



## BELFAST CITY COUNCIL

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| <b>Report to:</b>         | Strategic Policy & Resources Committee                             |
| <b>Subject:</b>           | <b>Approval to seek Tenders (Electrical Services Installation)</b> |
| <b>Date:</b>              | 18 <sup>th</sup> March 2011  |
| <b>Reporting Officer:</b> | Gerry Millar - Director of Property & Projects                     |
| <b>Contact Officer:</b>   | G. Wright – Head of Facilities Management (Ext. 5206/2438)         |

### 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.

One of these existing contracts will expire in November 2011 in respect of Electrical Services Installations as detailed 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 applications for inclusion on a Select List.

### Key Issues

The estimated annual value of the work is **£135,000**, and the duration of the contract is to be for 1 year with up to two further 12-month contract extensions exercisable at the Council's discretion, based on satisfactory performance. This is felt to provide the optional balance between regularly testing the market to obtain the keenest prices and minimise 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

Provision has been made in the unit's budget for 2011/12 in respect of this expenditure.

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 invitation of applications for inclusion on a Select List and the submission of Tenders in respect of Electrical Services Installations.

**Key to Abbreviations**

None.

**Documents attached**

Appendix A: Schedule of tender.

**Schedule of tender:**

| <b>Contract</b>                  | <b>Estimated value per year</b> | <b>Period of Contract</b> | <b>Anticipated advert date</b> |
|----------------------------------|---------------------------------|---------------------------|--------------------------------|
| Electrical Services Installation | £ 135,000                       | 1 year + 2 optional       | April 2011                     |