



BELFAST CITY COUNCIL

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| Report to: | Strategic Policy & Resources Committee |
| Subject: | Approval to seek Tenders (Property Maintenance) |
| Date: | 21 st January 2011 |
| Reporting Officer: | Gerry Millar, Director of Property & Projects |
| Contact Officer: | G. Wright, Head of Facilities Management (Ext. 5206/6232) |

Relevant background information

- 1.1 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.
- 1.2 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. There are two such existing contracts which will expire in June 2011 in respect of :
 - Drain clearing and camera surveys; *and*
 - General building works.
- 1.3 There are also 2 new packages of work which have been identified as being required to tender as follows:
 - Repair, maintenance and minor works for air-conditioning; *and*
 - Repair, maintenance and minor works for Building Energy Management Systems (BEMS).
- 1.4 The air-conditioning contract is necessary in order to rationalise a number of local arrangements in order to obtain economies of scale and also to enhance our ability to comply with new legislation in this area. The BEMS contract is needed in order to obtain up-to-date competitive prices and formalise arrangements for this type of work in the light of its increasing scale.
- 1.5 Details of all of the tender exercises proposed are set in Appendix A, including estimated annual costs and cost-control mechanism(s). Overall, these activities will generate estimated costs in the region of **£720,000** for the council over the full 3-year period.
- 1.6 Detailed specifications are to be prepared in order to permit the tenders 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

- 2.1 The proposed duration of each of the resultant contracts is one year, with an option exercisable by the council to extend for up to two further years dependant on performance. This is felt to provide the optional balance between regularly testing the market to obtain the keenest prices and minimising the administration associated with the procurement process.
- 2.2 Submissions will be evaluated in accordance with agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

Resources Implications

3.1 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.

3.2 Human Resources

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

3.3 Asset & other implications

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

Recommendations & Decisions

- 4.1 The Committee is recommended to approve the invitation of submissions for inclusion on Select Lists and/or the submission of tenders in respect of the activities specified above.

Key to Abbreviations

None.

Documents attached

Appendix A: Schedule of tenders.