comyn Drive, Wallacestone, Falkirk in the sum of £19,767.30 in respect of replacement windows at Moray Primary School.

pp Director of Development Services

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

Date: 21/05/2019

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 CORNER WINDOW
FLASHINGS GREENBANK COURT, FALKIRK. (FAL-7587A)**
Meeting: Information Bulletin
Date: 26th June 2019
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 replacement corner window flashings Greenbank Court, Falkirk. (FAL-7587A) in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 One quotation was received by the due date of 21st May 2019 and opened at 2.05pm on 21/05/2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The only quotation received amounted to £20,966.40.
- 2.3 Following evaluation of the quotation, it was considered best value for the Council to accept Skyform Specialist Contracts Ltd., in the sum of £20,966.40.
- 2.4 The quotation can be contained within the block expenditure figure for maintenance and repair, identified in the Housing Investment 3 Year Programme 2019/2021.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Skyform Specialist Contracts Ltd., 35-37 Watt Street, Glasgow, in the sum of £20,966.40 in respect of replacement corner window flashings Greenbank Court, Falkirk. (FAL-7587A)

pp Director of Development Services

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

Date: 27/05/2019

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 SLAMANNAN PRIMARY SCHOOL - GROUND
FLOOR TOILET UPGRADING (FAL-8116)
Meeting: Information Bulletin
Date: 26 June 2019
Submitted By: Director of Development Services

1. Introduction

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of ground floor toilet upgrading at Slamannan Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Four quotations were received by the due date of 14 May 2019 and opened at 3.40pm on 14 May 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £ 32,048.27 to £ 43,570.70.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from A. Robertson Joiners, 56 Broomhall Cres., Edinburgh in the sum of £ 32,048.27.
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by A. Robertson Joiners, 56 Broomhall Cres., Edinburgh in the sum of £ 32,048.27 in respect of ground floor toilet upgrading at Slamannan Primary School.

pp Director of Development Services

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

Date: 20/05/2019

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 ST MARGARETS PRIMARY SCHOOL- FIRE
ALARM UPGRADE (POL-8080)
Meeting: Information Bulletin
Date: 26 JUNE 2019
Submitted By: Director of Development Services

1. Introduction

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of fire alarms at St.Margarets Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Four quotations were received by the due date of 3 June 2019 and opened at 9.15am on 4 June 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £ 15,993.83 to £ 32,235.38.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Caledonia Fire and Security Ltd., 5 Wheatfield Road, Dunnikier Business Park, Kirkcaldy in the sum of £15,993.83
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Caledonia Fire and Security Ltd, 5 Wheatfield Road, Dunnikier Business Park, Kirkcaldy in the sum of £ 15,993.83 in respect of fire alarm upgrading at St.Margarets Primary School.

pp Director of Development Services

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

Date: 05/06/2019

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 WALLACESTONE PRIMARY SCHOOL - SHEET
ROOFING TO NURSERY MOBILE (BRT-8113)
Meeting: Information Bulletin
Date: 26 June 2019
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 sheet roofing to nursery mobile at Wallacestone Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 20 May 2019 and opened at 9.00am on 21 May 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £ 13,510.91 to £ 21,379.53.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Marshall Construction Ltd., The Whins, Alloa in the sum of £ 13,510.91.
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Marshall Construction Ltd., The Whins, Alloa in the sum of £ 13,510.91 in respect of sheet roofing to nursery mobile at Wallacestone Primary School.

pp Director of Development Services

Author: Colin MacRobbie, Facilities Co-ordinator – 01324 504761,
colin.macrobbie@falkirk.gov.uk
Date: 21/05/2019

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 WESTQUARTER PRIMARY SCHOOL - FIRE
ALARM UPGRADE (FAL-8079)
Meeting: Information Bulletin
Date: 26 JUNE 2019
Submitted By: Director of Development Services

1. Introduction

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of upgrade of fire alarms at Westquarter Primary School, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Five quotations were received by the due date of 3 June 2019 and opened at 8.55am on 4 June 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £19,112.88 to £38,032.69.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Caledonia Fire and Security Ltd., Unit 5 Wheatfield Road, Dunnikier Business Park, Kirkcaldy in the sum of £19,112.88.
- 2.4 The quotation can be contained within the block expenditure figure for Education School Funds 2019/20.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Caledonia Fire and Security, Unit 5 Wheatfield Road, Dunnikier Business Park, Kirkcaldy in the sum of £19,112.88 in respect of fire alarm upgrade at Westquarter Primary School.

pp Director of Development Services

Author: Colin MacRobbie, Facilities Unit Co-ordinator – 01324 504761,
colin.macrobbie@falkirk.gov.uk

Date: 05/06/2019

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 CONTRACT UNDER £100,000 IN VALUE
ACTIVE TRAVEL ROUTE PROMOTION (PROVISION OF) –
TP0314

Meeting: Information Bulletin

Date: 26 June 2019

Submitted By: Director of Development Services

1. Introduction

- 1.1 Smarter Choices, Smarter Places (SCSP) – known locally as *Take the Right Route* - is a partnership project between Transport Scotland, Paths for All and Scottish local authorities. SCSP is designed to increase walking, cycling and public transport use, reduce car dependency, tackle transport emissions and promote sustainable places. Funding has been continuous from 2016/17.
- 1.2 Falkirk Council's *Take the Right Route* campaign encourages behaviour change towards more active and sustainable modes. The campaign targets a number of large trip generators and main commuter routes.
- 1.3 Falkirk Council has been awarded £259,250 in 2019/20 to deliver SCSP. Match funding for 2019/20 totalling £449,137 is being provided through:

Provider / Source	Amount
Falkirk Council / Transport Planning Unit Revenue	£79,430
Falkirk Council/Planning & Environment Revenue	£5,000
Falkirk Council / Transport Planning Unit Staff Time	£40,881
NHS Forth Valley / Public Transport Budget	£272,580
NHS Forth Valley / Travel Plan Budget	£20,746
Falkirk Football Club / Commercial Budget	£30,500

- 1.4 Falkirk Council's *Take the Right Route* team also work with other partners to deliver active travel projects across the Falkirk District. Additional funding has been provided by the following partners to deliver active travel route promotion along the heritage trails in the Larbert and Stenhousemuir area:

Provider / Source	Amount
National Heritage Fund/Falkirk Great Places Budget	£2,000
Falkirk Council/Planning & Environment Budget	£5,000

2. Procurement Process

- 2.1 NADFLY, 60 Osborne Street, Glasgow, G1 5QH, was invited to submit a quotation to Falkirk Council's Transport Planning Unit to deliver an art based programme that encourages active travel. NADFLY will put in place unique pieces of art along the heritage trails of Larbert and Stenhousemuir. The project will also include extensive community engagement. The unique art installations and the community engagement will endeavour to encourage

residents and visitors to explore the heritage trails by walking or cycling. The quotation is in accordance with Standing Order 5.1(c) relating to contracts.

- 2.2 To deliver a successful route promotion programme the supplier must have a proven track record of delivering active travel behaviour change through the medium of art. Market research was carried out and it demonstrated that *NADFLY* was the only supplier with a proven track record in using the medium of art to promote active travel. *NADFLY*'s experience includes working with, Fife Council, Moray Council, Aberdeen City Council, Glasgow City Council, Dumfries and Galloway Council, Falkirk Council and the active travel charity Sustrans. As such, *NADFLY* were approached directly under clause 6 (1) b (i) of the Procurement (Scotland) Regulations, with no other quotes sought for this service.

3. Quotation Received

- 3.1 A quotation was received 15 April 2019 in the sum of £47,000 in respect of the delivery of the active travel and heritage trail route promotion, through the medium of art, in the communities of Larbert and Stenhousemuir. The budget for this campaign was confirmed by Paths for All on 11 March 2019, Natural Heritage Fund on 4 June 2019 and Falkirk Council's Planning and Environment Unit 15 April 2019.
- 3.2 It is considered best value for the Council to accept the quotation from *NADFLY*, 60 Osborne Street, Glasgow, G1 5QH in the sum of £47,000.
- 3.3 The quotation can be contained in the Smarter Choices, Smarter Places budget 2019/20.

4. Action Taken

- 4.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted from *NADFLY*, 60 Osborne Street, Glasgow, G1 5QH in the sum of £47,000. This is in respect of the delivery of the active travel and heritage route promotion, through the medium of art, in the communities of Larbert and Stenhousemuir.

pp Director of Development Services

Author: Lynn Slavin - Transport Planning Officer – lynn.slavin@falkirk.gov.uk – 01324 504818

Date: 7 June 2019

Title: ACCEPTANCE OF CONTRACT UNDER £100,000 IN VALUE
WOW SCHOOL WALKING INITIATIVE (PROVISION OF) –
TP0314

Meeting: Information Bulletin

Date: 26 June 2019

Submitted By: Director of Development Services

1. Introduction

- 1.1 Smarter Choices, Smarter Places (SCSP) – known locally as *Take the Right Route* - is a partnership project between Transport Scotland, Paths for All and Scottish local authorities. SCSP is designed to increase walking, cycling and public transport use, reduce car dependency, tackle transport emissions and promote sustainable places. Funding has been continuous from 2016/17.
- 1.2 Falkirk Council's *Take the Right Route* campaign encourages behaviour change towards more active and sustainable modes. The campaign targets a number of large trip generators and main commuter routes.
- 1.3 Falkirk Council has been awarded £259,250 in 2019/20 to deliver SCSP. Match funding for 2019/20 totalling £449,137 is being provided through:

Provider / Source	Amount
Falkirk Council / Transport Planning Unit Revenue	£79,430
Falkirk Council/Planning & Environment Revenue	£5,000
Falkirk Council / Transport Planning Unit Staff Time	£40,881
NHS Forth Valley / Public Transport Budget	£272,580
NHS Forth Valley / Travel Plan Budget	£20,746
Falkirk Football Club / Commercial Budget	£30,500

2. Procurement Process

- 2.1 Living Streets, Thorn House, 5 Rose Street, Edinburgh, EH2 2PR were invited to submit a quotation to Falkirk Council's Transport Planning Unit to deliver *WOW (Walk Once a Week or Walk on Wednesday)*, which is an initiative that encourages school pupils to walk to school to reduce congestion, improve air quality and increase the health and well-being of children. The quotation is in accordance with Standing Order 5.1(a) relating to contracts.
- 2.2 Living Streets are the Trade Mark Registered holder of *WOW* (Registration Certificate No: 00003330208 and 00003330225). As such, Living Streets were approached directly under clause 6(1) b (iii) of the Procurement (Scotland) Regulations, with no other quotes sought for this service.

3. Quotation Received

- 3.1 A quotation was received 4 June 2019 in the sum of £13,283 to engage with Grangemouth High and the four primary schools contained within the Grangemouth school cluster. The budget for this campaign was confirmed by Paths for All on 11 March 2019.
- 3.2 It is considered best value for the Council to accept the quotation from Living Streets, Thorn House, 5 Rose Street, Edinburgh, EH2 2PR in the sum of £13,283.
- 3.3 The quotation can be contained in the Smarter Choices, Smarter Places budget 2019/20.

4. Action Taken

- 4.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted from Living Streets, Thorn House, 5 Rose Street, Edinburgh, EH2 2PR at £13,283 in respect of the delivery of the *WOW* initiative to Grangemouth High and the four primary schools contained within the Grangemouth School Cluster.

pp Director of Development Services

Author: Lynn Slavin - Transport Planning Officer – lynn.slavin@falkirk.gov.uk – 01324 504818

Date: 4 June 2019

Falkirk Council

Subject: Acceptance of Tenders up to £250,000 in value – Carriageway & Footway Surface Treatment (DEV/060/15)

Mini-Competition for Lot 1

Meeting: Information Bulletin

Date: 26th June 2019

Author: Director of Development Services

1. Introduction

- 1.1 Falkirk Council Development Services were required to contract for the provision of a carriageway & footway surface treatment service for various locations within Road Services areas of operation.
- 1.2 A mini-competition was initiated on 26th April 2019 via the Public Contracts Scotland portal under the terms and conditions of Falkirk Council's framework agreement for a carriageway & footway surface treatment service (DEV/060/15).
- 1.3 Subsequently, the 2 incumbent framework providers were invited to submit tenders as per the requirements of the mini competition provision included within framework agreement DEV/060/15. These providers submitted their tenders through the Public Contracts Scotland portal, by the due deadline of 10th May 2019.
- 1.4 The contract is part of Road Services programme of work with a commencement date of 3rd June 2019.
- 1.5 The contract period will be from 3rd June 2019 until 27th September 2019 with all works completed by 27th September 2019.

2. Tenders Received

- 2.1 As noted above, 2 submissions were received by the due date of 10th May 2019 and opened in accordance with Standing Order 11.5 relating to contracts.
- 2.2 Following evaluation of the tender responses, the tender from Colas Limited, Wallage Lane, Rowfant, Crawley was selected as offering best value. The total estimated contract value of the Colas Limited tender is £128,710 for the 2019 summer lay programme of work.
- 2.3 The funding for this contract is contained within the following capital codes:-
 - 8120689705 Retread + Micro Asphalt Process & Specialised Thin Surfacing

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i) relating to contracts, I accepted the tender submitted by Colas Limited as per Appendix 1, at a value of £128,710 for the term of the contract, for the provision of a carriageway & footway surface treatment service to Falkirk Council.**

.....
pp Director of Development Services

Date: 6th June 2019
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

Falkirk Council

Provision of a Carriageway & Footway Surface Treatment (DEV/060/15) Mini-Competition for Lot 1

PERIOD: 3rd June 2019 – 27th September 2019

COMPANY	COMPANY No.	LOCATION
Colas Limited	2644726	Crawley

Estimated Project Value £128,710

Falkirk Council

Subject: Acceptance of Tenders up to £250k in value for Resilience Project- Funding Options Appraisal

Meeting: Information Bulletin

Date: 26 June 2019

Author: Director of Development Services

1. Introduction

- 1.1 In 2016, a tender for a Resilience Scoping Exercise was advertised through the Public Contracts Scotland Portal as a restricted tender inviting 3 companies to quote. Subsequently, 1 company expressed an interest in tendering.
- 1.2 This work was delivered to the required standard and within timescale.
- 1.3 Subsequently funding (£25k) has become available from Scottish Futures Trust for the next phase of work, which requires to be completed within this financial year.
- 1.4 Given that no other companies responded to the invitation in 2016 and that only 1 company has the required level of knowledge and understanding, this company has been appointed to conduct this next phase of work which is a Resilience Funding Options Appraisal.
- 1.5 The contract shall commence on 1st March 2019 and will be completed by 31st March 2019.

2. Action Taken

- 3.1 **In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by Leonardo MW, as per Appendix 1, with an estimated overall contract value of £25k, in respect of delivering a Resilience Funding Options Appraisal to Falkirk Council.**

.....
pp Director of Development Services

Date: 29.05.19

Contact Name: Graeme Webster

Ext: 4762

Appendices
Appendix 1 - Quotation

APPENDIX 1

DEPARTMENT OF DEVELOPMENT SERVICES

Provision of scoping report; identifying sources and most likely funding streams for SMART Resilience project.

Total cost £25k VAT exclusive.

SOURCE OF SUPPLY:

LEONARDO MW LIMITED
SIGMA HOUSE
CHRISTOPHER MARTIN ROAD
BASILDON
SS14 3EL

* 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: 26th June 2019
Author: Chief Officer 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 13th May 2019 and will terminate on 28th February 2020.

2. Tenders Received

- 2.1 One tender was received by the due date of 29th April 2019 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 met service requirements.
- 2.3 The cost for this project is approximately £12,000. 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 £12,000 in respect of the Supply of Out of Home Advertising to Falkirk Council.**

.....
Chief Officer of Development Services

Date: 8th May 2019
Contact Name: Maureen McGee

Ext: 1708

Falkirk Council

Subject: Acceptance of Tenders up to £250,000 in Value for the Supply & Delivery of Road Signage Materials (SXL/1418)

Meeting: Information Bulletin

Date: 26 June 2019

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. The purpose of this report is to advise Members of the Council's participation in the Excel Framework for the supply & delivery of road signage materials (SXL/1418).
- 1.2 The framework agreement was established by Excel for the period 1st December 2018 to 30th November 2021 with the option to extend for up to an additional one-year period until 30th November 2022. Falkirk Council adopted the framework on 4th March 2019 and intends to mirror the Excel contract timeline period.
- 1.3 The framework consists of the following 4 Lots:
- Lot 1 - Permanent road signage & associated products
 - Lot 2 - Temporary road signage & associated products
 - Lot 3 - Road sign posts & associated products
 - Lot 4 - Electrical road signage & associated products
- 1.4 The annualised value is approximately £60,000. The total value over the potential full term of the framework agreement is estimated at £225,000.

2. Participation and Benefits

- 2.1 Participation in the Excel framework avoids the Council having to bear the cost of running a Falkirk Council only tendering exercise and affords us access to a fully compliant framework agreement.
- 2.2 Suppliers to the Excel framework are detailed in Appendix A.
- 2.3 The funding for the framework is held within Roads General Purchase of Materials & Supplies budget heading.

3. Action Taken

- 3.1 In accordance with Contract 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 £225,000 in respect of the supply & delivery of road signage materials to Falkirk Council.**

.....
Director for Development Services

Date: 11th April 2019

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 & Delivery of Road Signage Materials (SXL/1418).

Period: from 4th March 2019 until 30th November 2021 with an option to extend for a further 12 Months to 30th November 2022

Company	Company No.	SMS Status	Location	Lots Tendered
Ansco Signs Ltd	SC275081	Micro	Muir of Ord	1,2,3
Coeval Ltd	SC103497	Micro	Cumbernauld	4
Limelight Signs Ltd	02468261	Small	Bacup, Lancashire	1
Mallatite Limited	02621328	Medium	Inchinnan	1,2,3,4
Marwood Electrical Company Limited	01343397	Medium	Tonbridge	1,3
P.F. Cusack (Tools Supplies) Ltd	02404505	Medium	Glasgow	2,3
Royal British Legion Industries Ltd t/a Scotland's Bravest Manufacturing Company	00158479	Medium	Bishopton	1,3
Street Lighting Supplies & Co Ltd	SC233145	Small	Grangemouth	3
Swarco Traffic Ltd	02389500	Medium	Richmond	4
TWM Traffic Control Systems Ltd	04456251	Small	Winsford	4

Estimated Contract Value £225,000

Falkirk Council

Title: Acceptance of Tenders under £250,000
Structural Masonry Works 2019/20
(IC0218)

Meeting: Information Bulletin

Date: 26 June 2019

Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for Structural Masonry Works 2019/20 was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, six companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Five tenders were received by the due date of 26 April 2019 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £124,039.00 to £211,070.00.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Chemcem Scotland Limited, 272 Bath Street, Glasgow, G2 4JR for the sum of £124,039.00.
- 2.4 The tender can be funded from the 2019/20 Bridge Replacement & Strengthening Capital budget.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Chemcem Scotland Limited, 272 Bath Street, Glasgow, G2 4JR for the sum of £124,039.00 in respect of Structural Masonry Works 2019/20.

pp Director of Development Services

Author – Gary McGregor, Senior Road & Bridge Design Officer – 01324 504993,
gary.mcgregor@falkirk.gov.uk
Date: 29/04/2019

APPENDICES

None

List of Background Papers:

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

- Tender documents
- Engineer's Report on Quotations

Falkirk Council

Title: Acceptance of Tenders under £250,000
Traffic Signals Maintenance Contract 2019 – 2021
IH0075

Meeting: Information Bulletin

Date: 26 June 2019

Submitted By: Director of Development Services

1. Introduction

- 1.1 The Traffic Signals Maintenance Contract 2019 - 2021 was advertised on the Public Contracts Scotland Portal using the open procedure.

2. Tenders Received

- 2.1 One tender was received by the due date of 23 May 2019 and opened on 23 May 2019 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered price was £137,028.58 over the two year contract period. The tendered price includes provisional sums of £35,000 per year for task orders. Task orders are issued to the Contractor to address unforeseen circumstances with the operation of traffic signal or pedestrian crossing sites
- 2.3 The tendered price is £3,942.82 per year lower when compared against the price of the current traffic signal maintenance contract.
- 2.4 Following the evaluation of the tender it was considered best value for the Council to award the contract to Dynniq Ltd for the sum of £137,028.58.
- 2.5 The tender can be funded from the 2019/2020 and 2020/2021 Network Maintenance Revenue budget.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Dynniq UK Ltd for the sum of £137,028.58 over two years in respect of the Traffic Signals Maintenance Contract 2019 - 2021.

Director of Development Services

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

Date: 29 May 2019

APPENDICES

None

List of Background Papers:

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

- Tender documents
- Engineer's Report on Quotations

Falkirk Council

Subject: Acceptance of Tenders Over £250,000 and Under £500,000 in Value – for the Provision of Surface Dressing of Carriageways (SC1819-0100)
Meeting: Information Bulletin
Date: 26 June 2019
Author: Director of Development Services

1. Introduction

- 1.1 Falkirk, Clackmannanshire and Stirling Councils have entered into a collaborative tendering exercise for the surface dressing of carriageways during financial year 2019/20.
- 1.2 A tender for the provision of a surface dressing of carriageways service was advertised by Stirling Council through the Public Contracts Scotland Portal as an open tender on 13th March 2019. Subsequently 2 companies expressed an interest in tendering.

2. Tenders Received

- 2.1 A total of 2 tenders were received by the due date of 3rd April 2019 and opened in accordance with Stirling Council's procedures relating to contracts.
- 2.2 The checked tendered prices for the 2 tenders covering all 3 Local Authorities ranged from £753,571.57 to £841,744.65

3. Participation and Benefits

- 3.1 Following evaluation of all tenders, Kiely Bros Ltd was selected as offering overall best value across the full range of services, with an estimated value of £295,000 to Falkirk Council. This represents a saving of approximately £25,600 over the term of the contract against current contracted rates, based on the 1st ranked contractor offer.
- 3.2 The contractor is detailed within appendix A.
- 3.3 This contract will be utilised to facilitate road maintenance works out with the capacity of the road services operations.
- 3.4 The funding for this contract is contained within the 8120689705 Roads maintenance capital budget.

4. Action Taken

- 4.1 In accordance with Standing Order 6.2(ii) relating to contracts, I accepted the tender submitted by Kiely Bros Ltd at a value of £295,000 for the provision of a surface dressing of carriageways service to Falkirk Council.**

.....
pp Director of Development Services

Date: 28th May 2019
Contact Name: Wilson Kemp

Ext: 0777

Appendix A

**Falkirk Council
Collaborative Agreement- Surface Dressing of Carriageways
(SC1819-0100)**

Period: 1st June 2019 running for over 8 weeks up until 31st July 2019

COMPANY	COMPANY No.	LOCATION
Kiely Bros Ltd	3487871	Birmingham

Estimated Value £295,000

