



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	<b>Intention to Seek Tenders for the Procurement of Supplies and Services.</b>
<b>Date:</b>	11 October 2012
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks and Leisure
<b>Contact Officer:</b>	Pearse McCormick, Finance and Systems Manager

<b>1</b>	<b>Relevant Background Information</b>
	<p>In April 2012 Members gave approval for a list of planned procurement exercises for the department. In addition, it was noted that a following report, if necessary, would be tabled in October seeking approval for additional procurement exercises. Officers are currently progressing the tenders approved in the April report, but additional requirements have been identified in the interim.</p> <p>This report lists the planned procurement exercises for the second half of the financial year 2012/13, for which we are seeking approval. 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>

<b>2</b>	<b>Key Issues</b>
	<p>Subject to approval, it is intended to initiate procurement exercises for the following contracts/tenders;</p> <ul style="list-style-type: none"><li>• Supply &amp; Installation of Hanging baskets</li><li>• Control of Invasive Species in various park locations</li><li>• Supply &amp; Delivery of Bedding Plants for various park locations</li><li>• Supply &amp; Delivery of Animal Feed for Belfast Zoo</li><li>• Provision of a Catering Franchise at Belfast Zoo</li><li>• Supply &amp; Delivery of Frozen Fish for Belfast Zoo</li><li>• Supply, Delivery &amp; Installation of Signage for various Parks and Leisure sites</li></ul>

	<ul style="list-style-type: none"> <li>• Provision of Children’s Entertainment as part of the departmental events programme</li> <li>• Provision of a Catering Service at the Stables Coffee Shop in Sir Thomas and Lady Dixon Park</li> <li>• Supply &amp; Delivery of Play Equipment for various playground locations</li> </ul> <p>The department will ensure appropriate contract management processes are in place for each tender. At present, the anticipated duration for each is 3 years, subject to satisfactory performance and annual review</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>
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<b>3</b>	<p><b>Resource Implications</b></p> <p><u>Financial</u> The costs/value of each tender have been provided for within the relevant Revenue Estimates for the department. Anticipated value, where known, is as follows;</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Tender</b></th> <th style="text-align: right;"><b>Potential Annual Cost / Revenue</b></th> </tr> </thead> <tbody> <tr> <td>Supply &amp; Installation of Hanging baskets</td> <td style="text-align: right;">£24,00 per year</td> </tr> <tr> <td>Control of Invasive Species in various park locations</td> <td style="text-align: right;">£33,000 per year</td> </tr> <tr> <td>Supply &amp; Delivery of Bedding Plants for various park locations</td> <td style="text-align: right;">£80,00 per year</td> </tr> <tr> <td>Supply &amp; Delivery of Animal Feed for Belfast Zoo</td> <td style="text-align: right;">£30,000 per year</td> </tr> <tr> <td>Provision of a Catering Franchise at Belfast Zoo</td> <td style="text-align: right;">£50,000 revenue per year</td> </tr> <tr> <td>Supply &amp; Delivery of Frozen Fish for Belfast Zoo</td> <td style="text-align: right;">£28,000 per year</td> </tr> <tr> <td>Supply, Delivery &amp; Installation of Signage for various Parks and Leisure sites</td> <td style="text-align: right;">£16,000 per year</td> </tr> <tr> <td>Provision of Children’s Entertainment as part of the departmental events programme</td> <td style="text-align: right;">£30,000 per year</td> </tr> <tr> <td>Provision of a Catering Service at the Stables Coffee Shop in Sir Thomas and Lady Dixon Park</td> <td style="text-align: right;">£12,000 revenue per year</td> </tr> <tr> <td>Supply &amp; Delivery of Play Equipment for various playground locations</td> <td style="text-align: right;">£400,000 per year</td> </tr> </tbody> </table> <p><u>Human Resources</u> There are no additional human resource implications.</p> <p><u>Asset and Other Implications</u> Completion of the identified procurement exercises will enable the department</p>	<b>Tender</b>	<b>Potential Annual Cost / Revenue</b>	Supply & Installation of Hanging baskets	£24,00 per year	Control of Invasive Species in various park locations	£33,000 per year	Supply & Delivery of Bedding Plants for various park locations	£80,00 per year	Supply & Delivery of Animal Feed for Belfast Zoo	£30,000 per year	Provision of a Catering Franchise at Belfast Zoo	£50,000 revenue per year	Supply & Delivery of Frozen Fish for Belfast Zoo	£28,000 per year	Supply, Delivery & Installation of Signage for various Parks and Leisure sites	£16,000 per year	Provision of Children’s Entertainment as part of the departmental events programme	£30,000 per year	Provision of a Catering Service at the Stables Coffee Shop in Sir Thomas and Lady Dixon Park	£12,000 revenue per year	Supply & Delivery of Play Equipment for various playground locations	£400,000 per year
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	to continue to provide a high standard of service while still effectively managing our resources.
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<b>4</b>	<b>Equality and Good Relations Considerations</b>
	There are no equality or good relations implications.

<b>5</b>	<b>Recommendations</b>
	It is recommended that Committee approves the proposed tendering exercises and authorise the Director, under the Scheme of Delegation, to award the successful tenders.

<b>6</b>	<b>Decision Tracking</b>
	All tenders to be issued, evaluated and approved during the financial year 2012/13

<b>7</b>	<b>Key to Abbreviations</b>
	None

<b>8</b>	<b>Documents Attached</b>
	None