



## 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>	10 October 2013
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Pearse McCormick, Finance & Systems Manager

	<b>Purpose</b>
	To seek delegated authority for the Director of Parks and Leisure to issue, receive, evaluate and award tenders from a numbers of identified procurement exercises for the remainder of the financial year 2013/14.

<b>1.</b>	<b>Relevant Background Information</b>
	<p>In April, Members gave approval for a list of planned procurement exercises for the department. In addition, it was noted that a follow up report, if necessary, would be tabled in October seeking approval for additional procurement exercises.</p> <p>This report lists the planned procurement exercises for the second half of the financial year 2013/14, 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; Delivery of Confectionery for the shop at Belfast Zoo</li><li>• Supply &amp; Delivery of Lucerne Hay, animal feed, to Belfast Zoo</li><li>• Provision of a Gritting &amp; Snow Clearance Service</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>

	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.
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<b>3.</b>	<b>Resource Implications</b>								
	<p><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;</p> <table border="0"> <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; delivery of confectionery;</td> <td style="text-align: right;">£30,000</td> </tr> <tr> <td>Supply &amp; delivery of lucerne hay:</td> <td style="text-align: right;">£16,000</td> </tr> <tr> <td>Provision of a gritting service</td> <td style="text-align: right;">£38,000</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 to continue to provide a high standard of service while still effectively managing our resources.</p>	<b>Tender</b>	<b>Potential Annual Cost / Revenue</b>	Supply & delivery of confectionery;	£30,000	Supply & delivery of lucerne hay:	£16,000	Provision of a gritting service	£38,000
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<b>4.</b>	<b>Equality Implications</b>
	There is no known equality and good relations implications.

<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