



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders
Date:	10 th August 2012
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright, Head of Facilities Management (Ext. 5206/6232)

1	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	To assist in the delivery of the 2012/13 Planned Maintenance Programme it will be necessary to invite tenders for a number of work-types. Some of these relate to specific single projects, while others are general measured-term contracts for work not delivered in-house. The goods & services in question are as follows: <ul style="list-style-type: none"> 1. Glazing work (incl. emergency callout) 2. Plumbing supplies 3. Kitchen canopy cleaning 4. Refurbishment of passenger lifts 5. Replacement of high voltage transformer & ring main at Belfast Zoo
1.3	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 Select Lists and/or submission of Tenders.

2	Key Issues
2.1	The planned maintenance programme for 2012/13 has been agreed and work has already commenced on a wide range of projects. To assist in the delivery of the programme the above tenders for specialist contractors are now required. Further detail on cost & duration is detailed in Appendix A.
2.2	Submissions will be evaluated in accordance with agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

3	Resources Implications
3.1	<p><u>Financial</u></p> <p>These works have been included for within the planned maintenance programme and the resources to carry them out are contained within the Property Maintenance unit's approved revenue budget.</p>
3.2	<p><u>Human Resources</u></p> <p>There are no direct HR implications in respect of this report.</p>
3.3	<p><u>Asset & other implications</u></p> <p>Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council.</p>

4	Recommendations & Decisions
	<p>The Committee is recommended to approve the following:</p> <p>(a) To invite applications for inclusion on Select Lists and/or the submission of Tenders in respect of the work packages as listed on Appendix A.</p>

5	Key to Abbreviations
	None.

6	Documents attached
	Appendix A - Schedule of tender.

Schedule of tenders:

Goods & Services	Estimated value	Period of Contract	Anticipated advert date
Measured Term Contract for Glazing	£ 30,000 pa	1 year + 2 optional	August 2012
Refurbishment of passenger lifts	£100,000	3 months	August 2012
Cleaning Kitchen canopies at various Council locations	£ 30,000 pa	1 year + 2 optional	August 2012
Replacement of high voltage transformer & ring main at Belfast Zoo	£60,000	3 months	August 2012
Plumbing supplies	£40,000 pa	1 year + 2 optional	September 2012