

**REPORT TO MANAGEMENT COMMITTEE**  
**TO BE HELD ON WEDNESDAY 29 MAY 2024**  
**AGENDA ITEM 15**  
**ANNUAL PROCUREMENT REPORT 2023/24**

**Procurement Activity**

For the financial period 2023/24 we spent a total of £3.981m with approximately 181 individual organisations.

**Procurement Type**

We have undertaken the procurement of the following work through Public Contracts Scotland – Regulated Contracts:

- Gas Service Contract 2023 – 2028

Quick Quotes:

- QS/CA Services for 5 Year Window and Door Contract
- Gas Boiler Replacement Work
- Principal Designer Services for 5 Year Window and Door Contract
- Refurbishment Work at 40 Westburn Middlefield
- Replacement of Existing Windows and Doors
- Flooring Repairs
- Replacement of Dorr Entry Systems
- Legionella Risk Assessments
- Weedkilling and Grass Cutting
- Kitchen replacements
- EICR Work

**Online Information**

Our Procurement Strategy and our Regulated Contract Register are available online.

**Anticipated Procurement Activity for 2024/25**

We anticipate procuring the following items in the forthcoming year:

- Gas Boiler Replacements
- Kitchen Replacements
- Painterwork
- Window Replacements – Year 2 of a multi-year agreement

Report prepared by:  
Neil Munro  
Property Services Manager  
22<sup>nd</sup> May 2024