



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek a Tender for the Installation of Air Conditioning Equipment on the Ground Floor ISB Building, Gloucester Street
Date:	19 th November 2010
Reporting Officer:	Gerry Millar, Director of Property and Projects, Ext: 6217
Contact Officer:	George Wright, Head of Facilities Management, Ext: 5206/2438

Relevant background information

Members 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 goods or services. Members are also reminded that as part of the Asset Realisation Strategy the Reprographics Unit (merged with ISB in 2009) be relocated from their existing location in Seymour House to the main ISB Building, Gloucester Street. This will complete the necessary operational issues and allow Seymour House to be available for disposal or development, as determined by Members.

The relocation of Reprographics to the ground floor of the main ISB Building, Gloucester Street will require the installation of Air Conditioning Equipment in order to deal with excess heat from the machinery, any associated fumes, and provide a suitable working environment.

The contract required is as follows:

- Supply and Installation of Air Conditioning Equipment on the Ground Floor ISB Building, Gloucester Street at an approximate cost of £55,000.

Detailed technical drawings and specifications are to be prepared in order to permit the contract to be let, and subject to Committee approval advertisements will be placed in the local press inviting applications for inclusion on a Select List.

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

Key Issues

Installation of the air conditioning equipment will facilitate the relocation of the Reprographics Unit from Seymour House to the Main ISB Building, Gloucester Street and complete the operational issues necessary to allow disposal or development of Seymour House, as determined by Members, as part of the Asset Realisation Strategy.

Resources ImplicationsFinancial

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 a Select List in respect of the activities specified above.

Key to Abbreviations

None.

Documents attached

None