



Subject:	Contracts Update
Date:	18 April 2025
Reporting Officer:	Sharon McNicholl, Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.

Insert number

1. Information relating to any individual
2. Information likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the council holding that information)
4. Information in connection with any labour relations matter
5. Information in relation to which a claim to legal professional privilege could be maintained
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
7. Information on any action in relation to the prevention, investigation or prosecution of crime

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Sometime in the future

Never

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

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1.0	Purpose of Report or Summary of main Issues
	<p>The purpose of this report is to:</p> <ul style="list-style-type: none">• Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) over £30,000

	<p>And to ask members to</p> <ul style="list-style-type: none"> Note retrospective Single Tender Actions (STAs) and non-procurement expenditure
2.0	Recommendations
	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1) Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2) Note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 3) Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 4) Note the non-procurement expenditure as detailed in Appendix 1 (Table 5) Approve the award of a project to the International Organization for Migration 'IOM' as per Standing Order 56a and as detailed in section 7 of this report. Note the Quarter 4 24/25 update regarding STA and Contracts <£30k Reporting as detailed in section 8 of this report.
3.0	Competitive Tenders
	<p>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.</p> <p>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.</p> <p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p>The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1).</p>
4.0	Single Tender Actions (STAs)
	<p>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 Procurement Act 2023 'the Act' and internal governance arrangements including required controls and approvals. It mirrors the Act setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).</p>

	<p>To support Officers understanding and to build capability, CPS offer support training and guidance on the STA process.</p> <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"> Contract for up to £100,000, up to 2 years, awarded to Simply Zesty, for the provision of content management licensing, site hosting and support for all BCC websites. Recent upgrades, new site developments as well as integration with a content delivery network partner in the past 12 months, enhancing all aspects of the websites also means moving at this stage of the websites lifecycles would be prohibitively expensive and come with significant risks associated. Note – Retrospective spend for 2 months at £18,476 (March and April 2025). Remaining contract duration 2 years at £100k. Contract for up to £34,000, up to 35 months, awarded to Elmore Fish, for the supply and delivery of frozen fish to Belfast Zoo. Tender advertised in February 2025 but no bids received. Note – Current contract expired 31/01/25; retrospective spend for 3 months at £3,000 (Feb, March and April 2025). <p>Further details on these STAs are set out in Appendix 1 (Table 2).</p> <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"> Contract for up to £18,746, up to 2 months, awarded to Simply Zesty, for the provision of content management licensing, site hosting and support for all Belfast city council websites. Retrospective 2 month STA to cover spend (March/ April 25). Contract for up to £3,000, up to 3 months, awarded to Elmore Fish, for the supply and delivery of frozen fish to Belfast Zoo. Tender advertised in February 2025 but no bids received. Note – Current contract expired 31/01/25; retrospective spend for 3 months at £3,000 (Feb, March and April 2025). <p>Further details on these Retrospective STAs are set out in Appendix 1 (Table 3).</p>
5.0	Modification to Contract
	<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"> Up to an additional 2 months and £30,000, awarded to Avenue Recycling for receipt, stock control and delivery of waste containers (T1977). A extension is required for up to 8 weeks to support the glass collection project rollout to be finished and the tender evaluation for the new contract to be completed and the contract awarded <p>Further details on these contract modifications are set out in Appendix 1 (Table 4).</p>
6.0	Non-Procurement Expenditure
	<p>The Procurement Act 2023 'the Act' – Schedule 2 Exempted Contracts</p> <p>Schedule 2 of the Act sets out a specific list of types of contracts that are exempted under the Act.</p> <p>The following exempted contracts are being submitted for approval:</p> <ul style="list-style-type: none"> Contract for £804,000, for up to 10 years, awarded to Land & Property Services (LPS) NI for NI agreement; proprietary for mapping requirements & planning. This is considered an exempted contract under the Act in line with Schedule 2, section 3 (1) - horizontal arrangement. <p>Further details on these non-procurement expenditure are set out in Appendix 1 (Table 5).</p>
7.0	Award of project to International Organization for Migration 'IOM'
	<p>In January 2025 SP&R approved for a project for Asylum Support and Community Link Advisor Project (£170k over 2 years) to be advertised as an open tender competition.</p> <p>The tender was advertised in February 2025 with 1 bid being received from IOM.</p> <p>IOM have a special legal status as part of the United Nations which means that they are unable to sign up to Council terms and conditions. A bespoke agreement would need to be agreed between IOM and Council to reflect their legal status.</p> <p>Following evaluation of IOM's tender bid, the tender evaluation panel agreed IOM's bid was strong and are reassured of their ability to deliver this project to a high standard if awarded.</p> <p>Members are asked to approve the award of this project to IOM in line with Standing Orders 56(a) Exceptions to reflect IOM's special legal status.</p>
8.0	STA and Contracts <£30k Reporting
	<p>At SP&R in October 23 the Committee agreed that 'the quarterly finance report should, in future, include information on expenditure on Single Tender Actions and on the number and value of contracts under £30,000'.</p>

Information on expenditure broken down by individual STA contract records is not readily available from the Council's current financial system.

However, CPS centrally record the number and maximum total value of STA contract records. Quarter 4 2024/25 is provided below:

STAs awarded FY 24/25 Qtr 4

Number of STA contracts	Total value of STA contracts
34	£476,597.60

Records for contracts (including title; supplier name; value; duration etc) valued below £30,000 are not centrally held by CPS and are maintained on departmental registers. Below is a quarterly return by all departments on contracts awarded valued below £30,000 during FY 24/25 Qtr 4.

Contracts <£30k awarded FY 24/25 Qtr 4

Number of <£30k contracts	Total value of <£30k contracts
48	£851,255

9.0 Financial & Resource Implications

The financial resources for these contracts are within approved corporate or departmental budgets.

10.0 Equality or Good Relations Implications / Rural Needs Assessment

None

11.0 Appendices – Documents Attached

Appendix 1

- Table 1 - Competitive Tenders
- Table 2 - Single Tender Actions
- Table 3 - Retrospective Single Tender Actions
- Table 4 - Modification to Contract
- Table 5 - Non Procurement Expenditure