

## STRATEGIC POLICY AND RESOURCES COMMITTEE



### Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Approval to Seek Tenders
Date:	19 June 2009
Reporting Officer:	Gerry Millar, Director of Improvement
Contact Officer:	Gerry Millar, Director of Improvement

#### **1. Tender for a framework agreement for the supply of Workstations and Laptops**

##### **Key Issues**

The Head of Information Services wishes to proceed to tender for a framework agreement for the supply of Workstations and Laptops. Conditions will be incorporated into the agreement as before to allow purchase from a second or third supplier where quality and performance levels are not met.

##### **Resource Implications**

###### Financial

The annual turnover of Workstations is in the region of 240 at an approximate value of £152,000. A budget for the purchase of this equipment is provided for in Departmental Budgets.

##### **Recommendations**

It is recommended that the Council invites tenders to establish a new framework agreement for the supply of Workstations and Laptops.

Committee is asked to approve the above recommendation to invite tenders and to delegate authority to the Director of Corporate Services, or his nominee, to approve the successful contractor/contractors in line with cost and quality criteria.

##### **Decision Tracking**

##### **Key to Abbreviations**

ISB Information Services Belfast

##### **Documents Attached**

None

## **2. Tender for the supply of Employment Agency Assignments**

### **Key Issues**

In order to ensure that a new contract is in place before the expiry of the current contract, the tendering process needs to be initiated as soon as possible. A working group of nominees from the Joint Consultative Committee (Management Side) and the council's procurement unit has been set up to review the current contract, determine future requirements and identify areas for improvement. Areas for improvement will include the need for efficiency savings, effective management reporting and a robust evaluation based on cost and quality. To enhance efficiency savings, consideration will also be given to managing the process via e.procurement and e-auction mechanisms.

### **Resource Implications**

#### Financial

The cost of using agency assignments is estimated within the salaries and wages budget of the requesting department.

#### Human Resources

The management of agency assignments is currently de-centralised within the council so there will be no significant staff resource implications for departments or for the council overall.

#### Asset and Other Implications

There are no significant asset or other implications

### **Recommendations**

Members are asked to approve the initiation of the tendering process for the supply of employment agency assignments and delegate authority to the Director of Improvement, or his nominee, to approve the successful contractor/contractors.

### **Decision Tracking**

The Director of Corporate Services, or his nominee, to approve the successful contractor/contractors by 31 December 2009

### **Key to Abbreviations**

None.

### **Documents Attached**

None.

## **3. Facilities Management tenders for window cleaning services; supply and fitting of hydraulic hoses; provision of a vehicle inspection service;**

### **Key Issues**

The duration of each of the contracts is to be one year with an option of two further yearly extensions at the council's discretion, depending on performance, to a maximum of three years. This is felt to provide the optimal balance between regularly testing the local market to obtain the keenest prices and minimising the bureaucracy and administration associated with the procurement process.

Submissions will be evaluated in accordance with the following agreed evaluation criteria and in liaison with the Procurement Section where appropriate.

- a) Cost
- b) Quality
- c) Technical capability
- d) Technical capacity
- e) Experience, qualification and ability to execute the works
- f) Environmental management and impacts
- g) Ability to work in partnership
- h) Financial capacity

**Resource Implications**

Financial

Provision has been made for the contracts in the relevant revenue budgets. 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

None.

Asset & other implications

It is essential to have an experienced specialist contractor to clean the external windows of the Council's civic buildings. Having a specialist hose supplier readily available maximises the vehicle on-road time for Council vehicles engaged in providing important public services. A key element of the Fleet unit's quality assurance regime is a check of the unit's work by an independent quality assessor.

**Recommendations**

It is recommended that the Committee approve the invitation of tenders in respect of the goods and services set out in Appendix A.

**Decision Tracking**

If approved, the various tenders will be invited by the Head of Facilities Management in line with the schedule and dates set out in Appendix A.

**Key to Abbreviations**

None.

**Documents Attached**

Appendix A – schedule of proposed procurement exercises.

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