

*North View is a registered Scottish charity – charity registration number SC032963*

 **Procurement Register *– January 2024***

This Register relates to the Association’s procurement of works, services, and supplies. It has been framed to take account of relevant UK Directives, and the Scottish Government’s requirements on the procurement of works, services, and supplies.

We have used the sum of the anticipated expenditure (of each ‘activity’) over a period of five consecutive financial years to guide us on what action we take to procure services and supplies. If expenditure is estimated to exceed £50,000 in any one year, or cumulatively over a period of five consecutive financial years, then the procurement of that activity will be subject to a process of competition (be that quality: price based, or price based). The method of procuring a one off ‘activity’ that is estimated to cost more than £10,000 but less than £50,000 will be determined by the Association’s Management Committee prior to purchase.

The Register will be updated and presented to Committee at least annually.

In ***Table 1***, we list the items that we expect to exceed the expenditure thresholds contained within the UK (GPA) Regulations (which replace the European Union Regulations) and the Scottish Government Regulations, and we set out the processes that we will use to i) procure one off activities estimated to cost more than £50,000, ii) procure activities estimated as costing more than £50,000 over a period of five consecutive financial years, and iii) certain activities that cost less than £10,000 per annum; the reason for their inclusion will be highlighted in the ‘Proposed action’ column.

In ***Table 2,*** we set out our process for procuring activities of estimated value of less than £50,000 over a period of five consecutive financial years, or where we have justification for procuring components/activities which exceed that £50,000 limit.

***Legend:-*** Dir – Director; HM – Housing Manager; MM – Maintenance Manager;

***TABLE 1***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity & current appointee*** | ***Estimated/Approximate cost*** | ***Proposed action*** | ***Timescale*** | ***Responsibility*** |
| Electrical contractorSTS Electrical Contractors Ltd; Sight & Sound Security Systems Ltd | In 2022/23, we spent £68,024.60In 2022/23, we spent £30,907.48 with Sight & Sound. | A Framework Agreement is in place for work of this type.  | Extendable until 31st March 2025. | MM |
| Window supplierB&W Windows and Conservatories; MSi Scotland Ltd | In 2022/23 we spent £118,225.49 on windows.  | A Framework Agreement is in place for work of this type.  | Extendable until 31st March 2025. | MM |
| Other Reactive Maintenance Contractors – James Mearchant & Sons Ltd; Lochlie Construction Ltd; Campbell Contracts; City Building; Tom Fleming Roofing Services and others | Varies. In 2022/23 we spent on James Mearchant & Sons Ltd £50,566.80, Campbell Contracts £122,450, City Building £6,681.29 and would expect similar expenditure in 2023/24.  | A Framework Agreement is in place for work of this type.  | Extendable until 31st March 2025. | MM |
| Close doorsSight & Sound Security | Expenditure will vary year to year; in 2022/23 we spent £5,004 on this item. There is a Framework Agreement in place. | A Framework Agreement is in place for work of this type.  | Extendable until 31st March 2025. | MM |
| Flat entrance doorsSentry; Caldwell Wright;Jewson | In 2022/23, we spent £56,946.29 purchasing flat entrance doors. Further money was spent on installation (£21,200).  | A Framework Agreement is in place for this.  | Extendable until 31st March 2025. | MM |
| ***Activity & current appointee*** | ***Estimated/Approximate cost*** | ***Proposed action*** | ***Timescale*** | ***Responsibility*** |
| Waste Management Services (provision of skips etc) - Dow Group Limited; John Watson Haulage Contractors Ltd | Due to North View carrying out an element of bulk refuse uplifts, costs for waste management services continue to be higher. In 2022/23, we spent £30,320.40 on waste removal.  | A Framework Agreement is in place for this.  | Extendable until 31st March 2025. | MM |
| Office Cleaning -Caledonian Maintenance Services Ltd | In 2022/23, the cost was £11,476.32. We do not envisage the cost exceeding £12,000 in 2023/24. | Create a Framework Agreement for work of this type. Maintenance Sub-Committee to oversee.  | In place by 31st March 2024. | MM |
| External Auditor -Chiene & Tait (now known as CT) | Approximately £12,000 per annum. In 2022/23, the cost was £11,160. | We procured External Auditor services in 2021/22 via PCS Quick Quote - Chiene +Tait was appointed. | Extendable until 31st March 2027. | Dir |
| Internal Auditor -Alexander Sloan, Quinn Internal Audit Services  | In 2022/23, £1,890 was spent with Alexander Sloan. | Procurement process (via PCS Quick Quote) was undertaken for Internal Audit services in November 2022 and Quinn Internal Audit Services Ltd was appointed. Cost is £3,400 (plus VAT) annually. | Extendable until 5th January 2026. | Dir |
| Financial Services -FMD Financial Services | In 2022/23, we spent £30,041.24. Annual costs have been reducing and we expect to see a continued decrease. | This contract was advertised on PCS in August 2023. Assessment of tenders was on the basis of a quality:price approach. | Following completion of the process, the contract is in place until 30th September 2026 (with option for 2 x single year extensions). | Dir |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity & current appointee*** | ***Estimated/Approximate cost*** | ***Proposed action*** | ***Timescale*** | ***Responsibility*** |
| Legal Services for housing management related matters -Kelly & Co | In 2022/23, we spent £24,659.78.  | Contract will probably be let via Quick Quote (through PCS). Housing Management Sub-Committee shall determine process.  | Complete process and have solicitors appointed by end June 2024. | HM |
| Estate Maintenance -Caledonian Maintenance Services Ltd | Expenditure in 2022/23 was £151,219.30 (including additional work for bulk refuse uplifts in the absence of service from GCC but excluding office cleaning). | Contract was advertised through PCS in February 2023 and involved a capability questionnaire.  | Extendable until 31st March 2028. | MM |
| Paintwork -Andrew P Orr (Decorators) Ltd | Expenditure in 2022/23 was £129,278.41including reactive and void painterwork. | Contract was advertised through PCS in February 2023 and involved a capability questionnaire and quality:price approach to assessment.  | Extendable until 31st March 2028. | MM |
| Insurance -Zurich Municipal | Cost in 2022/23 was £55,133.13. | The insurance cover period was extended to align with factoring billing (i.e. changed from 1st January to 1st April) and then was extended to 31st March 2024. This was actioned following advice from a specialist independent insurance consultant who explained the difficult current market conditions surrounding insurance at present (including small number of providers and very large increases to premiums being experienced where full tendering exercises have been carried out).  | Current policy expires on 31st March 2024 – we will consider our options prior then. The Maintenance Manager has arranged for a stock reinstatement valuation to be carried out and is currently liaising with Zurich regarding cost options for a short and long term deal given the current state of the insurance market at the moment. | MM |
| ***Activity & current appointee*** | ***Estimated/Approximate cost*** | ***Proposed action*** | ***Timescale*** | ***Responsibility*** |
| Gas services - John Doherty & Co Ltd | Cost in 2022/23 was £82,347.24 for the gas servicing contract, £9,287.40 for major boiler replacements. | Current arrangement in place on the basis of ‘option to extend annually to 31st March 2025’. When re-tendered, contract will be advertised widely and Maintenance Sub-Committee will determine process.  | At the latest, contract to be re-let from 1st April 2025. | MM |
| Plumbing services (including fitting bathroom suites) -John Doherty & Co Ltd | In 2022/23 we spent £73,777 (inc VAT) on this item. | Current arrangement in place on the basis of ‘option to extend annually to 31st March 2025’. When re-tendered, contract will be advertised widely. Maintenance Sub-Committee to determine process.  | At the latest, contract to be re-let from 1st April 2025. | MM |
| Drainage -John Doherty & Co Ltd | In 2022/23 we spent £11,439 (inc VAT) on this item. | Current arrangement in place on the basis of ‘option to extend annually to 31st March 2025’. When re-tendered, contract will be advertised. Maintenance Sub-Committee to determine process.  | At the latest, contract to be re-let from 1st April 2025. | MM |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Activity & current appointee*** | ***Estimated/Approximate cost*** | ***Proposed action*** | ***Timescale*** | ***Responsibility*** |
| Stage 3 Sanitary Adaptations (overbath shower/replace bath with shower etc.) – John Doherty & Co LtdAdapt with Care | In 2022/23 we spent £27,717 on this item. This cost was covered by a grant from the Council.  | Framework arrangement in place for this type of work on the basis of option to extend annually to 31st March 2025. When re-tendered, contract will be advertised widely. Maintenance Sub-Committee to determine process.  | At the latest, contract to be re-let from 1st April 2025. | MM |
| Photocopies and printers - BNP Paribas | Cost for 2022/23 £18,631.43 per annum on leasing photocopiers and printers. | We are tied into the current agreement until 31st March 2025 (ending the contract earlier has financial implications). New options will be considered in advance of that date.  | Review position by 31st March 2025. | MM |

*Note:- Gas Servicing, Plumbing service, Drainage, (gas, plumbing, and drainage work for) voids, and Stage 3 Sanitary Adaptations are let under a single contract.*

***TABLE 2***

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Action*** | ***Reason*** |
| Bathroom suitesPlumbase Limited | Continue with current arrangements (i.e. the Maintenance Manager obtains comparative quotations from suppliers prior to placing an order for specific materials). | In 2022/23, we spent £45,736 at Plumbase; this included the purchase of boilers, sinks, wash hand basins, wcs, fittings, pipes, radiators etc. The covers major repair expenditure (for boiler replacements, and bathroom replacements) and reactive maintenance expenditure.  |
| Building materials including Jewsons (£17,017.61) Caldwell Wright & Co Ltd (£16,472.76) | Continue with current arrangements (i.e. the Maintenance Manager obtains comparative quotations from suppliers prior to placing an order for specific materials). | In 2022/23, we spent £71,005 on reactive and void materials and components (like ironmongery, pass doors, facings, timber etc). The majority of these items were for reactive repairs. Although exceeding our set £50,000 thresholds, this is the most economical way to procure these materials, so we will continue to operate in this manner.  |
| Computer equipmentPC World,various online suppliers | We generally update equipment on an ‘as needed’ basis. This usually involves the replacement of one or two computers at a time rather than the renewal of all equipment at one go. Competitive costs are secured by exploring options and costs online. | In 2022/23, we purchased £1,458 worth of IT equipment from PC World. In total, £9,992 was spent in total on computer additions. |
| Computer software housing packages – Designer Software Ltd | Continue to work with Designer Software Ltd. | We use Designer Software Ltd’s computer software housing package. We will not procure this service because it is so specialised and bespoke to our requirements and operation. In 2022/23, we spent £34,266 on this item.  |
| Computer software packages – payroll Sage | Continue to work with Sage. | Sage provides computer package and support for payment of salaries to staff. In 2023, we reduced our Sage to £51 per month. Expenditure is well within our boundary thresholds. |

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Action*** | ***Reason*** |
| Computer – IT support servicesKonex IT | Continue to work with Konex IT Support. | In 2022/23, we spent £6,838.75 on service support. We have a good working relationship with Konex and they know our computer systems ‘inside out’. As our expenditure per year is not substantial , we propose to retain current arrangements. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Coach Hire – Doigs Ltd, Parks of Hamilton  | Previous hires have been with Doigs and Parks of Hamilton. We always seek competitive quotes for transport for trips. | We had no spend in 2022/23 (due to COVID). Expenditure will not breach the £50,000 threshold over a five year period.  |

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Action*** | ***Reason*** |
| Consultants. The list of consultants that we use periodically include:- ACS Risk Group (Asbestos surveys, Health & Safety training), ARGoMAS Ltd (for Health & Safety Advice), Atkinson Partnerships (for procurement advice and advice on the CDM Regulations, stock condition work), Brechin Tindal Oatts (solicitors for conveyancing), HRC Ltd (advice on financial borrowing), Information Law Solutions (for advice on information related issues), JH Consulting (for governance and Business Planning advice), Paul McNeill (business planning and financial services), MacRoberts (construction solicitors), McGrade & Co (employment solicitors), Linda Ewart (governance advice and training), SET (for Equalities advice and training), TC Young (solicitors for constitutional matters and construction issues), Arneil Johnson (for rent assimilation work), Visual Stat Solutions (ARC validation work).  | Continue to appoint consultants and specialist consultations on a ‘one off’ basis.  | This covers the ad hoc appointment of consultants to do specific pieces of work or specialist work. For example, in the past we appointed a solicitor that specialised in construction law to advise us on aspects of the building contract etc. Expenditure on any individual consultant will not breach the £50,000 threshold over a five year period. We spent £30,719.66 in 2022/23. |
| (Secure) Disposal of paper documents.Shred It | Continue with current arrangements. | In 2022/23 we spent £2,210.23 on the secure disposal of our papers. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.  |

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Action*** | ***Reason*** |
| Electrical supplies –Holland House | Continue with current arrangements. | In 2022/23, we spent £15,190.18 on purchasing electrical supplies from Holland House. Holland House has been ‘nominated’ as a preferred supplier for the heat and smoke detectors that we purchased (to upgrade the heat and smoke detectors we have in our properties), and the Elnur (electric) heating panels that we have been fitting in electric heated properties. We also purchase lighting components from Holland House. We will continue to purchase these components from Holland House for as long as they are the most economic supplier.  |
| Energy providers for the Office – Electricity Scottish Power | Continue to periodically obtain comparison quotations from energy providers for the supply of gas and/or electricity to the Office.  | In 2022/23, we spent £16,605 on this item. Amount will not breach the £50,000 threshold over a five year period.  |
| Energy providers for the Office – Gas Southern Electricity | In 2022/23, we spent £6,159 on this item. Amount will not breach the £50,000 threshold over a five year period.  |
| Environmental services -Burns Environmental Services | Continue with current arrangements. | In 2022/23, we spent £4,347 on this. Expenditure will not breach the £50,000 threshold over a five year period.  |
| EPC provision -Alembic Research | Continue with current arrangements. | In 2022/23, we spent £1,130.16 on this. We have a good relationship with Alembic and Bill Sheldrick (of Alembic) is one of the best in his field. We believe that we get good value for money for their service so we will continue with them as expenditure will not breach the £50,000 threshold over a five year period.  |
| Fire extinguishersSafe and Sound | Continue with current arrangements. | In 2022/23, we spend £837.96 on Safe and Sound testing and maintaining our fire extinguishers. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Furniture – office  | As we replace furniture and equipment on an ‘as need’ basis, we will continue with current arrangements. | The cost is relatively low; expenditure will not breach the £50,000 threshold over a five year period. We would tender the package should we upgrade all our furniture and equipment at the same time.  |

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Action*** | ***Reason*** |
| Furniture packages for tenants - NewTwo | Continue with current arrangements. | In 2022/23, we spent £5,124.60. We will continue with current arrangements as we are getting a good service and also because it is so low in value that it is not cost effective to re-procure using the more detailed procedure.  |
| Gas – Gas Certification Company | Continue with current arrangements. | The expenditure covers the cost of the company auditing a sample of John Doherty’s work and processes in relation to gas safety (this audit check is required to comply with our policy) - £3,516 in 2022/23. Expenditure will not breach the £50,000 threshold over a five year period.  |
| (Office) Hygiene – PHS Group Ltd | Continue with current arrangements. | In 2022/23, we spent £1,538.66 on this item. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Internet line rental – Virgin | Continue with current arrangements. | In 2022/23, we spent £4,030.88 for Virgin. Virgin offered us a cheaper monthly payment arrangement than BT and guaranteed that any breakdown will be fixed within four hours, so we have switched supplier from BT to Virgin. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Kitchen units, pass doors, and timbers -Howdens Joinery Ltd | We have used Howdens for kitchen replacements as due to competitive pricing, the quality of the product and the ability to respond quickly to demand with standard stock items. We have been replacing kitchens in Ardencraig Road/Dunagoil Street in 2022/23 and 2023/24. | In 2022/23, we spent £119,434 on kitchen replacements, pass doors, ironmongery etc. Although exceeding our set £50,000 thresholds, this is the most economical way to procure these materials, so we will continue to operate in this manner.  |
| Membership organisations. Below is a list of the sector organisations that we affiliate to:- EVH, GWSF, SFHA, SHARE, SHN, and Welfare Rights Officers Forum, CIH | Continue with current arrangements. | In 2022/23, we spent £24,298.98 on affiliations. It is important that we continue to be members of these organisations for development, training, representation and network purposes.  |
| ***Activity*** | ***Action*** | ***Reason*** |
| Metal fabricator – Bespoke Metalwork, | Continue with current arrangements. | In 2022/23, we spent £18,252.50; this is usually in response to requests for adaptations from Glasgow City Council and recouped in Council grant (for provision of handrails, grab rails, ramps etc). Expenditure is not expected to breach the £50,000 threshold over a five year period.  |
| Office fire and security (alarm maintenance and monitoring) -Brookfield Alarms Ltd | Continue with current arrangements. | In 2022/23, we spent £444 on Brookfield maintaining and monitoring our system. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Photocopier (copies, scanning and network support) -Document Data Group | Continue with current arrangements, but we will obtain quotations upon renewal to check that we are getting a competitive ‘deal’. | In 2022/23, we spent £2,416 on these services and supplies. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Phones (Call Centre) -Aquarius  | We will review the situation when we have established 2022/23 expenditure. | We spend around £660 per month (£7,920 per annum) for the call centre to deal with our ‘out of hours’ calls (including public holidays). We have a good relationship with them and receive a good service. It is for that reason, and the fact that the cost per annum is usually not too expensive that we will maintain current arrangements.  |
| Phones (office) - BT | Continue with current arrangements, but we will obtain quotations periodically to check that we are getting a competitive ‘deal’.  | In 2022/23, we changed supplier from Resource Networks to BT. Expenditure will not breach the £50,000 threshold over a five year period. The monthly cost of BT is £228.32. |
| Phones (mobiles) -EE Comms Direct | This year we have procured a new contract for our mobile phones with Comms Direct to help reduce costs.  | We spent £10,278 on phones in 2022/23. Expenditure will not breach the £50,000 threshold over a five year period.  |

|  |  |  |
| --- | --- | --- |
| ***Activity*** | ***Action*** | ***Reason*** |
| Plant hire – Direct Hire Access Ltd - £13,980, Verstile - £3,254.28 | Maintenance Manager to select the most competitively priced quotations for plan hire. | We spent £17,234.28 on this in 2022/23; it related to provision of access for high level working (gutter cleaning, paintwork etc), and tree felling etc. Our (high level) access requirements vary from year to year so we won’t tender the activity.  |
| Post (franking machine) -CF Corporate (for hire of franking machine), Northern Services (for maintenance of franking machine), Pitney Bowes (for postage from machine) | Continue with current arrangements, but we will obtain quotations upon renewal to check that we are getting a competitive ‘deal’. | We paid £10,698 on external postage. Expenditure will not breach the £50,000 threshold over a five year period as we are looking to reduce our postage costs by emailing newsletters to tenants. To help facilitate this, we have been obtaining updated email addresses from tenants as part of our work to distribute small appliances in 2023/24.  |
| Post (uplift) – Royal Mail  | Continue with current arrangements. | In 2022/23, we paid Royal Mail £1,231.27 per annum to collect our mail from the Office. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Printing (letterheads) -McGowan Printers | Continue with current arrangements. | In 2022/23, we did not have any expenditure for letterheads as these were ordered in bulk the previous year. The cost of establishing alternative procurement arrangements would probably be more expensive than the print costs. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Printing (newsletters including graphic design) - CG Print Ltd | Continue with current arrangements. | In 2022/23, we spend £8,235 on printing newsletters. We have a good working relationship with our current printer (for both graphic design and printing services) and have benefitted from that in the past when newsletters have had to be rerun. They have also performed well, with regard to quality of the product and punctual delivery. The per annum cost is not excessive, so, as we are getting a good quality service, we will continue with our printer. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Rent – Allpay charges  | Evaluate the cost benefit of joining PfH (Procurement for Housing) Scotland.  | By being a member of PfH (Scotland), we will have the potential to use its framework agreements to procure a variety of goods and services, including securing a saving on the charges that Allpay levy for administering our rent payments (£5,893.70 in 2022/23). |
| ***Activity*** | ***Action*** | ***Reason*** |
| Stationery -Lyreco | Where possible, Scottish Government Framework | Being members of Scottish Government Framework allows us to access their frameworks to buy stationary materials at reduced rates. In 2022/23, we spent £2,2790.78 on stationary.  |
| Stock valuation – JLL | Liaise with the Royal Bank of Scotland re the appointment of surveyors and cost.  | Under the terms of our loan agreement with the Royal Bank of Scotland, we are required to carry out a valuation of our stock every five years. The next valuation is due in January 2025 (the cost of which we anticipate being in the region of £10,000). |
| Taxi –Glasgow Taxis Ltd, GlasGo Cabs | Continue with current arrangements. | In 2022/23, we spent only £203.04 on this item. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Trims – Eurocell | Continue with current arrangements. | In 2022/23, we spent £18,775.39 (all materials not just trims) on purchasing uPVC components for facings, trims, upstands etc. These are used with new windows and doors, baths etc.  |
| Uniforms/Personal Protective Equipment – Matrix Uniforms, ARCO, DL Industrial Supplies | Continue with current arrangements. | In 2022/23, we spent £3,493 on this item. It is not cost effective to set up alternative procurement arrangements. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Vehicle maintenance – Thistledome, TD Autocare  | Continue with current arrangements. | In 2022/23, we spent £17,416 on maintaining our vehicles. It is difficult to predict maintenance costs year on year, so the Maintenance Manager will continue to periodically obtain comparative quotations to ensure that we are getting good value.  |
| Water rates (Office) – Business Stream | Continue with current arrangements. | In 2022/23, we spent £4,213 on this. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Web support services – We Are Sure | Continue with current arrangements. | In 2022/23, we spent £2,232 on this. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Wetwall – Industrial Plastic Solutions | Continue with current arrangements. | In 2022/23, we spent £4,898 on wet wall panels for bathroom upgrades. Expenditure will not breach the £50,000 threshold over a five year period.  |
| Welfare Rights software –AdviceUK | Continue with current arrangements. | In 2022/23 we spent £1,593.10 on this. Expenditure will not breach the £50,000 threshold over a five year period.  |
|  |
| ***End*** |