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| Subject: | Contracts for Award |
| Date: | 21 September 2018 |
| Reporting Officer: | Ronan Cregan, Deputy Chief Executive and Director Finance and Resources Gerry Millar, Director of Property and Projects |
| Contact Officer: | Valerie Cupples, Procurement Manager |

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| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If Yes, when will the report become unrestricted? | |
| After Committee Decision | <input type="checkbox"/> |
| After Council Decision | <input type="checkbox"/> |
| Some time in the future | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

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| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| 1.0 | Purpose of Report |
| 1.1 | The purpose of this report is to: <ul style="list-style-type: none">• Seek approval from Members to allow the advancement and award of tenders as outlined in Appendix 1, Table 1 in accordance with the Scheme of Delegation.• Seek approval from Members to allow extensions as detailed in Appendix 1, Table 2.• Seek approval from Members to allow the advancement and award of direct award tenders as outlined in Appendix 1, Table 3 in accordance with the Scheme of delegation• Inform Members of the contracts that have been awarded (April to August 2018) as detailed in Appendix 1, Table 4. |
| 2.0 | Recommendations |
| 2.1 | The Committee is asked to: |

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| | <ul style="list-style-type: none"> • Approve the public advertisement and acceptance of tenders as listed in Appendix 1, Table 1 through the Council’s electronic procurement system. Members are advised that these tenders will only be advertised when they have gone through the Councils internal governance process which include demonstrating strategic alignment with the Belfast Agenda • Grant delegated authority to the appropriate Director using pre-agreed criteria to accept the most economically advantageous tender. • Allow month by month extensions where contracts are under review as outlined in Appendix 1, Table 2 • Agree to accede to Standing orders 55(a) exceptions in relation to contracts by direction of the council acting on recommendations of a Chief Officer that the exception is justified in special circumstances for the contracts laid out in 3.7 and Appendix 1, Table 3. • Note the contract awarded as per Appendix 1, Table 4 |
| 3.0 | Main report |
| 3.1 | <p><u>Key Issues</u></p> <p>Section 2.5 of the Council’s Scheme of Delegation outlines that under Standing Order 60(a) any contract that exceeds the statutory amount (currently £30,000) needs to be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.</p> |
| 3.2 | <p>The tenders submitted for approval in Appendix 1, Table 1, have been forwarded by Departments for approval. Departments have been required to provide assurance that provision for the expenditure has either been made within their departmental budgets or approval has been sought from the Director of Finance and Resources that this expenditure has been provided for within a corporate budget.</p> |
| 3.3 | <p>Members should note that they are being asked to approve tenders in principal, after which the internal governance process demonstrating strategic alignment with the Belfast Agenda will be applied. As part of this process, Departments have also provided assurance that appropriate resources are available within their departments in order to effectively administer and management any contract(s).</p> |
| 3.4 | <p>In accordance with Standing Orders these tenders shall comply with the relevant requirements of national legislation and European directives and be overseen by Corporate Procurement Services.</p> |
| 3.5 | <p>This report relates to corporate and departmental supplies and services contracts only. The procurement of services and works contracts relating to the capital procurement is dealt with under the Capital Programme reports in accordance with the approved stage approval process.</p> |

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| 3.6 | <p><u>Direct Award Contracts</u></p> <p>Members are asked to note that Corporate Procurement Services is currently under resourced and awaiting a report on the current procurement operating model. This position has resulted in an increase in the number of direct awards (single tender actions) and the requirement to accede to Standing Order 55(a).</p> |
| 3.7 | <p>Members are asked to accede to standing order 55(a) exception in relation to the contract by direction of the council acting on the recommendation of a Chef Officer that the exception is justified in special circumstances for the following as per Appendix 1 Table 3</p> <ul style="list-style-type: none"> • Pre procurement benchmarking by BCCM identified that only one supplier, the incumbent, would undertake the installation and storage of the Christmas lights for 2018. All companies involved in the previous exercise were either no longer in existence, could not meet the required need or did not have the capacity to undertake the work within the necessary timescales. BCCM have advised that they are not aware of any other suitable suppliers in the marketplace. • In June 2017 council ratified a procurement approach (2017-2020) for the appointment of contractors to assist with the removal of bonfires and associated materials. The approach details that contracts would be negotiated and awarded by the Director of City and Neighbourhoods in conjunction with the City Solicitor and reported, retrospectively to this committee. |
| 3.8 | <p><u>Financial & Resource Implications</u></p> <p>The financial resources for these contracts will be met within the current departmental budgets and the proposed departmental estimates process which are taken forward through the rate setting process.</p> |
| 3.9 | <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>No specific equality or good relations implications.</p> |
| 4.0 | Appendices - Documents Attached |
| | <p>Appendix 1 Schedule of Tenders for Consideration / Notation</p> <p>Table 1 – New tenders</p> <p>Table 2 – Contracts for extension of contract period</p> <p>Table 3 - Direct Award Contracts (Single Tender Action)</p> <p>Table 4 – Contracts awarded April to August 2018</p> |