



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Tenders
Date:	13 October 2011
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Jacqui Wilson, Business Manager

1.	Relevant Background Information
	<p>In June, Members gave approval for a list of planned procurement exercises for the department. In addition, it was noted that another report, if necessary, would be tabled in October seeking approval for additional procurement exercises. As previously reported, there may also be occasions when individual requests are tabled outside of the two main reports, but these will be by exception and reasons will be included in any such report.</p>
2.	Key Issues
	<p>Subject to approval, it is intended to initiate procurement exercises for the following contracts/tenders;</p> <ul style="list-style-type: none">• supply and delivery of haylage, meadow hay and barley straw at Belfast Zoo;• supply and delivery of fruit and vegetables at Belfast Zoo;• supply, delivery and application of top dressing sand for parks and playing fields;• supply of fertiliser, grass seed and pesticides for parks and playing fields;• supply and delivery of memorial seats at cemetery sites; and• provision of research, market testing, evaluation, and facilitation services <p>The length of each tender will be determined on a case by case basis and the department will ensure appropriate contract management processes are in place for each one.</p> <p>Committee is asked to note that all tenders will be evaluated on both cost and quality and tenders will be awarded to the most economically advantageous tenders.</p>

3.	Resource implications														
3.1	<p><u>Financial</u> The cost / value of each tender has been provided for within the relevant Revenue Estimates for the department. Contract tenders are for a period of more than one year, unless stated. Anticipated value is as follows;</p> <table border="0" data-bbox="399 515 1197 1478"> <thead> <tr> <th data-bbox="399 515 782 593">Tender</th> <th data-bbox="813 515 1197 593">Potential Annual Cost / Revenue</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 593 782 705">supply and delivery of haylage, meadow hay and barley straw at belfast zoo</td> <td data-bbox="813 593 1197 638">£20,000 per annum</td> </tr> <tr> <td data-bbox="399 728 782 840">supply and delivery of fruit and vegetables at belfast zoo</td> <td data-bbox="813 728 1197 772">£100,000 per annum.</td> </tr> <tr> <td data-bbox="399 873 782 1030">supply, delivery and application of top dressing sand for parks and playing fields</td> <td data-bbox="813 873 1197 918">£60,000 per annum</td> </tr> <tr> <td data-bbox="399 1064 782 1176">provision of research, market testing, evaluation, and facilitation services</td> <td data-bbox="813 1064 1197 1108">£50,000 per annum</td> </tr> <tr> <td data-bbox="399 1209 782 1321">supply of fertiliser, grass seed and pesticides for parks and playing fields</td> <td data-bbox="813 1209 1197 1254">£100,000 per annum</td> </tr> <tr> <td data-bbox="399 1355 782 1467">supply and delivery of memorial seats at cemetery sites</td> <td data-bbox="813 1355 1197 1433">£16,000 per annum, depending on demand</td> </tr> </tbody> </table> <p data-bbox="279 1545 558 1579"><u>Human Resources</u> There are no additional human resource implications.</p> <p data-bbox="279 1657 702 1691"><u>Asset and Other Implications</u> Completion of the identified procurement exercises will enable the department to continue to provide a high standard service while still effectively managing our resources.</p>	Tender	Potential Annual Cost / Revenue	supply and delivery of haylage, meadow hay and barley straw at belfast zoo	£20,000 per annum	supply and delivery of fruit and vegetables at belfast zoo	£100,000 per annum.	supply, delivery and application of top dressing sand for parks and playing fields	£60,000 per annum	provision of research, market testing, evaluation, and facilitation services	£50,000 per annum	supply of fertiliser, grass seed and pesticides for parks and playing fields	£100,000 per annum	supply and delivery of memorial seats at cemetery sites	£16,000 per annum, depending on demand
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4.	Equality and good relations implications
	The tendering process requires companies to include their equality policy within their submission.

5.	Recommendations
	It is recommended that Members approve the proposed tendering exercises and authorise the Director, under the scheme of delegation, to award the successful tenders.

6.	Decision Tracking
	All tenders to be issued, evaluated and approved during the financial year 2011/12.

7.	Key to abbreviations
	None.

8.	Documents Attached
	None.