



<b>Subject:</b>	Contracts Update
<b>Date:</b>	13 <sup>th</sup> December 2024
<b>Reporting Officer:</b>	Sharon McNicholl Deputy Chief Executive / Director of Corporate Services
<b>Contact Officer:</b>	Noleen Bohill, Head of Commercial and Procurement Services

<b>Restricted Reports</b>	
<b>Is this report restricted?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</b>	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none"><li>1. Information relating to any individual</li><li>2. Information likely to reveal the identity of an individual</li><li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li><li>4. Information in connection with any labour relations matter</li><li>5. Information in relation to which a claim to legal professional privilege could be maintained</li><li>6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction</li><li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li></ol>	
<b>If Yes, when will the report become unrestricted?</b>	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
<b>Is the decision eligible for Call-in?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> <li>• Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) over £30,000</li> </ul> <p>And to ask members to</p> <ul style="list-style-type: none"> <li>• Note retrospective Single Tender Actions (STAs)</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>)</li> <li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 2</b>)</li> <li>• Note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 3</b>)</li> <li>• Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (<b>Table 4</b>)</li> </ul>
<b>3.0</b>	<b>Competitive Tenders</b>
3.1	Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender
3.2	Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
3.4	The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 ( <b>Table 1</b> ).
	<b>Single Tender Actions (STAs)</b>
3.5	The Council's current Single Tender Action (STA) process, which has been in place since 2020, provides assurance that the Council continues to comply with its obligations under the Public Contracts Regulations 2015 'PCRs' and internal governance arrangements including required controls and approvals. It mirrors the PCRs setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).

3.6	To support Officers understanding and to build capability CPS also offer STA Process training on a regular basis.
3.7	<p>In line with Standing Order 55 the Committee is asked to approve the award of the following STAs:</p> <ul style="list-style-type: none"><li>• Concession contract (income based), for up to 2 years (1+1 years), awarded to Carousel Ice Cream, for the provision of catering at Belfast Zoo. Following a recent open tender exercise no bids were received. The Zoo's current catering contract finishes on 3 January 2024, so an alternative operator must be quickly sourced to ensure a catering provision is available to service the zoo's year-round operation. We have been able to secure an agreement with Carousel Ice Cream to provide all year round coverage with seasonal variations to suit demand (i.e. mobile catering in winter months/ low footfall) and normal café/restaurant operations in summer months/high footfall. Carousel currently operates a mobile food unit in the Zoo so they are familiar with the zoo's operation, visitor experience and seasonality of the catering provision. Their familiarity will allow for quick mobilisation and will aid with a smooth transition between catering providers. The 2-year STA (1+1 year option) will allow BCC to trial the new operation to ensure it is profitable/viable with a view of re-approaching the market with an open tender.</li></ul>
3.8	Further details on these STAs are set out in Appendix 1 ( <b>Table 2</b> ).
3.9	<p>In line with Standing Order 55 the Committee is asked to note the award of the following retrospective STAs:</p> <ul style="list-style-type: none"><li>• Contract for up to £68,448, for up to 1 year, awarded to Specialist Computer Centres 'SCC' (approved sub-contractors for Hewlett Packard Enterprises 'HPE'), for hardware and software warranty and support on Aruba Servers and Controllers for wired and wireless networks. No other suitable supplier is available. Retrospective approval required due to delays in agreeing terms with supplier.</li><li>• Contract for up to £47,500 for up to 3 months, awarded to Morrow Gilchrist, for the provision of the full business case 'FBC' for the proposed new Crematorium at Roselawn project. Given the suppliers prior involvement in the commercial analysis of the project they have unique knowledge and insight to help finalise the 'FBC' without unnecessary delays to enable Committee consideration of the project.</li><li>• Contract for up to £59,990 for up to 6 months, awarded to Termapest, for the provision of pest control services. There is an ongoing need for an external contractor to provide pest control services required at Council owned sites. These are additional</li></ul>

	<p>services to what the Council's internal Pest Contract Unit is currently resourced to provide. Approval to proceed to tender for these services via a corporate contract was presented to SP&amp;R in June 2024 but was not approved. STA required to cover service continuity whilst a review is done on how the service could be supplied in-house. A paper in this regard will be brought into S,P&amp;R by the City Solicitor in January.</p> <p>Further details on these STAs are set out in Appendix 1 (<b>Table 3</b>).</p>
	<b>Modification to Contract</b>
3.10	<p>The Committee is asked to approve the following modification of the contract as per Standing Order 37a:</p> <ul style="list-style-type: none"> <li>Up to an additional £4k (total contract value £34k) awarded to Logistics UK. Requirement originally procured via quotation as estimated to be &lt;£30k; however, due to increased demand the £30k value has now been exceed. Reported to SP&amp;R for information.</li> </ul>
3.11	Further details on these contract modifications are set out in Appendix 1 ( <b>Table 4</b> ).
	<b>Financial &amp; Resource Implications</b>
3.12	<p>2 x STAs (1 for C&amp;NS for £29,990 and 1 for L&amp;CS for £29,000) were subsequently requested to continue to use the Termapest to ensure health and safety at Council sites. The financial resources for these contracts are within approved corporate or departmental budgets</p>
	<b>Equality or Good Relations Implications / Rural Needs Assessment</b>
3.13	None
<b>4.0</b>	<b>Appendices – Documents Attached</b>
	<p>Appendix 1</p> <ul style="list-style-type: none"> <li>Table 1 - Competitive Tenders</li> <li>Table 2 – Single Tender Actions</li> <li>Table 3 – Retrospective Single Tender Actions</li> <li>Table 4 - Modification to Contract</li> </ul>