



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Intention to Seek Tenders for the Procurement of Supplies and Services.
<b>Date:</b>	10 April 2014
<b>Reporting Officer:</b>	Andrew Hassard, Director of Parks & Leisure
<b>Contact Officer:</b>	Pearse McCormick, Finance & Systems Manager

### **Purpose**

To seek delegated authority for the Director of Parks and Leisure to issue, receive, evaluate and award tenders for a number of identified procurement exercises for the financial year 2014/15.

### **Relevant Background Information**

Members give approval, in April, annually 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 procurement exercises.

This report lists the identified, planned, procurement exercises for the financial year 2014/15, 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.

### **Key issues / events.**

Subject to approved, it is intended to initiate procurement exercises for the following contracts/tenders;

- Supply & Delivery of Fruit & Vegetables for Belfast Zoo
- Supply & Delivery of Haylage, Meadow Hay & Barley Straw
- Supply & Delivery of Ground Maintenance Plant & Machinery
- Cash Collection at Leisure Centres and Belfast Zoo, temporary extension to existing, and provision of a new contract
- Parks Education Programme
- Supply & Delivery of Topdressing Sand, Bowling Green Top Dressing, Topsoil, Screened Topsoil & a Sand/Soil Mix
- Supply & Delivery of Outdoor Seats
- Supply & Delivery of Fertilisers, Grass Seed, Pesticides, Line Marking Compound & Compost Manure
- Maintenance & Removal of Hanging Baskets

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 advantageous tenders.

### **Resource Implications**

#### Financial

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;

<b>Tender</b>	<b>Potential Annual Cost</b>
Supply & Delivery of Fruit & Vegetables	£110k
Supply & Delivery of Haylage, Meadow Hay & Barley Straw	£40k
Supply & Delivery of Ground Maintenance Plant & Machinery	£100k
Cash Collection	£18k
Parks Education Programme	£20k
Supply & Delivery of Topdressing Sand, etc	£114k
Supply & Delivery of Outdoor Seats	£50k
Supply & Delivery of Fertilisers, Grass Seed, etc	£110k
Maintenance & Removal of Hanging Baskets	£33k

#### Human Resources

There are no additional human resource implications.

#### Asset and Other Implications

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.

### **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.

### **Decision Tracking**

All tenders to be issued, evaluated and approved during the financial year 2014/15.

### **Key to Abbreviations**

None

### **Documents Attached**

None