



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	<b>Approval to Invite Tenders for Supplies and Services</b>
Date:	21 February 2014
Reporting Officer:	Gerry Millar, Director of Property and Projects, Ext: 6217
Contact Officer:	George Wright, Head of Facilities Management (ext 5206) Valerie Cupples, Procurement Manager (ext 3625)

<b>1</b>	<b>Relevant Background Information</b>
1.1	Members will be aware that under the Scheme of Delegation approval must be sought from the relevant Committee prior to inviting tenders for the supply of any goods or services. The following contracts are due for renewal.
	<b>Tender for security related services</b>
1.2	A number of security related contracts, namely Static Guarding Services, Key Holding & Alarm Response Services and Event Stewarding are due for renewal during 2014.
1.3	It should be noted because of the recent review of the BCC security service it has only now been possible to finally agree what will be included in the specifications for some of the above tenders.
1.4	Currently 12 sites including the Waterfront Hall, Belfast Castle, Malone House and the Zoo are covered by contracted staff. Due to the recent Security Review a number of additional sites will be added to the contract and it is anticipated there might a number of other sites in 2015 arising from the Local Government Reform process
1.5	The current Static Guarding Services contract tender value is in the region of <b>£750,000</b> per annum and the contract is due to expire on the 30 <sup>th</sup> September 2014.
1.6	The Key Holding & Alarm Response Services contract has an approximate annual value of <b>£50,000</b> . This contract is due to expire on the 31 <sup>st</sup> July 2014.
1.7	The third security related contract is Event Stewarding and this contract has an approximate annual value of <b>£300,000</b> . This contract is also due to expire on the 31 <sup>st</sup> July 2014.
1.8	<b>Tender for the supply , delivery and fitting of hydraulic hoses</b> The Fleet Management Unit is responsible for the procurement, servicing, maintenance, repair and disposal of all fleet items, and in order to assist in providing these services the Unit previously let a contract for the supply, delivery and fitting of hydraulic hoses which has now expired. This contract has an annual value of approximately <b>£36,000</b> .

1.9	The Fleet Management Unit plans to undertake a tendering exercise, and seeks approval from the Committee to award a new contract for the <b>Supply, Delivery and Fitting of Hydraulic Hoses</b> to the most economically advantageous tenderer.
1.10	<b>Tender for the supply and delivery of annual supplies of fire extinguishers</b> The terms of reference of Corporate Procurement Services includes putting in place co-ordinated contracts which can be called-off by all departments of the Council. It will enter into contracts with the most economically advantageous suppliers for goods and services.

<b>2</b>	<b>Key Issues</b>
2.1	<b>Tender for Security Related Services</b> Specifications for the contracts will be revised and updated to reflect current and future anticipated service changes.
2.2	Any tender documentation will, wherever possible, take into account the additional requirements arising as the result of the Local Government Reform process. Tenders will be sought by public advertisement at the same time and evaluated according to agreed price and quality criteria.
2.3	Due principally to the recent security review there has been a requirement to amend the tender specifications to reflect the various changes, and this has taken longer than initially anticipated. As a consequence, the Committee's approval is sought to extend the current contracts for a maximum period of 3 months if required, subject to the willingness of the current suppliers to maintain current prices.
2.4	There also exists an opportunity to explore the merging of the current stewarding of public conveniences into an overall Council Security Service framework. These tenders can be let in <b>lots or as one contract</b> in order to maximise the opportunities for efficiencies and for local suppliers in this market to tender.
2.5	The Security framework and the associated lots/contract is for, two years with an option to renew for a further two years at the council's discretion.
2.6	<b>Tender for the supply , delivery and fitting of hydraulic hoses</b> Detailed specifications will be prepared, tenders will be sought by public advertisement and will be evaluated by the Fleet Manager and Business & Administrative Manager (Property and Projects) using a methodology approved by the Procurement Manager
2.7	This contract duration is for, one year with the option to renew annually for a further two years.
2.8	<b>Tender for the supply and delivery of annual supplies of fire extinguishers</b> Detailed specifications will be prepared, tenders will be sought by public advertisement and will be evaluated by the Corporate Procurement Services (Property and Projects) using a methodology approved by the Procurement Manager
2.9	This contract duration is for, one year with the option to renew annually for a further two years.

<b>3</b>	<b>Resource Implications</b>
	<b>Financial:</b>

