



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Intention to seek tenders for the provision of a cleaning service at Belfast Castle and Malone House
Date:	14 October 2010
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Brendan Toland, Estates Manager Fiona Holdsworth, Principal Parks & Cemeteries Services Manager

Purpose of Report

Committee is asked to approve the proposed tender process for the provision of a cleaning service at Belfast Castle and Malone House. Committee is asked to authorise the Director of Parks and Leisure to award the contract to the successful tenderer.

Relevant Background Information

The current 5 year contract for this service expires in mid January 2011. It is therefore necessary to advertise and award a contract for the period 2011 – 2016. The documentation has been prepared and is currently with Procurement. It is intended to invite tenders for the provision of a cleaning service at Belfast Castle and Malone House for a period of two years in the first instance and thereafter it would be renewable annually up to a total period of five years. This provides the option to manage the quality of the contract and to test market rates and value for money during the life of the contract.

Key Issues

The Committee is asked to note that the provision of such a service is essential to the operation and management of Belfast Castle and Malone House.

The Committee is also asked to note that the evaluation criteria will be based on both cost and quality. The tender will be awarded to the most economically advantageous tender.

Resource ImplicationsFinancial

The cost of this service to Belfast Castle and Malone House is in the region of £90k per annum. Provision is made annually in the revenue budgets.

Human Resources

There are no additional human resource implications.

Recommendations

It is recommended that the Committee:

1. note the contents of the report; and
2. approve the proposed tendering exercise using the evaluation criteria set out above and authorise the Director under the scheme of delegation to award the contract to the successful tenderer.

Decision Tracking

All the actions will be completed by the Parks Estates Manager by December 2010.

Key to Abbreviations

None.

Documents Attached

None.