

# information

## bulletin volume one

2020/2021



**Falkirk Council**

## **INTRODUCTION**

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

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

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

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## **Falkirk Council**

**Title:** Covid-19 Community Action Fund

**Meeting:** Information Bulletin

**Date:** 30 September 2020

**Submitted By:** Director of Corporate and Housing Services

### **1. Introduction**

- 1.1. The Covid-19 Community Action Fund was set up as an emergency response to assist community groups and voluntary organisations to support people in the community who were affected by Covid-19.

### **2. Background**

- 2.1. The Covid-19 Community Action Fund comprised the funding from the Health & Social Care Partnership budget which sits within the Community Grant Scheme and the Holiday Food Provision budget
- 2.2. The Health & Social Care Partnership budget available for this fund was £35,487.20. This included the Health & Social Care Partnership Community Grant Scheme budget for 2020/21. In addition to this, £11,050 of underspend was carried over from the 2019/20 Community Grant Scheme budget and a further £4,437.20 of facilitation resource funding was carried over. The purpose of this budget was to support organisations to deliver community responses which did not relate to the provision of food.
- 2.3. The Holiday Food Provision budget available to this fund was £78,000. The purpose of this budget is to make sure school children have access to food and activities during the school holidays. The scope of this budget was extended during the Covid-19 period to include the school closure period.
- 2.4. The fund was advertised on the Council's website from March until May 2020.
- 2.5. Officers the Health & Social Care Partnership, Fairer Falkirk Team, Community Learning & Development and Democratic Services worked in partnership to assess applications against the criteria of the fund and recommend awards.
- 2.6. The Covid-19 Community Action Fund closed in May as the support available moved from an initial position of crisis support to provision to one of more sustainable and targeted support in communities. Sixty-four applications were received to the Covid-19 Community Action Fund from March to May 2020.
- 2.7. Organisations who continued to support a sustainable community response to Covid-19 were able thereafter to access advice and funding via CVS Falkirk.
- 2.8. Falkirk Council and the Health & Social Care Partnership continue to support volunteer expenses (via CVS Falkirk).

### **3. Action Taken**

- 3.1. Of the 64 applications received, 51 were awarded funding.
- 3.2. Two applications were awarded from the Health & Social Care Partnership budget in March 2020. The organisations were awarded a combined total of £1,250. Nineteen applications were awarded from the Health & Social Care Partnership in April 2020. The organisations were awarded a combined total of £25,242.06. No awards were made from this budget in May.
- 3.3. Four applications were awarded from the Holiday Food Provision budget in March 2020. The organisations were awarded a combined total of £2,250. Twenty-four applications were awarded from the Holiday Food Provision budget in April. The organisations were awarded a combined total of £21,400.50. Two organisations were awarded in May. A combined total of £920 was awarded to these organisations.
- 3.4. Two applications were awarded from the Community Grant Scheme. These applications did not meet the criteria of the Covid-19 Community Action Fund but it was agreed that these applications were worthwhile and did fit the criteria of the Community Grant Scheme.
- 3.5. Payments made to organisations and a summary of refused applications are attached.

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Director of Corporate and Housing Services

Author – brian.pirie@falkirk.gov.uk,  
Date: 21 September 2020

**List of Background Papers:**  
None

## **Appendix I – Summary of Covid-19 Community Action Fund Payment**

### **Health and Social Care Partnership Covid-19 Community Action Fund March 2020**

Tamfourhill Community Hub	£500
Committed to Ending Abuse	£750
<b>Total payment in 2019/2020</b>	<b>£1,250</b>

### **Health and Social Care Partnership Covid-19 Community Action Fund April 2020**

Laurieston Bowling Club	£29.56
Denny Baptist Church	£250
Central Football Academy	£375
Westfield Park Community Centre	£375
Dennyloanhead Community Hall LTD	£400
Friends of Tremanna	£412.50
St. Vincent de Paul, St. Alexander's Church	£490
Keeping Larbert & Stenhousemuir Beautiful	£500
Redding & Westquarter Community Project	£500
Transform Forth Valley	£500
Hallglen Foodbank	£500
Falkirk Safebase	£500
Cyrenians	£500
NU2U Furniture Project	£600
Royal Voluntary Service	£1,000
The Orchard Hotel	£1,000
Wheatley Care	£1,500
Stenhousemuir Football Cub CIC	£5,810
CVS Falkirk (Volunteer Expenses)	£10,000
<b>Total Payment April 2020</b>	<b>£25,242.06</b>

<b>Total Payment 2020/21</b>	<b>£25,242.06</b>
Opening balance of Health and Social Care budget	£35,487.20
Balance remaining in Health and Social Care budget	£10,245.14

### **Food Provision Covid-19 Community Action Fund March 2020**

Committed to Ending Abuse	£250
Tamfourhill Community Hub SCIO	£500
Community Pavilion & Slamannan & Limerigg Gala Day	£500
Roots	£1,000
<b>Total Payment 2019/20</b>	<b>£2,250</b>

### **Food Provision Covid-19 Community Action Fund April 2020**

Keeping Larbert & Stenhousemuir Beautiful	£250
GO! Youth Trust	£250



Rainbow Muslim Women's Group	£300
Central Football Academy	£375
NU2U Furniture Project CIC	£400
Friends of Tremanna Charity	£412.50
Outside the Box Development Scotland	£500
Hallglen Foodbank	£500
Redding & Westquarter Community Project	£500
Falkirk Safebase	£500
Cyrenians	£500
Brae's Food Store	£500
Community Pavilion and Slamannan & Limerigg	
Gala Day (2 <sup>nd</sup> Application)	£500
St. Vincent de Paul, St. Alexander's Church	£500
Dennyloanhead Community Hall LTD	£600
Transform Forth Valley	£655
Camelon Community Centre	£700
Denny Baptist Church	£750
Kersiebank Community Project	£1,000
Aberlour	£1,000
Keeping Larbert & Stenhousemuir Beautiful (2 <sup>nd</sup> Application)	£1,000
Coo Park United AFC	£1,000
Falkirk Vineyard Church	£2,898
Stenhousemuir Football Club CIC	£5,810
<b>Total Payment April 2020</b>	<b>£21,400.50</b>

#### **Food Provision Covid-19 Community Action Fund May 2020**

Bo'ness & Blackness Community Response	£220
Camelon Community Hub	£700
<b>Total Payment May 2020</b>	<b>£920</b>

<b>Total</b>	<b>£24,570.50</b>
Opening balance in Holiday Food Provision budget	£78,000
Balance remaining in Holiday Food Provision budget	£53,429.50

#### **Additional Payments**

Two applications were paid from the Community Grant Scheme budget.

Camelon Community Hub	£1,000
Article 12	£1,533.94

## Appendix II – Summary of Refused Covid-19 Community Action Fund Applications

Refused Applications to the Covid-19 Community Action Fund		
Organisation	Requested Amount	Reason For Refusal
Beancross Primary School	£899	This application was refused on the basis Pupil Equity Funding (PEF) should be used to purchase tablets for families that don't have access to devices to continue learning at home.
Stars Dance & Performance	£1,000	This application was refused because it was not suitable for the Covid-19 Community Action Fund. This organisation was contacted with information on support for businesses.
Deafblind Scotland	£1,461	This application was refused because the Covid-19 Community Action Fund did not cover staff costs. They were contacted to reconsider and rewrite their application.
Ubuntu Collaborative CIC	£1,000	This application was refused because the Health & Social Care Partnership are investing significantly in formal Professional Protection Equipment (PPE) for people who need it. This application has conflicting messages to Scottish Government advice at the time - masks are not proven to be effective when used as general barriers. The instruction at the time was people should stay at home except for essential travel or to exercise in their local area once a day.
Bo'ness United Community Football Club	£250	This application was refused because it was not suitable for the Covid-19 Community Action Fund.
Sustainable Thinking Scotland CIC	£1,674	This application was not suitable for the Covid-19 Community Action Fund, however it was referred to Development Services.
Radio Royal – Forth Valley Broadcasting Service	£954	This application was for radio equipment which was not deemed essential and did not meet the criteria of the Covid-19 Community Action Fund. This organisation had also recently received monies from the Community Grant Scheme.
Under the Trees	£1,000	This application was refused because it did not demonstrate enough of a direct return to communities.

### Refused Applications to the Covid-19 Community Action Fund

Organisation	Requested Amount	Reason For Refusal
Wellbeing Scotland	£1,798.63	This application was refused because the Covid-19 Community Action Fund did not fund staff laptops.
Afghanistan and Central Asian Association	£900	This organisation is based in England. Central Scotland. Central Scotland Regional Equality Council (CSREC) confirmed that this organisation does not have a presence locally therefore this application was refused.
Kerse Cabs Ltd	This organisation did not specify how much they were requesting.	This application was refused as the Covid-19 Community Action Fund was not in place to subsidise workers travel. It was recommended to this organisation that if individual taxi drivers were volunteering they should apply to the CVS (volunteer expense fund) to claim back expenses.
The Fork and Mustard	£1,000	This application was refused as the guidance was updated that private businesses would no longer be funded.
The Orchard Hotel	£10,000	This application was refused as the guidance was updated that private businesses would no longer be funded.
Relationship Scotland	£1,000	This application was not suitable for the Covid-19 Community Action Fund and it was recommended to this organisation that they look at national funding sources.
Falkirk Citizens Advice Bureau	£1,795.20	This application was not suitable for the Covid-19 Community Action Fund and it was recommended to this organisation that they look at national funding sources.
Studio 9	£1,000	This application was regarding producing PPE. However, any equipment that is issued to NHS/Care staff has to have been through quality assurance and have a CE stamp - this is a lengthy process and costs money. It was recommended that this group help with local efforts of this type. One of the local high schools are making visors, which have been approved so this applicant was linked with the school.
Camelon Juniors Football Club	£1,000	This application was not suitable for the Covid-19 Community Action Fund and they were signposted to the CVS volunteer expenses fund.

**Refused Applications to the Covid-19 Community Action Fund**

<b>Organisation</b>	<b>Requested Amount</b>	<b>Reason For Refusal</b>
4 The benefit Of All	£951	This organisation were instead loaned trestle table for a local community centre.
The Orchard Hotel	£1,000	This was third application from this group and the second to be refused. This application was refused because as the Covid-19 Community Action Fund no longer funded businesses.
Hallglen Foodbank	£1,000	The Covid-19 fund was being brought to a close and this organisation was signposted to CVS food fund.
Roots	£1,000	The Covid-19 fund was being brought to a close and this organisation was signposted to CVS food fund.
Langlees Primary School	£2,000	CLD began working with this organisation.
Kersiebank Community Project	£1,143	The fund was being brought to a close and this organisation were referred to CLD and CVS to arrange funding for a fridge.

## **Falkirk Council**

**Title:** Development Plan Scheme 2020  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Author:** Director of Development Services

### **1. Introduction**

- 1.1 This information bulletin is to advise members of the preparation and submission to Scottish Government of the Council's Development Plan Scheme for 2020.
- 1.2 Under Section 20B of the Town and Country Planning (Scotland) Act 1997, planning authorities have to prepare a Development Plan Scheme at least annually. The purpose of the scheme is to set out the authority's programme for preparing and reviewing their development plan, and to explain how the authority will go about consulting people and agencies during the preparation of the plan.
- 1.3 The 2020 update to the Development Plan Scheme, which is presented in this report, focuses on progress with the Falkirk Local Development Plan 2 (LDP2). It also outlines how the Planning (Scotland) Act 2019 will affect the way in which development planning in the Falkirk Council area will be carried out in the future.

### **2. Considerations**

- 2.1 The Development Plan Scheme 2020 sets out the work programme for the Council's development plan activity. The scheme:
  - Explains the development plan framework within the Falkirk Council area;
  - Explains the key stages in preparing LDP2;
  - Describes the work done to date on LDP2 and the timetable for the remaining stages;
  - Identifies how the changes under the Planning Act will affect future arrangements for development planning in Falkirk; and
  - Explains how the Council has involved people and agencies at each stage in the preparation of LDP2 and how people are likely to be involved under the new Planning Act.
- 2.2 Section 3 of the scheme describes the current framework for development planning in the Falkirk Council area. The Falkirk Local Development Plan (LDP1) was adopted in 2015. LDP2 is in the final stages of its preparation and will shortly replace LDP1. An updated programme of Supplementary Guidance is being prepared alongside LDP2 with consultation to take place over the coming months.

- 2.3 Section 4 of the scheme identifies and explains the six main stages in the process for the preparation of LDP2.
- 2.4 Section 5 sets out the progress to date with LDP2, and the timetable for its remaining stages. In line with the timetable in last year's Development Plan Scheme, the Proposed Plan, along with unresolved representations to the plan, were submitted to Scottish Ministers for examination in July 2019. The examination formally began on 28 October 2019. The report of examination was received on 29 March 2020, and its recommendations will be reported to the Council. The anticipated adoption date is July 2020 which remains within the 5-year lifespan of LDP1, in accordance with the Council's statutory obligations.
- 2.5 Section 6 outlines how future arrangements for development planning in the area will be affected by the new Planning Act. In particular:
- The National Planning Framework (NPF) is given new status and will be part of the Development Plan. Consultation on NPF4 has commenced;
  - The local development plan process has changed. The Main Issues Report will be replaced with an evidence report which will have to be submitted and approved by Scottish Ministers before the Council can progress onto the production of the Proposed Plan;
  - Planning authorities, acting individually or as part of regional groupings, are required to prepare regional spatial strategies, which will identify the need for, and the location of strategic development in their areas. The Council is currently working with Stirling and Clackmannanshire Councils on the preparation of an indicative regional spatial strategy for the Forth Valley area to feed into the consultation on NPF4. This may lead to a more formal partnership between the three authorities to prepare the actual regional spatial strategy; and
  - Provision is made for the preparation of local place plans by the local community which must be taken into account in preparing local development plans.
- 2.6 The next Falkirk Local Development Plan (LDP3) will be prepared under the new legislative provisions. However, the sections of the Act related to the preparation of local development plans have yet to be commenced, and the publication of associated guidance and regulations, originally scheduled for 2021, is likely to be subject to further delay. Therefore no detailed timetable is set out, as yet, for LDP3. Over the next year or so, the new processes and duties will be assessed, the experience of preparing LDP2 will be reviewed, and a project plan will be developed. This will allow a programme to be set out in next year's Development Plan Scheme.
- 2.7 Section 7 is the participation statement, which sets out the Council's intentions for consultation and public involvement in the LDP2 process. The consultation commitments made in relation to the pre-Main Issues Report, Main Issues Report and Proposed Plan stages have now been fulfilled. The new Planning Act introduces some additional consultation requirements which will be taken on board in developing the engagement plan for LDP3.

### **3. Conclusions**

- 3.1 The Development Plan Scheme sets out the Council's programme for the preparation of LDP2, and how people have been involved in the process. It reports progress on LDP2 to date, confirming that the Proposed Plan was submitted to Scottish Ministers for examination in July 2019, and the Examination completed in March 2020. The plan remains on course to be adopted in July 2020, within the statutory 5 year timeframe. The Development Plan Scheme also gives an indication of the changes to the development plan system brought about by the Planning (Scotland) Act 2019, and confirms that Falkirk's next local development plan (LDP3) will be prepared under the new legislative provisions.

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pp Director of Development Services

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Date: 21 May 2020

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

Development Plan Scheme 2020

## **Falkirk Council**

**Subject: Falkirk Stadium Charging Hub**

**Meeting: Falkirk Council**

**Date: 30 September 2020**

**Author: Acting Director of Development Services**

### **1. Introduction**

- 1.1 This note provides an update on the delivery of a contract to build an electric vehicle charging facility at Falkirk Community Stadium.

### **2. Contract Awarded**

- 2.1 FES Support Services of Stirling

### **3. Action Taken**

**Cost:** £1.4m funded by Falkirk Council's Tax Incremental Finance programme (60%) and Transport Scotland's Low Carbon Travel & Transport Challenge Fund using European Regional Development Funding (40%)

**Overview** – The project has delivered a step change in electric vehicle charging infrastructure from the existing 1 rapid 50kW and 2 fast 22kW chargers that served the stadium site to a dedicated site with 5 rapid and 8 fast chargers covering 26 charging bays.

The facility will benefit M9 travellers, local taxis, stadium facility users, visitors to the Helix/Kelpies and also future users of the Council owned Falkirk Gateway development sites on the opposite side of the A9.

In addition to providing EV charging infrastructure for future growth, the Council sought to raise the profile of the way in which renewable energy can be used to support charging infrastructure.

**The Facility** -The built products were very similar to that envisaged in the 2017 feasibility study although the numbers of chargers increased from 10 to 13 as we wanted to achieve a net increase of 10 over the 3 existing chargers which we planned to remove. Of the 26 new charging bays we have marked out 3 bays dedicated for disabled drivers.

**Charging:** 8 dual outlet 22kW Fast chargers that can charge a car in 3-4 hours and 5 dual outlet 50kW Rapid chargers that can charge a car in around 30-40 minutes. The chargers are supplied by a combination of grid electricity and solar power

**Solar:** The smaller of the two stadium car parks is now mostly covered by 1,272 solar panels on 4 cantilever canopies covering 2,082m<sup>2</sup>. The Solar panels will save 75 tonnes of CO2



per year after a 3 year period of “paying off” the embedded CO2 in the site’s steel and concrete.

Storage: The solar panel canopy feeds into a large battery storage which is able to store up to 201kWh of energy at times when car charging demand is low but the panels are producing electricity. If the battery is full the site can export electricity to the grid.

Energy demand from the array of EV chargers is controlled by a Demand Load Management System which prioritises rapid chargers at times of peak demand and also ensure the chargers are not allowed to breach the site limit.

**Evaluation so far** – Expectations of a sudden rise in EV charging at the stadium were dashed as the coronavirus lockdown was implemented a few days before the site went live. At the time of writing the site is experiencing a higher level of charging than pre lockdown levels. Chargers are currently free to use although a charge for use is expected to be introduced later in the year.

#### **Videos:**

Timelapse video of project

<https://twitter.com/transcotland/status/1292899044075995137?s=19>

Flythrough video of project provided by FES , the

contractor <https://twitter.com/investfalkirk/status/1292851373093064712?s=19>

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**pp Acting Director of Development Services**

Date: 14 September 2020

**Project Enquiries** – Steve Revell, Growth & Investment Unit:

[steve.revell@falkirk.gov.uk](mailto:steve.revell@falkirk.gov.uk) and 01324 590941

**Ongoing Management** – Adam Watson, Transport Planning Unit :

[adam.watson@falkirk.gov.uk](mailto:adam.watson@falkirk.gov.uk) 01324 504977

## **Falkirk Council**

**Title:** Acceptance of Quotes over £10,000  
**Meeting:** Council - Information Bulletin  
**Date:** 30 September 2020  
**Author:** Director of Corporate & Housing Services

### **1. Introduction**

1.1 Falkirk Council Contract Standing Orders require that competition is used to demonstrate fairness, transparency and deliver Best Value. The use of “Quick Quotes”, the online quotation facility on Public Contracts Scotland website is the recommended approach to secure an appropriate level of competition into the procurement process for contracts below a value of

- £50,000 for Goods and Services
- £250,000 for Works (effective from 11 May 2020)

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 February 2020 to 31 August 2020. 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.**

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**Director of Corporate & Housing Services**

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**Date:** 11 September 2020

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Corporate & Housing Services	FAL-8177 - Proposed Flat Refurb, Greenbank Court - Electrical Works	£10,200.30	Jordan Electrics Limited, Wishaw
Development Services	Consulting Mechanical & Engineering Services for the Proposed Kinnaird PS Phase 3 - Infant Classroom Extension	£10,745.00	Hawthorne Boyle Limited, Glasgow
Development Services	IT0015-005 - Craigend Burn Gabion Replacement	£10,895.00	WI & A Gilbert Ltd, Dalry
Corporate & Housing Services	FAL-8177, Proposed Refurb of Common Space into 2 Bedroom Flat, Greenbank Court, Falkirk	£11,234.57	Drainclear 24/7, Falkirk
Development Services	Annual Contract for Supply and Analysis of the Monthly Falkirk Council Air Quality Diffusion Tubes	£12,430.05	Gradko International, Winchester
Development Services	Proposed Internal Remedial Structure Works to Plant Room at Slamannan Primary School	£13,072.51	Marshall Construction Ltd, Alloa
Corporate & Housing Services	Measure and Installation of Single and Double Glazed Units to Council Properties	£13,950.00	A J Glas and Glazing, Falkirk
Development Services	Forth Valley Indicative Regional Spatial Strategy	£14,832.00	Kevin Murray Associates, Glasgow
Corporate & Housing Services	Landscaping and Brickwork at 61 Beauly Court, Hallglen	£14,846.13	GB Contractors (Scotland) Ltd, Falkirk
Development Services	DEV/170/20/QQ The Provision of the Processing or Onward Sale of Mixed Plastic	£15,000.00	J & Young Leicester Ltd, Northamptonshire Lowmac Alloys, Irvine
Development Services	Falkirk Council - Carbon Sequestration Scoping Study	£16,641.25	Land Use Consultants, Glasgow
Development Services	Consulting M+E Services for New Council Housing, Bonnybridge, FK4 1AF (BON-7880)	£16,849.00	Hawthorne Boyle Limited, Glasgow
Development Services	Steel Supply Framework	£17,017.20	Alexander (Stirling) & Co, Stirling Barclay & Mathieson Ltd, Glasgow
Development Services	Door Replacement at 9-19 Tamfourhill Industrial Estate, Falkirk (FAL-8199R)	£19,279.69	LPS Building Services t/a LP Services, Falkirk
Development Services	Sacred Heart Primary School, Grangemouth - Replacement Guttering GRA-8271	£19,486.90	Marshall Construction Ltd, Alloa
Development Services	Consulting M+E Services for New Build Council Housing at Haugh Gardens, Langlees, Falkirk...	£19,750.00	David R Murray & Associates, Edinburgh

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	Supply of Manual Mass Comparator for Falkirk Council Trading Standards	£19,789.50	Sartorius UK Limited, Epsom
Development Services	DEV/165/20/QQ - Provision of Processing Material Arising From Recycling Centres (Mixed Glass)	£20,520.00	Viridor Waste Management Limited, Rochester
Development Services	Consulting Structural Mechanical & Engineering Services for the Proposed Kinnaird PS Phase 3 - Infant Classroom Extension	£20,733.00	David R Murray And Associates, Dunfermline
Development Services	Moray Primary School, Grangemouth - Window Replacements 2020	£21,096.10	Sidey Solutions Limited, Perth
Development Services	External Projector Project - Falkirk Town Centre	£22,341.00	SSUK Ltd, Glasgow
Development Services	St.Margarets Primary School, External Decoration - POL-8275	£23,672.25	Mackay Decorators Perth Ltd, Perth
Development Services	Proposed Demolition of Woodburn Day Nursery, Falkirk (FAL - 8173-DEM)	£23,708.37	Caskie Limited, Greenock
Development Services	Appointment of Interpretive Designers for the Zetland Park Project (DEV/175/20/QQ) v2	£24,650.00	CMC Associates, Penicuik
Corporate & Housing Services	Supply and Installation of Racking System for Homeless Storage Area at Inchyra Depot, Grangemouth	£28,974.00	Complete Storage & Interiors Limited, Livingston
Development Services	Beancross Primary School, Grangemouth, Toilet Upgrade 2020 Phase GRA-8264	£29,709.38	East Fife Joinery Ltd, Leven
Children's Services	Parent Evening Booking System for FC Schools	£30,000.00	Netmedia Ltd, Inverness
Development Services	DEV/178/20/QQ - Supply and installation of interlocking concrete blocks	£32,037.77	Levenseat Limited, Lanark
Development Services	St.Margarets Primary School, Toilet Upgrade Phase 4 - POL-8266	£32,555.28	BMES (Scotland) Ltd, Bonnybridge
Development Services	Moray Primary School, Grangemouth - Felt Roofing	£32,799.54	J Reynolds Building Services, Stirling
Development Services	Toilet Upgrade at St.Patricks Primary School, Denny	£33,211.44	East Fife Joinery Ltd, Leven
Corporate & Housing Services	Renewal of our CommVault CASP Agreement	£30,439.50	NVT Group Ltd, Bellshill
Development Services	132266/40 Annan – Wing Walls	£34,041.00	Diack & Macaulay Ltd, Glasgow

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	Falkirk Council - Air Quality Network Service / Maintenance Contract 2020 / 2021	£35,779.00	Air Monitors Limited, Glasgow Enviro Technology Services plc, Stroud Horiba UK Ltd, Northampton
Development Services	Falkirk Council commission for Net Zero Carbon Consultant, New HQ & Arts Centre	£37,237.50	Mott MacDonald, Glasgow
Development Services	Proposed Internal Alterations to Increase Nursery Capacity at Kinneil Primary School	£37,957.94	Primext Limited, Clydebank
Development Services	Langlees Primary School, Felt Roofing to Hall, FAL-8268	£38,182.00	Weatherproofing Advisors Ltd, Blantyre
Development Services	Dunipace Primary School, Denny - Replacement Windows	£38,328.33	SK Rafferty Joinery Services, Doune
Corporate & Housing Services	Contract for Workwear & Floor Mat Rental, Cleaning & Repair Service (CHS/070/20)	£40,000.00	Johnsons Apparelmaster, Perth
Development Services	Technical Concept Design for Sustainable Manufacturing Campus	£40,656.75	Wood Plc, Glasgow
Development Services	Upgrade of Boilers at Dunipace Primary School DEN-8254	£42,703.39	A Tech Heating Ltd, Cumbernauld
Development Services	Consulting Civil/ Structural Engineering Services for Haugh Gardens, Falkirk (FAL-8085)	£43,100.00	Fairhurst, Glasgow
Development Services	Proposed Felt Roofing to 2 Storey Block at Laurieston Primary School, By Falkirk	£45,129.34	Corstorphine Roofing and Building Limited, Edinburgh
Development Services	141820/20 - Waterproofing	£45,832.46	Diack & Macaulay Ltd, Glasgow
Development Services	DEV/169/20/QQ Provision of the processing or onward sale of scrap metal	£48,000.00	John Graham (Metals), Stirling
Development Services	Grange Primary School, Bo'ness, Toilet Upgrade 2020 Phase BNS-8265	£48,665.70	SK Rafferty Joinery Services, Doune
Development Services	Proposed Demolition Works at Unit 19 Links Road Bo'ness	£49,832.40	George Beattie & Sons Ltd, Glasgow
Development Services	DEV/155/20/QQ - The provision or processing material arising from Recycling Centres (Cooking Oil)	£49,999.00	Olleco, Coatbridge
Development Services	DEV/157/20/QQ - Bulky Uplift Collection Framework	£49,999.00	FCC Recycling (UK) Limited, Northampton

<b>Service</b>	<b>Title of Quick Quote Awarded</b>	<b>Contract Value</b>	<b>Name &amp; Town of Successful Supplier(s)</b>
Development Services	Proposed Internal Alterations to Increase Nursery Capacity at Comely Park Primary School	£51,201.41	LPS Building Services t/a LP Services, Falkirk
Development Services	Proposed Conversion of Woodwork Area to Classroom at Carrongrange Primary School	£54,442.18	LPS Building Services t/a LP Services, Falkirk
Development Services	Digital Solution for Falkirk and Bo'ness Town Centres	£56,049.00	802 Works Ltd, Kilmarnock
Development Services	Proposed Demolition at Units 6 + 8 Tamfourhill Industrial Estate & 1 Victoria Sawmills	£57,432.69	Central Demolition Ltd, Bonnybridge
Development Services	Wallacestone Primary School, Felt Roofing Two Storey Block BRT-8258	£58,599.87	J Reynolds Building Services, Stirling
Development Services	Proposed 2 Bedroom Extension at 19 Anderson Drive	£58,760.39	East Fife Joinery Ltd, Leven
Development Services	Proposed Internal Alterations to Increase Nursery Capacity at Dunipace Primary School	£58,826.55	Primext FM & Small Works, Clydebank
Development Services	Proposed Internal Alterations to Nursery at Wallacestone PS, Falkirk (BRT-8243)	£58,873.31	LPS Building Services t/a LP Services, Falkirk
Development Services	Proposed Changing Places at Bo'ness Recreation Centre	£61,678.29	Marshall Construction Ltd, Alloa
Corporate & Housing Services	Tar Works to Inchyra Depot	£99,361.57	GB Contractors (Scotland) Ltd, Falkirk

## **Falkirk Council**

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

**Meeting: Council - Information Bulletin**

**Date: 30 September 2020**

**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 February 2020 to 31 August 2020. Details of the contracts are attached at Appendix 1.

### **Recommendation**

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

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

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

Date: 11 September 2020

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

<b>Service &amp; Contact</b>	<b>Brief Description of Contract</b>	<b>Contract Number</b>	<b>Start/End Dates or One Off Purchase</b>	<b>Contract Value (including Extension)</b>	<b>Additional Information</b>	<b>No. of Tenders Received</b>	<b>Name &amp; Address of Proposed Contractor</b>
Development Services  Michael McGowan Ext 4885	Replacement ASHP heating at Glenfuir, Glenbrae and Parkfoot Court, Falkirk.  <b>(Award List sent to Executive Members 06/02/20)</b>	FAL-7850	Construction period is 40 weeks, with an anticipated start date during April 2020.	£4,322,177.04	This contract is for the installation of Air Source Heat Pump heating into 3Nr tower blocks and is funded through the HRA Capital Programme	4	Everwarm Ltd. 3 Inchcorse Place Whitehill Industrial Estate Bathgate EH48 2EE
Corporate & Housing Services  William McQuillan  Ex. 0810	The contract is for Microsoft Office Professional and licences through an online subscription model, commonly known as Microsoft 365 and Office 365.  The contract is a direct award under a KCS Professional Services framework.  KCS Professional Services is a trading unit of Commercial Services whom are wholly owned by Kent County Council.  <b>(Award List sent to Executive Members 13/02/20)</b>	Y17038	1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2023	£1,500,000  (£500,000 per year)	These products allow Falkirk Council to further extend the mobility and flexibility of software delivery and use to employees.	N/A	Phoenix Software Ltd (Companies House Registration Number 2458628) Blenheim House, York Road, Pocklington, Yorkshire, YO42 1NS



<b>Service &amp; Contact</b>	<b>Brief Description of Contract</b>	<b>Contract Number</b>	<b>Start/End Dates or One Off Purchase</b>	<b>Contract Value (including Extension)</b>	<b>Additional Information</b>	<b>No. of Tenders Received</b>	<b>Name &amp; Address of Proposed Contractor</b>
Development Services  Jack Aitken Ext 4867	New modular building at Carronshore Primary School Early Learning Centre  <b>(Award List sent to Executive Members 13/02/20)</b>	CAR-7983	Construction period is 16 weeks, with an anticipated start date during April 2014.	£736,741.00	This contract is for the installation of a modular nursery unit funded through the Scottish Government's 1140 ELC Expansion Programme.	1	Wernick Building Ltd Unit 3A Kenfig Industrial Estate Port Talbot SA13 2PE
Development Services  Jack Aitken Ext 4867	New modular building at Woodburn Early Learning Centre, Falkirk  <b>(Award List sent to Executive Members 13/02/20)</b>	FAL-8108	Construction period is 16 weeks, with an anticipated start date during April 2020.	£1,045,164.00	This contract is for the installation of a modular nursery unit funded through the Scottish Government's 1140 ELC Expansion Programme.	1	Wernick Building Ltd Unit 3A Kenfig Industrial Estate Port Talbot SA13 2PE
Development Services  Jack Aitken Ext 4867	New modular building at Inchlair Early Learning Centre, Falkirk  <b>(Award List sent to Executive Members 13/02/20)</b>	STE-8050	Construction period is 16 weeks, with an anticipated start date during July 2020.	£1,054,836.00	This contract is for the installation of a modular nursery unit funded through the Scottish Government's 1140 EC Expansion Programme.	1	Wernick Building Ltd Unit 3A Kenfig Industrial Estate Port Talbot SA13 2PE

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
Corporate & Housing Services  William McQuillan  Ex. 0810	<p>The contract is for Desktop Client Devices and covers corporate desktop PC's, a range of flat panel monitors and fixed workstations.</p> <p>It also covers all services associated with the development of desktop devices, together with a range of upgrades and accessories.</p> <p>The contract is a direct award under a Scottish Procurement framework.</p> <p><b>(Award List sent to Executive Members 20/02/20)</b></p>	SP-19-016	2 <sup>nd</sup> March 2020 to 31 <sup>st</sup> December 2023	£1,500,000  (£375,000 per year)	Pricing is fixed for the duration of the frameworks, providing budget certainty.	N/A	<p>HP Inc. UK Limited 191 West George Street, Glasgow, G2 2LD</p> <p>(Companies House Registration Number 09408797)</p>

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Corporate & Housing Services  William McQuillan  Ex. 0810	<p>The proposed contract award, from a Scottish Government Supported Business Framework, is for site surveys and the supply and delivery of kitchen units for tenanted and void properties across Falkirk Council's housing stock.</p> <p>Supported Businesses have a valuable role in integrating disadvantaged and disabled people into the labour market and in helping to improve their overall independence and wellbeing.</p> <p><b>(Award List sent to Executive Members 27/02/20)</b></p>	SP-18-11	1 <sup>st</sup> April 2020 to 31 <sup>st</sup> December 2023	£3.3 million  (Annual Value £880,000)	<p>The installation of the kitchens will be undertaken by Falkirk Council employees.</p> <p>Training will be provided, by the proposed contractor, to at least two trainees throughout the full term of the contract.</p>	1	City Building (Contracts) LLP 350 Darnick Street, Glasgow, G21 4BA

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  Colin MacRobbie  Ext 4761	<p>Framework agreement for gas heating replacement to approx. 1,000 Council housing properties per year throughout the Falkirk area.</p> <p>The call off contracts under this framework will be awarded consecutively, with each comprising works to approx. 100 properties, and will be awarded to the most economically advantageous tenderer.</p> <p><b>(Award List sent to Executive Members 12/03/20)</b></p>	VAR-8221	The framework is anticipated to commence during April 2020 and will finish 3 years later. There is the option to extend for a further 12 months.	Range of framework values is from £8,004,000.15 to £10,672,000.20.	The call off contracts from this framework will provide efficient gas fired heating systems contributing to energy efficiency works within the 2020 – 2025 Housing Investment Programme..	6	<p>Framework contractors:</p> <p><b>McTear Contracts Ltd</b>, Unit 12 Canyon Road, Wishaw, ML2 0EG; <b>British Gas Social Housing Ltd</b> <b>TA PH Jones</b>, Priory House, Manor Park Court, Runcorn, WA7 1TN; <b>City Technical Services Ltd</b>, Unit 1 Block 16, Clydesmill Place, Glasgow, G32 8RF; <b>Gas Call Services</b>, 2 Queenslie Court, Summerlee Street, Glasgow, G33 4DB; <b>CCG Scotland Ltd</b>, 1 Cambuslang Road, Cambuslang Investment Park, Glasgow, G73 3QH; <b>Everwarm Ltd</b>, 3 Inchcorse Place, Whitehill Industrial Estate, Bathgate, EH48 2EE</p>

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (Including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services  Jack Aitken Ext 4867	Proposed Modular Nursery Extension at Shieldhill Primary School – Reissue  <b>(Award List sent to Emergency Executive Members 14/05/20)</b>	SHD-8167R	Construction period commences on site on 27 <sup>th</sup> June 2020 and must be completed by 7 <sup>th</sup> August 2020.	£590,265.90	This contract forms part of the Early Years expansion programme by Scottish Government.	2	SKW Construction Ltd. 54 Belle Vue Street Scarborough North Yorkshire YO12 7EP
Corporate & Housing Services  William McQuillan  Ex. 0810	A mini competition was undertaken within a Crown Commercial Services Framework agreement for the Provision of an Integrated Housing Management System. The system will provide:  <ul style="list-style-type: none"> <li>• A fully web based system and compatible on any device;</li> <li>• Integration with Falkirk’s corporate systems;</li> <li>• Cloud deployment thus reducing the requirement for costly premise based servers and ongoing storage and maintenance;</li> <li>• The generation of email, text messaging or letters depending on the customer’s preference.</li> </ul> <b>(Award List sent to Emergency Executive Members 04/06/20)</b>	RM3821	3rd August 2020 to 2nd August 2025  Option to extend for up to 24 months to 2nd August 2027.	£1,665,000	This will provide a fully digital and modern housing management system for the management of all aspects of housing services.	3	Northgate Public Services (UK) Limited  Peoplebuilding 2 Peoplebuilding Estate Maylands Avenue, Hemel Hempstead, Hertfordshire, HP2 4NW

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 Contractors
<p>Corporate &amp; Housing Services</p> <p>William McQuillan</p> <p>Ext: 0810</p>	<p>Supply and Delivery of Electrical Materials</p> <p><b>(Award List sent to Emergency Executive Members 11/06/20)</b></p>	SXL/0919	1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2022, with an option to extend for up to 24 months until 31 <sup>st</sup> March 2024	<p>£3,040,000</p> <p>(Annual Contract Value £760,000)</p>	<p>Benefits to the local economy through 100% of spend residing with supplier branches within the Falkirk Council area</p> <p>Annual savings of approximately £43,000 (6%) when compared to current contract prices.</p> <p>Community Benefits such as SME business mentoring or work experience placement with candidates identified by the Council's Employment and Training Unit.</p>	13	See Appendix A

## **Appendix A**

### **Framework Agreement for the Supply and Delivery of Electrical Materials (C/N: SXL/0919)**

**Period: 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022 with optional 24 month extension to 31<sup>st</sup> March 2024**

#### **Lot 1: Cable and Cable Management**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Cleveland Cable Company Limited	05538824	Large	Glasgow
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)
Grafton Merchanting GB Limited	04725313	Large	Birmingham
Holland House Electrical Company Limited	SC006246	Medium	Glasgow
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

#### **Lot 2 – Wiring Accessories and Circuit Protection**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)
Grafton Merchanting GB Limited	04725313	Large	Birmingham
Holland House Electrical Company Limited	SC006246	Medium	Glasgow
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

### **Lot 3 – Heating and Water Heating**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)
Grafton Merchanting GB Limited	04725313	Large	Birmingham
Holland House Electrical Company Limited	SC006246	Medium	Glasgow
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
Stearn Electric Company Limited	00201097	Large	Glasgow
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

### **Lot 4 - Ventilation**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)
Grafton Merchanting GB Limited	04725313	Large	Birmingham
Holland House Electrical Company Limited	SC006246	Medium	Glasgow



<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
Stearn Electric Company Limited	00201097	Large	Glasgow
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

#### **Lot 5 – Safety Detectors and Thermostats**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)
Grafton Merchanting GB Limited	04725313	Large	Birmingham
Holland House Electrical Company Limited	SC006246	Medium	Glasgow
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
Stearn Electric Company Limited	00201097	Large	Glasgow
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

#### **Lot 6 – Lamps**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
Grafton Merchanting GB Limited	04725313	Large	Birmingham
Holland House Electrical Company Limited	SC006246	Medium	Glasgow
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
Stearn Electric Company Limited	00201097	Large	Glasgow
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

#### **Lot 7 – Light Fittings and Accessories**

<b>Company</b>	<b>Company No</b>	<b>SME Status</b>	<b>Location</b>
City Electrical Factors Limited	00336408	Large	Kenilworth (local branch Falkirk)
Edmundson Electrical Limited	02667012	Large	Kirkintilloch (local branch Falkirk)
Holland House Electrical Company Limited	SC006246	Medium	Glasgow
R. & M. Distribution Limited	SC099757	Small	Kirkcaldy
Rexel UK Limited	00434724	Large	Birmingham (local branch Falkirk)
SM Electrical Supplies Ltd	SC200347	Small	Kirkcaldy
Stearn Electric Company Limited	00201097	Large	Glasgow
The British Electrical & Manufacturing Company Limited	00330768	Medium	Glasgow
Yesss (A) Electrical Ltd	07656807	Large	Normanton

**Estimated Total Contract Value £3,040,000**  
(Estimated Annual Contract Value £760,000)

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 Contractors
Development Services  Alistair Dawson  Ext: 4824	Ground Investigation works relating to the Grangemouth Flood Protection Scheme throughout the Lower Grange Burn and Forth Estuary area.  <b>(Award List sent to Emergency Executive Members 25/06/20)</b>	IT0002.009	17/08/20	£721,370.10	These works comprise essential ground investigations for the Grangemouth Flood Protection Scheme.	5	Dunelm Geotechnical and Environmental Ltd, Foundation House, St. Johns Road, Durham, DH7 8TZ
Children's Services  William McQuillian  Ex. 0810	Contract for the Provision of Supported Accommodation for Care Experienced Young People in the Falkirk Council Area.  <b>(Award List sent to Emergency Executive Members 13/08/20)</b>	CS/006/20	01/09/2020 to 28/09/2021	£627,200	This Contract is a key element of the Council's Closer to Home Strategy.  The Provider will assist Young People to gain the knowledge and skills necessary, and support them to make a successful transition to more independent living.	1	Step Up (Housing, Employability and Community Support Services) Ltd 2 Melville Street Falkirk FK1 1HZ
Development Services  Colin MacRobbie Ext 4761	Upgrading works comprising re-roofing, external render and site works to 42 residential properties at various addresses, Dunipace.  <b>(Award List sent to Emergency Executive Members 13/08/20)</b>	DEN-8064	Construction period is 24 weeks, with an anticipated start date during September 2020.	£1,191,137.76	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 2020-25 Housing Investment Programme.	1	Corporate & Housing Services Building Maintenance Division Inchyra Depot 8-10 Inchyra Road Grangemouth FK3 9XB

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in value for the IT  
Peripherals Framework: SP-17-021**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1 Scottish Procurement established a framework agreement for IT Peripherals on 14 March 2018 for a period of two years to the 13 March 2020, with the option to extend for two 12 month periods to 13 March 2022.
- 1.2 Falkirk Council's participation in the framework commenced on 20 March 2018 and approval was granted to extend the Council's participation under the framework for up to a further 24 month period from 14<sup>th</sup> March 2020 to the 13 March 2022.

### **2. Tenders Received**

- 2.1 The single supplier framework agreement was awarded to Computacenter (UK) Ltd.
- 2.2 Falkirk Council spent approximately £50,000 during its two year participation under the framework to 13 March 2020. The estimated spend over the next two years to 13 March 2022 is approximately £60,000.

### **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(i), I approved participation in Scottish Procurement Framework Agreement (SP-17-021), awarded to Computacenter (UK) Ltd, from 20 March 2020 until 13 March 2022, with an approximate total value of £60,000 in respect of the supply of IT Peripherals to Falkirk Council.**

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

Contact Name: Caitlin Frail

Ext: 0328

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in value for an Integrated Housing Management Software Solution (CNS/184/09)**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1 A direct award was made for the Provision of an Integrated Housing Management Software Solution, which provides an integrated modular system covering all functions of Housing Operations.
- 1.2 The direct award is to the incumbent supplier for the provision of Integrated Housing Management Software. Falkirk Council requires the continuation of the incumbent's solution whilst we conclude the procurement exercise of a new Integrated Housing Management System and transition to the successful supplier's solution over the next 24 months.
- 1.3 All existing and current modules are continuing. Support for Capita Academy will end on 30th November 2020 and support for Open Contractor will end by 31st March 2022.
- 1.4 The direct award is made to:  
  
**Capita Business Services Ltd**  
(Companies House Registration Number 02299747)  
30 Berners Street  
London  
England  
W1T 3LR
- 1.5 The contract commenced on 1st April 2020 for 2 years to 31st March 2022.
- 1.6 The total estimated value of the contract is approximately £125,000. The agreed budget for the contract shall be provided through finance code 102016/4350.

**2. Action Taken**

- 2.1 In accordance with Contract Standing Order 6.2(i), I approved the direct award made to Capita Business Services Ltd for the Provision of an Integrated Housing Management Software Solution, from 1<sup>st</sup> April 2020 until 31<sup>st</sup> March 2022, with an approximate total value of £125,000.**

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

Contact Name: Neil Biggar

Ext: 0382

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250k in value for Low Income Family Tracker (LIFT) Dashboard (Contract Ref: RM1557.11A)**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1 Crown Commercial Services established the G-Cloud 11 multi supplier framework agreement RM1557.11 on 2 July 2019 for cloud computing services covering infrastructure, platform, software and specialist cloud services.
- 1.2 The G Cloud 11 framework is accessible by Falkirk Council and participation under the 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 service needs.
- 1.3 The framework will provide Falkirk Council's Finance Division with access to a Low Income Family Tracker (LIFT) Dashboard.
- 1.4 The agreement allows participating bodies to enter into an initial two year contract with an option to extend for up to two 12 month periods. Access to cloud computing services is necessary as we need to undertake more specific and targeted take up campaigns for a range of state and local benefits to assist low income families to maximise their income and ensure that they claim all the benefits they are entitled to in line with our Towards a Fairer Falkirk Strategy to address the impact that poverty has on our community.
- 1.5 Falkirk Council's participation in the framework will commence on 07 September 2020 for a period of 1 year to 07 September 2021, with an option to extend annually for up to a further period of 24 months.

### **2. Contract Award**

- 2.1 The G-Cloud framework is fully compliant and regulated and can be accessed via a direct call off without further competition.
- 2.2 Following an assessment of the various options available within the framework and on reviewing the services available that could meet the required needs of Falkirk Council it was determined that the best value option was to proceed with a direct award to:

**Policy in Practice Ltd (Companies House Registration Number 07042993)**  
Millbank Tower Suite 1.1  
21-24 Millbank  
London  
England  
SW1P 4QP

- 2.3 The estimated framework participation spend over the 12 month contract period is approximately £24,000.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(i), I approved participation in the Crown Commercial Services G-Cloud framework RM1557.11A awarded to Policy in Practice Ltd from 07 September 2020 until 07 September 2021. The estimated cost to the Council for the 12 months is approximately £24,000.

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**Chief Finance Officer**

**Date: 13 August 2020**

**Contact Name: Lorna Chisholm**

**Ext: 3982**



## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in value for the Provision of MS Office 365 Implementation extension.**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

A direct award was made for the Provision of MS Office 365 Implementation extension, which provides Provision of MS Office 365 engagement to support the implementation across Council Services. This includes, technical, business and training support.

- 1.1 The direct award is to the incumbent supplier for the Provision of MS Office 365 Implementation extension. Falkirk Council requires the continuation of the incumbent's support whilst we conclude the migration to MS Office 365 over the next four months.
- 1.3 The direct award is made to:  
Sword IT Solutions  
1000 Great West Road Brentford  
Middlesex  
TW8 9DW
- 1.4 The contract commenced on 15<sup>th</sup> June 2020 for four months to 14<sup>th</sup> October 2020.
- 1.5 The total estimated value of the contract is £17,084.00 ex vat. The agreed budget for the contract shall be provided through finance code 831024 9730.

### **2. Action Taken**

- 2.1 **In accordance with Contract Standing Order 6.2(i), I approved the direct award made to Sword IT Solutions for the Provision of Provision of MS Office 365 engagement to support the implementation across Council Services. This includes, technical, business and training support, from 15<sup>th</sup> June 2020 until 14<sup>th</sup> October 2020, with a total value of £17,084.00 ex vat.**

.....  
**Karen Algje (HEAD OF PEOPLE TECH & TRANSFORMATION)**

Contact Name: Allan Stewart

Ext: 6187

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in value for the Provision of Nutanix under a Health Trust Europe Framework Agreement – Direct Award. Contract Ref: COMIT-2**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1 Health Trust Europe established a framework agreement for Information Communication Technology (ICT) Solutions on 27th September 2019 for a period of 4 years which is accessible to Falkirk Council.
- 1.2 Falkirk Council's participation in the framework commenced on 27<sup>th</sup> February 2020 for a period of 3 years to 26<sup>th</sup> February 2023.

### **2. Tenders Received**

- 2.1 The direct award was made to:

**XMA Limited**

(Companies House Registration Number 02051703 – Large Company).

- 2.2 The value of Falkirk Council spend over the length of the contract is approximately £175,000.

### **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(i), I approved participation in the Health Trust Europe framework agreement – ICT Solutions 2019 (COMIT-2) by direct award to XMA Limited, from 27<sup>th</sup> February 2020 to 26<sup>th</sup> February 2023, with an approximate total value of £175,000.**

.....  
**Head of People Transformation & Technology**

Contact Name: Caitlin Frail

Ext: 0328

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in value for the Provision of Occupational Health Services– Lot 4: Employee Assistance Programmes**

**Meeting: Information Bulletin.**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1 Eastern Shires Purchasing Organisation (ESPO) established a multi supplier framework agreement on the 2nd July 2019 for the provision of Occupational Health Services. The framework is accessible by Falkirk Council and includes four Lots offering a range of occupational health services to enable organisations meet their statutory duties of care for health and safety, and welfare of their employees within their working environment.
- 1.2 Participation under the ESPO framework enables the Council to avoid the costs of a tendering exercise and affords access to a fully compliant framework agreement which meets Falkirk Council's service needs.
- 1.3 The framework will provide Falkirk Council with a comprehensive range of employee assistance programme services that are particularly important, given the issues being experienced as a result of the current COVID19 outbreak and as a result, the potential need for counselling and support for Council employees.
- 1.4 Falkirk Council will be utilising the Framework's core counselling service which is based upon an employee-led / self referral basis. Employees are being offered access to the services on a voluntary basis with no specific information being shared with managers. Core services include:
  - Access to employee helpdesk
  - Triage and support
  - Individual counselling session (face to face)
  - Individual counselling session (telephone)
  - Group counselling
  - Meditation services
  - Debt services
  - Legal services
  - Bullying and harassment support
  - Whistleblowing services
  - Awareness and promotion

Any additional specialist service, e.g. psychological therapy would be an additional service and subject to approval from HR before proceeding.

- 1.5 Falkirk Council's participation in the framework commenced on 1<sup>st</sup> May 2020 for a period of 12 months to 30<sup>th</sup> April 2021, with the option to extend for a further 12 month period.

## **2. Contract Award**

- 2.1 The ESPO framework can be accessed by Falkirk Council via a direct call-off without competition.
- 2.2 Following an assessment of the framework options, it was determined that the best value option in meeting the requirements of the Council was to proceed with a direct call off from Lot 4: Employee Assistance Programmes and award to Work Stress Management, London
- 2.3 The estimated value of the framework over the initial 12 month period is £40,000, with a potential estimated value of £80,000 over the 2 years of the framework.

## **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(i), I approved participation in ESPO framework (ESPO-985-19) awarded to Work Stress Management from 1<sup>st</sup> May 2020 until 30<sup>th</sup> April 2021, with an approximate total value of £80,000 in respect of the provision of Employee Assistance Programmes.**

.....  
**Head of People, Tech & Transformation**

Contact Name: Caitlin Frail

Ext: 0328

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250k in value for Provision of Recruitment Advertising & Public Information Notices  
Contract Ref: SP-19-025**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

**Author: Director of Corporate & 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 Recruitment Advertising & Public Information Notices (Contract Ref: SP-19-025)
- 1.2 The Framework Agreement commenced on 11 July 2020 and will run for a period of four years until 10 July 2024.
- 1.3 The framework has been awarded to one provider, **TMP (UK) Ltd.**

### **2. Participation and benefits**

- 2.1 Falkirk Council advertises recruitment opportunities through Myjobscotland, however there are occasions when an alternative advertising option is necessary.
- 2.2 Scottish Procurement advertised an opportunity for a Framework Agreement for the Provision of Recruitment Advertising & Public Information Notices on behalf of public bodies. Participation in the Scottish Procurement framework enables the Council to avoid running a tendering exercise and affords access to a fully compliant framework agreement.
- 2.3 Falkirk Council has been participating in Scottish Procurement's current Framework Agreement for the Provision of Recruitment Advertising & Public Information Notices which expired on 10 July 2020.
- 2.4 The Authority's estimated annual spend is £12,000. Therefore over the duration of the agreement the total estimated spend would be £48,000.

### **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(i), I accepted the tender submitted by TMP (UK) Ltd, with an approximate total contract value of £48,000 in respect of the Provision of Recruitment Advertising and Public Information Notices (Ref: SP-19-025) to Falkirk Council.**

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

Date: 24<sup>th</sup> August 2020

Contact Name: Svilena Ivanova Ext: 0819

## **Falkirk Council**

**Subject:**     **Acceptance of Framework Agreement up to £250,000 – Supply Only and Supply & Distribution of Groceries and Provisions – SXL 1219**

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

**Date:**       **30 September 2020**

**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.
- 1.2   Falkirk Council has been participating in Excel's current framework agreement for the Supply and Delivery of Groceries and Provisions. Excel is replacing the existing framework agreement with a new framework agreement for the Supply Only and Supply & Distribution of Groceries and Provisions.
- 1.3   The framework agreement will commence on 1 May 2020 and will expire on 30 April 2022 (with the option to extend for up to two 12-month periods until 30 April 2024). It is Falkirk Council's intention to initially participate in the framework agreement from 1 May 2020 until 31 October 2020.

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

- 2.1   The Excel framework for the Supply Only and Supply & Distribution of Groceries and Provisions comprises five lots as follows:
  - Lot 1 - Supply & Distribution of Dairy & Chilled Products
  - Lot 2 - Supply & Distribution of Dried Goods and Ambient Products
  - Lot 3 - Supply & Distribution of Crisps, Confectionery, Soft Drinks & Water
  - Lot 4 - Supply Only of Groceries and Provisions
  - Lot 5 - Supply Only of Groceries and Provisions

Following an assessment of the framework information provided, it is Falkirk Council's intention to utilise Lots 1, 2 and 3 for an initial 6 month period.

- 2.2   Falkirk Council's estimated annual spend is approximately £860,000. The estimated spend during the initial 6 month period of the framework is anticipated to be approximately £215,000. The reduced spend figure is predicted due to school and other building closures as a result of Covid-19.

- 2.3 It is recommended that Falkirk Council enter into a sole supply arrangement with Brake Bros Ltd, Kent for each of the three Lots. Access to the other providers on the Framework will be available should Brake Bros Ltd not be able to fully service the Council's needs over the full period of the Framework. Contracted suppliers for these Lots are detailed in Appendix A.
- 2.4 A sole supply agreement will reduce administration in respect of the order, and payment process. An additional benefit will be reduced deliveries and vehicle journeys.
- 2.5 In comparing current Excel agreement pricing, it is anticipated that new Excel framework agreement could achieve savings of approximately 1.9% per annum.
- 2.6 The funding for the Framework is held within Services' Food – Provisions budget heading.

### **3. ACTION TAKEN**

- 3.1 **In accordance with Standing Order 6.2(i), I accepted the suppliers awarded to the framework as listed in Appendix A, with an approximate total contract value of £215,000 over 6 months in respect of the Supply Only and Supply & Distribution of Groceries and Provisions.**

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

Date: 07 May 2020  
Contact Name: Steven Litts Ext: 0821



## Appendix A

### Framework Agreement Supply Only and Supply & Distribution of Groceries and Provisions – SXL 1219

Period: 1 May 2020 to 31 October 2020

#### Lot 1: Supply & Distribution of Dairy & Chilled Products

Company	Company No	Location
Brake Bros Ltd	02035315	Kent
Bestway UK Holdco Ltd	09106288	London
BFS Group Ltd	00239718	Slough

#### Lot 2: Supply & Distribution of Dried Goods and Ambient Products

Company	Company No	Location
Brake Bros Ltd	02035315	Kent
BFS Group Ltd	00239718	Slough
GSR Distributions Ltd	SC255299	Glasgow
Bestway UK Holdco Ltd	09106288	London

#### Lot 3: Supply & Distribution of Crisps, Confectionery, Soft Drinks & Water

Company	Company No	Location
Brake Bros Ltd	02035315	Kent
Bestway UK Holdco Ltd	09106288	London
Adamsons Drinks Ltd	SC234220	Dunfermline
BFS Group Ltd	00239718	Slough
Davidson Cash and Carry Ltd	11579610	Airdrie

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in value for the Supply of Software Products and Associated Services: Y17038**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1** KCS Professional Services (a trading unit of Commercial Services whom are wholly owned by Kent County Council), established a framework agreement for the Supply of Software Products and Associated Services which is accessible to Falkirk Council.
- 1.2** Falkirk Council's participation in the framework commenced 1<sup>st</sup> April 2020 for a period of 3 years to 31<sup>st</sup> March 2023, with the option to extend to 31<sup>st</sup> March 2024.

### **2. Tenders Received**

- 2.1** The single supplier framework agreement was awarded to: Insight Direct UK.
- 2.2** The estimated value of Falkirk Council spend will be £140,000 over the potential 4 years of the framework.

### **3. Action Taken**

- 3.1** In accordance with Contract Standing Order 6.2(i), I approved participation in KCS Professional Services Framework Agreement (Y17038) awarded to Insight Direct UK, from 1<sup>st</sup> April 2020 until 31<sup>st</sup> March 2023, with the option to extend to 31<sup>st</sup> March 2024 and at an approximate total value of £140,000 for the Supply of Software Products and Associated Services.

.....  
**Head of Policy, Technology & Transformation**

Contact Name: Neil Biggar      Ext: 0382

## **Falkirk Council**

**Subject: Acceptance of Tenders at over £250,000 and under £500,000 in value for the Web Based and Proprietary Devices Framework: SP-19-013**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

### **1. Introduction**

- 1.1 Scottish Procurement established a framework agreement for Web Based and Proprietary Devices such as Chromebooks and a range of proprietary client and tablet devices from Apple and Microsoft on the 30<sup>th</sup> November 2019 for a period of up to 4 years and is accessible to Falkirk Council.
- 1.2 Falkirk Council's participation in the framework will commence on 2<sup>nd</sup> March 2020 for a period of 21 months to 29<sup>th</sup> November 2021 with an option to extend for up to a further 24 months to 29<sup>th</sup> November 2023.

### **2. Tenders Received**

- 2.1 The single supplier framework agreement was awarded to: XMA Limited.
- 2.2 The value of Falkirk Council Spend over the 21 month initial period of our participation in the framework will be approximately £220,000. The value of Falkirk Council spend over the 24 month extension will be approximately £220,000. The total value of Falkirk Council Spend over the entire framework period will be approximately £440,000.

### **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(ii), I approved participation in Scottish Procurement Framework Agreement (SP-19-013), awarded XMA Limited, from 2<sup>nd</sup> March until 29<sup>th</sup> November 2020 with an option of a 24 month extension to 29<sup>th</sup> November 2023, with an approximate total value of £440,000 in respect of the supply of Web Based Devices to Falkirk Council.**

.....  
**Chief Officer for People Technology & Transformation**

Contact Name: Neil Biggar

Ext: 0382

## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250,000 in Value for the UK Food Deal (Lot 4 - Meal Concepts) – Contract Ref: YPO 704  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Author:** Director of Children's Services

### **1. Introduction**

- 1.1 Pasta King is a food to go street food concept which is provided in FC High Schools as a stand alone and meal deal lunch option. A serving consists of a prepared nutritionally balanced sauce and a pasta or rice accompaniment. The Pasta King branded bio meal pot and promotional literature promotes the well established meal concept. The company provides full allergen information for all sauces providing customers with added confidence and a consistency in the product served. Alternative suppliers offering a similar concept have previously been trialled by the service but customer feedback of the alternative option was poor and resulted in a massive drop in sales.

### **2. Contract Award**

- 2.1 YPO established a framework agreement for UK Food Deal on 1st July 2016 for a period of 4 years which is accessible to the public sector. Direct awards are awardable until the end of the Framework agreement for a maximum period of 4 years.
- 2.2 Following an assessment of the various options available within the framework and on reviewing the pricing structures available it was determined that the best value option was to proceed with a direct award to:

Pasta King (UK) Limited (Companies House Registration Number 02920737)  
Plantation House  
Milber Trading Estate  
Newton Abbot  
Devon  
TQ12 4SG

- 2.3 The contract will commence on 1st July 2020 for a period of 2 years 30th June 2022, with an option to extend for up to a further 24 months.
- 2.4 The estimated value of the contract is £100,000 over the 4 years including extensions.
- 2.5 The funding for this Framework agreement is held within the finance code 602001/4252.

**3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the direct award and entered into a contractual arrangement with Pasta King (UK) Limited in the sum of £100,000 in respect of the UK Food Deal framework.**

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

Date: 29<sup>th</sup> May 2020

Contact Name: Steven Litts

Ext: 0821

## **Falkirk Council**

**Subject: Award of Contract up to £250k in value for the Provision of a Children's Complex Care at Home Service – Contract Ref: (CS/005/20)**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

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

### **1. Introduction**

1.1 It was the intention of Children's Services to invite tenders for the provision of these services but the outbreak of the Coronavirus (Covid-19) and resulting lockdown has focussed Provider's resources to service delivery and expecting Providers to respond to tenders would be unreasonable and unlikely to result in a satisfactory outcome.

1.2 Following an assessment of the options available it was determined that the best value option was to proceed with a direct award to:

Special Stars Homecare Limited (Companies House Number SC479013)  
1 Macgregor Place  
Kinnaird Village  
Larbert  
FK2 8RJ

1.3 The contract will commence on 1<sup>st</sup> April 2020 for a period of one year to 31<sup>st</sup> March 2021, with an option to extend for up to a further 12 months with an estimated value of c£200,000 over the two year period.

1.4 It is still the intention to tender for the Provision of Children's Complex Care at Home Services as soon as practicable after lockdown measures have been lifted and an assessment of Providers readiness to respond.

### **2. Background**

2.1 The Council seeks to commission flexible, responsive and consistently high quality services. The Provider shall have the capability to work with children & young people, and with children & young people with complex health needs as a result of disability, between the ages of 0 and 18 years.

2.2 Service Users may have a range of support needs including specific support requirements attributed to physical disability, learning disability, mental health difficulties, sensory impairment, communication difficulties and behaviours that may challenge. The Provider shall have the ability to work with Service Users who may be reluctant to engage.

- 2.3 Some Service Users may only require a relatively low level of support whilst others may require a significant level of support on a 24 hour basis. Providers shall be expected to have the knowledge and ability to meet the full range of needs of all Service Users.

### **3. Procurement Legislation**

- 3.1 The Procurement Reform Scotland Act 2014 applies to contracts for services with a value above £50,000 and below the OJEU Threshold.
- 3.2 Regulation 12(1) of the Act permits the award of a contract for a health or social care service without seeking offers in relation to the proposed contract.
- 3.3 The reasons for a Direct Award is to have a contract in place for the provision of care services to vulnerable children but due to the unforeseen circumstances of the Covid-19 Virus, awarding a contract following a competitive process was unlikely to result in a best value outcome.
- 3.4 It is the intention to conduct a competitive process when circumstances change and allow a procurement tender to be concluded.

### **4. Financial Implications**

- 4.1 The total estimated value of the contract is c£100,000 over an anticipated duration of 12 months. Depending on the Covid-19 situation it may be necessary to extend the contract up to a further 12 months.
- 4.2 Agreed budget for the contract shall be provided through finance code 3100116221.

### **5. Action Taken**

- 5.1 **In accordance with Standing Order 6.2(i), I approved a direct award to Special Stars Homecare Limited for the Provision of Children's Complex Care at Home Services. The estimated annual value of the contract is c£100,000.**

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

Date: 7<sup>th</sup> July 2020

Contact Name: Vivien Thomson

Ext: 8704

## **Falkirk Council**

**Subject: Acceptance of Tenders over £250,000 and under £500,000 in value for Supply and Delivery of Catering Sundries – Contract Ref: SXL/1919**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

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

### **1. Introduction**

- 1.1 Falkirk Council as a Member of Scotland Excel (Excel), the Local Government Centre of Expertise for Procurement has access to a range of national contracts.
- 1.2 The purpose of this report is to advise Members of the Council's participation in the Excel Framework for the Supply and Delivery of Catering Sundries (Contract Ref: SXL/1919)
- 1.3 The framework agreement shall commence on 1<sup>st</sup> August 2020 and will run for 2 years until 31<sup>st</sup> July 2022 with an option to extend for a further 24 months until 31<sup>st</sup> July 2024.
- 1.4 Suppliers to the Excel framework are provided in Appendix 1.

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

- 2.1 Participation in the Excel framework enables the Council to avoid running a costly tendering exercise and affords access to a fully compliant framework agreement.
- 2.2 Falkirk Council has been participating in Excel's current Framework Agreement for Supply and Delivery of Catering Sundries (0915) which expires on 31<sup>st</sup> July 2020.
- 2.3 Excel has now awarded a 4<sup>th</sup> generation framework agreement for the Supply and Delivery of Catering Sundries. This national agreement can meet the Council's supply needs and has the potential, with extension periods, to run through to 31<sup>st</sup> July 2024 including extension.
- 2.4 It is considered that best value shall be achieved by Falkirk Council procuring catering sundries and disposables through the Excel Framework through to 31<sup>st</sup> July 2024 including extension, if the framework is extended.
- 2.5 The estimated annual spend is £120,000 and over the potential full term of the framework agreement, with a total spend of approximately £480,000.



### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(ii), I accepted the tenders submitted by the providers listed in Appendix 1, with an approximate total contract value of £480,000 in respect of Supply and Delivery of Catering Sundries to Falkirk Council.**

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

Date: 28/07/2020

Contact Name: Steven Litts

Ext: 0821

### **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 Supply and Deliver of Catering Sundries – SXL/1919

Period: 1 August 2020 to 31 July 2024

### Lot 1: Catering Disposables

Company	Company No	Location
Alliance Disposables	3747333	Glasgow
Brake Bros Ltd	02035315	Ashford
Bunzl Catering Suppliers	2902454	Epsom
GMC Corsehill Ltd	SC122617	Irvine
Instock Disposables Ltd	SC55376	Aberdeen
Unico Ltd	861294	Falkirk

### Lot 2: Catering Sundries

Company	Company No	Location
Alliance Disposables	3747333	Glasgow
BFS Group Ltd	00239718	Slough
Brake Bros Ltd	02035315	Ashford
Bunzl UK Ltd (T/A Lockhart Catering Equipment)	02902454	Reading
GMC Corsehill Ltd	SC122617	Irvine
Instock Disposables Ltd	SC55376	Aberdeen
Nisbets PLC	01693112	Bristol

## **Falkirk Council**

**Subject: Acceptance of Tenders for Education Taxi Contracts 2020**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

**Author: Acting Director of Development Services**

### **1. Introduction**

- 1.1 Falkirk Council has a framework agreement in place with taxi operators for the procurement of education taxi services. There are 15 operators on the current framework agreement. The framework is used as a call-off for the Council's home to school taxi requirements with individual contracts tendered via a mini competition.
- 1.2 The framework operators were invited to submit bids for the retendering of 19 education taxi contracts for duration of up to 12 months, commencing from 12 August 2020.
- 1.3 In June 2020, a mini competition for these contracts was issued to the framework operators. Details of the contracts showing the route, lowest bid, number of bids received for each contract, successful contractor, contract award cost and the cumulative value are shown in Appendix 1 (Renewal of Education Taxi Contracts (commencing 12 August 2020)).

### **2. Bids Received**

- 2.1 The bids were evaluated on both cost and quality under the framework conditions. Where possible the contract was awarded to the operator that tendered the most economically advantageous bid, based on the cost/quality assessment. Where the bidder was unable to provide the service the next most economically advantageous bid was selected.
- 2.2 The contracts are let in accordance with Falkirk Council Standing Orders. All costs can be contained within Children's Services budget and represent Best Value.
- 2.3 Contracts that were not awarded were either no longer required or that changes in requirements meant that capacity became available on existing taxi contracts.

### **3. Action Taken**

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

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

Contracts to be awarded to lowest bidder and which provided Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F17/TAXI/ASN/2001	Bruce Taxis	Falkirk to Windsor Park School	July 2021	£10,640.00	£7,600.00	2	£7,600.00	£7,600.00
F17/TAXI/ASN/2002	Bruce Taxis	Denny/Bonnybridge to St Patrick’s RC Primary School	July 2021	£9,500.00	£6,080.00	2	£6,080.00	£6,080.00
F17/TAXI/ASN/2008	Bruce Taxis	Bonnybridge to Northfield Unit, Denny High School	July 2021	£3,040.00	£3,040.00	1	£3,040.00	£3,040.00
F17/TAXI/ASN/2009	Bruce Taxis	Denny to Northfield Unit, Denny High School	July 2021	£4,560.00	£4,560.00	1	£4,560.00	£4,560.00
F17/TAXI/ASN/2011	Express Taxis	Braesview/Corrie Ave - Larbert High School	July 2021	£3,800.00	£3,800.00	1	£3,800.00	£3,800.00
F17/TAXI/ASN/2018	Deborah Gentleman	Stenhousemuir - St Mungo's HS	July 2021	£1,900.00	£1,900.00	1	£1,900.00	£1,900.00
F17/TAXI/ASN/2021A	Express Taxis	Maddiston - Braes High School	July 2021	£1,900.00	£1,900.00	1	£1,900.00	£1,900.00
F17/TAXI/ASN/2022	David Mackay	Stenhousemuir to IWBS Laurieston	July 2021	£3,800.00	£3,420.00	2	£3,420.00	£3,420.00
F17/TAXI/ASN/2023	Express Taxis	Bo'ness to IWBS Primary - Laurieston	July 2021	£6,650.00	£6,650.00	1	£6,650.00	£6,650.00
F17/TAXI/ASN/2024	Express Taxis	Larbert to Larbert Village PS	July 2021	£2,660.00	£2,660.00	1	£2,660.00	£2,660.00
F17/TAXI/ASN/2025	Express Taxis	Denny to Northfield, Denny High School	July 2021	£2,660.00	£2,660.00	1	£2,660.00	£2,660.00
F17/TAXI/ED/2051	Bruce Taxis	Dunmore – Airth Primary School	July 2021	£5,700.00	£5,700.00	1	£5,700.00	£5,700.00
F17/TAXI/ED/2054	Bruce Taxis	New Carron – Langlees Primary School	July 2021	£3,420.00	£3,420.00	1	£3,420.00	£3,420.00
F17/TAXI/ED/2056	Bruce Taxis	Station Road – Braes High School	July 2021	£6,460.00	£6,460.00	1	£6,460.00	£6,460.00
F17/TAXI/ED/2057	Bruce Taxis	Lionthorn – Greenfaulds High School	July 2021	£11,400.00	£9,880.00	3	£9,880.00	£9,880.00
F17/TAXI/ED/2058	Deborah Gentleman	Lionthorn - Greenfaulds High School	July 2021	£11,400.00	£7,600.00	3	£7,600.00	£7,600.00
								<b><u>£77,330.00</u></b>

Contracts not awarded to the lowest bidder but which still provide Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	TotalCost:
F17/TAXI/ASN/2004	Express Taxis	Banknock to Grangemouth Primary School ASC	July 2021	£12,160.00	£11,400.00	2	£12,160.00	£12,160.00
F17/TAXI/ASN/2005	RL Taxis	Larbert/Falkirk to Grangemouth Primary School ASC	July 2021	£11,400.00	£9,120.00	3	£11,400.00	£11,400.00
F17/TAXI/ASN/2015	RL Taxis	Denny - Denny High School	July 2021	£15,960.00	£4,180.00	2	£15,960.00	£15,960.00
								<b><u>£39,520.00</u></b>

Total Cumulative Value of Contracts

£116,850.00

Cumulative Contract Values (for duration of contracts)	
Bruce Taxis	£46,740.00
David Mackay	£3,420.00
Deborah Gentleman	£9,500.00
Express Taxis	£29,830.00
RL Taxis	£27,360.00
<b><u>£116,850.00</u></b>	

## **Falkirk Council**

**Subject: Acceptance of Tenders for Education Bus Contracts 2020**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

**Author: Acting Director of Development Services**

### **1. Introduction**

- 1.1 Falkirk Council has a framework agreement in place with bus operators for the procurement of education and local bus services. There are 15 operators on the current framework agreement. The framework is used as a call-off for the Council's bus service requirements with individual contracts tendered via a mini competition.
- 1.2 The framework operators were invited to submit bids for the retendering of 4 education bus service contracts, for a duration of 12 months, commencing in August 2020.
- 1.3 In June 2020, a mini competition for 4 contracts was issued to the framework operators. Details of the contracts showing the route, lowest bid, number of bids received for each contract, successful contractor, contract award cost and the cumulative value are shown in Appendix 1 (Renewal of Education Bus Contracts (commencing 12 August 2020)).

### **2. Bids Received**

- 2.1 The bids were evaluated on both cost and quality under the framework conditions. Where possible the contract was awarded to the operator that tendered the most economically advantageous bid, based on the cost/quality assessment. Where the bidder was unable to provide the service the next most economically advantageous bid was selected.
- 2.2 The contracts are let in accordance with Falkirk Council Standing Orders. All costs can be contained within Children's Services budget and represent Best Value.

### **3. Action Taken**

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

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

Date: 11 September 2020

Contact Name: Gary McGowan

Ext: 4925

Contracts to be awarded to lowest bidder and which provided Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	TotalCost:
F16/BUS/ASN/2002	Bo'ness Community Bus SCIO	Denny/Falkirk to Carrongrange School	25/06/2021	£37,050.00	£31,312.00	4	£31,312.00	£31,312.00
F16/BUS/ASN/2004	Fourways Taxis and Minibuses	Falkirk/Grangemouth - Maddiston PS	25/06/2021	£41,752.50	£26,410.00	5	£26,410.00	£26,410.00
F16/BUS/ED/2003	Max Myles	Torwood - Larbert High school	25/06/21	£48,260.00	£14,250.00	8	£15,200.00	£15,200.00
								<b><u>£72,922.00</u></b>

Contracts not awarded to the lowest bidder but which still provide Best Value								
Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	TotalCost:
F16/BUS/ASN/2001	E & M Horsburgh Ltd	Larbert/Stenhousemuir to Carrongrange School	25/06/2021	£37,050.00	£30,810.40	4	£35,102.50	£35,102.50
								<b><u>£35,102.50</u></b>

Total Cumulative Value of Contracts

**£108,024.50**

Cumulative Contract Values (for duration of contracts)	
Bo'ness Community Bus SCIO	£31,312.00
E & M Horsburgh Ltd	£35,102.50
Fourways Taxis and Minibuses	£26,410.00
Max Myles	£15,200.00
<b><u>£108,024.50</u></b>	

**Title:** Acceptance of Tenders under £250,000 in Value  
Contract for ALTER EXISTING COMMON SPACE TO FORM  
GROUND FLOOR FLAT AT GREENBANK CRT, FALKIRK  
(FAL-8177)  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 In accordance with Development Service's benchmark procedure, a single tender was invited from Corporate & Housing Services for the contract in respect of alteration of existing space to form ground floor flat at Greenbank Court, Falkirk.
- 1.2 The criteria used in assessment of best value are, financial (both contract and staff costs), quality (in relation to achieving industry standards) and past performance in this type of work.

## **2. Tenders Received**

- 2.1 A tender was received by the due date of 18/05/2020 and opened at 2.15pm on 18/05/20, in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked price was compared with bill of quantity rates for work of a similar nature, priced in competition viz, Proposed New Council Housing at Torwood (April 2020). Allowing adjustment for inflation etc., the tendered price compared favourably with the rates within the benchmark contract.
- 2.3 The tender received from Corporate & Housing Services, Inchyra Road, Grangemouth FK3 9XB is in the sum of £92,593.08 and pro rata represents best value for the Council.
- 2.4 The tender can be contained within the block expenditure figure for New Social Housing, identified in the Housing Investment 3 Year Programme 2020/2022.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Corporate & Housing Services, Roads Services, Inchyra Road, Grangemouth FK3 9XB in the sum of £92,593.08 in respect of alteration of existing space to form ground floor flat at Greenbank Court, Falkirk.

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Director of Development Services

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

**Date:** 28/07/2020

## **APPENDICES**

None

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

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

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



**Title:** Acceptance of Tenders under £250,000 in Value  
**CONTRACT FOR CONVERSION OF POLICE OFFICE INTO A  
FLAT - 32 BRODIE STREET, FALKIRK (FAL-8012)**  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 In accordance with Development Service's benchmark procedure, a single tender was invited from Corporate & Housing Services for the contract in respect of conversion of police office into a flat - 32 Brodie Street, Falkirk.
- 1.2 The criteria used in assessment of best value are, financial (both contract and staff costs), quality (in relation to achieving industry standards) and past performance in this type of work.

## **2. Tenders Received**

- 2.1 A tender was received and opened on the 4<sup>th</sup> February 2020 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked price was compared with bill of quantity rates for work of a similar nature, viz, New Social Housing at Duke Street, Denny. To determine whether the returned tender demonstrated best value a benchmarking exercise was carried out using tender rates submitted in competition for the New Build Social Housing at Duke Street, Denny accepted in July 2017. These works were similar in nature to the proposed works and are therefore suitable for comparison purposes, with due regard to differences in quantities. A detailed estimate, based on this contract, was prepared by the Design Unit, which amounted to £99,641.93. As this is an estimate an allowance of 10% has been added to the figure to give an estimated maximum price band upper limit. The estimated price band is therefore £99,641.93 to £109,606.12.

The tender returned by Corporate & Housing Services for the proposed works was compared with the rates and prices in the Design Unit's estimate. The various trade section values are comparable with the estimate. The overall tender price is below the estimated price band. My overall opinion is that the tender submitted by Corporate & Housing Services, does, therefore, demonstrate best value for the Council.

Allowing adjustment for inflation etc., the tendered price compared favourably with the rates, within the benchmark contract.

- 2.3 The tender received from Corporate & Housing Services, The Forum, Callendar Business Park, Falkirk is in the sum of £105,834.78 and pro rata represents best value for the Council.

- 2.4 The tender can be contained within the block expenditure figure for LHS Initiaves, 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 tender submitted by Corporate & Housing Services, The Forum, Callendar Business Park, Falkirk FK1 1XR in the sum of £105,834.78 in respect of conversion of police office into a flat - 32 Brodie Street, Falkirk.

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pp Director of Development Services

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

**Date: 24/02/2020**

### **APPENDICES**

None

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

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

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

**Title:** Acceptance of Tenders under £250,000 in Value  
Contract for Heating Replacement at Castings Hostel,  
Falkirk, Phase 2 (FAL-8123)  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for heating replacement at Castings Hostel, Falkirk, Phase 2 was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, four companies were subsequently invited to tender.

## **2. Tenders Received**

- 2.1 Two tenders were received by the due date of 19 February 2020 and opened at 2.45pm on 19 February 2020 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 90% price and 10% quality. The checked prices ranged from £220,439.18 to £278,618.24, with the total scoring ranging from 81.21 to 98.39.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Truedeal Building Services Ltd, who achieved the overall highest score of 98.39, for the sum of £220,439.18.
- 2.4 The tender can be contained within the block expenditure figure for Energy Efficiency Works at Castings Hostel, identified in the Housing Investment 3 Year Programme 2019/2020.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Truedeal Buildings Services Ltd., 2 Blairtummoich Place, Panorama Business Village, Glasgow, G33 4EN in the sum of £220,439.18 in respect of heating replacement at Castings Hostel, Falkirk.

pp\_\_\_\_\_

Director of Development Services

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

**Date:** 31/03/2020

## **APPENDICES**

None.

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

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

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

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250,000 in Value for the Estates Management Professional Services - (ESPO/2700)**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

**Author: Head of Planning & Economic Development**

### **1. Introduction**

- 1.1 Falkirk Council is legally required for financial reporting purposes to undertake a revaluation of its property assets every 5 years. The valuation of these property assets supports the council's financial statements. The current revaluation exercise is in respect of the assets in the Housing Revenue Account including operational dwellings, garages, completed and proposed housing new build sites and a residential hostel.

### **2. Contract Award**

- 2.1 Falkirk Council has access to a national ESPO Consortium framework for Estates Management Professional Services and this framework was benchmarked against current pricing and it has been identified that a direct contract award to DVS - The Valuation Office Agency would be most beneficial.
- 2.2 DVS - The Valuation Office Agency (93-107 Shaftesbury Ave, Soho, London W1D 5DA) is one of 10 providers on Lot 1 the ESPO national framework, who can provide a fixed asset valuation service to Falkirk Council and are subsequently ranked number one on the framework.
- 2.3 The framework agreement commenced on 19 March 2019 and will expire on 18 March 2021 (with the option to extend for up to 18 March 2023). It is Falkirk Council's intention to initially participate in the framework agreement from 1<sup>st</sup> June 2020 until 31<sup>st</sup> March 2021.
- 2.4 The estimated value of the project is £40,000.
- 2.5 The funding for this Framework agreement is held within the Housing Revenue Account (HRA) – 102016 – 4150

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i), I accepted the direct award and entered into a contractual arrangement with DVS - The Valuation Office Agency in the sum of £40,000 in respect of the Estates Management Professional Services to Falkirk Council.**

.....  
**Head of Planning & Economic Development**

Date: 22 May 2020

Contact Name: Steven Litts

Ext: 0821

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £250k in value for Flood Risk Asset Management Software (Contract Ref: RM1557.11)**

**Meeting: Information Bulletin**

**Date: 30 September 2020**

**Author: Director of Development Services**

### **1. Introduction**

- 1.1 Crown Commercial Services established the G-Cloud 11 multi supplier framework agreement RM1557.11 on 2 July 2019 for cloud computing services covering infrastructure, platform, software and specialist cloud services.
- 1.2 The G Cloud 11 framework is accessible by Falkirk Council and participation under the 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 service needs.
- 1.3 The framework will provide Falkirk Council's Development Services with access to Flood Risk Asset Management Software.
- 1.4 The agreement allows participating bodies to enter into an initial two year contract with an option to extend for up to two 12 month periods. Access to cloud computing services is necessary as part of the upgrade of IT systems supporting Environmental and Flood Risk Asset Management as part of the Council of the Future service modernisation programme.
- 1.5 Falkirk Council's participation in the framework will commence on 9 June 2020 for a period of two years to 8 June 2022, with an option to extend annually for up to a further period of 24 months.

### **2. Contract Award**

- 2.1 The G-Cloud framework is fully compliant and regulated and can be accessed via a direct call off without further competition.
- 2.2 Following an assessment of the various options available within the framework and on reviewing the pricing structures available it was determined that the best value option was to proceed with a direct award to:

**AMX Solutions Ltd (Registration Number 05222609)**

**1<sup>st</sup> Floor, 4 Brook Office Park,  
Folly Brook Road,  
Emersons Green,  
Bristol  
BS16 7FL**

- 2.3 The estimated framework participation spend over the first two years is £25,500, with a potential estimated spend of £43,500 over the full term of the agreement including extensions.

### **3. Action Taken**

- 3.1 **In accordance with Contract Standing Order 6.2(i), I approved participation in the Crown Commercial Services G-Cloud framework RM1557.11 awarded to AMX Solutions Ltd from 9 June 2020 until 8 June 2022 with the option to extend for up to 24 months. The estimated cost to the Council for the four years is £43,500.**

pp.....

**Director of Development Services**

Date: 08 June 2020

Contact Name: Michael Beaton Ext: 1514



## **Falkirk Council**

**Subject:** Acceptance of Tenders up to £250,000 in value – for the Provision of a Weather Forecasting Service on behalf of Falkirk, Stirling and Clackmannanshire Councils (DEV/070/20)

**Meeting:** Information Bulletin  
**Date:** 30th September 2020

**Author:** Director of Development Services

### **1. Introduction**

- 1.1 A tender for the Provision of a Weather Forecasting Service was advertised on 6th March 2020 through the Public Contracts Scotland Tender Portal using the open tender procedure.
- 1.2 The Framework Agreement will commence on 1st October 2020 for a period of 4 years, concluding 30th September 2024.

### **2. Tenders Received**

- 2.1 A total of 2 tenders were received by the due date of 4<sup>th</sup> May 2020 and opened in accordance with Standing Order 11.5 relating to contracts.
- 2.2 Following evaluation, MetDesk Ltd was selected as offering best value.
- 2.3 The Framework Agreement has an estimated contract value of £100,000 over the period of the Framework. The funding for this project is contained within the Winter Maintenance budget for Roads Services.

### **3. Action Taken**

- 3.1 In accordance with Standing Order 6.2(i) relating to contracts, I accepted the tender from MetDesk Ltd. for the provision of a weather forecasting service, with an approximate contract value of £100,000 over the four years of the contract agreement.

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

**Date:** 9<sup>th</sup> July 2020

**Contact Name:** Svilena Ivanova

**Ext:** 0819

## **Falkirk Council**

**Subject:** Appointment of Framework Agreement up to £250,000 in value - Supply & Delivery of Bottled Gas (SXL/0817)

**Meeting:** Information Bulletin

**Date:** 30 September 2020

**Author:** Director of Development Services

### **1. Introduction**

- 1.1 The purpose of this report is to advise Members of the Council's participation in the Scotland Excel Framework Agreement for the Supply & Delivery of Bottled Gas (SXL/0817)
- 1.2 The Framework Agreement comprises 6 Lots covering bottled and bulk gases.
  - Lot 1: MIG;
  - Lot 2: Burning (Gas Welding);
  - Lot 3: Heating;
  - Lot 4 Bulk;
  - Lot 5: Bulk Heating;
  - Lot 6: Miscellaneous Gases.
- 1.3 Falkirk Council adopted the Framework Agreement on 23<sup>rd</sup> March 2020 and it will run up to 5th November 2020 with an option of a 12 month extension up to 5th November 2021.

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

- 2.1 Development Services (Road Services) intend to utilise this Framework Agreement to support their Roads operations.
- 2.2 All suppliers have confirmed that they pay the Scottish Living Wage or above to all employees (except volunteers, apprentices and interns).

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(i), I approved the participation in Scotland Excel's Framework Agreement with suppliers as per Appendix A, from the 23<sup>rd</sup> March 2020 to 5th November 2020 with an option of a 12 month extension up to 5th November 2021, with an approximate total contract value of £40,000 in respect of the Supply & Delivery of Bottled Gas (SXL/0817) to Falkirk Council.

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

Date: 13<sup>th</sup> March 2020  
Contact Name: Wilson Kemp Ext: 0777

**Falkirk Council**

**Framework Agreement for Supply & Delivery of Bottled Gas (SXL/0817)**

**Period: from 23<sup>rd</sup> March 2020 until 5th November 2020 with an option of a 12 month extension up to 5th November 2021**

**Appendix A**

<b>Suppliers</b>	<b>SME Status</b>	<b>Company No.</b>	<b>Location</b>	<b>Lots Tendered</b>
Air Products Public Limited Company	Large	103881	Surrey	1,2,3,4 & 6
Calor Gas Limited	Large	303703	Warwick	3 & 5
Flogas Britain Limited	Large	993638	Leicester	3 & 5

**Contract Value £40,000**  
(Annual Value £20,000)

**Title:** Acceptance of Tenders over £250,000 and under £500,000 in Value  
Contract for PROPOSED MODULAR NURSERY EXTENSION  
AT ST ANDREWS PS - (FAL-8166)  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Submitted By:** Director of Development Services

## **1. Introduction**

- 1.1 The contract for the proposed new nursery modular building at St Andrews Primary School was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, three companies were subsequently invited to tender.

## **2. Tenders Received**

- 2.1 One tenders were received by the due date of the 5<sup>th</sup> March 2020 and opened at 2:42pm on the 5<sup>th</sup> of March 2020 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tender was evaluated on the basis of 50% price and 50% quality. The check price was £260,804.25 with the total score being 85 out of 100.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Sibcas Ltd., who achieved the overall score of 85, for the sum of £260,804.25.
- 2.4 The tender can be contained within the Capital ELC 1140 budget for 2020/2021.
- 2.5 In accordance with Standing Order 6.2(ii) relating to contracts, I consulted with the Chief Governance Officer prior to entering into contract with that party.

## **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(ii), I have accepted the tender submitted by Sibcas Ltd, Easton Road, Bathgate in the sum of £260,804.25 in respect of the proposed new nursery modular building at St Andrews Primary School.

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pp Director of Development Services

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

**Date: 18/03/2020**

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

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

## **Falkirk Council**

**Title:** Acceptance of Tenders over £250,000 and under £500,000 in Value  
Contract for PROPOSED MODULAR ACCOMMODATION TO EXTEND EXISTING NURSERY AT ST FRANCIS PS (FAL-7884)  
**Meeting:** Information Bulletin  
**Date:** 30 September 2020  
**Submitted By:** Director of Development Services

### **1. Introduction**

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

### **2. Tenders Received**

- 2.1 Two tenders were received by the due date of the 5<sup>th</sup> March 2020 and opened at 2:37pm on 5<sup>th</sup> March 2020 in accordance with Standing Order 11 relating to contracts.
- 2.2 The tenders were evaluated on the basis of 50% price and 50% quality. The checked prices ranged from £377,501.25 to £504,894.94, with the total scoring ranging from 50 to 85 out of 100.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Sibcas Ltd., Easton Road, Bathgate, who achieved the overall highest score of 85, for the sum of £377,501.25.
- 2.4 The tender can be contained within the Capital ELC 1140 budget for 2020/2021.
- 2.5 In accordance with Standing Order 6.2(ii) relating to contracts, I consulted with the Chief Governance Officer prior to entering into contract with that party.

### **3. Action Taken**

- 3.1 Members note that, in accordance with Standing Order 6.2(ii), I have accepted the tender submitted by Sibcas Ltd., Easton Road, Bathgate in the sum of £377,501.25 in respect of the proposed new modular nursery building at St. Francis Primary School.

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pp Director of Development Services

**Author:** Jack Aitken, Education Design Co-ordinator – 01324 504867,  
jack.aitken@falkirk.gov.uk  
**Date:** 23/06/2020

**List of Background Papers:**

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

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



## **Falkirk Council**

**Subject:** Appointment of Framework Agreement over £250,000 and under £500,000 for Demolition and Deconstruction Works (SXL/1119)

**Meeting:** Information Bulletin

**Date:** 30th September 2020

**Author:** Director of Development Services

### **1. Introduction**

- 1.1 The purpose of this report is to advise Members of the Council's participation in the Scotland Excel Framework Agreement for Demolition and Deconstruction Works (SXL/1119) which comprises 3 lots.

<b>Lot No</b>	<b>Lot Name</b>	<b>Including (but not limited to)</b>
1	Demolition and Deconstruction works up to £50,000	Demolition and deconstruction of domestic and nondomestic buildings.
2	Demolition and Deconstruction works on or over £50,000	Demolition and deconstruction of domestic and nondomestic buildings.
3	Emergency Demolition	Emergency demolition, shoring and securing of dangerous buildings.

- 1.5 Falkirk Council adopted the Framework Agreement on 14<sup>th</sup> September 2020 and it will run to 31<sup>st</sup> July 2022 with an option to extend until 31<sup>st</sup> July 2024.

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

- 2.1 The framework provides a mechanism to procure demolition and deconstruction works, ranging from simple shoring and to complex multi-storey demolitions as well as providing emergency services.
- 2.2 All contractors within the framework pay the Real Living Wage and commit to maintaining that for the duration of the framework.

### **3. Action Taken**

- 3.1 In accordance with Contract Standing Order 6.2(ii), I approved the participation in the Excel Framework Agreement with providers as per Appendix A, with an approximate total contract value of £460,000 in respect of Demolition and Deconstruction Works (SXL/1119) to Falkirk Council.

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

Date: 28<sup>th</sup> August 2020

Contact Name: Wilson Kemp

Ext: 0777

## Falkirk Council

### Framework Agreement for the Demolition and Deconstruction Works (SXL/1119)

**Period: from 14<sup>th</sup> September 2020 until 31<sup>st</sup> July 2022 with an option to extend  
for up to two further years until 31<sup>st</sup> July 2024**

#### **Appendix A**

Company	Company No.	Location	Lot(s) Awarded
Bardem Limited	SC454634	Paisley	2
Burnfield Builders & Demolishers Limited	SC049549	Glasgow	1, 2, 3
Caskie Limited	SC294508	Kilmalcom	1, 2, 3
Central Demolition Limited	SC172244	Falkirk	1, 2, 3
Chris Wright & Sons Ltd	SC285468	Greenock	2
CNC Group Holdings Limited T/A The Coleman Group	04776218	Birmingham	2
Daltons Demolitions Limited	SC040747	Edinburgh	1, 2, 3
Damada (Asbestos Removals) Ltd	SC163800	South Lanarkshire	1, 2
David Morton (Larbert) Limited	SC059245	Falkirk	1, 2, 3
David Smith Contractors Ltd	SC347498	Fraserburgh	2
Dem-Master Demolition Limited	SC165457	Bathgate	1, 2, 3
Dundee Plant Company Limited	SC151550	Dundee	2
GCM Services Scotland Ltd	SC431052	Falkirk	2
George Beattie & Sons Limited	SC122379	Kilsyth	1, 2, 3
Gowrie Contracts Limited	SC311140	Dundee	1, 2
JCH Plant Hire Ltd	SC380284	Glasgow	1, 2
JCJ (Demolition & Construction) Ltd	SC117394	Glasgow	1, 2, 3
John Graham (Metals) Limited	SC261633	Stirling	1
MacWilliam Demolition Ltd	SC152952	Glasgow	2
MGR Industrial Services Limited	SC411306	Falkirk	1, 2
Reigart Contracts Limited	SC110881	Coatbridge	1, 2
Safedem Limited	SC057536	Dundee	1, 2
Technical Demolition Services Limited	1684019	Wirral	2
William Goodfellow (Contractors) Limited	SC70996	North Lanarkshire	1, 2

**Contract Value £460,000**  
(Annual Value £115,000)

## **FALKIRK COUNCIL**

**Subject: ACCEPTANCE OF TENDERS OVER £100,000 AND UNDER  
£350,000**

**FALKIRK TO DENNY CYCLEWAY PHASE 1 (IA0140)**

**Meeting: INFORMATION BULLETIN**

**Date: 30 September 2020**

**Author: DIRECTOR OF DEVELOPMENT SERVICES**

### **1. INTRODUCTION**

- 1.1 In accordance with Development Services Benchmark procedure, Falkirk Council Roads Operations were invited to tender for the contract in respect of the Falkirk to Denny Cycleway Phase 1.

### **2. TENDERS RECEIVED**

- 2.1 In advance of going to tender a detailed estimate was prepared based upon similar and recent competitively tendered contracts
- 2.2 Being satisfied that pursuing a single tender from Falkirk Council Roads Operations was in the best interests of the Council, a tender was invited from Falkirk Council Roads Operations, all in accordance with Contract Standing Order 5.2.
- 2.3 A single tender was received from Falkirk Council Roads Operations by the due date of Friday 17 January 2020 and opened on Friday 17 January 2020 in accordance with Contract Standing Order 11.
- 2.4 The checked tender price was £347,626.52.
- 2.5 In line with the Council's Policy on best value, the tender submitted by Falkirk Council Roads Operations having been benchmarked using financial, technical and other quantitative and qualitative indicators against work of a similar nature which had been subjected to competition was considered to demonstrate best value in terms of all relevant criteria.
- 2.6 The works are to be funded from the 2019/2020 and 2020/2021 Cycling Walking Safer Streets budget.
- 2.7 In accordance with Standing Order 6.2(ii) relating to contracts, I consulted with the Chief Governance Officer with the intention to accept this tender and received no adverse comments.

### **3. ACTION TAKEN**

- 3.1 In accordance with Standing Order 6.2 (ii), I accepted the tender submitted by Falkirk Council Roads Operations, for the sum of £347,626.52 in respect of the Falkirk to Denny Cycleway Phase 1.**

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

Author – John Divers, Road & Bridge Design Officer – 01324 504831,  
john.divers@falkirk.gov.uk  
Date: 18/02/2020

### **LIST OF BACKGROUND PAPERS**

1. \* Tender documents.
2. \*Engineer's Report on Tenders.

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

## **Falkirk Council**

**Subject: Acceptance of Tenders up to £500,000 in value – Ground Maintenance Services (DEV/141/20)**

**Meeting: Information Bulletin**

**Date: 30th September 2020**

**Author: Director of Development Services**

### **1. Introduction**

- 1.1 A tender for Ground Maintenance Services to Falkirk Council was advertised on the 31<sup>st</sup> January 2020 through the Public Contracts Scotland Tender Portal using the open tender procedure.
- 1.2 The Framework Agreement will commence on 1<sup>st</sup> July 2020 for a period of 4 years, concluding 30<sup>th</sup> April 2024.

### **2. Tenders Received**

- 2.1 A total of 6 tenders were received by the due date of 2nd March 2020 and opened in accordance with Standing Order 11.5 relating to contracts. One tender was excluded due to non-compliance.
- 2.2 Following evaluation, a total of 5 tenders were selected as offering best value across the full range of services. This will allow a sufficient number of providers to meet potential peaks in demand. The selected tenderers are detailed in Appendix A.
- 2.3 The Framework Agreement has an estimated annual value of £105,000. This gives a total contract value of £420,000 over the 4 year period of the Framework. This represents a 1<sup>st</sup> year saving of approximately £23,000 (18%) when compared against current contracted rates.
- 2.4 The funding is contained within the following budget headings:
  - Arboriculture Services;
  - Herbicide treatment and verge cutting;
  - Burial Grounds Property Expense.
- 2.5 Work shall be offered to the 1<sup>st</sup> ranked service provider via a Capacity Enquiry. If they cannot carry out the requirement, the 2<sup>nd</sup> ranked service provider will be engaged until, if required, all service providers are engaged.

### **3. Additional Benefits**

- 3.1 Community Benefits within the Framework Agreement requires that all Contractors on the Framework whose cumulative level of spend is greater than £80k during the term of the agreement will be required to provide at least one training/work experience opportunity.
- 3.2 The 1<sup>st</sup> ranked contractor within Lot 2 is the current service provider. Continuation of service from the incumbent provider means there was no additional costs to the service in implementing system changes associated with migrating to a new provider.

### **4. Action Taken**

- 4.1 In accordance with Standing Order 6.2(ii) relating to contracts, I accepted the tenders submitted as per Appendix A, with an approximate total contract value of £420,000 in respect of Ground Maintenance Services to Falkirk Council from 1<sup>st</sup> July 2020 until 30<sup>th</sup> April 2024.

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

Date: 10th June 2020  
Contact Name: Wilson Kemp Ext: 0777

## **Appendix A**

### **Falkirk Council**

#### **Framework Agreement for Ground Maintenance Services (DEV/141/20)**

**Period: from 1<sup>st</sup> July 2020 until 30th April 2024**

##### **Lot 1: Arboriculture Services**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
Landscape & Forestry Services (Scotland) Ltd	SC373507	Small	Falkirk	1st
Ayrshire Tree Surgeons Limited	SC351860	Micro	Kilbirnie	2nd
Taylor Trees Limited	SC613894	Micro	Denny	3rd
Complete Weed Control (Scotland South East) Limited	SC400439	Small	Lanark	4th

**Contract Value £144,000**  
(Annual Value £36,000)

##### **Lot 2: Grass Cutting for Rural Area**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
George Steel Contract Services Limited	SC501282	Small	Glasgow (Please note: contract will be delivered from a local depot based in Camelon)	1st
Complete Weed Control (Scotland South East) Limited	SC400439	Small	Lanark	2nd

**Contract Value £128,000**  
(Annual Value £32,000)

##### **Lot 3: Herbicides Treatment**

<b>Company</b>	<b>Company No.</b>	<b>SME Status</b>	<b>Location</b>	<b>Ranking</b>
Complete Weed Control (Scotland South East) Limited	SC400439	Small	Lanark	1st

**Contract Value £148,000**  
(Annual Value £37,000)

## **Falkirk Council**

**Subject:** Acceptance of tenders valued at over £250,000 and under £500,000 in value for the Supply and Delivery of Community Equipment (Specialist Products) Contract Ref: COR003929

**Meeting:** Information Bulletin

**Date:** 30 September 2020

**Author:** Chief Officer for Social Work Adult Services

### **1. Introduction**

- 1.1 Cordia (Services) LLP established a framework agreement for the Supply and Delivery of Community Equipment (Specialist Products) which is accessible to the public bodies that are listed within the Contract Notice.
- 1.2 Following an assessment of the various options available it was determined that the best value option was to proceed with participation in the Cordia Framework Agreement for the supply and delivery of Community Equipment (Specialist Products) and contracting with providers as detailed in Appendix A.
- 1.3 Cordia (Services) LLP ceased trading on 29 September 2018 with activities transferring to Glasgow City Council on 30 September 2018.
- 1.4 The Cordia Framework Agreement is due to expire on 31<sup>st</sup> March 2021 but arrangements may be extended as a result of the developing Covid-19 situation.
- 1.5 Contracting under the Cordia (Services) LLP framework up to 31/03/21 with the option to extend up to 12 months to 31/03/22.

### **2. Background**

- 2.1 The Joint Loan Equipment Service (JLES) currently manages core stock equipment on behalf of Falkirk Council, NHS Forth Valley and Stirling Council.
- 2.2 JLES is a jointly funded service between Falkirk Council, Stirling Council and NHS Forth Valley that provides an efficient and cost-effective warehousing, delivery and uplift, technical and maintenance and fitting service to meet the assessed needs of people with physical disabilities and acute chronic illness, to maximise their independence, improve their safety and maintain them in the community. The Service has been established to enable professional staff (e.g. Health Visitors, Nurses, Occupational Therapists and Social Care Officers) to request appropriately assessed equipment.



- 2.3 Falkirk Council already participate in the Cordia (Services) LLP Framework Agreement for the Supply and Delivery of Community Equipment for Core Products (Contract Ref: COR003928).
- 2.4 Cordia (Services) LLP established a separate Framework Agreement for the provision of "Specialist" Community Equipment which is bespoke equipment manufactured to suit the individual needs of the client. Participating in this Framework Agreement provides access to a wider range of suppliers and products (see Appendix A).

### **3. Tenders Received**

- 3.1 A total of 39 bids were received by Cordia (Services) LLP by the due deadline.
- 3.2 The tender evaluation was based on a balanced score methodology between 40% price, 10% service operation and quality, 10% risk management / business continuity, 10% price stability, 5% information management / reporting, 5% training, 5% warranty provision, 5% environmental, 5% timescales proposed and 5% community benefits.
- 3.3 The total estimated annual value of the contracts is £240,000 and the anticipated spend over the two years (including extension period) is £480,000.

### **4 Approval Sought**

- 4.1 **In accordance with Standing Order 6.2(ii), I approved the participation in the Cordia Framework Agreement for the Supply and Delivery of Community Equipment (Specialist Products) to 31<sup>st</sup> March 2021 with the option to extend up to 12 months with an estimated annual value of £240,000.**

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**Chief Officer for Social Work Adult Services**

Date: 7<sup>th</sup> July 2020

Contact Name: James King

Ext: 0817

## Appendix A

### Recommended Providers

Company	Company Number	Postal Town and Postcode
AAT (GB) Limited	05009438	Warrington, WA3 5QX
Accora Ltd	4915604	Cambridge, SG8 5QP
Aidapt Bathrooms Ltd	02464054	Merseyside, WA9 3EX
Allardyce Healthcare	SC040151	Dundee, DD4 8XD
Arjo Huntleigh International Ltd	02693603	Houghton Regis, LU5 5XF
Bartram Associates Ltd	02495107	Ely, CB6 1FJ
Broadberry Care (Insignis) Ltd	SC465585	Glasgow, G2 4TP
Caledonian Care Systems Ltd	SC262312	Glasgow, G21 2QA
Caltech Lifts Limited	SC256589	Dundee, DD1 3NA
Careflex Limited	02650254	High Wycombe, HP10 9QY
Denbighshire County Council t/a Cefndy Healthcare & Manufacturing	n/a	Rhyll, LL18 2HG
CLH Healthcare (Hampshire) Ltd now Oiiocare Ltd	08587487	Portsmouth, PO6 1TT
Concept Northern now Computercare 2000 Ltd	SC169321	East Kilbride,
Drive Devilbiss Sidhil Limited	00495946	Birkenshaw, BD11 2HW
Evolution Healthcare Limited	NI066640	Dungannon, BT70 1TF
Fast-Aid Products Ltd	SC056473	Midlothian, EH20 9HX
Harvest Healthcare Ltd	07210261	Rotherham, S60 1BW
Hill-Rom Ltd	02250372	Ashby De La Zouch, LE65 1JG
Invacare Ltd	05178693	Bridgend, CF35 5AQ
James Leckey design Ltd	NI23037	Lisburn, BT28 2SA
James (Jim) Cuthbertson t/a Jim Cuthbertson Electronic Services	n/a Sole trader	Glasgow, G66 1EL
The Kirton Healthcare Group Limited	01495570	Caerphilly, CF83 1BF
Langham Products Limited	03881908	Derby, DE74 2PY
Lisclare Ltd	NI31180	Belfast, BT6 9HL
Medstrom Ltd	05709304	Derby, DE74 2SA
Millbrook Healthcare Ltd	833987	Southampton, SO40 3XJ
A & J Law (Mobility Matters) Ltd	SC419982	Stonehouse, ML9 3LL
Mobility (Scotland) Ltd	SC299862	Kirkintilloch, G66 1HN
Nottingham Rehab Ltd t/a NRS Healthcare	1948041	Leicestershire, LE67 1UB
Prism UK Medical Ltd	04992349	Wakefield, WF4 4TD
R82 UK Ltd	3936516	West Midlands, B62 8BH
Roma Medical Aids Limited	01869285	Bridgend, CF31 3TB
Safe and Sound Products now Gordon Ellis & Co	231734	Derby, DE74 2PY
Sarabec Limited	02125618	Middlesbrough, TS2 1RH
Stairlifts (Scotland) Ltd	SC165156	Glasgow, G40 3DQ

The Helping Hand Company (Ledbury) Ltd	2172956	Herefordshire, HR8 1NS
Closomat Limited	02489536	Sale, M33 3SD
W Munro (Rehab) Ltd	SC088918	Glasgow, G81 2QP
Moorings Mediquip Ltd t/a Wheelchair Care Ltd	NI064301	Ballymena, BT42 2JH