



Subject:	Contracts Update
Date:	21st February 2025
Reporting Officer:	Sharon McNicholl, Deputy Chief Executive / Director of Corporate Services
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"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none">1. Information relating to any individual2. Information likely to reveal the identity of an individual3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction7. Information on any action in relation to the prevention, investigation or prosecution of crime	
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"/>

	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> • Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) over £30,000 <p>And to ask members to</p> <ul style="list-style-type: none"> • Note retrospective Single Tender Actions (STAs) • Note the governance update detailing process changes required related to the new Procurement Act 2023
2.0	Recommendations
	<p>The Committee is asked to:</p> <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) • 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) • Note the process changes detailed in Section 6.0 Procurement Governance – STAs
3.0	Competitive Tenders
	<p>Section 2.5 of the Scheme of Delegation states 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.</p> <p>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.</p> <p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p>The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1).</p>
4.0	Single Tender Actions (STAs)

The Council's current Single Tender Action (STA) process, which has been in place since 2020, provides assurance that the Council continues to comply with its obligations under the Public Contracts Regulations 2015 'PCRs' and internal governance arrangements including required controls and approvals. It mirrors the PCRs setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).

To support Officers understanding and to build capability CPS also offer STA Process training on a regular basis.

In line with Standing Order 55 the Committee is asked to approve the award of the following STAs:

- Contract for up to £759,329, for up to 2 years, awarded to NEC Software Solutions UK Ltd, for Housing Benefit system (iWorld) for NIHE. The EDRM and Housing Benefits systems are used by NI Housing Executive and are proprietary as the system has been developed to meet NI legislative requirements. (DM & iWorld). This STA is to cover the continued use of this system. This is fully funded by NIHE.
- Contract for up to £120,000, for up to 5 years, awarded to Public-I Group, provision of broadcast services for Committee meetings, replacing some end-of-life equipment. Connor, Lavery rooms and Council Chamber. Public-I Group is only supplier available who are fully integrated with modern.gov for public broadcasting
- Contract for up to £140,000, for up to 4 years, awarded to Bottomline Technologies LTD for support and maintenance of PTX software and associated transform package. PTX has recently been configured for compatibility with the new E5 Finance system. This STA is to cover the continued use of this system. Changes in supplier would result in new system configuration, significant additional costs and lead to a break in payments services.
- Contract for up to £15,000, up to 3 months, awarded to BL Refrigeration and Air Conditioning Ltd, for MTU air conditioning for repair, maintenance & minor works. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe.
Note - Contract expired 14/06/2024; retrospective spend for 9 months at £45,000; remaining contract duration up to 3 months at £15,000.
- Contract for up to £18,000, up to 3 months, awarded to Radiocontact Ltd, for MTC for fire & intruder repair, maintenance & minor works. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the

Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe.

Note - Contract expired 31/01/2024; retrospective spend for 13 months at £77k; remaining contract duration up 3 months at £18k.

- Contract for up to £32,000, up to 3 months, awarded to Braham Electrical Ltd, for MTC high level lighting repair, maintenance & minor works. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe.

Note - Contract expired 12/09/2024; retrospective spend for 6 months at £63k; remaining contract duration up 3 months at £32k.

- Contract for up to £8,000, up to 2 months, awarded to DW Industrial Doors, for MTC roller shutter 24/7 callout services and repairs. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe.

Note - Contract expired 31/12/2023; retrospective spend for 13 months at £52k; remaining contract duration up 2 months at £8k.

Further details on these STAs are set out in Appendix 1 (**Table 2**).

In line with Standing Order 55 the Committee is asked to note the award of the following retrospective STAs:

- Contract for up to £45,000, up to 9 months, awarded to BL Refrigeration and Air Conditioning Ltd, for MTU air conditioning for repair, maintenance & minor works. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe.

Note - Contract expired 14/06/2024; retrospective spend for 9 months at £45,000; remaining contract duration up to 3 months at £15,000.

- Contract for up to £77,000, up to 13 months, awarded to Radiocontact Ltd, for MTC for fire & intruder repair, maintenance & minor works. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe.

Note - Contract expired 31/01/2024; retrospective spend for 13 months at £77k; remaining contract duration up 3 months at £18k.

	<ul style="list-style-type: none"> • Contract for up to £63,000, up to 6 months, awarded to Braham Electrical Ltd, for MTC high level lighting repair, maintenance & minor works. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe. Note - Contract expired 12/09/2024; retrospective spend for 6 months at £63k; remaining contract duration up 3 months at £32k. • Contract for up to £52,000, up to 13 months, awarded to DW Industrial Doors, for MTC roller shutter 24/7 callout services and repairs. STA required to ensure continuity of services whilst a re-tender exercise is complete. Resourcing issues within the Property Maintenance Unit which has led to the delay in the tender being renewed within the normal timeframe. Note - Contract expired 31/12/2023; retrospective spend for 13 months at £52k; remaining contract duration up 2 months at £8k. <p>Further details on these Retrospective STAs are set out in Appendix 1 (Table 4).</p>
5.0	Modification to Contract
	<p>The Committee is asked to approve the following modification of the contract as per Standing Order 37a:</p> <ul style="list-style-type: none"> • Up to an additional 3 months and £15,000, awarded to JJ Hennebry & Sons Ltd for MTC installation of new soft floor covering for repairs, maintenance & minor works. Extension required to ensure continuity of service until the new tender is in place. • Up to an additional 5 months and £80,000, awarded to WJM Building Services Ltd for MTC for Swimming Pools filtration systems repair, maintenance & minor works. Extension required to ensure continuity of service and meet legislative maintenance requirements until the new tender is in place. • Up to additional 1 year and £160,049, awarded to Athletics NI for the Provision of a facilities management service at the Mary Peters Track (T1856). Contract extension of 1 year is required to allow sufficient time for Council to complete stakeholder engagement, as requested by PGL. And allow time to explore alternative management options for the site following the stakeholder engagement. The original contract expiry date was 30/09/2023. 6 months extension and £65,000 approved by SP&R in Aug 23. 6 months extension and £110,073.50 approved by SP&R in Mar 24. 6 months extension and £80,024.50 approved by SP&R in Aug 24.

	<ul style="list-style-type: none"> Up to an additional 4 months and £6,000, awarded to PPG Architechural Coatings UK Ltd for the supply and delivery of paint and sundries. Extension required to ensure continuity of supplies until the new tender is in place. <p>Further details on these contract modifications are set out in Appendix 1 (Table 3).</p>
6.0	Procurement Governance – STAs
	<p>Procurement Act 2023 – STA (direct award) notice requirements</p> <p>The Procurement Act 2023 is planned to go-live Monday 24th February 2025. As previously highlighted, the new Act contains various requirements demonstrating a commitment to transparency in public procurement.</p> <p>Under the new Procurement Act 2023, when directly awarding contracts above the UK threshold (currently £214,904 incl VAT for supplies & services), the Council is now required to publish a Transparency Notice.</p> <p>It is important that members understand this as a key step in the process, Commercial and Procurement Services may need to publish the notice ahead of seeking award approval at the monthly SP&R committee meeting.</p> <p>This ensures compliance with the legislation and helps prevent unnecessary delays.</p> <p>However, it is important to note that publishing the Transparency Notice does not commit the Council to awarding the contract; it simply provides the required public notification of our intent to proceed with a direct award.</p> <p>The final decision on the award of contract will still be subject to the standard approval process.</p>
7.0	Financial & Resource Implications
	The financial resources for these contracts are within approved corporate or departmental budgets
8.0	Equality or Good Relations Implications / Rural Needs Assessment
	None
9.0	Appendices – Documents Attached
	<p>Appendix 1</p> <ul style="list-style-type: none"> Table 1 - Competitive Tenders Table 2 - Single Tender Actions Table 3 - Modification to Contract

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| | <ul style="list-style-type: none">• Table 4 - Retrospective Single Tender Actions |
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