

BELFAST CITY COUNCIL

| Report to: | Strategic Policy & Resources Committee |
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| Subject: | Approval to Invite Tenders for Supplies and Services |
| 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) |

| 1 | Relevant Background Information |
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| 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. |
| 1.2 | Tender for security related services 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 £750,000 per annum and the contract is due to expire on the 30 th September 2014. |
| 1.6 | The Key Holding & Alarm Response Services contract has an approximate annual value of £50,000. This contract is due to expire on the 31 st July 2014. |
| 1.7 | The third security related contract is Event Stewarding and this contract has an approximate annual value of £300,000. This contract is also due to expire on the 31 st July 2014. |
| 1.8 | Tender for the supply, delivery and fitting of hydraulic hoses 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 £36,000.

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 **Supply, Delivery and Fitting of Hydraulic Hoses** to the most economically advantageous tenderer.

1.10 Tender for the supply and delivery of annual supplies of fire extinguishers

The terms of reference of Corporate Procurement Services includes putting in place coordinated 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.

| 2 | Key Issues |
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| 2.1 | Tender for Security Related Services 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 lots or as one contract 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 | Tender for the supply, delivery and fitting of hydraulic hoses 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 | Tender for the supply and delivery of annual supplies of fire extinguishers 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. |

| 3 | Resource Implications |
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| | Financial: |

3.1 Tender for security related services Provision has been made in the 2014/15 revenue estimates for the provision of external security services. Some of the sites under the Static Guarding Services contract will be

security services. Some of the sites under the Static Guarding Services contract will be listed as optional which will allow some financial flexibility.

Category of spend Indicative costs/year

Security Contracts £1.2 m

These costs will be met out of the existing revenue budgets within the relevant Departments.

3.2 Tender for the supply , delivery and fitting of hydraulic hoses

Category of spend Indicative costs/year

Hydraulic hoses £36,000

These costs will be met out of the existing revenue budgets within Facilities Management.

Tender for the supply and delivery of annual supplies of fire extinguishers
Category of spend Indicative costs/year

Fire Extinguishers £33,900

These costs will be met out of the existing revenue budgets within departments.

3.4 Human Resources

There are no human resource issues as all staffing matters for the contracts will be the responsibility of the successful tenders.

3.5 Assets

There are no direct asset implications arising from this report.

4 Equality and Good Relations Implications 4.1 There are no equality or good relations implications arising from this report.

5 Recommendations

- 5.1 | Committee is asked to approve, for the purposes of those tenders outlined in Section 2:
 - 1. The seeking of tenders for the above categories, using pre-determined evaluation criteria to include both quality and cost.
 - 2. The acceptance of successful tenders to be delegated to the Director of Property and Projects, under the Scheme of Delegation.
 - 3. The extension of current contracts for an initial three months, if required, and thereafter on a monthly basis until new contracts are awarded.

6 Decision Tracking

The Director of Property and Projects is responsible for approval of the recommended tenders.

| 7 | Documents Attached |
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| None | |

| 8 | Key to Abbreviations |
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| None | |