



Belfast City Council

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to Invite Tenders – Various Goods and Services
Date:	24 th April, 2009
Reporting Officer:	G Wright – Head of Facilities Management
Contact Officer:	G Wright Ext. 5206/6232

Relevant Background Information

Members will be aware that, under the revised Scheme of Delegation, approval must be sought from the relevant Committee prior to inviting tenders for the supply of goods or services.

Members will also be aware that, in the course of providing maintenance services at all Council properties, the Property Maintenance unit makes regular use of a number of external contractors in order to provide specialist services and also to supplement the existing in-house workforce during times of peak demand.

They will also be aware that the Fleet Management unit purchases tyres for fitting to the council's vehicle fleet, and that the Building & General stores unit purchases uniforms for issue to a wide range of Council staff.

As the existing contracts for all of these goods and services are due to terminate during 2009 the Committee's approval is requested to seek tenders for new contracts in each case. Details of the various tenders are set out in Appendix A.

Detailed specifications will be prepared in order to permit these contracts to be let and, subject to Committee approval, advertisements will be placed in the local press inviting either applications for inclusion on Select Lists or submission of Tenders as appropriate.

Key Issues

The duration of each of the contracts is to be one year with an option of 2 further yearly extensions at the council's discretion, depending on performance, to a maximum of 3 years. This is felt to provide the optimal balance between regularly testing the local market to obtain the keenest prices and minimising the bureaucracy and administration associated with the procurement process.

Submissions will be evaluated in accordance with the following agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

The contracts will be evaluated under the following criteria:-

- a) Cost
- b) Quality
- c) Technical capability
- d) Technical capacity
- e) Experience, qualification and ability to execute the works
- f) Environmental management and impacts
- g) Ability to work in partnership
- h) Financial capacity

Resource Implications

Financial

Provision has been made for the contracts in the relevant revenue budgets. Regularly testing the market via competitive tendering ensures that we obtain the best possible value for money and standards of service from our external suppliers, which in turn assists us in driving down costs and minimising the rate burden.

Human Resources

Providing branded uniforms for staff contributes to health & safety at work and enhances the image of the council overall.

Asset & other implications

Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council. Having a full range of specialist tyres readily available maximises the vehicle on-road time for council vehicles engaged in providing important public services.

Recommendations

It is recommended that the Committee approve the invitation of tenders in respect of the goods and services set out in Appendix A.

Decision Tracking

If approved, the various tenders will be invited by the Head of Facilities Management in line with the schedule and dates set out in Appendix A.

Key to Abbreviations

None.

Documents Attached

Appendix A – Schedule of proposed procurement exercises.

Schedule of proposed Facilities Management procurement exercises 2009

Goods/services sought	Estimated annual value	Total duration	Origin (New/Renew)	Tender type	Control type	Anticipated advert. date
Maintenance & repair of fire alarms	£20,000	1 year + 2 optional	Renew	Select List	Schedule of rates	April 2009
Metalwork & Fencing	£75,000	1 year + 2 optional	Renew	Open tender	Schedule of rates	April 2009
Small engineering works	£75,000	1 year + 2 optional	Renew	Open tender	Time & materials	August 2009
Glazing services (incl. callout)	£25,000	1 year + 2 optional	Renew	Open tender	Schedule of rates	August 2009
Maintenance & repair of intruder alarms	£20,000	1 year + 2 optional	Renew	Select List	Schedule of rates	September 2009
Soft Flooring	£30,000	1 year + 2 optional	Renew	Open tender	Schedule of rates	September 2009
Swim Pool filtration & Ozone installations	£50,000	1 year + 2 optional	Renew	Open tender	Schedule of rates	December 2009
Supply of uniforms	£65,000	1 year + 2 optional	Renew	Open tender	Fixed unit price	December 2009
Tyres and tubes	£38,000	1 year + 2 optional	Renew	Open tender	Fixed unit price	April 2009
Total:	£398,000	<i>per annum</i>				

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