



Subject:	Contracts for Award
Date:	25 January 2019
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

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"/>

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

1.0	Purpose of Report
1.1	<p>The purpose of this report is to:</p> <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.• See 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.• Advise members of the contracts that have been awarded (September - December 2018 inclusive) Appendix 1, Table 4.

2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <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 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(b) 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 contracts which have been awarded in the last quarter as listed in 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	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.
3.5	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.
3.6	<p><u>Direct Award Contracts</u></p> <p>Members are asked to accede to Standing Order 55(b) exceptions in relation to contracts allowed by a Chief officer certifying that there is an extreme urgency, and that the action is subsequently reported to the next meeting of Committee, for the following as per Appendix 1 Table 3</p>
3.7	<ul style="list-style-type: none"> • As Part of the Primark Recovery Project, members identified supporting business in the city centre as a priority and funding from both councils and government was agreed. In the immediate aftermath of the fire, emergency action was taken to erect signage including “wayfinding” and a cordon around Bank Buildings. McCadden Design carried out the design wayfinding and installed under an existing contract however the dressing of the cordon in mesh was a separate piece of work but designed to align to “wayfinding” To ensure consistency of product, expediency and provide value for money McCadden Design were identified as the supplier to develop and install the cordon mesh. • As part of the Primark Recovery Project, members identified supporting business in the city centre as a priority and funding from both councils and government was agreed. To highlight the opening of a temporary walkway between Donegal Place and Royal Avenue, it was decided to use Image Zoo’s service of “ad walkers”, a mobile advertising platform, to drive footfall and gain penetration into pedestrian areas.
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	<u>Equality or Good Relations Implications/Rural Needs Assessment</u> No specific equality or good relations implications/rural needs assessment.
4.0	Appendices - Documents Attached
	Appendix 1 - Schedule of Tenders for Consideration / Notation Table 1 – New tenders Table 2 – Contracts for extension of contract period Table 3 – Direct Award Contracts (Single Tender Action) Table 4 – Contracts Awarded (September -December 2018 inclusive)