



## BELFAST CITY COUNCIL

<b>Report to:</b>	Strategic Policy & Resources Committee
<b>Subject:</b>	<b>Approval to seek Tenders</b>
<b>Date:</b>	17 <sup>th</sup> June 2011
<b>Reporting Officer:</b>	Gerry Millar, Director of Property & Projects
<b>Contact Officer:</b>	G. 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 will also be aware that, in order for the Property Maintenance unit to carry out its assigned function, it is necessary to have access to a competitively priced supply of materials and to hold sufficient stocks to meet the varying demands of user departments.

Three of these existing contracts with a combined annual estimated value of £220,000 will expire in September & November 2011, and require re-tendering. These are:-

1. supply of Timber
2. supply of Paint and Oils
3. supply of Paper Refuse Sacks & Degradable Plastic Refuse Sacks

Details of the above contracts and the cost-control mechanism(s) relating to each are attached in Appendix A.

Detailed 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/European press inviting either applications for inclusion on Select Lists or submission of Tenders for each discipline, as appropriate.

### Key Issues

The duration of each of the contracts is to be 1 year with an option to extend for a further 2 1-year periods, dependant on satisfactory performance. This is felt to provide the optional balance between regularly testing the market to obtain the keenest prices and minimise the administration associated with the procurement process.

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

## **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 and durations specified above.

## **Key to Abbreviations**

None.

## **Documents attached**

Appendix A Schedule of Tenders.

## Schedule of Tenders:

<b>Works</b>	<b>Estimated value per year</b>	<b>Contract cost-control mechanism</b>	<b>Period of Contract</b>	<b>Anticipated Commencement Date</b>
Supply of Timber	£ 44,000	Fixed Price based on schedule of rates	1 year + 2 optional	Nov 2011
Supply of Paint and Oils	£ 19,000	Fixed Price based on schedule of rates	1 year + 2 optional	Sept 2011
Supply of Paper Refuse Sacks & Degradable Plastic Refuse Sacks	£ 157,000	Fixed Price based on schedule of rates	1 year + 2 optional	Nov 2011