



Belfast City Council

Report to:	Development Committee
Subject:	Tender for the Supply of Marquees and Temporary Structures
Date:	20 June 2013
Reporting Officer:	John McGrillen, Director of Development, ext 3470
Contact Officer:	Gerry Copeland, City Events Manager, ext 3412

1	Relevant Background Information
1.1	<p>At the Committee of 4 June, Members requested that details should be provided in regard to the rationale for the Council to hire rather than purchase the above equipment. Therefore, the purpose of this report is to:</p> <ul style="list-style-type: none"> - Clarify the reasoning for hire of equipment rather than purchase - Seek permission from Members to go to tender for the supply of marquees and temporary structures for Council events; purchase or hire - Members are also asked to provide delegated authority to the Director of Development to appoint a suitably qualified supplier.

2	Key Issues
2.1	<p>Members raised the issue in regard to the supply, delivery and installation of marquees and temporary structures re purchase vis a vis hire. Members are reminded that any proposed supply tender would be for corporate wide usage by relevant Council departments.</p>
2.2	<p>Annually the Council would stage and manage a range of events that would require marquees and temporary structures. These projects range from St Patrick's Day in the Spring, through to Rose Week and Halloween, later in the year. In addition one-off events such as the planned 2014 Giro d'Italia and Tall Ships 2015 would also have a requirement for this service, alongside unspecified ad hoc projects presented to Council.</p>
2.3	<p>In order to ascertain value for money, the Council's City Events Unit undertook a study to compare the hiring and purchase of the equipment in question. The table in Appendix 1 indicates both monetary and non-monetary criteria, which we hope assists Members in comparing the options open to Council.</p>

3	Resource Implications
3.1	<p><u>Financial</u> It is estimated that the annual corporate cost of hiring this service would be £108,000. This has been revised up from the original report due to outstanding invoices for the period 2012/13. If the Council were to purchase the equipment levels required, it is estimated that this would be in the region of £650,000 for equipment, along with</p>

	additional storage and annual staffing costs (staffing and storage equipment related costs have been quantified at an estimated 30% of the capital expenditure). These figures are not within the current planned Departmental estimates or within the overall corporate financial planning cycle. However, the relevant resources, for the hire of the equipment, are contained within current and planned budget. Therefore, any hire tender would not involve any new finance from Council.
3.2	<p><u>Personnel</u></p> <p>There would be no personnel issues if the hire tender was agreed by Members. However, a review of staffing and management would be required if the Council were to purchase the required marquees.</p>

4	Equality and Good Relations Considerations
4.1	There are no relevant equality and good relations implications.

5	Recommendations
5.1	<p>Members are requested to provide guidance on whether to:</p> <ul style="list-style-type: none"> – Go to tender for hire of marquees and temporary structures for Council wide events for a five year period (the contract would be renewed annually) – Go to tender for the purchase of the equipment and review staffing arrangements to manage such equipment <p>And to provide delegated authority to the Director of Development to appoint a suitably qualified contractor for either of the options indicated.</p>

6	Decision Tracking
<p>If approved Officers will monitor and evaluate the outcomes of the tender and would only present to Members if there were issues connected to the process.</p> <p>Timeline: N/a Reporting Officer: Gerry Copeland</p>	

8	Documents Attached
Appendix 1- Marquee purchase v hire assessment	