



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to Invite tenders
Date:	21 st October 2010
Reporting Officer:	Gerry Millar, Director of Improvement
Contact Officer:	1. George Wright, Head of facilities Management (Ext.5526/6262) Maurice Bailie, Security Manager (Ext.2537) 2. Valerie Cupples, Procurement Manager (Ext.3625)

1. Tender for Supply of Security Services

Relevant background information

The Committee will be aware that, under the revised Scheme of Delegation, approval must be sought from the relevant Committee prior to inviting tenders for the supply of any goods or services.

Members will be aware that security cover for the 5 main council buildings (City Hall, CWB, Adelaide Exchange, ISB and Duncrue) is provided by the council's in-house security team. In terms of manned guarding, Members will also be aware that a number of additional and often high-profile council properties are covered by contracted security, currently provided by G4S Ltd.

The main or 'core' sites currently covered externally are as follows:-

Belfast Castle	Malone House	Wilmont House*
Waterfront & Ulster Halls	Gasworks site	Dunbar Link*
Belfast Zoo	Dargan Crescent*	St George's Market
Smithfield Market	Seymour House*	Learning & Development Centre

** discussions with building occupiers are ongoing in relation to the potential to reduce cover at these sites and this has the potential to secure significant cost savings for the council.*

The in-house Security unit is responsible for the procurement and overall management of the necessary security services, and the manned guarding tender value will be in the order of **£885,000** per annum, based on current trends (and subject to discussions about levels of cover).

Two other Security-related tenders will also require to be re-let, in respect of events & stewarding (approx. value **£60,000** per annum) and a first response/key-holding service (approx. value **£16,000** per annum).

As the existing tenders will terminate from August 2011 the Security unit wishes to undertake a tender exercise to procure each of the necessary services on the basis of an initial contract length of 2 years plus a one-year optional extension exercisable by the council based on satisfactory performance.

This is felt to provide the optimal balance between regularly testing the market to obtain the keenest price and minimising the administration and cost associated with the procurement process.

Key Issues

Tenders will be evaluated using the council's standard price/quality model with criteria approved by the Procurement unit.

Resources Implications

Financial

Provision has been made in 2011/12 revenue estimates for the provision of external security services.

Human Resources

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

Asset and other implications

In order to maintain a modern and efficient security service it is essential that the council secures contracts for the services identified in order to protect the integrity of BCC's built assets and provide a safe and secure environment for members, staff, customers and visitors.

Recommendations & Decisions

The Committee is recommended to approve the invitation of the submission of tenders in respect of the services specified above.

Key to Abbreviations

None.

Documents attached

None.

2. Tender for Stationery Supplies and Computer Print Consumables

Relevant background information

The Council currently has in place a contract for the provision of office stationery supplies (including paper) and computer print consumables. This contract was established as a framework agreement whereby other Councils could purchase from the framework. This collaborative procurement approach has been very successful in attracting other councils. At present there are approximately thirteen other authorities using this framework. During the financial period 09/10 the spend was as follows:

- Stationery consumables (including paper) - £283,853
- Printer consumables - £201,852

The current tender is due to expire on 30 June 2011 and the Procurement Unit wishes to undertake a tender exercise to procure necessary supplies for a maximum period of three years.

It is proposed to let this contract as a framework whereby other local authorities can avail of its use.

Key Issues

Tenders will be evaluated using both cost and quality and awarded to the most economically advantageous tenders.

Resources Implications

Financial

Provision has been made in 2011/12 departmental revenue estimates for the provision.

Human Resources

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

Asset and other implications

None

Recommendations & Decisions

The Committee is recommended to approve the invitation of the submission of tenders in respect of the services specified above and that under the scheme of delegation the Chief Officer is given delegated authority to accept the successful tender.

Key to Abbreviations

None.

Documents attached

None.