



Belfast City Council

Report to: SP&R Committee

Subject: Authority to Seek Tenders for:

- (i) the Supply and Delivery of Annual Supplies
- (ii) Supply and Delivery of Plumbing Supplies

Date: Friday 18 September 2009

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(i) Tenders for the Supply and Delivery of Annual Supplies

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 and delivery of protective gloves for the period 1 April 2010 to 31 March 2011 with the option to renew for a further 2 years.

The supply and delivery of marquees for Belfast City Council events for the period 1 May 2010 to 30 April 2011 with the option to renew for a further 2 years.

The provision of portage services for the period 1 April 2010 to 31 March 2011 with the option to renew for a further 2 years.

The supply and delivery of broken stones for the period 1 April 2010 to 31 March 2011.

The supply and delivery of promotional items for the period 1 April 2010 to 31 March 2011 with the option to renew for a further 2 years.

The supply and delivery of protective footwear for the period 1 April 2010 to 31 March 2011 with the option to renew for a further 2 years.

Key Issues	
Categories	Indicative costs/ year
Broken Stones and Screenings	115,000
Protective Gloves	55,000
Marquees	115,000
Porterage	120,000
Promotional Items	130,000
Protective Footwear	35,000

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 including quality and cost. In addition, Committee approval is sought under the Scheme of Delegation for acceptance of successful tenders to be delegated to the Director of Improvement.

(ii) Tender for Supply and Delivery of Plumbing Supplies

Relevant background information

Members will be aware that, in the course of providing maintenance services at all Council properties, the Property Maintenance unit requires a number of supply contracts to be in place.

The contract for the supply and delivery of Plumbing Supplies requires renewal, and permission is now sought to seek tenders by public advert and to proceed with the procurement process.

Detailed technical specifications have been prepared in order to permit the contract to be let, and advertisements will be placed in the local press inviting applications for submission of Tenders.

Key Issues

The value of the proposed services is estimated to be **£45,000** per year, and any resulting contract will run for one year with two optional extensions of one year at the Council's discretion, granted subject to satisfactory performance, to a maximum of 3 years. The tenders will be evaluated according to agreed criteria and in conjunction with the Procurement Section as appropriate.

It is essential that these important procurement exercises commence as soon as possible, in order to ensure value of money for the service and maximise the operational effectiveness of the unit.

Resources ImplicationsFinancial

Regularly testing the market via competitive tendering ensures that we obtain the best possible value for money and standards of service from our external suppliers, which in turn assists us in driving down costs and minimising the rate burden.

Human Resources

There are no direct HR implications in respect of this report.

Asset & other implications

Having a range of material and fittings available is an important factor in delivering effective property maintenance to the Council.

Recommendations

The Committee is recommended to approve the invitation of Tenders in respect of the activities specified above.

Decision Tracking

If approved the tenders will be invited in November 2009.

Key to Abbreviations

None.

Documents attached

None.

