



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders
Date:	18 th June 2010
Reporting Officer:	George Wright, Head of Facilities Management, Ext: 5206
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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, both in order to provide specialist services and also to supplement the existing in-house workforce during times of peak demand.

In fact, nearly 50% of the overall costs of the property maintenance service relate to the use of external contracted suppliers, and these costs are regularly subject to competitive procurement processes. There are two of these existing contracts which will expire during this financial year in respect of:

- the provision of Legionella monitoring & Risk Management services (approx. **£50,000** per annum; *and*
- the supply, fabrication, delivery and fitting of general metal works (approx. **£200,000** per annum).

There is also a contract for the repair and maintenance of lifts which has been approved by Committee as a one year contract, with a value of approx. **£80,000** per annum. However, due to a poor response to the advertisement it has been decided to seek Committee approval to amend the contract to a one year plus four optional years and to re-advertise.

This will make the works a more attractive package to suppliers and will allow the Council to benefit from economies of scale. This change will also allow existing maintenance agreements to expire naturally over the first year rather than having to stop agreements.

All Contracts which are required for 2010 are attached in Appendix A.

Detailed specifications are to be prepared in order to permit the 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 for each discipline, as appropriate.

Key Issues

The duration of the contracts are as detailed in appendix A, with options to renew exercisable by the council dependant on performance. This is felt to provide the optional balance between regularly testing the market to obtain the keenest prices and minimising the bureaucracy and administration associated with the procurement process.

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

Resources Implications

Financial

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

There are no direct HR implications in respect of this report.

Asset & other implications

Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council.

Recommendations & Decisions

The Committee is recommended to approve the following:

- (a) to invite applications for inclusion on Select Lists and/or the submission of Tenders in respect of the activities specified above; *and*
- (b) to re-advertise the lift maintenance & repair contract on the basis specified above.

Documents attached

Appendix A Schedule of tenders to be let in 2010

Schedule of tenders for 2010:

Contract	Estimated value per year	Period of Contract	Anticipated advert date
Supply, fabrication, delivery & fitting of general metal work.	£ 200,000	1 year + 2 optional	July 2010
Repair & maintenance of Lifts	£ 80,000	1 year + 4 optional	July 2010
Provision of Legionella & Risk Management Services	£ 50,000	2 year + 1 optional	July 2010