



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Tender for the Provision of Window Cleaning Services at Various Council Properties |
| Date: | 9 th November, 2012 |
| Reporting Officer: | Gerry Millar, Director of Property and Projects, ext 6217 |
| Contact Officer: | George Wright, Head of Facilities Management Ext. 5206/6232 |

| 1 | Relevant Background Information |
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| 1.1 | 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. |
| 1.2 | Members will also be aware that, in the course of providing building cleaning services at all Council civic buildings, the Cleaning & Portering unit uses a specialist contractor for window cleaning. The existing contract is due to expire and the unit wishes to let a new contract. The contract involves both standard and specialised window-cleaning at a number of council properties, as follows:- |
| 1.3 | 1- City Hall, 2 - Cecil Ward Building, 3 - Adelaide Exchange, 4 - Lanyon Place, 5 - Learning & Development Centre, 6 - ISB Gloucester Street, 7 – Smithfield market & 8 - St Georges Market. |
| 1.4 | It should be noted that window-cleaning in CWB involves specialist equipment and expertise (as it is delivered using harness and abseiling etc) and that City Hall also involves some specialist-type work. In addition, it is the intention to expand the scope of the contract to take in additional locations (Learning & Development Centre, ISB at Gloucester Street, Smithfield & St Georges Market) in order to maximise the potential economies of scale. The anticipated cost is therefore approx. £35,000 per annum. |
| 1.5 | The unit has given specific consideration to the question of whether or not the work could be broken up into separate specialist and routine window-cleaning work packages. This was done in order to try to assist in giving effect to the commitments set out in the council's Investment Programme in relation to encouraging the use of local companies via the invitation of quotations for smaller packages of work, but it is felt that - given the increased scale and specialist nature of the work - a full tender is inevitably going to be needed. |
| 1.6 | The current contract is carried out by Amber Support Solutions and is approaching the end date. This contract allows for the cleaning of all windows inside and outside the City Hall and Cecil Ward Building and the inside only of windows in the BCC areas of Adelaide Exchange |

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| | <p>and Lanyon Place, although the new contract will be significantly wider in scope as set out above. The various cleans are carried out 3 times per year.</p> <p><i>See attached appendix for contract details</i></p> <p>Detailed specifications will be prepared in order to permit these contracts to be let and, subject to Committee approval, advertisements will be placed in the local press inviting submission of Tenders.</p> |
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| 2 | Key Issues |
| 2.1 | The duration of the contract is to be one year with an option of 2 further yearly extensions at the council's discretion, depending on performance, to a maximum of 3 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. |
| 2.2 | Submissions will be evaluated in accordance with the following agreed evaluation criteria and in liaison with the Procurement Section where appropriate. |
| 2.3 | <p>The contracts will be evaluated under the following criteria:-</p> <ul style="list-style-type: none"> 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 |

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| 3 | Resource Implications |
| 3.1 | <u>Financial</u> -Provision has been made for the contract 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. |
| 3.2 | <u>Human Resources</u> - None. |
| 3.3 | <u>Asset & other implications</u> - It is essential to have an experienced specialist contractor to clean the external windows of the Council's civic buildings. |

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| 4 | Equality and Good Relations Considerations |
| 4.1 | Not applicable |

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| 5 | Recommendation |
| 5.1 | It is recommended that the Committee approve the invitation of tenders in respect of the goods and services as set out in the attached appendix |

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| 6 | Decision Tracking |
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| If approved, the tender will be invited by the Head of Facilities Management in line with the schedule and dates set out in the attached appendix. | |
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| 7 | Key to Abbreviations |
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| 8 | Document Attached |
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| Schedule of window cleaning procurement exercise | |
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APPENDIX

Schedule of proposed Facilities Management Window-cleaning procurement exercise 2012

| Goods/services sought | | Estimated annual value | Total duration | Origin (New/Renew) | Tender type | Control type | Anticipated advert. date |
|-----------------------|----------|------------------------|---------------------|--------------------|-------------|-----------------------|--------------------------|
| Window Services | Cleaning | £35k | 1 year + 2 optional | Renew | Open tender | Fixed price per clean | November 2012 |
| Total: | | £35k | <i>per annum</i> | | | | |