



## 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 April 2013
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Pearse McCormick, Finance & Systems Manager

<b>1</b>	<b>Relevant Background Information</b>
	<p>In April each year approval is sought for a list of planned procurement exercises for the department. In addition, if necessary a supplementary report is tabled in October seeking approval for additional tenders.</p> <p>This report lists the identified, planned, procurement exercises for the financial year 2013/14. 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 / events.</b>
	<p>It is intended to initiate procurement exercises for the following contracts/tenders;</p> <ul style="list-style-type: none"><li>• Animal Healthcare at The Zoo;</li><li>• Annual Bitumen Macadam, Inc Small Engineering, Works</li><li>• Supply &amp; Delivery of Pool Treatment Chemicals for Indoor Leisure and The Zoo;</li><li>• Provision of a Regular Cash Collection Service at various Parks and Leisure locations;</li><li>• Supply &amp; Delivery of Live Food to The Zoo;</li><li>• Provision, Servicing &amp; Maintenance of Vending Machines at Leisure Centres;</li><li>• Fun Fair at Boucher Road Playing Fields</li><li>• Servicing and Maintenance of Cardio Vascular Equipment in Leisure Centres.</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. 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</p>

advantageous tenders.
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<b>3</b>	<b>Resource Implications</b>																
<u>Financial</u> The cost / value of each tender has been provided for within the relevant Revenue Estimates for the department. Anticipated value where known, is as follows;																	
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Note. The contract for Annual Bitumen Macadam works will cover the entire Council, as a demand led contract. The projected spend for Parks & Leisure will be approximately £400,000 per annum.																	
<u>Human Resources</u> There are no additional human resource implications																	
<u>Asset and Other Implications</u> Completion of the identified procurement exercises will enable the department to continue to provide a high standard of service while still effectively managing our resources																	

<b>4</b>	<b>Equality Implications</b>
	None

<b>5</b>	<b>Recommendations</b>
	It is recommended that Members approve 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 2013/14.

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

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