



Belfast City Council

Report to:	Parks and Leisure Services Committee
Subject:	Intention to Seek Tenders for Procurement of Goods and Services
Date:	14 August 2008
Reporting Officer:	Andrew Hassard, Director of Parks & Leisure Services
Contact Officer:	Agnes McNulty, Parks Services Support Manager Stephen Walker, Principal Parks and Cemeteries Development Manager

Relevant Background Information

The Committee is asked to note that the Parks and Cemeteries Service has identified the need to invite tenders in respect of the procurement of goods and services for 1 year with the option to renew annually for a further 2 years in respect of the following:

- the supply and delivery of trees
- the provision of children's activities and entertainment
- the supply and delivery of play equipment and surfacing
- the installation of play equipment and surfacing including groundworks
- the provision of floral decorations

Key Issues

The Committee is asked to note that the tenders will be evaluated on the following criteria where applicable:

1. cost;
2. technical capacity/capability;
3. quality or range of product/service;
4. previous experience;
5. delivery; and
6. ability to work in partnership and environmental management

Resource ImplicationsFinancial

The cost of these contracts has been provided for within the revenue estimates as outlined below.

Category	Indicative Costs/Annum
trees	£100k
children's entertainment	£67k
play equipment and surfacing	£400k
installation of play equipment and surfacing including groundworks	£200k
floral decorations	£55k

Human Resources

There are no additional human resource implications

Asset and Other Implications

The procurement of the above goods and services will support the delivery of high quality open space in the city.

Recommendations

The Committee is asked to approve the above tendering exercises and to authorise the Director of Parks and Leisure to award the tenders following evaluation using the agreed criteria.

Key to Abbreviations

None.

Documents Attached

None.