



BELFAST CITY COUNCIL

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| Report to: | Strategic Policy & Resources Committee |
| Subject: | Approval to seek Tenders – Mechanical Installations |
| Date: | 23 rd September 2011 |
| Reporting Officer: | George Wright, Head of Facilities Management |
| Contact Officer: | G. Wright (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 measured-term contracts will expire on 30th April 2012 in respect of Mechanical Services Installations as detailed in Appendix A. The estimated annual value of this contract is **£500,000**, and the cost-control mechanism in place is the use of a schedule of rates (PSA).

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 duration of the contract is to be for 1 year with an option to extend for a further 2 years granted 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 a Select List and the submission of Tenders in respect of Mechanical Services Installations.

Key to Abbreviations

None.

Documents attached

None.