

Appendix 2.1 - Forth Valley College Retention Policy Compliance Statement for Coffee Kiosk Stirling Campus - 08/04/2026

1	Retention was applied in the contract documents with respect to the Retention Policy Statement as set out below	
	1.1 Application fully complied with policy Retention of 2.5% was deemed necessary as part of the project strategy. The retention was proportionate to the value and risk of the works, fairly administered with clear terms for release and time limited with prompt release upon satisfactory completion of works after practical completion. The defect liability period will end on 27th March 2026.	Yes
	1.2 Application diverged from policy Not applicable.	No
2	Relevant parameters for this project are as set out below (terminology equivalent to “practical completion” may apply)	
	2.1 Contract award sum	£68,221.00
	2.2 Amount of retention returned to the contractor at practical completion, as a percentage of the total amount accumulated at that point	0.00%
	2.3 The amount of retention at 2.2 was automatically returned without the contractor applying for it Standard contract documentation used for contract management which stipulated standard and fair proportionate terms for the valuation of works done and application and release of retention monies at practical completion alongside payment agreed final project works sum and application.	No
3	Additional information which is only available at the end of the defects liability period (equivalent terminology may apply)	
	3.1 All remaining retention was returned to the contractor at the end of the defects liability period The remaining retention was returned to the contract in March 2026 in line with the project with contract terms.	Yes
	3.2 The amount of retention at 3.1 was automatically returned without the contractor applying for it Terms of Contract require Forth Valley College to be invoiced with the contractor being paid on receipt of invoice. Forth Valley College with assistance of external contract administrator pro-actively administered this process in advance of the stipulated retention payment date (January 2026 onwards).	No