



Shetland
Islands Council

ANNUAL PROCUREMENT REPORT 2017/2018

Our 
Values

"Excellent service is at the heart of everything we do. We provide excellent service by taking personal responsibility and working well together."

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GLOSSARY

Commissioned Services	services generally provided by third sector organisations and social enterprises
Regulated contract	a contract governed by the Procurement Reform (Scotland) Act 2014 and The Procurement (Scotland) Regulations 2016
Utilities procurement	procurement relating to the Council's Ports and Harbours and some Infrastructure functions.
ZetTrans	Zetland Transport Partnership

INTRODUCTION

Shetland Islands Council (“the Council”) is a Local Authority providing a range of amenity and community services to a population of approximately 23,000 inhabitants. It is also the Harbour and Pilotage Authority for the Port of Sullom Voe, which serves the Sullom Voe Oil Terminal, and a number of other small ports and harbour facilities. The Council is also the Roads Authority for the islands. In addition, the Council provides procurement and related support to the Zetland Transport Partnership (ZetTrans) covering local transport services to the Shetland community, including the Inter-Island Air Service and the internal ferry service.

The guidance notes and template document issued by the Scottish Government’s Procurement and Commercial Directorate were used for this annual report. This is the first Procurement Report to be published by the Council in accordance with the Procurement Reform (Scotland) Act 2014 (the Act). Given the range of functions that the Council is responsible for, i.e. other than those that involve Regulated Procurement, the report includes information regarding those and the related contracts.

The Council operates a devolved model of procurement across five directorates. A central procurement team comprising 3.75 FTE staff in the Capital Programme Service - Corporate Services Directorate, provides advice and support to all the directorates. The other directorates are - Children’s Services, Community Health & Social Care, Infrastructure Services and Development Services. All contracts estimated at £50,000 and above, require to be administered via the central procurement team.

Shetland Islands Council published its current Procurement Strategy 2017 – 2020 in December 2016, as required by the Act. In order to report compliance of Regulated Procurement against the strategy and the other requirements of the Act, the Council must now publish an Annual Procurement Report.

The Procurement Strategy is underpinned by the Council’s overall aims: “*Our ‘20 By 20’ - twenty key achievements to be achieved by the year 2020*”. These include:

- High standards of governance, that is the rules on how we are governed, will mean that the Council is operating effectively, and the decisions we take are based on evidence and supported by effective assessments of options and potential effects;
- Our arrangements for buying goods and services will be considered to be efficient and provide ongoing savings;

- We will have prioritised spending on building and maintaining assets and be clear on the whole-life-costs of those activities, to make sure funding is being targeted in the best way to help achieve the outcomes set out in this plan and the community plan.

In accordance with section 18 of the Act, the report must include:

- (a) a summary of the regulated procurements that have been completed during the year covered by the report,
- (b) a review of whether those procurements complied with the authority's procurement strategy,
- (c) to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
- (d) a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- (e) a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- (f) a summary of the regulated procurements the authority expects to commence in the next two financial years,
- (g) such other information as the Scottish Ministers may by order specify.

The information and supporting appendices presented in this report demonstrate how the Council's procurement activity facilitates local service delivery in accordance with the Council's Procurement Strategy and Commissioning and Procurement Framework. Procurement activity also focuses on local and national aims, including the requirements relating to regulated procurement under the Act. The following sections provide commentary (*in italics*) on performance and related supporting information.

SECTION 1 – (a) SUMMARY OF REGULATED PROCUREMENTS

In total 62 regulated contracts were awarded in the period from January 2017 to 31 March 2018. Supporting information relating to those and all other awards administered by or notified to the central procurement team are detailed in Appendix 1. Table 1 below provides a summary of that information.

TABLE 1 - Summary of category C and C1 Contract Awards January 2017 to March 2018

APPENDIX 1 - provides a detailed breakdown of the Contracts Awarded during 2017/2018

TABLE 1

Contract Type	Number	%	Estimated Contract Value (£)
Regulated - Category C	48	33%	14,013,743
Regulated - Category C1 (Regional Collaboration - 14 suppliers appointed)	14	10%	586,000
Non regulated - Utilities	10	7%	12,228,510
Non Regulated - Other	72	50%	7,082,838
Total	144	100%	33,911,091

Commentary on performance:

Unless otherwise stated, Appendix 1 does not include contracts or call-offs awarded under Category A (Scottish Procurement), Category B (Scotland Excel) and other available Frameworks, e.g. Crown Commercial Service (CCS). It is essential that, as far as is reasonably practical, all contracts meet the Council's wide-ranging service needs. The central procurement team, together with the lead (Service based) commissioning and procurement officers, work to consider procurement options that are most likely to meet the Council's needs, in order to determine the contract(s) to be adopted. This includes consideration of the potential impact on any local supplier(s), bearing in mind the regulatory regime that applies.

Note: Table 1 and Appendix 1 include extensions relating to contracts awarded prior to the current regulations coming into force on 18 April 2016. The estimated contract value relates to potential Council expenditure only.

SECTION 2 – (b) REVIEW OF REGULATED PROCUREMENT - COMPLIANCE WITH THE AUTHORITY'S PROCUREMENT STRATEGY

The Council's Procurement Strategy 2017-2020 was published in December 2016. It must be borne in mind, however, that the Procurement Strategy applies to all procurement activity that the Council has responsibility for, i.e. not only Regulated Procurement.

The 62 Regulated Procurements summarised in this report complied with the Authority's Procurement Strategy in meeting the following strategic objectives:

- Develop the procurement service to address the relevant aims of "Our Plan 2016 – 2020", whilst meeting Scottish Government requirements and guidance;
- Embed good procurement practice across the Council underpinned by good communication and collaboration;
- Continue to promote collaboration as the first factor to be considered whether internally or externally for all procurement activities;
- Establish a procurement culture that recognises accessibility and sustainability as the norm and promotes the Council's objectives for business and the community.

Commentary on performance:

As noted above, the regulated procurements were progressed in accordance with relevant strategic objectives of the Procurement Strategy. The strategic objectives may be reassessed following consideration of a Procurement Strategy Action Plan update.

SECTION 3 – (c) EXTENT THAT ANY REGULATED PROCUREMENT DID NOT COMPLY, A STATEMENT OF HOW THE AUTHORITY INTENDS TO ENSURE THAT FUTURE REGULATED PROCUREMENTS DO COMPLY

Regulated Procurement activity has complied with relevant objectives of the Authority's Procurement Strategy. It is recognised, however, that whilst there is a better understanding of Regulated Procurement, further work is needed to develop this. This will be addressed with further support and guidance for officers with procurement responsibility. The Council's e-learning system will be considered for this.

SECTION 4 – (d) SUMMARY OF COMMUNITY BENEFIT REQUIREMENTS IMPOSED AS PART OF A REGULATED PROCUREMENT

The only regulated contract that exceeded an estimated value of £4,000,000 was the contract for the *Supply and Delivery of Marine Grade Gas Oil* awarded in May 2017. The following statement was included in the Contract Notice:

“The Contracting Authority does not intend to include any community benefit requirements in this contract for the following reason: The main purpose of the framework agreement is the supply and delivery of fuel to marine vessels including lifeline services. One of the key requirements is security of supply to ensure that scheduled ferry services can be maintained for the benefit of the community. Although not a contractual requirement, sub-contracting is allowed for in the procurement documents. It is considered that a further contractual obligation would not be conducive to achieving the best response from the market.”

The Contract was awarded to World Fuel Services Europe Ltd, who have a sub-contract arrangement for supply and delivery of the fuel with a locally-based supplier.

SECTION 5 - (e) SUMMARY OF ANY STEPS TAKEN TO FACILITATE THE INVOLVEMENT OF SUPPORTED BUSINESSES IN REGULATED PROCUREMENTS

The Act includes a new classification for supported business: “an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged”. Public organisations can reserve the right to participate in procurement for the award of a public contract/framework to a supported business. Some businesses in Shetland do define themselves as “*Social Enterprises*” who provide opportunities for persons who are disabled or disadvantaged. They are not, however, defined as supported business as they do not meet the directly employed 30% criteria referred to above. The central procurement team and officers dealing with social enterprises, work to involve these businesses under existing commissioned services contracts and engage with them when other relevant contract opportunities arise. To put this into context, the actual spend with Supported Businesses for the reporting period was £160. The estimated contract value, however, of awards to businesses engaged to provide *Commissioned Services* was approximately £2,462,000. The largest proportion of the latter applying to one particular regulated contract under the “*light touch*” regime.

Commentary on performance:

The classification change in 2016 allowed more businesses to be considered for inclusion in this category. The procurement team were not specifically requested to progress a contract that would have been of particular interest to a Supported Business. The Council does, however, continue to work closely with other third sector businesses, particularly for commissioned services. Social enterprises are made aware of relevant opportunities, where

appropriate, for supplies and/or services and encouraged to register on the Public Contracts Scotland web portal.

SECTION 6 – (f) FUTURE REGULATED PROCUREMENT SUMMARY EXPECTED TO COMMENCE IN THE NEXT TWO FINANCIAL YEARS

The Procurement team has worked with Executive Managers to develop forward procurement plans for their service areas. These plans identify the Council’s anticipated procurement activity for the coming year for Category C and C1 procurement (excluding Category A & B activity). The Act has extended this timeframe to two years and Appendix 2 includes information regarding anticipated Regulated Procurements for that period. As referenced in the introduction above, this report includes information on all procurement activity and this is included in the Forward Plan, i.e. it also covers “non-regulated” procurement.

Commentary on forward plan:

The Forward Plans includes potential extensions for known re-tendering exercises (new procurement procedures) that are due over the next two years. This represents a significant workload for the Council’s central Procurement Team, service areas and other corporate services.

At this point in time, it is likely that the Council will make use of the extensions available on existing contracts where value for money can be demonstrated, subject to feedback from the services concerned. In some cases, options for re-tendering, or changing how the work, services or supplies required are delivered will need to be considered; this activity will follow the process for service review described in the Council’s Commissioning and Procurement Framework to ensure continuing Best Value for the Council. In addition, there will always be a level of unplanned procurement activity that has to be considered alongside that which may already be planned. Unplanned activity can have significant resource implications for the central Procurement Team, Legal and Finance services.

As can be noted, the Forward Plans include potential contracts that have not yet been clearly defined, given the timescale involved. Those that may be classed as regulated contracts are detailed as such, at this time in Appendix 2.

SECTION 7 – (g) SUCH OTHER INFORMATION AS THE SCOTTISH MINISTERS MAY BY ORDER SPECIFY

At this time, the Council is not aware of any additional Orders issued by the Scottish Ministers.

SECTION 8 – SHETLAND ISLANDS COUNCIL UPDATE

The information contained in previous sections and attached Appendices highlights the reporting requirements in areas covered by the Act and others that are not (Non-Regulated procurement). Other development activity has taken place since the current procurement legislation came into force on 18 April 2016. Some key issues are detailed below.

Supplier Development – A Supplier Development Workshop was held in May 2016, with support from the Supplier Development Programme (SDP) and the Council’s Economic Development Service. The Workshop, whilst useful to those suppliers who did attend, did not attract the number of attendees that were originally anticipated. This, perhaps, indicates that there is a lack of awareness within the local business community of *Public Procurement* and the regulatory regime applying and how this corresponds to contract opportunities. The Procurement Strategy includes a strategic objective to address this particular issue, whilst recognising that it is likely to require ongoing advice and support.

Construction Activity– Following a briefing seminar held in Lerwick, Shetland on 3 and 4 August 2015, officers have continued to receive and provide feedback to the Construction Review Delivery Group (CRDG). The construction sector in Shetland generally comprises a range of small and medium size enterprises (SME’s). Most of the contracts awarded in this sector are significantly below the £2,000,000 threshold applying to a Public Works Contract, i.e. not regulated contracts.

An *Energy Efficiency Workshop* with local construction contractors and the Council was held on 14 September 2017. One of the aims was to encourage local contractors to engage with and provide feedback to the Council on the *Home Energy Efficiency Programme – Area Based Scheme*. The challenge for contractors in this sector is to determine who has the capacity to attain the qualifications required to carry out works under the scheme. A general concern expressed by contractors at the workshop was that the minimum qualification required may be too much to take on when also considered with the cost involved. This was of particular concern for self-employed contractors. Whilst this is a challenge in an islands community, the scheme itself is important for the Council in both community benefit and sustainability terms.

Commissioning and Procurement Framework– The Council’s Commissioning and Procurement Framework and related guidelines were approved on 18 April 2016. Significant progress has been made to establish detailed guidance for commissioning officers. This, coupled with “*Building Better Business Cases*” training, assists relevant services when considering options for *Commissioned Services*. Procurement options in this sector are challenging, given the sensitive nature of the services involved and limited market availability in Shetland.

Staff Development – Staff within the central Procurement Team have undertaken chartered status procurement and other related training and development since April 2016.

Collaboration Internally and Externally – Several projects have involved the central Procurement Team working closely with service managers to identify internal collaborative opportunities (e.g. Social Care, New Anderson High School, Marine Grade Gas Oil, Supply of Foodstuffs and Cleaning Products). These are generally well received and have resulted in positive outcomes for the Council, both financially and operationally. The Procurement Team also lead on the collaborative (C1) *Aids for Daily Living Framework* opportunity, with and on behalf of Orkney Islands Council and Comhairle nan Eilean Siar (Western Isles Council). The Framework was awarded in December 2017. Collaborative opportunities continue to be considered on an ongoing basis. Regular dialogue is also held via an *Islands Procurement Group*, where this is a standing agenda item.

SECTION 9 - SUMMARY

The central Procurement Team and other corporate services continue to support all departmental service teams to meet their needs, whilst also meeting the requirements applying to Regulated procurement under the Act.

The emphasis is to continue to promote best practice in accordance with the Council's governance arrangements, related procedures and working practices for both internal and external customers. This should ensure that the Council's procurement requirements are carefully considered, clear, concise and developed to be of interest to the appropriate market. Encouraging and supporting suppliers to engage with the Council under the current procurement regime is an important element in the overall delivery of the Council's Procurement Strategy 2017 – 2020.

Forward procurement plans should assist in the development of a procurement strategy for each procurement exercise. This, in turn, will allow consideration to be given to, not just the outcome including financial impact, but also the potential added value that the contract itself can deliver in terms of economic, social, community and environmental benefits. The Council's Procurement Strategy reflects these aims.

A *Business Transformation Programme (BTP)* is also being implemented that includes a strand covering the Commissioning and Procurement Framework. The work required for that, along with this first Annual Procurement Report, demonstrates where the Council is already progressing and areas for further attention and improvement.

APPENDIX 1

Extract from Shetland Islands Council's Contract Register

CONTRACTS AWARDED IN 2017/18 including renewals						
Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Scalloway Fish Market – Professional Services Contract	Arch Henderson LLP	£289,758.00	17/01/2017	17/01/2017	12/07/2019	No
Fuel Supply to Sella Ness Offices – Biomass Pellets (Contract Extension)	NESS Engineering Ltd	£25,000.00	17/01/2017	01/01/2017	31/12/2017	No
Scalloway Harbour – Pile Repairs and Re-fendering	Ocean Kinetics Ltd	£246,309.00	27/01/2017	06/03/2017	22/05/2017	No
Promote Shetland Service Contract (Contract Extension)	Shetland Amenity Trust	£75,000.00	30/01/2017	01/04/2017	30/06/2017	No
Provision of Post-diagnostic Support for People Living with Dementia	Alzheimer Scotland	£15,000.00	30/01/2017	01/02/2017	31/01/2018	No
Provision of Post-diagnostic Support for People Living with Dementia	Voluntary Action Shetland	£13,980.00	30/01/2017	01/02/2017	31/01/2018	No
Children's Rights Service (Contract Extension)	Who Cares? Scotland	£118,745.17	10/02/2017	01/04/2017	31/03/2020	No
Market Street Store, Lerwick	GB Building Centre	£287,029.10	13/02/2017	13/03/2017	19/06/2017	No
Vehicle and Plant Framework Agreement 2017-2020	A & N Johnson	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	A Chadwick Plant Hire Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Charlie Clark	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	D & R Contractors	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	EMN Plant Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Garriock Bros Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	George Hutchison	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	J & D S Halcrow	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	J A & G D Nicolson	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Maurice Sutherland	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Morris Leslie Plant Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	NESS Engineering Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No

Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Vehicle and Plant Framework Agreement 2017-2020	Nortech Marine Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Northwards Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	R B Plant Hire Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	R S Henderson Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	S A Laurenson Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Shetland Grasscutting	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Shetland Quality Construction Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Tulloch Developments Ltd	Rates	13/02/2017	01/04/2017	31/03/2020	No
Vehicle and Plant Framework Agreement 2017-2020	Victor Jamieson	Rates	13/02/2017	01/04/2017	31/03/2020	No
Muckle Roe Bridge – Full Maintenance Painting	Malakoff Limited	£111,627.78	16/02/2017	01/05/2017	15/09/2017	No
Meals-on-wheels Catering Provision – Easter School Holidays 2017	Da Haaf Restaurant	£1,311.00	01/03/2017	03/04/2017	14/04/2017	No
Anderson High School – Pick Up/Drop Off Area	Shetland Quality Construction Ltd	£222,437.00	07/03/2017	01/04/2017	23/06/2017	No
Jetty Maintenance – Dolphin Concrete Repairs Sub-Contract 2017	Concrete Repairs Ltd	£965,145.49	07/03/2017	08/03/2017	30/09/2017	No
Lower Burns Walk Pedestrian Improvements – Esplanade, Lerwick	Tulloch Developments Ltd	£56,522.00	13/03/2017	03/04/2017	26/05/2017	No
Make A Difference Training	Fiona Robertson	Rates	13/03/2017	13/03/2017	31/03/2018	No
Transport and Delivery of Meals-on-wheels Service – Whiteness/Weisdale/Nesting	Robinson Transport (Shetland) Ltd	£142,552.80 (All Areas)	15/03/2017	01/04/2017	31/03/2019	Yes
Transport and Delivery of Meals-on-wheels Service – Scalloway/Tingwall	Robert Cecil Slater		15/03/2017	01/04/2017	31/03/2019	Yes
Transport and Delivery of Meals-on-wheels Service – Burra	Robinson Transport (Shetland) Ltd		15/03/2017	01/04/2017	31/03/2019	Yes
Transport and Delivery of Meals-on-wheels Service – Sandwich/Cunningsburgh/Quarff	Ronald Irvine T/A Boddam Cabs		15/03/2017	01/04/2017	31/03/2019	Yes
Transport and Delivery of Meals-on-wheels Service – South Mainland	Ronald Irvine T/A Boddam Cabs		15/03/2017	01/04/2017	31/03/2019	Yes
Transport and Delivery of Meals-on-wheels Service – Lerwick (Area 1)	Ronald Irvine T/A Boddam Cabs		15/03/2017	01/04/2017	31/03/2019	Yes
Transport and Delivery of Meals-on-wheels Service – Lerwick (Area 2)	Alexis Symington		15/03/2017	01/04/2017	31/03/2019	Yes

Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Supply and Delivery of Fresh Fish 2017/2018 – Delivery Areas 3,4,5,6,9,10,11 & 12	Blydoit Fish Ltd	£80,000 (All Areas)	20/03/2017	01/04/2017	31/03/2018	Yes
Supply and Delivery of Fresh Fish 2017/2018 – Delivery Areas 1, 2, 7 & 8	McNabs Kippers		20/03/2017	01/04/2017	31/03/2018	Yes
Inter-Island Air Services between Shetland Mainland/Fair Isle/Foula/Skerries	Directflight T/A Airtask Group	£880,028.00	30/03/2017	01/04/2017	31/03/2018	No
Provision of Weather Forecasting Services – Lot 2 (Roads)	The Met Office	£28,879.02	14/04/2017	01/05/2017	30/04/2018	No
Independent Reviewing Officer	Everyday Solutions (Highland) Ltd	£42,809.00	14/04/2017	0/05/17	31/10/17	No
Provision of Hull Plating Renewal on M.V. Leirna	MacDuff Shipyards Ltd	£83,675.00	20/04/2017	29/05/2017	18/06/2017	No
Supply of Bare Boat Charter Tug(s) – March 2017	Multraship B.V.	£9,000,000.00	20/04/2017	26/04/2017	24/10/2017	No
Council Housing Energy Efficiency Measures 2017/18	Shetland Heatwise Ltd	£300,000.00	28/04/2017	01/05/2017	30/03/2018	No
External Redecoration Contracts – Scheme 17A	MDA Painters	£30,751.30	28/04/2017	01/05/2017	02/10/2017	No
External Redecoration Contracts – Scheme 17B	MDA Painters	£24,617.30	28/04/2017	01/05/2017	02/10/2017	No
External Redecoration Contracts – Scheme 17C	Painter Brothers	£7,036.00	28/04/2017	01/05/2017	02/10/2017	No
External Redecoration Contracts – Scheme 17D	Painter Brothers	£28,503.60	28/04/2017	01/05/2017	02/10/2017	No
Re-roofing Works at Firth and Mossbank – Year 2 (2017-2018)	Shetland Construction & Developments	£368,284.50	09/05/2017	09/05/2017	20/03/2018	No
Annual Heating Replacements	Westside Electrical Services	£176,375.00	09/05/2017	01/06/2017	31/03/2018	No
HFS Surface Treatment for Lerwick 20mph Scheme	Markon Limited	£17,412.75	10/05/2017	29/05/2017	03/06/2017	No
Childcare Voucher Scheme Service (Contract Extension)	Employers for Childcare	£8,466.80	12/05/2017	01/04/2017	30/09/2017	No
Baltasound Pier Repairs, Unst – Re-fendering and Associated Works	Tulloch Developments Ltd	£109,750.00	22/05/2017	01/08/2017	21/08/2017	No
Supply, Installation and Commissioning of CDT Equipment – New Anderson High School	Active Energy Solutions Ltd	£135,011.00	22/05/2017	01/06/2017	30/06/2017	Yes
Supply and Delivery of Marine Grade Gas Oil	World Fuel Services Europe Ltd	£8,000,000.00	23/05/2017	01/06/2017	31/05/2021	Yes
Project Development Officer	Everyday Solutions (Highland) Ltd	£42,809.00	30/05/2017	27/06/17	29/01/18	No
Cycle To Work Scheme	Sodexo Motivation Solutions UK Ltd	£45,000.00	06/06/2017	06/06/2017	06/06/2020	No
Shetland Employment Survey 2017	SSQC Ltd	£13,538.00	14/06/2017	19/06/2017	30/09/2017	No

Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Re-roofing Works – Aith Junior High School, Aith	Hunter & Morrisons Ltd	£322,121.97	14/06/2017	04/07/2017	31/03/2018	No
Replace Rails – Fair Isle Slipway	Malakoff Ltd	£160,000.00	14/06/2017	14/06/17	31/10/17	No
Asbestos Surveys – Anderson High School	Keegans Ltd	£41,793.00	16/06/2017	01/07/17	31/12/17	No
External Refurbishment at Turniebrae, Dunrossness	GB Building Centre	£521,689.75	20/06/2017	17/07/2017	26/03/2018	No
Gremista Landfill – Gas Pumping Trial	Tulloch Developments Ltd	£95,000.00	22/06/2017	01/07/17	31/12/17	No
Promote Shetland (Interim Arrangement)	Shetland Amenity Trust	£75,000.00	23/06/2017	01/07/2017	30/09/2017	Yes
Provision of Road Markings and Reflective Road Studs	Markon Limited	£329,851.25	30/06/2017	01/07/2017	30/06/2020	No
Provision of Roadside Vehicle Safety Barriers and Cattle Grids	Garriock Bros Ltd	£1,126,014.40	30/06/2017	01/07/2017	30/06/2020	No
Maintenance of Traffic Signs and Miscellaneous Street Furnishings	Garriock Bros Ltd	£294,217.50	30/06/2017	01/07/2017	30/06/2020	No
Gremista Landfill Gas Pumping Trial	Tulloch Developments Ltd	£95,278.05	30/06/2017	01/07/17	31/03/18	No
Sullom Voe Harbour – VTS Radar Replacement	Xanatos Marine Ltd	£850,900.00	03/07/2017	03/07/2017	30/06/22	No
Consultancy Services for Masterplanning Knab Site, Lerwick	7N Architects	£94,466.00	07/07/2017	07/07/2017	31/12/18	Yes
Supply & Installation of Portable Retractable Seating – New Anderson High School	Audience Systems	£47,534.00	12/07/2017	25/07/2017	16/10/2017	No
Supply & Installation of Sensory Equipment – New Anderson High School	Spacekraft	£30,806.72	13/07/2017	13/07/2017	20/10/2017	No
Tresta Sea Wall Rock Armour Protection	Shetland Quality Construction Ltd	£104,074.50	18/07/2017	04/09/2017	30/10/2017	No
Window and Door Replacements Term Contracts – Lerwick Area (2017/2018)	GB Building Centre	£574,025.75	21/07/2017	02/10/2017	01/10/2018	No
Welcome Home Service	Royal Voluntary Service	£29,778.00	21/07/2017	01/08/17	31/07/18	No
Provision of a Dispersed Community Alarm / Telecare Monitoring Service	Hanover (Scotland) Housing Association	£59,055.36	27/07/2017	01/09/2017	31/08/2021	Yes
Childcare Vouchers For Shetland Islands Council	Sodexo Motivation Solutions UK Ltd	£30,000.00	28/07/2017	01/10/2017	30/09/2019	No
Communication Support for Recycling and Waste Service Changes	Nicki Souter Associates	£51,275.00	15/08/2017	15/08/2017	31/03/2018	Yes
Relocation of Anderson High School & Janet Courtney Halls of Residence	Pickfords Move Management Limited	£36,188.00	16/08/2017	05/10/2017	26/10/2017	No
Mechanical & Electrical and Fabric Maintenance Services – AHS Halls of Residence	Robertson Facilities Management	£61,974.78	16/08/2017	01/09/2017	31/03/2018	Yes

Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Provision of Digital Boost (Phase 2) Workshops	Tuminds Ltd	£7,604.00	18/08/2017	01/09/2017	31/03/2018	No
Provision of Digital Boost (Phase 2) Workshop – Cloud for Business Essentials	The Apprentice Store	£850.00	18/08/2017	01/09/2017	31/03/2018	No
Shetland Skills Survey 2017	SSQC Ltd	£9,880.00	05/09/2017	01/09/2017	31/03/2018	No
Actuarial Support Services – Insurance Contract	HJC Actuarial Consulting Limited	£20,000.00	20/09/2017	02/10/2017	31/03/2018	No
“FM Type” Services Process Review	APSE Scotland	£40,000.00	20/09/2017	01/01/2018	30/06/2018	No
Engineering Service	Shetland Heat Energy and Power	£31,200.00	20/09/2017	01/10/17	31/03/18	No
Meals-on-wheels Catering Provision – October School Holidays 2017	Da Haaf Restaurant	£1,044.00	25/09/2017	09/10/2017	23/10/2017	No
Supply and Delivery of Butcher Meat Framework 2017	J W Gray & Co	£200,000.00	02/10/2017	02/10/2017	30/09/2018	Yes
Supply and Delivery of Butcher Meat Framework 2017	John Tulloch (Shetland Products) Ltd T/A Hughson Brothers		02/10/2017	02/10/2017	30/09/2018	Yes
Supply and Delivery of Groceries & Provisions Framework 2017	J W Gray & Co	£200,000.00	03/10/2017	03/10/2017	30/09/2018	Yes
Supply and Delivery of Groceries & Provisions Framework 2017	John Tulloch (Shetland Products) Ltd T/A Hughson Brothers		03/10/2017	03/10/2017	30/09/2018	Yes
Contract for Skip Hire and Disposal of Ships Refuse (Contract Extension)	Garriock Bros Ltd	Rates	04/10/2017	01/08/2017	31/07/2018	No
Consultancy Housing Needs Feasibility Study – Northmavine and Walls	Highland Community Resources	£9,170.00	04/10/2017	30/10/2017	29/01/2018	No
Promote Shetland Service	NB Communication Ltd	£360,000.00	06/10/2017	01/10/2017	31/03/2022	Yes
Lerwick Town Hall – Interpretation Digital App	Jam Creative Studios Ltd	£22,450.00	06/10/2017	06/10/17	31/03/18	No
Sacrificial Cathodic Protection at Blacksness Pier, Scalloway	Leask Marine Ltd	£156,648.00	09/10/2017	22/01/2018	31/03/2018	No
Project Consultant Services	Everyday Solutions (Highland) Ltd	£42,809.00	20/11/2017	30/01/18	28/08/18	No
Recruitment Support for Chief Executive’s Post	Solace Enterprises	£30,000.00	22/11/2017	01/12/2017	28/02/2018	No
Insurance Broking Services	Price Forbes & Partners	£7,500.00	01/12/2017	01/12/2017	31/11/2022	No
Street Lighting Replacements throughout Shetland	Tulloch Developments Ltd	£73,310.00	05/12/2017	08/01/2018	25/05/2018	No
8 North Ness Business Park, Lerwick – Floor Load Testing	Accolade Measurement	£42,891.32	07/12/2017	08/01/2018	18/01/2018	No
8 North Ness Business Park, Lerwick – Supply of Scaffolding	Access 2000 (Shetland) Ltd	£24,966.00	07/12/2017	07/12/2017	21/12/2017	No

Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Aids for Daily Living Framework Agreement	Accora Ltd	£586,000.00	11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Allardyce Healthcare Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	BaKare Beds Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	CareFlex Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Drive DeVilbiss Healthcare Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Invacare Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Manger International		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	RNIB		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Silvalea Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Talley Group Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	The Helping Hand Company		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Tunstall Healthcare (UK) Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	W Munro (Rehab) Ltd		11/12/2017	01/01/2018	31/12/2022	Yes
Aids for Daily Living Framework Agreement	Wealden Rehab		11/12/2017	01/01/2018	31/12/2022	Yes
Supply of Chemicals and Flue Gas Treatment Products (Framework Extension)	Charles Tennant & Co Ltd	£130,000.00	21/12/2017	01/10/2017	30/09/2018	No
Fuel Supply to Sella Ness Offices / Workshop – Biomass Pellets (Contract Extension)	NESS Engineering Ltd	Rates	18/01/2018	01/01/2018	31/12/2018	No
Service and Supply Voith Propulsion Unit	Voith Turbo	£73,000.00	24/01/2018	24/01/2018	04/04/2018	Yes
Whalsay Junior High School – Plant Room Refurbishment	D S Adamson Mechanical Services Ltd	£97,018.53	29/01/2018	01/02/2018	10/04/2018	No
Happyhansel Primary School – Plant Room Refurbishment	D S Adamson Mechanical Services Ltd	£77,202.98	29/01/2018	01/02/2018	10/04/2018	No
Marine Engineering Consultancy Services (Contract Extension)	Niras Fraenkel Ltd	£450,000.00	02/02/2018	13/02/2018	12/12/2020	No
Replacement X Band Radars B600's	Furuno	£125,400.00	15/02/2018	23/03/18	30/05/23	Yes
Inter-Island Air Service between Shetland Mainland/Fair Isle/Foula/Out Skerries/Papa Stour	Directflight Limited T/A Airtask Group	£937,212.00	27/02/2018	01/04/2018	31/03/2019	Yes

Contract Name	Supplier Name	Estimated Contract Value (at Award stage)	Date of Award	Start Date	End Date	Regulated YES/NO
Construction of Shared Path at Clickimin – Adjacent to Rugby Pitch	Tulloch Developments Ltd	£83,483.00	13/03/2018	16/04/2018	25/05/2018	No
Electrical Design	MEB Services Ltd	£3,500.00	13/03/2018	13/03/18	30/09/18	No
Scalloway Making Places	G L Hearn Limited	£28,248.48	19/03/2018	02/04/18	29/09/18	No
Shetland Regional Accounts Input-Output Study 2017/18	SSQC Ltd	£72,000.00	19/03/2018	19/03/2018	30/09/2018	Yes
Insurance Services	Price Forbes	£115,000.00	20/03/2018	01/04/2018	31/03/2019	Yes
Supply and Delivery of Fresh Fish 2018/2019 – Delivery Areas 3,4,5,6,9,10,11 & 12 (Contract Extension)	Blydoit Fish Ltd	£80,000.00	27/03/2018	01/04/2018	31/03/2019	Yes
Supply and Delivery of Fresh Fish 2018/2019 – Delivery Areas 1,2,7 & 8 (Contract Extension)	McNabs Kippers	£80,000.00	27/03/2018	01/04/2018	31/03/2019	Yes
Annual Heating Replacements (Contract Extension)	Westside Electrical Services Ltd	£182,500.00	27/03/2018	01/04/2018	31/03/2019	No
Mechanical & Electrical and Fabric Maintenance Services - AHS Halls of Residence (Contract Extension)	Robertson Facilities Management	£61,974.78	27/03/2018	01/04/2018	30/09/2018	Yes
Insurance Contracts – Lot 1 (Property)	XL Insurance	£70,000.00	28/03/2018	01/04/2018	31/03/2019	Yes
Insurance Contracts – Lot 2 (Hull & Machinery)	QBE Insurance T/A British Marine	£38,500.00	28/03/2018	01/04/2018	31/03/2019	Yes
Insurance Contracts – Lot 3 (Protection & Indemnity)	QBE Insurance T/A British Marine	£51,500.00	28/03/2018	01/04/2018	31/03/2019	Yes
Provision of Residential and Day Care Services	CrossReach	£2,225,021.00	29/03/2018	01/04/2018	31/03/2020	Yes
Purchase of Second Hand Excavator for Scord Quarry	Garriock Bros Ltd	£118,800.00	29/03/2018	N/A	N/A	Yes

APPENDIX 2

FUTURE REGULATED PROCUREMENT SUMMARY 2018 TO 2020 (Note: includes non-regulated procurement activity)						Regulated (if known)
Contract Title/Description	New Extension or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration	
Supply and Delivery of Butcher Meat Framework 2018/2019	Extension	£200,000.00	N/A	01/10/2019	1 year	Yes
Supply and Delivery of Groceries & Provisions 2018/2019	Extension	£200,000.00	N/A	01/10/2019	1 year	Yes
Supply and Delivery of Cleaning Materials	Re-let			01/10/2020		Yes
Supply and Delivery of Butcher Meat Framework 2019/2020	Re-let			01/10/2020	1 year + 1 year	Yes
Supply and Delivery of Groceries & Provisions 2019/2020	Re-let				1 year + 1 year	Yes
Family Mediation Service						
Hub Service						
Children & Young People's Support Service, Women's Support Service, and Homelessness & Refuge						
Children's Rights Service	Re-let					Yes
Pre-School Childcare Support						
Provision of Sanitary Products in Schools						
Servicing of PE Equipment in Schools						
Provision of Golf Facilities & Development of Golf						
Residential & Day Care Service						
Respite Care Service						
Independent Advocacy Services						Yes
Supported Employment Placements						

FUTURE REGULATED PROCUREMENT SUMMARY 2018 TO 2020 (Note: includes non-regulated procurement activity)						Regulated (if known)
Contract Title/Description	New Extension or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration	
Additional Special Needs (ASN) Holiday Programme & Adult Recreation Club						
Transport and Delivery of Meals-on-wheels Contracts (Various Areas)	Re-let					Yes
Nurse Call Systems Maintenance / Servicing Contract						
Community Alarm						
One Stop Shop Service						
Lerwick Library Redevelopment						
Building Maintenance Capital Works (Various Contracts/Buildings)						
Energy Recovery Plant						
Knab Site Demolition						
New Build Children's Supported Accommodation						
Banking Services Contract						Yes
Council Investment Strategy Review						
Pension Fund Investment Strategy Review						
Performance Measurement Services						
Link Asset Services						
Treasury Advice						
Insurance Contracts						Yes
Legal Services Framework Agreement						
Cycle To Work Scheme						
Childcare Vouchers for Shetland Islands Council						

FUTURE REGULATED PROCUREMENT SUMMARY 2018 TO 2020 (Note: includes non-regulated procurement activity)						Regulated (if known)
Contract Title/Description	New Extension or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration	
New Council Website						
Financial Health Service						
Fuel Poverty & Energy Advice Service						
Make A Difference Training						
Anchor Project						
Hoswick Visitor Centre – Car Parking Improvements						
Fibre Optic Cable (North Isles)						
Consultancy (Fisheries-based Support Measures)						
Feasibility Research (Island Deal Projects)						
Museum & Archive Service						
16+ Befriending Scheme						
Provision of Inter-Island Air Service	Re-let			01/01/2019	5 years	Yes
Smart Ticketing	New					Yes
Inter-Island Transport Services						
Provision of Passenger Transport Framework Agreement 2018-2022 (Bus Services)	Re-let		(Already Published)	23/07/2018	4 years	Yes
Provision of Haulage Services	Re-let		Sept 2018		4 years	Yes
Refuse Collection – Islands						
Provision of Special Waste Disposal Service	Re-let					Yes
Supply of Chemicals & Flue Gas Treatment	Re-let		Sept 2018		4 years	Yes
Capping of Landfill Cell – Design						

FUTURE REGULATED PROCUREMENT SUMMARY 2018 TO 2020 (Note: includes non-regulated procurement activity)						Regulated (if known)
Contract Title/Description	New Extension or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration	
Capping of Landfill Cell – Works						
New Recycling Facility – Construction Works						
New Recycling Facility – Equipment						
Disposal of Surplus Scrap						
Community Mediation Service						
Dry-Docking & Associated Services Framework					4 years	
Marine Electrician						
Linkspan Project Management / Linkspan Life Extension Work (2018-2021)						
Marine Mechanical and Hydraulic Engineering Framework						
Electronic and Navigation Framework						
Life Saving Equipment – Service & Supply						
Divers Framework						
Oil and Lubricant Supply Framework						
Radars Lease Agreement					5 years	
Design Works for Replacement “Good Shepherd” 2018-2019						
Supply and Delivery of Marine Grade Gas Oil						Yes
Freshwater Sampling						
Voith Service (x 2)						
Painting Services (All Vessels)						
Life Saving Equipment – Daggri/Dagalien/Linga						

FUTURE REGULATED PROCUREMENT SUMMARY 2018 TO 2020 (Note: includes non-regulated procurement activity)						Regulated (if known)
Contract Title/Description	New Extension or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration	
Lloyds Class Survey						
Waste Oil						
Runway Upgrade Works						
Renew Runway Lighting						
Provision of Control Tower						
Infrastructure Works (include Runway Waiting Room, Toilets for CAA Licence)						
Provision of Fire Appliance						Yes
Provision of Weather Forecasting Services – Lot 1			(Already published)			
Jetty Maintenance Contract						
Toft Pier Development	New	£2,400,000.00	(Already published)	01/02/2019	18 months	
Scalloway Fish Market			(Already Published)			
Bulk Supply of Road Binders (Scord Quarry)						Yes
Provision of Weather Forecasting Services – Lots 2 & 3			(Already published)			
Provision of Road Markings & Reflective Road Studs	Re-let					
Provision of Roadside Vehicle Safety Barriers & Cattle Grids						
Maintenance of Traffic Signs & Misc Street Furnishings						
Stonganess Bridge Replacement						
LED Street Lighting Renewal (Over 3 years)			(Already published)			
Shetland Telecom Fibre – Sullom Voe to Sullom Junction & Sandwick School to Sandwick Leisure Centre						

FUTURE REGULATED PROCUREMENT SUMMARY 2018 TO 2020 (Note: includes non-regulated procurement activity)						Regulated (if known)
Contract Title/Description	New Extension or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration	
Engineering Services at Scord Quarry						
Facilities Management – Anderson High School Halls of Residence						
Ground Maintenance Services (Various Areas)						
Planned & Cyclical Maintenance						
Electrical Services – North Isles						
Electrical Services – Ad-hoc						
Electrical Services – Rural Care Homes						
Fire Extinguishing Services						
Gas Services						
Heating, Ventilation & Air Conditioning Services						
Joinery Services (Ad-hoc)						
Lift Maintenance Services						
Mechanical and Electrical Design Services						
Mechanical Services						
Patient Handling Services						
Vehicle Telematics Implementation						
Wind Turbine Services						
Hire of Plant and Vehicles Framework						Yes
Supply and Fit Tyres Framework						Yes
Tingwall Airport – Hangar Door Replacement	New	£100,000.00	N/A	16/04/2018	03/05/2018	Yes

