



Belfast City Council

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| Report to: | Parks and Leisure Committee |
| Subject: | Intention to Seek Tenders for the Procurement of Supplies and Services |
| Date: | 11 November 2010 |
| Reporting Officer: | Andrew Hassard, Director of Parks and Leisure |
| Contact Officer: | Agnes McNulty, Parks Services Manager |

Purpose of Report

The purpose of this report is to seek delegated authority for the Director of Parks and Leisure to issue, receive, evaluate and award tenders for the supply and delivery of top-dressing for grounds maintenance and the supply of fruit and vegetables for Belfast Zoo.

Relevant Background Information

The Committee will recall that on occasion it has received reports which seek delegated authority to issue, receive, evaluate and tenders in respects of Parks and Cemeteries. Members at times have expressed concern that contracts are being extended owing to procurement issues. To address that issue a review of all existing tenders was carried out and those tenders which are due for renewal in 2011 have been identified. The following contracts are due for renewal in 2011:

- The Supply & Delivery of Top-dressing Sand/Supply and the delivery & application of Topdressing Sand/Verti-draining of Sports Pitches (Expires March 2011) and
- The Supply of Fruit & Vegetables to Belfast Zoo (Expires September 2011)

Key Issues

The Committee is asked to note that the following tenders are due to expire during 2011 and require a new tender process to be carried out to enable the service to be continued:

- the Supply & Delivery of Top-dressing Sand and the Supply, Delivery & Application of Topdressing Sand. There is no requirement at this time to

include the verti-draining element as the Parks Section has purchased two verti-drainers and is able to undertake this function in-house;

- the Supply & Delivery of Fruit & Vegetables to Belfast Zoo.

It is intended that the tenders be for a period of 1 year with the option to renew on an annual basis for a further period of two years. Officers have been advised to allow a minimum of six months for tender preparation and award of contract in each procurement exercise.

The Committee is asked to note that the tenders will be evaluated on both cost and quality and the contracts will be awarded to the most economically advantageous tenders.

Resource Implications

Financial

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

| Category | Indicative Costs/Annum |
|--------------------|-------------------------------|
| Topdressing Sand | £75k |
| Fruit & Vegetables | £120k |

Human Resources

There are no additional human resource implications.

Asset and Other Implications

The procurement of the above services will enable staff to maintain the sports pitches to a high standard whilst the procurement of supplies is an essential requirement for the operation of the Zoo.

Recommendations

It is recommended that the Committee approves the proposed tendering exercises and authorise the Director under the scheme of delegation to award the successful tenders.

Decision Tracking

All actions will be completed by the Parks Services Support Manager by October 2011.

Key to Abbreviations

None.

Documents Attached

None.