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REPORT TO: MEMBERS LIBRARY

MEETING DATE:

BY: Michelle Coyle Service Manager - Procurement

SUBJECT: ELC Procurement contracts awarded below regulated thresholds – Q4 FY23-24



1 PURPOSE

- 1.1 To inform the Council of contracts awarded (below the Regulated thresholds) during the fourth quarter of Financial Year 2023-2024.

2 RECOMMENDATIONS

- 2.1 To note the report.

3 BACKGROUND

- 3.1 The revised East Lothian Council Procurement Procedures were approved by cabinet 17 January 2023.
- 3.2 In line with reporting requirements set out within the procedures, the Procurement Service are to provide quarterly summaries of contracts awarded (below the Regulated thresholds) to the Members Library.
- 3.3 Regulated and Agreement on Government Procurement (GPA) contracts are published separately in the Council's publicly available contract register in accordance with the Procurement Regulations. Details of these contracts can be found on the Council's publicly available contract register published on Public Contracts Scotland. [Public Contracts Scotland - Contracts Register](#)
- 3.4 These quarterly reports will also supplement reporting obligations of the Procurement Reform (Scotland) Act 2014, where a Contracting Authority is obliged to prepare and publish an annual report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year.
- 3.5 During the fourth quarter of 2023-24 financial year, 20 contracts were awarded below the regulated procurement thresholds with a total value of £2,515,432.
- 3.6 The table in Appendix A provides details of the contracts awarded (below the Regulated thresholds) during the fourth quarter of financial year 2023-2024.

4 POLICY IMPLICATIONS

- 4.1 The production of this quarterly report is a requirement of the Councils Standing Orders which include the revised East Lothian Council Procurement Procedures approved by cabinet 17 January 2023.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy

6 RESOURCE IMPLICATIONS

- 6.1 Financial - None
6.2 Personnel - None
6.3 Other – N/A

7 BACKGROUND PAPERS

- 7.1 East Lothian Council Annual Procurement Report 2022- 2023.

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DATE	23 April 2024

Appendix A

Contracts awarded (below the Regulated thresholds (£50,000 Goods\Services, £2,000,000 Works)) during the fourth quarter of FY 2023-2024

Contract Name	Contract Award Value	Supplier	ELC Head of Service	Goods, Services, Works
Aubigny Gym Extension*	£1,005,246.70	Algo Design and Build	Head of Infrastructure	Works
North Berwick Harbour Wall Works	£500,000.00	Southbay Civil Engineering Ltd	Head of Infrastructure	Works
Rural Carriageway Repairs	£242,734.87	Tarmac Trading Ltd	Head of Infrastructure	Works
Internal Alterations, Fishers Road - Prestonpans	£95,131.89	Mec Joinery	Head of Housing	Works
Carriageway Road Markings	£94,210.15	ECR Surfacing Ltd	Head of Infrastructure	Works
Installation of new security access doors	£90,000.00	Martec Engineering	Head of Housing	Works
Groundwork for School Cycle Shelters	£66,323.20	ECR Surfacing Ltd	Head of Infrastructure	Works
EV Charging point enabling works	£54,927.35	BES Group	Head of Infrastructure	Works
IT software for garden waste charging system	£49,750.00	PermiServ Ltd	Head of Infrastructure	Services
Purchase of two compactor skips	£41,449.00	Bergmann Direct Limited	Head of Infrastructure	Goods
Technical design of improvements to High Street, North Berwick.	£38,495.86	Stantec UK Ltd	Head of Infrastructure	Works
Autodesk Software Subscriptions	£34,380.00	Computacenter	Head of Corporate Support	Services
Design Consultancy Services - Bellyford Road	£30,296.48	AECOM Limited	Head of Infrastructure	Services
Bike and Scooter Shelter Assembly and Installation	£30,195.00	Broxap Limited	Head of Infrastructure	Services
East Lothian Visitor Survey	£29,950.00	Jump Research Ltd	Head of Development	Services
Insurance Claims Management System	£26,100.00	JC Applications Development Ltd	Head of Communities	Services
Marketing Consultancy Services for SMEs	£25,000.00	Enterprise North East Trust Ltd	Head of Development	Services

Invest in East Lothian Brand and Website Development	£24,698.00	Internet Creation Ltd	Head of Development	Services
River Restoration Surveys (MFPS)	£20,157.68	Forth Rivers Trust	Head of Infrastructure	Services
3 year car lease for ICAT	£16,386.00	Alphabet (GB) Limited	Head of Infrastructure	Services

*Open tender below the regulated threshold for Works.