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Bulletin	Aug 24

**REPORT TO: MEMBERS LIBRARY**

**MEETING DATE: 02/08/2024**

**BY: Michelle Cockburn Service Manager - Procurement**

**SUBJECT: ELC Procurement contracts awarded below regulated thresholds – Q1 FY24-25**

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**1 PURPOSE**

- 1.1 To inform the Council of contracts awarded (below the Regulated thresholds) during the first quarter of Financial Year 2024-2025.

**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 first quarter of 2024-25 financial year, 22 contracts were awarded below the regulated procurement thresholds with a total value of £4,260,762.

3.6 The table in Appendix A provides details of the contracts awarded (below the Regulated thresholds) during the first quarter of financial year 2024-2025.

#### **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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<b>DATE</b>	02 August 2024

## Appendix A

**Contracts awarded (below the Regulated thresholds (£50,000 Goods\Services, £2,000,000 Works)) during the financial quarter.**

Contract Name	Contract Award Value	Supplier	ELC Head of Service	Goods, Services, Works
Roof Replacement Works at John Muir House	£886,703.01	BD Roofing	Head of Infrastructure	Works
North Berwick Grass Sports Pitches	£631,912.25	Sportsmasters	Head of Infrastructure	Works
Minor Adaptations to Council Properties	£602,102.50	Mec Joinery	Head of Housing	Works
30 Nr Bathroom adaptations	£399,165.00	Russell Ramsay Complete Building Services	Head of Housing	Works
Design, Supply and Application of Carriageway Surface Dressing 2024	£350,000.00	Kiely Bros Ltd	Head of Infrastructure	Works
Mechanical and Electrical Upgrades at Preston Tower Primary School	£281,797.33	Atalian Servest	Head of Infrastructure	Works
Flat Roofing works Dunbar PS	£266,519.33	BD Roofing	Head of Infrastructure	Works
Lindores & Robertson external refurbishments	£196,977.00	G Grigg and Sons Ltd	Head of Housing	Works
Extension and Internal Reconfiguration Works - Tranent Road, Elphinstone	£136,716.65	Zest Building Services	Head of Housing	Works
Playground Inspection maintenance	£100,000.00	Kompan Limited	Head of Education	Works
Proposed Internal Reconfiguration - Edenhall Bank, Musselburgh	£78,177.50	Campbell & Smith	Head of Housing	Works
CEC Direct award for Structural Engineering Consultancy	£50,000.00	David Narro Associates	Head of Housing	Services
Software system to manage burial services	£46,065.00	Potbox Limited	Head of Infrastructure	Services
Purchase & Supply of tractor trailed cutting unit	£33,500.00	Thomas Sherriff	Head of Infrastructure	Goods
Design Services - Craighall 5 Arm Roundabout	£30,000.00	AECOM Limited	Head of Infrastructure	Services
General Election 2024 - Postal Vote Managed Service (PVMS)	£27,778.00	Idox Software Limited	Head of Corporate Support	Services

General Election 2024 - Printing	£25,000.00	Idox Software Limited	Head of Corporate Support	Services
IT Software Development Foundation Apprenticeship (2nd Year) Knox Academy	£25,000.00	Edinburgh College	Head of Education	Services
Foundation Apprenticeship SSDM IT : Software Development PLHS	£25,000.00	Edinburgh College	Head of Education	Services
Foundation Apprenticeship SSCYP 1 Year Dunbar Grammar School	£25,000.00	Edinburgh College	Head of Education	Services
Foundation Apprenticeship 2ND Year Business Skills at MGS	£25,000.00	Limelight Careers	Head of Education	Services
Law Nursery Meals (Pilot)	£18,348.59	Healthy Tots Ltd	Head of Education	Goods