



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Delegated Authority for Tenders for the Supply and Delivery of Annual Supplies
Date:	19 September 2008
Reporting Officer:	Gerry Millar, Director of Core Improvement
Contact Officer:	Valerie Cupples, Procurement Manager

Relevant Background Information

The Terms of Reference of the Procurement Unit includes 'co-ordinating purchasing for the Council and that it will enter into contracts where the best price can be obtained by working from a central contract, with Departments purchasing from it'.

It is the Procurement Unit's intention to seek tenders for the following;

The Supply of Broken Stones and Screenings for the period 1 April 2009 to 31 March 2010.

The provision of Taxi Services for the period 1 April 2009 to 31 March 2010 with the option to renew for a further 2 years.

The Provision of Minibus/Coach Hire Services for the period 1 March 2009 to 28 February 2010 with the option to renew for a further 2 years.

The Supply of Uniforms and Clothing for the period 1 September 2009 to 31 August 2011.

It is our intention to extend existing contracts for gloves and protective clothing for a period of six months in order to put together a co-ordinated clothing contract. We currently spend around £350,000 on clothing, footwear and gloves. Putting a co-ordinated contract in place would potentially generate substantial savings based on presenting an aggregated tender to the market.

Key Issues

Categories	Indicative costs/ year
Broken Stones and Screenings	250,000
Taxi Services	100,000
Minibus/Coach Hire	75,000
Clothing/Uniforms	350,000

Resource Implications

These co-ordinated contracts will provide the Council with a cost effective method of purchasing these supplies and services. The Procurement Unit will manage the co-ordinated tender process on behalf of the Council.

Recommendations

Committee is requested to approve seeking tenders for the above categories using pre-determined evaluation criteria appropriate for each. In addition, Committee approval is sought under the Scheme of Delegation for acceptance of successful tenders to be delegated to the Director of Improvement. Committee is also asked to approve the extension of the contracts for gloves and protective clothing.

Documents Attached