

# ANNUAL PROCUREMENT REPORT 2017/18



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
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## SECTION I - INTRODUCTION

Historic Environment Scotland (HES) is the **lead public body for Scotland's historic environment**. Scotland's historic environment is part and parcel of our daily lives: it's our castles, standing stones and landscapes; our factories, mills and shipyards; our homes, our streets and our stories. It is a catalyst for economic growth, driving tourism, regeneration and sustainable development and fuelling improvements.

HES is a Non-Departmental Public Body with charitable status (registered charity number SC202659) and is a public sector contracting authority, subject to the Procurement Reform (Scotland) Act 2014, and as such is required to produce an annual report on our regulated procurement activities and achievements in delivering our previously published Procurement Strategy. This Annual Report also includes the procurement activities of Historic Environment Scotland Enterprises Limited (HESE), the Trading Arm and wholly owned subsidiary of HES.

HES champions the Scottish Procurement Model through embedding sustainable procurement. Sustainable Procurement is "a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation but also to society, the economy and the environment".

HES is pleased to publish our first Annual Procurement Report, which allows us to record and publicise our performance and achievements in delivering our procurement strategy. It provides an opportunity to demonstrate to our stakeholders that our procurement spend is being used to best effect to achieve:

- Better public services;
- Social, economic and environmental outcomes in their area; and,
- A range of local and national policies e.g. those relating to tackling inequality and meeting climate change obligations.

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## SECTION 2 - SUMMARY OF REGULATED PROCUREMENTS COMPLETED

The Act requires the Annual Report to show a summary of the regulated procurements completed during the reporting period. The aim is to demonstrate transparency in our approach to public procurements and highlight the procurement activity during the course of the year.

A contract is regulated procurement if the estimated value of the contract is equal to or greater than the contract threshold of £50,000, unless it is a works contract in which case the threshold is £2,000,000. A regulated procurement starts from the point of seeking offers, includes the selection of economic operators and all other steps in the process continuing through to the award of the contract.

Information on each individual regulated procurement completed during the reporting period is attached at Annex 1. This information covers the period 31 December 2016 to 31 March 2018. This table shows 55 regulated procurements across a wide variety of goods, services and works with an overall estimated value of £7.2m.

Spend for the financial year 2017-18

- Total spend - £39,082,700
- Spend with SME's - £25,800,000
- Spend through Scottish Government contracts - £5,510,300



## SECTION 3 - REVIEW OF REGULATED PROCUREMENT COMPLIANCE

### Strategic Aims and Objectives delivery - Contribution to functions and purposes of HES

Historic Environment Scotland (HES) have five strategic themes to provide the framework for our strategic outcomes, our objectives, our activities and our performance measures:

- **LEAD** – fulfil a leading and enabling role in the historic environment sector through our activities and by supporting, empowering and collaborating with others to secure the brightest future for our nation’s historic environment.
- **UNDERSTAND** – increase knowledge and understanding of the historic environment through investigation, research and recording activities.
- **PROTECT** – enhance protection of the historic environment through regulation, conservation, collection and investment activities.
- **VALUE** – promote the value of the historic environment through education, learning, outreach and skill-sharing activities.
- **PERFORM** – create a high performing organisation that is well equipped to meet day-to-day and future challenges, and to improve the way we work and the quality of service we provide.

As part of the Scottish Government’s themed years’ strategy, 2017 was designated as a year in which Scotland’s history, heritage and archaeology was showcased and celebrated with a programme of activity aimed at supporting and driving the nation’s tourism and events sector.

This was a key year for HES and the Procurement team contributed to the aims of the Year of History, Heritage & Archaeology in supporting and closely working with our business areas with a wide area of activities.

Four key objectives were established by the Scottish Government National Steering Group to be delivered during the year and HES activity was planned to complement these as well as to link to the HES strategic themes noted above:

- **PROMOTION** – raise the profile of Scotland nationally and internationally, showcasing our distinctive History, Heritage and Archaeology with a co-ordinated marketing and communications programme
- **CELEBRATION** – Encourage and develop opportunities for the celebration of the themes of the year within the tourism and events sectors
- **PARTICIPATION** – inspire the people of Scotland and our visitors to participate in activity developed for and in response to YHHA, with particular emphasis on attracting new audiences and spreading engagement across the country
- **BUSINESS ENGAGEMENT** – Communicate with a wide range of businesses in tourism and other relevant sectors in order to help them recognise the opportunities presented by YHHA and capitalise on those opportunities by developing new products and services and growing existing business.

The challenge for the Procurement team in meeting the above aims and objectives of this new initiative was to be able to achieve this against a background of maintaining the procurement function in a year in which additional investment funding had been provided. This funding was additional to the baseline operating budget and had to be delivered over and above our business as usual activity.

The Procurement team initiated early discussions with our principal delivery partners in the various HES business areas – Conservation and Commercial and Tourism. We also worked with Corporate Services colleagues (HR, Finance and IT) who would be involved in providing the budgets, people and infrastructure elements.

The HES Procurement Team worked collaboratively with a number of other public bodies to meet joint objectives in the field of telecommunications, marketing and other support services.



## Strategic Aims and Objectives delivery - Transparency of HES procurement

HES approached its procurement requirements in an open, proportionate and inclusive manner to reduce barriers to participation. This included the use of PCS, publication of our Contracts Register and a Strategy document. HES complied with the requirements of the Procurement Reform (Scotland) Act 2014 in relation to the giving of reasons to unsuccessful participants, requests for further information.

### STRATEGIC AIMS AND OBJECTIVES DELIVERY – DELIVERY OF VALUE FOR MONEY STRATEGIC AIMS AND OBJECTIVES DELIVERY – HEALTH AND SAFETY APPROACH STRATEGIC AIMS AND OBJECTIVES DELIVERY – PROCUREMENT OF ETHICALLY TRADED GOODS AND SERVICES/FOOD

HES procurement activity is aligned with the Scottish Government Procurement Journey and the HES procurement strategy is being updated to cover the 2018-21 period.

Key deliverables and Performance Indicators for the Procurement Unit are set as internal targets at the start of each financial year within the annual Work Plan. These deliverables and indicators are produced as part of the Procurement Action Plan which is produced in response to the Procurement Capability Improvement Programme (PCIP) report.

The PCIP focuses on the policies and procedures driving procurement performance and, more importantly, the results they deliver. The PCIP regime assesses organisations by measuring and reporting on their levels of procurement delivery through the provision of evidence, based around a series of set questions and other evaluation methods.

The PCIP comprises four sections - Leadership and Governance, Development and Tender, Contract and Purchasing Processes - with a total of 24 questions, seven of which are pre-assessed. A number of new areas are covered by the assessment, including fraud prevention and commercial acumen.

A PCIP assessment was carried out at Historic Environment Scotland (HES) by two representatives of Scottish Procurement on 5 October 2016. The outcome of this assessment was that HES achieved a rating of 82% putting the procurement function in the top PCIP Medium-sized organisation performance banding, M1.

Some areas for development were identified, in particular Contract Management and this is an area which will be addressed in 2018-19. The assessors were encouraged to note the strengths in Leadership and Governance, for example the procurement policy, procedure and financial control administered by the procurement team.

The Scottish Government Procurement Journey and the HES procurement strategy apply to all contracts entered into by HES. In some circumstances however, exceptions may be granted. All requests must be made in writing, following the procedure detailed in the HES Internal Scheme of Delegations.

The grounds for any request to operate outside the limits for regulated procurement must be clearly identified and authorised by the Director of Finance or the Chief Executive depending on the value. Approvals must be recorded in writing and given prior to any action. In such an event, the requirement to comply with the Scottish Regulations remains. Regulated Procurement Contracts that required a direct award in this Annual Report period are identified in Annex 1.

Our procurement activity, through the contracts awarded as detailed in Annex 1 and through contracts awarded prior to this year, supported the wider organisational aims and objectives. Through our procurement activities and our work with our partners and stakeholders, we ensure that the historic environment thrives and delivers economic and social benefits for the people of Scotland.



We generate more than £600m (direct) for Scotland's economy



We support an estimated 16,600 full-time equivalent jobs (direct) in Scotland



We spent more than £40m with Scottish suppliers and contractors in 2017 through procurement and grant activities



Purchasing savings of £1,000,000 were generated through our procurement activities and through collaboration



We are a significant contributor to education, skills and wellbeing programmes



We have compiled and published around 56,000 designation records and helped to manage Scotland's designated sites and places



We reduced our energy consumption by 6 per cent in 2017 in our highest energy using sites, saving 145 tonnes of carbon

## STRATEGIC AIMS AND OBJECTIVES DELIVERY – PROMPT PAYMENT

Payment to our Suppliers is normally made within 30 days of validation as defined in the standard HES payment terms. However, HES follow the Scottish Government target for the payment of invoices within 10 working days of their receipt.

For goods and services completed to the satisfaction of HES 98% of invoices for goods and services from Suppliers were paid within the 30 day period and 89% were paid within the 10 day period. For HESE the figures are 98% of invoices within the 30 day period and 86% within the 10 day period.

## STRATEGIC AIMS AND OBJECTIVES DELIVERY - COMMUNITY BENEFITS APPROACH STRATEGIC AIMS AND OBJECTIVES DELIVERY - SUSTAINABLE PROCUREMENT DUTY

There were no community benefit requirements imposed as part of regulated procurements that were delivered during the period covered by the report.

However, as part of the HES sustainable procurement duty, the procurement programmes for all regulated procurements consider what sustainable elements can be included within the project. This is done where relevant through the use of a Sustainability Test in conjunction with the Prioritisation tool. Using this approach helps us to identify any opportunities to improve the economic, social and environmental wellbeing of the area in which the project is located.

## STRATEGIC AIMS AND OBJECTIVES DELIVERY - EQUAL TREATMENT OF SUPPLIERS AND CONTRACTORS

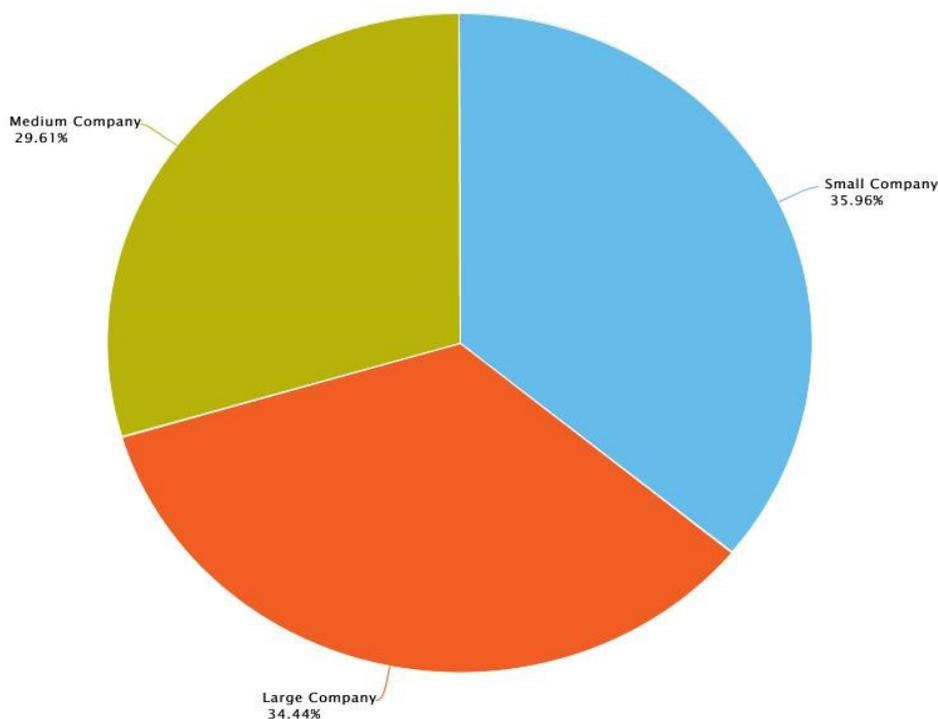
## STRATEGIC AIMS AND OBJECTIVES DELIVERY - CONSULTATION AND ENGAGEMENT

HES have always recognised the need to engage with small and medium sized businesses to meet our geographically spread and diverse range of requirements. We have removed the need to demonstrate requirements to demonstrate a high financial turnover, high indemnity insurance thresholds, all of which act as barriers to SME participation.

% Spend by size of Supplier over the past year is outlined below which demonstrates that we are engaging successfully with SME's.

Size - Spend Summary by Supplier Size (Size Known)

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HES have undertaken Supplier engagement activities over the past year to encourage Suppliers to get in touch with our business areas to see what opportunities may be available to them. These have focussed on small and medium sized businesses and the feedback has been quite positive with many of the suppliers we talked to were unaware of the wide range of activities that HES is involved in. With our delegated system of purchasing and regional offices acting as discrete operational units it has made sense to retain some of the historical groupings for some requirements e.g. grounds maintenance which is procured as regional clusters of monuments. This can encourage a range of SMEs to bid for business appropriate to their capacity, specialism and location.

## STRATEGIC AIMS AND OBJECTIVES DELIVERY – LIVING WAGE APPROACH

People – Early in the year HES launched its People Strategy and engaged over 80 leaders in the organisation in planning for delivery. In November, HES received accreditation as a Living Wage Employer as recognised by the Poverty Alliance, the Living Wage Foundation and the Scottish Government. The Living Wage, which is reviewed annually to ensure it meets the cost of living in Scotland, will be extended to all employees by May 2018.

## SECTION 4 – COMMUNITY BENEFIT SUMMARY

The Act requires the Annual Report to provide a summary of any Community Benefit requirements imposed as part of a regulated procurement that were fulfilled during the reporting year.

The aim of Community Benefit clauses within suppliers' contracts of significant value or duration is to provide means of achieving sustainability objectives, e.g. local recruitment, training, SME development, community engagement etc. Under the Act, Community Benefits must be considered for contracts with a value above £4 million but could also be applied where relevant below this threshold.

There were no community benefit requirements imposed as part of regulated procurements that were delivered during the period covered by the report.



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## SECTION 5 – SUPPORTED BUSINESSES SUMMARY

The Act requires the Annual Report to provide a summary of any steps taken to facilitate the involvement of Supported Businesses in regulated procurements during the reporting period.

Article 20 of the EU Directive 2014/24/EU allows for the direct award of contracts, and includes businesses where 30% of the workforce is considered disadvantaged or disabled. HES have ordered goods and services directly under Article 20 and call-off from the Scottish Government's Supported Businesses Framework. A summary of expenditure with supported businesses is shown below.

Haven Recycle	IT Recycling	£1,983
St Jude's Laundry	Cleaning	£100
RSBi/City Building	Furniture	£2,300
Haven Sign Factory	Vehicle Logos	£3,200

HES have also taken part in the Central Government/Supported Business Procurement Engagement days to facilitate the involvement of supported businesses and we have also reserved one Lot under our Corporate Clothing and PPE tender to Supported Businesses only.

## SECTION 6 – FUTURE REGULATED PROCUREMENTS SUMMARY

The Act requires this Report to provide a summary of the regulated procurements HES expects to commence in the future. This is attached at Annex 2 and includes: production, testing, and deployment.

- the subject matter
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date
- expected award date
- expected start date
- the estimated value of the contract

In addition to those projects noted in Annex 2, HES will be commissioning work under the ongoing Investment Plan as outlined in the “[Investment Plan 2018](#)” document. Expenditure under the 2018/19 Investment Plan is an estimated £12.6m.



## SECTION 7 – ADDITIONAL INFORMATION

Contract and Supplier Management – As noted in Section 3, areas for development were identified, in particular Contract Management. This is an area which will be addressed in 2018-19 through a series of awareness sessions that the Procurement team will provide to those with responsibilities for managing contracts.

Website – The [procurement pages](#) on the HES website were reviewed and updated where required throughout the year. These pages provide key information on doing business with HES, from procurement rules to using the Public Contracts Scotland portal.

Innovation – HES were part of the latest CivTech® Accelerator programme which seeks to harness entrepreneurial tech innovation – typically from start-ups and SMEs – to solve public sector challenges, creating better public services and economic development opportunities. Our chosen company is working with us to develop a solution to track visitors to remote, unstaffed sites.

Engine Shed – Work on the Engine Shed was completed and opened to the public. The Engine Shed represented one of the largest procurement exercises that the Procurement team were involved in since it was established in 1991. The Engine Shed in Stirling [www.engineshed.org](http://www.engineshed.org) is Scotland's new building conservation centre, created and managed by HES to promote engagement with traditional buildings and educate people about the skills and materials required to build, conserve and maintain them. Housed in a once redundant MOD Engine Shed with two new wings, the project has aimed to create a new sustainable building showcasing traditional craft and natural materials, with the aim of shifting the view of conservation and heritage from being something of the past, to something engaging, interesting, contemporary and fun. Elements used within the Engine Shed include:

- patinated zinc sheets, 20-25% of which had already been recycled before.
- Glulam timber frames as a low carbon alternative to steel/concrete.
- Recycled stone, locally sourced from a demolished bridge.
- Clay board and clay plaster wall finishes, a low carbon alternative to plasterboard.
- Recycled timber cladding, internally
- Sheep's wool insulation.
- Furniture made from a recycled trebuchet and scaffolding.

## ANNEX I

Date of Award	Supplier Name	Contract Description	Estimated value	Start Date	End Date <sup>1</sup>
20/01/2017	Fairhurst	Civil & Structural Engineering Consultancy services	£50,000.00	20/01/2017	19/01/2019
24/01/2017	Commands	Membership Day to Day Mailing Services	£50,000.00	17/03/2017	16/02/2019
31/01/2017	Rob Thomson	Environmental Monitoring 2017	£100,000.00	01/04/2017	31/03/2019
07/02/2017	Casey Construction Ltd	Hatston Depot recladding	£50,000.00	06/02/2017	31/03/2017
21/02/2017	Pendrich Height Services	High level historic fabric repair and associated services	£240,000.00	01/03/2017	28/02/2019
14/03/2017	G4 Cash Solutions (UK) Limited	Cash collection 2017	£150,000.00	01/04/2017	31/03/2020
14/03/2017	Donald MacNeil	Kisimul Ferry Service 2017	£53,060.00	01/04/2017	31/03/2019
23/03/2017	Orkney Community Transport	Maeshowe Shuttle bus 2017	£220,000.00	01/04/2017	31/03/2019
29/03/2017	Select Drams	Whisky and Liqueur for re-sale 2017	£100,000.00	01/04/2017	31/03/2019
29/03/2017	The Gary Freebairn Agency Limited	Whisky and Liqueur for re-sale 2017	£500,000.00	01/04/2017	31/03/2019
29/03/2017	Gordon & MacPhail	Whisky and Liqueur for re-sale 2017	£500,000.00	01/04/2017	31/03/2019
29/03/2017	Morrison & MacKay Limited	Whisky and Liqueur for re-sale 2017	£200,000.00	01/04/2017	31/03/2019
03/04/2017	Kaefer Ltd	Provision of Scaffolding Services West Coast	£189,152.00	10/04/2017	09/04/2019
03/04/2017	Ronnie Cowan	Aerial Survey - Aircraft - Pilot	£20,000.00	03/04/2017	02/04/2019
20/04/2017	CFA Archaeology Ltd	Minor Archaeological Services	£60,850.00	17/04/2017	30/04/2019
27/04/2017	Davis Aircraft Ops	Aerial Survey - Aircraft - Single engine	£22,000.00	27/04/2017	26/04/2019
09/05/2017	Lyndsey Clark	Interpretive Interactives	£50,000.00	12/06/2017	31/03/2019
10/05/2017	CDG (Scotland) Limited	IT Support Services	£100,000.00	15/05/2017	14/05/2018
10/05/2017	J&I Scaffolding	Provision of Scaffolding South and Central	£123,168.00	18/05/2017	17/05/2019
30/05/2017	Storm ID	Digital Delivery partner	£200,000.00	31/05/2017	31/03/2019
31/05/2017	Leica Geosystems	Upgrade Imaging Unit	£72,000.00	01/07/2017	31/03/2018
20/06/2017	J&I Scaffolding Ltd	Provision of Scaffolding Services Edinburgh and Stirling	£139,080.00	01/07/2017	30/06/2019
20/06/2017	Horisk Leslie	Rock Art Website	£69,740.00	27/06/2017	26/06/2022
26/06/2017	Airtask Group	Aerial Survey - Aircraft - Twin Engine	£17,000.00	26/06/2017	25/06/2019
10/07/2017	Daisy Communications	Fixed telephony 2017	£120,000.00	10/07/2017	09/07/2020
10/08/2017	Jump Research Ltd	Visitor Experience Research	£120,000.00	14/08/2017	31/07/2019
22/08/2017	SUERC	Radiocarbon Dating 2017	£150,000.00	01/09/2017	31/08/2020
23/08/2017	NGA Human Resources	Payroll System <sup>2</sup>	£140,681.37	29/10/2017	28/10/2019
29/08/2017	Dacoll Ltd	Point of Sale (POS) Maintenance	£90,958.00	01/11/2017	31/10/2021
31/08/2017	AOC Archaeology Group	Human Remains 2017	£130,000.00	01/09/2017	31/08/2020
05/09/2017	RSA	Insurance Services 2017 (Fleet)	£81,500.00	01/09/2017	31/08/2018
14/09/2017	WSI LTD	Signage Production 2017	£200,000.00	01/10/2017	30/09/2019
15/09/2017	Movement Strategies	Edinburgh Castle Visitor Movement	£100,000.00	18/09/2017	31/03/2019
25/09/2017	Leica Geosystems	Purchase of a portable laser scanner	£57,660.82	29/09/2017	31/03/2018
28/09/2017	The Valuation Office Agency	Asset Valuation services	£39,000.00	28/09/2017	27/09/2019
11/10/2017	UK Archiving	Archive Digitisation II	£100,000.00	10/10/2017	30/09/2018
24/10/2017	Software Box	Adobe licensing	£60,000.00	06/12/2017	05/12/2019
25/10/2017	Sea Hunter Marine	Inchcolm Island - Ferry Service and other services	£133,200.00	02/04/2017	31/03/2019
26/10/2017	LEIDOS	DATS - Consultant PM	£73,800.00	26/10/2017	28/02/2018
06/11/2017	Parity Professionals Limited	CMS - Interim Project Manager	£60,000.00	08/11/2017	08/11/2019
15/11/2017	Media Education CIC	Education - media support	£75,000.00	15/11/2017	31/03/2019
20/11/2017	Warren Elsmore	Brick City touring exhibition <sup>2</sup>	£66,850.00	20/11/2017	31/01/2019
27/11/2017	James Normand & Son	Columba Centre refurbishment	£90,782.00	04/12/2017	02/03/2018
06/12/2017	Ribs Marine	Central Region - purchase of two passenger boats	£111,866.00	01/12/2017	23/03/2018
07/12/2017	Republic of Media	Media Planning, Buying and Associated Services	£456,497.00	11/12/2017	30/09/2018
07/12/2017	Alfred Flett Limited	Skara Brae - toilet upgrade	£74,533.44	08/01/2018	05/03/2018
18/12/2017	Graham MacGregor Limited	Urquhart Castle - toilet upgrade	£93,988.68	08/01/2018	05/03/2018
20/12/2017	M W Groundworks Limited	Linlithgow Loch - Emergency path repairs	£93,623.68	08/01/2018	26/03/2018
05/01/2018	Atos IT Services UK Limited	IT Managed service <sup>2</sup>	£100,000.00	05/01/2018	30/04/2018
05/01/2018	Living History Scotland Limited	Costumed Interpreters	£370,900.00	05/01/2018	04/01/2020
22/01/2018	Mackenzie Construction Limited	Urquhart Castle - path upgrade	£161,150.59	29/01/2018	26/02/2018
29/01/2018	Direct Distribution	Leaflet Distribution	£100,000.00	29/01/2018	28/01/2020
28/02/2018	EMEA Ltd	eRDMS Office 365 Sharepoint	£190,000.00	01/03/2018	28/02/2021
28/02/2018	Ekomi Ltd	Quality Barometer 2017	£169,990.00	01/04/2017	31/03/2019
16/03/2018	Mozaic Services Limited	IT Service Management	£160,000.00	16/03/2018	31/03/2020

1 End date disregarding any option to extend the contract

2 Direct award following procedure outlined in HES Framework document

ANNEX 2

Contract Description	Status	Expected date of publication	Expected Award date	Expected Start Date	Estimated Value including extensions
Replacement of Static Shelving in JSH	New	Published	01/06/2018	01/07/2018	£480,000.00
Microsoft Licensing Agreement	Re-Let	22/05/2018	01/06/2018	01/07/2018	£1,000,000.00
Security Services: Visitor Attraction Searches - Edinburgh Castle and Stirling Castle	Re-Let	02/06/2018	02/07/2018	01/08/2018	TBC
Insurance - Vehicle	Re-Let	03/07/2018	02/08/2018	01/09/2018	£200,000.00
Document storage and related services	Re-Let	03/06/2018	01/09/2018	01/10/2018	£600,000.00
IT Consultancy support	Re-Let	03/06/2018	01/09/2018	01/10/2018	£600,000.00
Insurance - Public-Products	Re-Let	27/08/2018	26/09/2018	26/10/2018	£60,000.00
Retail Warehouse fit-out	New	27/08/2018	26/09/2018	26/10/2018	£200,000.00
Archive Digitisation - Framework	New	04/06/2018	02/10/2018	01/11/2018	£120,000.00
Corporate Management Information Systems	New	04/06/2018	02/10/2018	01/11/2018	£1,500,000.00
Hire of Painters in Edinburgh Area	Re-Let	24/07/2018	02/10/2018	01/11/2018	£460,000.00
Cleaning and Associated Services	Re-Let	04/06/2018	01/11/2018	01/12/2018	£2,400,000.00
Security Services: Manguarding - Longmore House and John Sinclair House	Re-Let	23/08/2018	01/11/2018	01/12/2018	£110,000.00
Caerlaverock Project - Landscape Architect	New	04/06/2018	01/11/2018	01/12/2018	£150,000.00
HS Membership Magazine including Fulfilment	Re-Let	05/07/2018	02/12/2018	01/01/2019	£600,000.00
Jousting Events	Re-Let	02/10/2018	01/03/2019	31/03/2019	£600,000.00
Holyrood Lodges - Interior fit-out	New	03/10/2018	02/03/2019	01/04/2019	TBC
Digital Delivery partner	Re-Let	03/10/2018	02/03/2019	01/04/2019	£300,000.00
Electricity	Re-Let	03/10/2018	02/03/2019	01/04/2019	£5,880,000.00
Environmental Monitoring	Re-Let	03/10/2018	02/03/2019	01/04/2019	£200,000.00
Print	Re-Let	03/10/2018	02/03/2019	01/04/2019	£2,800,000.00
Vehicle Hire	Re-Let	03/10/2018	02/03/2019	01/04/2019	£1,800,000.00
Water Sports Licence at Linlithgow Loch	Re-Let	03/10/2018	02/03/2019	01/04/2019	£0.00
Fishing Licence at Linlithgow Loch	Re-Let	03/10/2018	02/03/2019	01/04/2019	£0.00
Object Conservation Services	Re-Let	03/10/2018	02/03/2019	01/04/2019	£600,000.00
Statutory Inspections	Re-Let	03/10/2018	02/03/2019	01/04/2019	£100,000.00
Retail Packaging 2018	Re-Let	03/10/2018	02/03/2019	01/04/2019	£60,000.00
Palace of Holyroodhouse - South Approach Gates and Railings	New	03/10/2018	02/03/2019	01/04/2019	£150,000.00
Provision of Display Cases	Re-Let	03/10/2018	02/03/2019	01/04/2019	£850,000.00
Scaffolding Design Services - National	Re-Let	03/10/2018	02/03/2019	01/04/2019	£240,000.00
Security Services: Manguarding and Patrol - Stirlingshire	Re-Let	03/10/2018	02/03/2019	01/04/2019	£120,000.00
Maeshowe Shuttle bus	Re-Let	03/10/2018	02/03/2019	01/04/2019	£220,000.00
Provision of Scaffolding Services at HES Sites in the West Coast of Scotland	Re-Let	12/10/2018	11/03/2019	10/04/2019	£378,304.00
Professional Estate Services	Re-Let	15/10/2018	14/03/2019	13/04/2019	£200,000.00
Temporary and Interim Staff Recruitment Services	Re-Let	15/10/2018	14/03/2019	13/04/2019	£1,276,000.00
Underwater Archaeology	Re-Let	01/11/2018	31/03/2019	30/04/2019	£100,000.00
Waste Management	New	02/11/2018	01/04/2019	01/05/2019	TBC
Media Planning, Buying and Associated Services	Re-Let	04/04/2019	01/09/2019	01/10/2019	£456,497.00
Liquid fuels	Re-Let	17/04/2019	14/09/2019	14/10/2019	£120,000.00
Design of Marketing Print	Re-Let	27/04/2019	24/09/2019	24/10/2019	£150,000.00
HES HQ Transformation Project - Project Management and Design Team	New	04/05/2019	01/10/2019	31/10/2019	£560,000.00
AV maintenance	Re-Let	05/05/2019	02/10/2019	01/11/2019	£54,600.00
Wireless deployment	Re-Let	04/06/2019	01/11/2019	01/12/2019	TBC
Consumer Campaign Creative	Re-Let	15/07/2019	12/12/2019	11/01/2020	£150,000.00
Civil & Structural Engineering Consultancy services	Re-Let	24/07/2019	21/12/2019	20/01/2020	£75,000.00
Water and Waste Water services	Re-Let	03/09/2019	31/01/2020	01/03/2020	£800,000.00
Retail Publications - Books and Maps, Postcards & Calendars	Re-Let	19/09/2019	16/02/2020	17/03/2020	£900,000.00
Catering	Re-Let	03/10/2019	01/03/2020	31/03/2020	£0.00
Grounds Maintenance - East Lothian	Re-Let	04/10/2019	02/03/2020	01/04/2020	£48,000.00
Grounds Maintenance - Edzell	Re-Let	04/10/2019	02/03/2020	01/04/2020	£180,000.00
Grounds Maintenance - Elgin	Re-Let	04/10/2019	02/03/2020	01/04/2020	£26,806.00
Grounds Maintenance - Fife and Tayside	Re-Let	04/10/2019	02/03/2020	01/04/2020	£340,000.00
Grounds Maintenance - Fort George	Re-Let	04/10/2019	02/03/2020	01/04/2020	£200,000.00
Grounds Maintenance - Highland	Re-Let	04/10/2019	02/03/2020	01/04/2020	£152,000.00
Grounds Maintenance - Perthshire	Re-Let	04/10/2019	02/03/2020	01/04/2020	£200,000.00
Grounds Maintenance - Shetland	Re-Let	04/10/2019	02/03/2020	01/04/2020	£96,000.00
Grounds Maintenance - Stirling Castle	Re-Let	04/10/2019	02/03/2020	01/04/2020	£140,000.00
Mobile Voice and Data Services	Re-Let	04/10/2019	02/03/2020	01/04/2020	£250,000.00
Legal Services	Re-Let	21/10/2019	19/03/2020	18/04/2020	£1,052,000.00
Procurement Card	Re-Let	03/02/2020	02/07/2020	01/08/2020	£3,900,000.00
Hire of Labour - Stirling Area	Re-Let	15/06/2020	12/11/2020	12/12/2020	£200,000.00
Design Services for Retail Publications	Re-Let	26/06/2020	23/11/2020	23/12/2020	£400,000.00
Membership Day to Day Mailing Services	Re-Let	21/08/2020	18/01/2021	17/02/2021	£100,000.00
High level historic fabric repair and associated services	Re-Let	02/09/2020	30/01/2021	01/03/2021	£481,088.00
Leaflet Merchandising, Storage & Distribution	Re-Let	19/09/2020	16/02/2021	18/03/2021	£195,000.00
Incholm Island - Ferry Service, Grounds Maintenance and Labouring	Re-Let	03/10/2020	02/03/2021	01/04/2021	£266,400.00
Kisimul Ferry Service	Re-Let	03/10/2020	02/03/2021	01/04/2021	£106,120.00



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