



Subject:	Contracts Update
Date:	24 March 2023
Reporting Officer:	Noleen Bohill, Head of Commercial and Procurement Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

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

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to: <ul style="list-style-type: none"> • Seek approval from members for tenders and Single Tender Actions (STA) over £30,000
1.2	And to ask members to <ul style="list-style-type: none"> • Note contract modifications to contract term and retrospective Single Tender Actions (STAs) • Note contract modification to contract value to a quotation • Note the award of contracts by Arc 21 on behalf the council
2.0	Recommendations
2.1	The Committee is asked to: <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)

	<ul style="list-style-type: none"> • Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3) • Note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 4) • Note the award of contracts by Arc 21 on behalf the council (Table 5)
3.0	Main report
3.1	<p><u>Competitive Tenders</u></p> <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>
3.2	<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>
3.3	<p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p>
	<p><u>Single Tender Actions (STAs)</u></p>
3.4	<p>The following STAs are being submitted for approval:</p> <ul style="list-style-type: none"> • Contract for up to £140,000 (Budget ceiling figure to cover any unplanned advertising requirements), for up to 18 months, awarded to Clear Channel for advertising at bus stops. Advertising council initiatives to the citizens of Belfast and areas of Northern Ireland as required. Clear Chanel is the only company that provides advertising at bus stops in Northern Ireland. • Contract for up to £140,000 (Budget ceiling figure to cover any unplanned advertising requirements), for up to 18 months, awarded to Global Outdoor for bus internal and external advertising. Advertise council initiatives to the citizens of Belfast and in areas of Northern Ireland as required. Global Outdoor is the only company to provide advertising on Metro and Ulsterbus buses in Northern Ireland. • Contract for up to £165,000, for up to 3 years, awarded to Land and Property Services (LPS) for annual asset valuations. LPS are the only suitable provider of this service due to conflicts of interests that exist with other local agencies. • Contract for up to £64,271, for up to 3 years, awarded to Tricostar for a legal case management system. Continued use of the Tricostar case management system to support Legal Services including facilities for document management,

communications and reporting. Continued use of proprietary system required whilst a strategy is developed to procure and implement replacement system.

- Contract for up to £154,000, for up to 2 years, awarded to Land & Property Services (LPS) for NI agreement for proprietary mapping requirements and planning. LPS are the only provider of this service.
- Contract for up to £62,000, for up to 1 year, awarded to NEC Systems, for Electronic Document and Records Management 'EDRM' for NI Housing Executive for hosting, maintenance and support. EDRM system used by NI Housing Executive to link to Housing Benefits System. Licences are perpetual. This is fully funded by NIHE. NEC Systems are the only suitable provider.
- Contract for up to £33,000, one off purchase, awarded to The Foundation, for printing and delivery of ballot papers and associated documentation for local elections. Due to a change in election date, associated delay in ballot paper print specifications being issued and higher than anticipated costs there is insufficient time now to procure via an open tender competition.

3.5 The following retrospective STAs were awarded:

- Contract for up to £64,500, for up to 12 months, awarded to Honeycomb Recruitment, for requirement for temporary Assistant Manager (Houses of Multiple Occupation). The existing contracted provider for T1792 Provision of Temporary Agency Resources: Matrix SCM have confirmed they are unable to fulfil this required role HMO assistant manager within the contractually agreed time period.

Modification to Contract term

3.6 The following contract terms were modified:

- Up to a total of 12 months extension for contract T2213 - Bobbin Catering City Hall with Now Group. Approval was given verbally at Feb SP&R for an initial 3 month extension. In line with legislation the Bobbin had to close numerous times because of the Covid pandemic which presented significant financial and operational challenges and changes to the hospitality industry. The re-tender of this contract will be delivered within the next 12 months.
- A 4 month extension and additional £7,125 for contract T2291a Development and submission of the Belfast PEACEPLUS Local Community PEACE Action Plan - Locus Management. To facilitate ongoing work to develop the PEACEPLUS Local Action Plan. Fully funded.

<p>3.7</p>	<p>The following contract modifications are being reporting as retrospective:</p> <ul style="list-style-type: none"> • A 1 month extension for contract T2201 Provision of an Activities Co-ordinator for Forth Meadow Community Greenway PEACE IV Programme Services with ArtsEkta Ltd. An extension is required to allow delivery partners to continue to deliver activity in order to fulfil the deliverables. • A 6 month extension for contract T2084(b) A Key Deliverable of the PEACE IV Shared Space & Services theme (Intergenerational project) with Mediation NI. An extension is required to allow delivery partners to continue to deliver activity in order to fulfil the deliverables. • A 6 month extension for contract T1925 Peace IV On the Right Track; Good Relations through Sports with Active Communities Network. An extension is required to allow delivery partners to continue to deliver activity in order to fulfil the deliverables. <p><u>Modification to contract value</u></p>
<p>3.8</p>	<p>Reporting to Committee for information. An additional £11,944 was awarded to a quotation contract (CNS 22.10 - Quotation for Compliance Review of Funding Awards) with supplier, Cavanagh Kelly. Contract needed to be expanded to include additional funding awards that did not fall within the scope of the original exercise. This additional spend means the quotation now exceeds £30k limit (i.e. £34k).</p> <p><u>Award of contracts by Arc 21 on behalf the council</u></p>
<p>3.9</p>	<p>Arc 21 are in the process of completing the award of contract for the treatment and energy recovery/ disposal of residual waste arisings.</p>
<p>3.10</p>	<p>To facilitate the implementation of the above contract, the Committee is asked to note an extension of the current arc21 and BCC contracts until the new contract commences for the interim treatment and disposal of residual waste. Arc21 and the Council will commence negotiations with the current suppliers to extend the contracts until the commencement date of the new arc21, interim residual waste contract. CPS will continue to keep Committee up to date with the status of arc 21's award of contract on a quarterly basis or until the contract is awarded.</p>
<p>Financial & Resource Implications</p>	
<p>3.11</p>	<p>The financial resources for these contracts are within approved corporate or departmental budgets</p>

	Equality or Good Relations Implications / Rural Needs Assessment
3.12	None
4.0	Appendices – Documents Attached
	Appendix 1 Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract Table 4 - Retrospective Single Tender Actions