

### Appendix 3 - 3.10 Memo's (Exemption Urgency)

Function	Cluster	Description of Contract	Estimated Start date of Contract	Estimated End date of Contract	Total Estimated Contract Value £	Summary of explanation of why the contract was urgently required and justification for suspension of procurement regulations, in whole or in part:
City Regeneration and Environment	City Development & Regeneration	<p>Tall Ships Aberdeen 2025 - Free Bus Travel - Provision of free bus tickets, provided by First Bus Aberdeen.</p> <p>First Bus will provide 25,000 day tickets for £100,000, these would be paid for through the funding available and would be free of charge for 25,000 passengers to claim. This is providing a significant volume of day tickets at a cost of £4.00 per ticket, which is a discount over the actual cost of £5.55.</p> <p>Over and above this, First will also support the event, by offering in kind a 50% off incentive to all other customers out with the initial free promotion tickets. 50% off will be valid on digital platforms and throughout their Two Trip, Day, 3 Day, and 5 Day ticket range, it will not include Singles, Flexi Singles, Weekly, Monthly nor promotion tickets.</p>	19/07/2025	22/07/2025	£100,000.00	<p>Following a request from Councillor Greig, grant funding for free or discounted bus travel during the Tall Ships event was identified and successfully sought. Procurement Regulations 4.1.1.8 iii specifically states that "if the applicable regulation cannot be complied with due to time constraints relating to the expenditure of the grant[...] this would be considered grounds to suspend the applicable regulation under procurement regulation 3.10.</p> <p>A direct award to First Aberdeen was made because of their extensive network across the majority of Aberdeen.</p> <p>The urgency was for free bus travel to be set up and promoted in advance of the event and to enable First Bus to determine their resource provisions for the event, based on possible passenger numbers.</p>
Corporate Services	People & Citizen Services	<p>Provision of Free Period Products - Provision of free period products in schools, Council buildings and community venues, in accordance with the Period Products (Free Provision) (Scotland) Act 2021. Continue awareness raising of the Scottish Government/Aberdeen City Council initiative to contribute to maximising uptake.</p> <p>Purchase, organise, deliver, and make accessible, in appropriate and dignified manners, period products to schools, other council facilities and the wider community on an as and when required basis and responsive to the facilities storage capacity. Reaching the wider community will involve establishing relationships on this provision with, as well as public sector partners, voluntary and private sector organisations</p>	01/04/2025	31/03/2026	£167,000.00	<p>Since 2017, Aberdeen City Council has developed the provision of free period products to alleviate period poverty, through a service level agreement with CFINE. Following the introduction of Period Products (Free Provision) (Scotland) Act 2021 Aberdeen City Council produced and communicated a "Statement on Exercise of Functions" to summarise the arrangements in place to meet the legal duties imposed by the Act, in partnership with CFINE, agreed at Operational Delivery Committee on 31 August 2022. Provision has been funded by the Scottish Government, and in 2025-26 is baselined into the Local Government settlement. This has not allowed sufficient time for internal approvals to be sought. The contract is required to ensure the continuation of the provision of free period products to meet the legal duties of the Period Products (Free Provision) (Scotland) Act 2021. A full business case will be prepared for 2026/27.</p>
City Regeneration and Environment	Operations	<p>Waste Composition Analysis - Waste composition analysis campaign from the period of May 26th - July 11th 2025 (commencement meeting 19th May). This is to analyse ACC's household kerbside collection service for individual wheeled bins (Residual, Recycling, and organics) and communal bins (Residual and recycling).</p> <p>The data from this analysis will then be used to inform ACC's waste strategy on service changes to meet the requirements of new legislation, drive behaviour change and achieve efficiencies.</p>	14/05/2025	11/07/2025	£93,552.00	<p>The waste composition analysis was initially tendered with an expectation of a value below £50k considering previous years bids, which although slightly different from this tender was not thought to vary as so much to cause issues. Once the mini competition's bids were returned however the value was more than what was expected. Falling above the £50k for services.</p> <p>Unfortunately, this means that with the project looking to commence the 19th May (sample operations 26th May) we have fallen outside of the time needed to submit the appropriate business case for approval.</p>

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City Regeneration and Environment	Operations	Press Notices - Contract to place press notices (advertise traffic regulation orders) in order to fulfil statutory process requirements to advertise roads orders in locally circulating newspapers.	01/04/2025	31/03/2026	£120,000.00	<p>ACC as roads authority has a statutory requirement to publish notices in local papers in relation to a number of roads orders under the Roads (Scotland) Act 1984, New Roads and Street works act 1991 and Road Traffic Regulations Act 1984. These require that notices are advertised in by the roads authority (ACC) "in one or more newspapers circulating in the area". The two papers which meet the criteria are both under the same ownership and are therefore the only compliant option for noticing. The contact value exceeds single supplier limit. Without the exemption, ACC will be unable to fulfil statutory obligations for roads orders.</p> <p>If the roads orders cannot be placed, ACC would not legally be able to place notices covering road works or closures which would be a breach of legislation as we place notices for the works of statutory undertakers who have a legal entitlement to excavate public roads.</p> <p>The internal governance for this contract was missed for the 2025/2026 financial year due to the previous overseeing manager retiring and this contract not being brought up during handover. Going forward we will liaise with CPS procurement on the best way to handle the contract in future, including writing a business case for future procurement if this is deemed the most appropriate method of procurement governance.</p>
Families & Communities	Corporate Landlord	Estates Surveyor - Single contract for Estates Surveyor to work 3 days a week to provide assistance with the management of leased assets within the commercial portfolio.	05/04/2025	05/12/2025	£58,080.00	<p>Due to a lack of availability of suitably qualified surveyors on the Human Resources framework and this agency worker was procured by direct award of contract to Peace Recruitment, in respect of which a non-competitive action form was approved. At the time of initial contract award, the contract was below £20,000. The contract has been extended already and if extended again the total spend will exceed £50,000</p>