



Subject:	Update on Contracts
Date:	25th March, 2022
Reporting Officer:	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

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"/>
Sometime 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/Summary of Main Issues
1.1	The purpose of this report is: <ul style="list-style-type: none"> to seek the Committee's approval for tenders and Single Tender Actions (STA) over £30,000; and to ask the Committee to note contract modifications to contract term and retrospective Single Tender Actions (STAs)
2.0	Recommendations
	The Committee is asked to: <ul style="list-style-type: none"> approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1) approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2)

	<ul style="list-style-type: none"> • approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3) • note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 4)
3.0	Main Report
	<u>Competitive Tenders</u>
3.1	Section 2.5 of the Scheme of Delegation states that Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.
3.2	Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall 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.
3.3	Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.
	<u>Single Tender Actions (STAs)</u>
3.4	<p>The following STAs are being submitted for approval:</p> <ul style="list-style-type: none"> • a contract for £45,000, for up to 3 years, awarded to CDR Group for the renewal of support and maintenance for SSA (Spectrum Spatial Analyst) software. SSA is used extensively across the Council. It would be a major exercise to replace or change this product and the cost would be prohibitive. The disruption would impact a broad range of departments across the Council. • a contract for £57,000, for up to 3 years, awarded to CDR Group for the renewal of support and maintenance for MapInfo mapping software. The platform has been extensively used to provide developed functionality and projects. It would be a major exercise to replace or change this product and the cost would be prohibitive. • a contract for £30,000, for up to 1 year, awarded to George Best Belfast City Airport for Belfast City brand advertising at George Best Belfast City Airport. Belfast City Airport is NI's only connection to 3 London airports, key routes regularly used by business passengers and a key channel for one of our key target audiences (investors).

- a contract for £170,000, for up to 3 years, awarded to Simply Zesty UK Ltd for the extension of the design and build contract for ongoing corporate website development and development of additional BCC websites. The current contract extension runs to May 2022 and additional time is required to complete all design and development work of the Councils websites.

3.5

The following retrospective STAs were awarded:

- a contract for £100,000 (part-funded), for up to 1 month, awarded to The Eden Trust for the delivery of a feasibility study and essential public engagement work for the Urban Forest project at 2 Royal Avenue. Eden Trust have developed the Urban Forest concept including a feasibility study for outdoor installation as part of year of culture in 2024, they own the concept for Urban Forest and this engagement programme and events are an extension of this work.
- a contract for £100,000 (fully-funded), for up to 4 months, awarded to Smallworld Music for the requirement for a company to produce and action a detailed and robust Venue Management Plan to cover operational and event needs at 2 Royal Avenue. The original STA for this work was £29,500 this now needs extended as total cost is up to £100,000 to cover all operational staffing fees and maintenance fees until 31st March 2022.
- a contract for £54,000 (fully-funded), for up to 1 month, awarded to Portview for the requirement for a company to increase connectivity between the city centre and neighbourhoods through thematically aligned programmes at 2 Royal Avenue. Banana Block at Portview are a named partner within the Service Level Agreement with Tourism NI however as lead partner this is administered by the Council.
- a contract for £125,000 (fully-funded), for up to 6 weeks, awarded to Visit Belfast for the development and delivery an extensive Marcomms campaign to support the reopening of the city at 2 Royal Avenue. Visit Belfast are the only contractor who can provide this particular service as the destination marketing organisation for the city they are responsible for delivering a Spring campaign.

3.6	<p><u>Modification to Contract Term</u></p> <p>The following contract terms were modified:</p> <ul style="list-style-type: none"> • a 3 month extension to contract T2084 (b) - Provision of a 'Shared History, Heritage and Identity Content / Narratives for Interpretative Panels on Shared Space Greenway' PEACE IV Programme Services, awarded to Mediation NI. In response to the current outbreak of Coronavirus and due to government restrictions the activity could not take place. • a 3 month extension and additional £20,000 to contract T1710 - Provision of a cleaning service at Belfast Castle, Malone House, The Stables and Lock Keepers Cottage, awarded to Precision Industrial Services. Extension to allow time for a new tender to be awarded. A 4 month extension and additional £20,000 was previously approved Dec 2021. • a 3 month extension and additional £16,000 to contracts T1870 Tender for the Maintenance and Removal of Flower Displays, awarded to Clive Richardson Ltd. Extension requested to current tender by 3 months to allow sufficient time for a new tender to be awarded.
	Financial and Resource Implications
3.7	The financial resources for these contracts are within approved corporate or departmental budgets.
	Equality or Good Relations Implications / Rural Needs Assessment
3.8	None
4.0	Documents Attached
	Appendix 1 Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract Table 4 - Retrospective Single Tender Actions