



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders
Date:	14 December 2012
Reporting Officer:	George Wright, Head of Facilities Management
Contact Officer:	G. Wright (Ext. 5206/6232)

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. The Building & General stores also purchases uniforms for issue to a wide range of Council staff.

Existing contracts for these items are due to terminate during the coming year. The existing contracts which will expire in 2012/13 are in respect of :

Contractors

1. Small Building Alterations & Repairs to brickwork, block-work, plastering & general site works
2. Installation of new Metal Fencing
3. Repair, maintenance and minor works to Intruder & Fire Alarm Systems
4. Installation of Soft Flooring
5. Repair, maintenance and minor works for Small Engineering
6. Repair, maintenance and minor works for Swimming Pool Filtration

Suppliers

1. Supply of Uniforms

All Contracts which are required 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 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 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 ImplicationsFinancial

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

Providing branded uniforms for staff contributes to health and safety at work and enhances the image of the Council overall.

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.
- (b) Committee approval is sought under Scheme of Delegation for acceptance of successful tenders to be delegated to the Director of Property and Projects

Key to Abbreviations

None.

Documents attached

Appendix A - Schedule of tenders.

Schedule of tenders required :

Contract	Estimated value per year	Period of Contract	Contract expiry date	Anticipated advert date
Small building alterations & repairs to brickwork, blockwork, plastering and general external works	£ 40,000	1 year + 2 optional	13 Nov 12*	Jan 13
Installation of New metal fencing	£ 80,000	1 year + 2 optional	30 Apr 13	Jan 13
Repair, Maintenance & minor works for Intruder and Fire Alarm Systems	£ 55,000	1 year + 2 optional	30 Jun 13	Feb 13
Installation of soft flooring	£ 75,000	1 year + 2 optional	30 Jun 13	Feb 13
Repair, Maintenance & Minor works for small engineering	£ 30,000	1 year + 2 optional	31 Jul 13	Mar 13
Repair, Maintenance & Minor works to swimming pool filtration and ozone generation	£ 75,000	1 year + 2 optional	31 Oct 13	Apr 13
Supply of Uniforms	£ 90,000	1 year + 2 optional	31 Mar 13	Jan 13

**requires re-letting as incumbent refused the offer of a one-year extension*