



Report to:	Development Committee
Subject:	Intention to seek tenders for the provision of a cleaning service at Belfast Waterfront Hall
Date:	9 April 2013
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officers:	Jacqui Owens, Operations Manager, ext 1401

1	Relevant Background Information
1.1	The Committee will recall that at their meeting on 21 January 2012, approval was granted for the extension of the current Belfast Waterfront Hall cleaning contract up to a limit of August 2013. The current contract, with Totalis, has been in place since August 2008 on a term of 2 +2 years and the extension granted represented 1 year over the contracted term. This extended period will close on 31 July 2013. The extension was granted for the purposes of allowing the Belfast Waterfront Hall management team to explore the potential for development of a convention centre on site and to establish the impact of any building project on the specification for the cleaning contract.

2	Key Issues
2.1	The current annual value of the contract is £230,000 and as such any procurement exercise will need to be advertised in the wider European market.
2.2	Given the proposed development of convention facilities on the Waterfront site, to be operational from Spring 2016, it is desirable at this time to let only a 2 year contract to provide the opportunity to re-tender the contract under different terms for the newly extended Waterfront facility late in 2015.
2.3	The Director requests authority to carry out a procurement exercise based on both quality and cost. It is intended to test the financial acumen and operational ability of prospective contractors at an initial stage of assessment and then to seek to award the contract to the tender representing the most advantageous economic offer to the council.

3	Resource Implications
3.1	<p><u>Financial</u></p> <p>It is the intention of Officers to let the new contract on a 2 year basis. Using the current contract as a benchmark this is likely to give a total estimated cost of £500,000 over the life of the contract.</p>

4	Equality and Good Relations Considerations
4.1	There are no Equality and Good Relations Considerations attached to this report.

5	Recommendations
5.1	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> – Authorise the Director, under the scheme of delegation, to undertake a tender process for the provision of cleaning services for Belfast Waterfront Hall.

6	Decision Tracking
<p>It is anticipated the procurement exercise will conclude with evaluations in the month of June and the Director will immediately seek approval for appointment of the successful contractor.</p> <p>Timeline: June 2013 Reporting Officer: Jacqui Owens</p>	