

05/08/2015

**BY EMAIL**

Tel: 028 9536 3863  
Email: FOI.BSO@hscni.net

Our Ref: FOI 424

Dear

Your request for information was received on July 28<sup>th</sup> 2015 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to the BSO contract for the provision of a Facilities Management service.

Please see below your specific queries and the relevant response.

- 1. What is the type of contract please pick from one of the categories above? If the organisation has a fully managed contract please state "Managed".**

The type of contract is for a Managed Facilities Management Service.

- 2. Who is the supplier for this contract? Please can you provide me with the contract information for each individual supplier?**

The supplier of this contract is H & J Martin.

- 3. What is the annual average spend? Please can you provide me with the contract information for each individual supplier?**

The annual spend for this contract is £474,168.00.

- 4. What is the contract duration? Please also provide me with any extensions that maybe offered to the supplier.**

The contract is for 3 years with provision to extend for a further period of up to 24 months.



**5. What is the contract expiry date? Please at least provide me with the month and year.**

The contract expiry date is May 30<sup>th</sup> 2018.

**6. When will this contract be reviewed? Please at least provide me with the month and year.**

The next review meeting is scheduled for December 2015.

**7. Can you please provide me with the total number of sites the contract covers? An estimate will also be acceptable.**

A total of 16 sites are covered in this contract.

**8. What services are provided under this contract? A brief description will be acceptable**

a. Soft Facilities Management Services including but not limited to:

- i. Reception desk services
- ii. Mailroom services
- iii. Reprographic services
- iv. Porterage
- v. Cleaning
- vi. Car Park Management
- vii. Static Security
- viii. CCTV Monitoring
- ix. Key Holding
- x. Alarm Response
- xi. Food Vending

b. Hard facilities Management Services including but not limited to:

- i. Reactive Repairs
- ii. Building Works Projects
- iii. Planned Preventative Maintenance
- iv. Building Fabric Maintenance
- v. Engineering
- vi. Grounds Maintenance
- vii. Severe Weather Measures
- viii. Portable Appliance Testing (PAT)
- ix. Waste Management
- x. Water Hygiene
- xi. Electrical Testing including "fixed wire" testing
- xii. Alarm Systems Testing
- xiii. Thermal Imaging
- xiv. Building Energy Management Systems
- xv. Fall Arrest System Testing

- c. Professional Services including but not limited to:
  - i. Building/equipment condition surveys
  - ii. Asbestos surveys
  - iii. Fire Risk Assessment
  - iv. Health & Safety Assessment
  - v. Energy Performance Report
  - vi. Energy management

**9. Who is the main contact from within the organisation responsible for reviewing this contract? Can you please provide me with their full name, actual job title, contact number and direct email address?**

Florence McAllister  
Senior Procurement Manager  
02890553424  
[Florence.mcallister@hscni.net](mailto:Florence.mcallister@hscni.net)

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Administrative Services Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Phone:** 0303 123 1113

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Post:** Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

**David Bingham**  
Chief Executive