



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders (soft floorings & lift maintenance)
Date:	14 th December 2007
Reporting Officer:	George Wright, Head of Facilities Management
Contact Officer:	G. Wright (Ext. 5206)

Relevant background information

Members will be aware that, in the course of providing maintenance services at all Council properties, the Property Maintenance unit makes regular use of a number of external contractors, both in order to provide specialist services and also to supplement the existing in-house workforce during times of peak demand.

It has been identified that a number of maintenance contracts currently due for renewal can be consolidated into 2 contracts to provide better value for money. The lead times involved mean that the procurement exercises must start immediately.

The contracts required are as follows:

- Supply and installation of soft flooring approx. **£45,000 per year**, proposed 1 year contract;
and
- Routine inspection & maintenance of lifts approx. **£50,000 per year**, proposed 1 year contract.

Detailed technical drawings and specifications are to be prepared in order to permit the contracts to be let, and subject to Committee approval advertisements will be placed in the local press inviting either applications for inclusion on Select Lists or submission of Tenders for each discipline, as appropriate.

Key Issues

It is essential that these important procurement exercises commence as soon as possible, in order to ensure the works are delivered.

Resources Implications

Financial

Regularly testing the market via competitive tendering ensures that we obtain the best possible value for money and standards of service from our external suppliers, which in turn assists us in driving down costs and minimising the rate burden.

Human Resources

There are no direct HR implications in respect of this report.

Asset & other implications

Having a range of experienced and efficient contractors available is an important factor in delivering effective property maintenance to the Council.

Recommendations & Decisions

The Committee is recommended to approve the following:

- (a) to invite applications for inclusion on Select Lists and/or the submission of Tenders in respect of the activities specified above.

Key to Abbreviations

None.

Documents attached

None.