



Belfast City Council

Report to:	Development Committee
Subject:	Waterfront Hall Cleaning Contract
Date:	21 February 2008
Reporting Officer:	Marie-Thérèse McGivern Director of Development, ext. 3470
Contact Officers:	Tim Husbands, Managing Director, Waterfront Hall, ext. 1400 Judith Owens, House Manager, ext. 1307 Sean Glynn, Finance and Administration Manager, Ext. 1404

Relevant Background Information

The current cleaning contract for the Waterfront Hall is due to expire on 30 April 2008. Accordingly, approval is now sought from Members to undertake a procurement exercise to secure a new cleaning contract for the Hall. In order to complete the tendering exercise it will be necessary to extend the duration of the current contract for a further three months.

The new contract will be for an initial three-year period with an option to renew for a further two years.

Full details of the tender documentation and requirements are available on request from Judith Owens, House Manager.

Key Issues

As with the current contract, the scope of the new contract is event-led and will cover all internal surface areas within the Hall, with the exception of the areas occupied by Mount Charles Catering Limited.

A panel, comprising the Waterfront Hall's House Manager, Finance and Administration Manager and the Council's Procurement Manager will carry out an analysis of the submissions received, based on quality and cost considerations, to determine the most advantageous tender for the Council.

The successful company will be required to enter into a formal contract with the Council to be drawn up by Legal Services Department.

Resource Implications

Financial

The cost of a contracted cleaning service for the Hall is included within the venue's annual revenue estimates for 2008/09 and future years.

The total annual value of the contract is estimated at approximately £210,000.

Recommendations

It is recommended that the Committee:

- 1) Gives approval to commence the tendering exercise;
- 2) Gives approval to extend the current contract for a period of three months until 31 July 2008 to enable the tendering exercise to be completed; and
- 3) Delegate authority to the Director of Development, in consultation with the Chair to accept a tender, within the Waterfront Hall's revenue budget, for the cleaning of the Waterfront Hall,