

Members' Library Service Request Form

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Originator	Michelle Cockburn
Originator's Ref (if any)	
Document Title	ELC Procurement contracts awarded below regulated thresholds – Q2 FY24-25

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Additional information:

Authorised By	Ellie Dunnet
Designation	Head of Finance
Date	14 November 2024

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REPORT TO: Members' Library Service

MEETING DATE: November 2024

BY: Head of Finance

SUBJECT: ELC Procurement Contracts Awarded Below
Regulated Thresholds – Q2 FY24-25

1 PURPOSE

- 1.1 To inform the Council of contracts awarded (below the Regulated thresholds) during the second 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 on 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. During the second quarter of 2024-25 financial year, 23 contracts were awarded below the regulated procurement thresholds with a total value of £2,498,228.

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

4 POLICY IMPLICATIONS

- 4.1 The production of this quarterly report is a requirement of the Council's Standing Orders which include the revised East Lothian Council Procurement Procedures approved by Cabinet on 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 2023- 2024.

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DATE	12 November 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
2NR Grass Sport Pitches at Wallyford Learning Campus	£402,670.80	Sportsmasters	Head of Infrastructure	Works
Carriageway Resurfacing 2024	£355,361.79	ECR Surfacing Ltd	Head of Infrastructure	Works
Small Civils Works Framework	£300,000.00	A.G. Thomson & Sons Limited	Head of Infrastructure	Works
Social Work reconfiguration at ELC property	£273,720.27	Total Reinstatement Services	Head of Housing	Works
Yellowcraigs Coastal Toilet Extension	£258,876.11	Algo Design and Build	Head of Infrastructure	Works
Social Work Adaptations - Batch 2	£194,133.09	D Stewart Contracts	Head of Housing	Works
Social Work Modification to ELC property	£159,237.25	Mec Joinery	Head of Housing	Works
Social Work alterations at ELC Property	£121,174.41	Zest Building Services	Head of Housing	Works
Footway Slurry Surfacing 2024	£53,825.80	Kiely Bros Ltd	Head of Infrastructure	Works
Construction of Path for John Muir Way at Winterfield Golf Course	£52,724.34	Robert Darling & Sons	Head of Infrastructure	Works
Law Primary School Active Travel Path Design Services	£33,224.17	AECOM Limited	Head of Infrastructure	Services
North Berwick Active Travel & Station Links Concept Design	£28,198.41	Stantec UK Ltd	Head of Infrastructure	Services
Active Freeway Construction Support Consultancy Services, Phase 2A	£27,472.24	AECOM Limited	Head of Infrastructure	Services
Supply of a small van	£13,810.00	TRUST FORD LTD	Head of Infrastructure	Goods
Principal Designer and Structural/Civil	£10,800.00	Harley Haddow	Head of Infrastructure	Services

Engineering Consultant – Craighall Sport				
Media Office Software	£9,000.00	AIMEDIADATA Ltd	Head of Communities	Services
Window Replacement & Associated Works to Longniddry CC Structural Consultant	£1,275.00	David Narro Associates	Head of Infrastructure	Services
Proposed Roof Hatch Works to Penston House	£1,225.00	David Narro Associates	Head of Infrastructure	Services
Maintenance & Replacement of Bus Shelters	£45,000.00	Commutaports Ltd	Head of Infrastructure	Services
Supply and Installation of replacement lighting columns and cables	£115,271.82	Phoenix Specialist Solutions Ltd	Head of Infrastructure	Works
Foundation Apprenticeship SSDM Social Services Children and Young People	£16,227.00	Training For Care Scotland	Head of Education	Services
Foundation Apprenticeship 2ND Year Accountancy at North Berwick High School	£25,000.00	Dundee & Angus College	Head of Education	Services
IT Recycling	£0.00	TES-AMM Europe Ltd	Head of Corporate Support	Services