



Belfast City Council

Report to:	SP & R Committee
Subject:	Delegated Authority for Tenders for the Supply and Delivery of Annual Supplies
Date:	Friday 20 August 2010
Reporting Officer:	Gerry Millar, Director of Property and Projects
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 bottled water and mains fed water with dispensers for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 2 years.

The supply, fitting and maintenance of fire extinguishers for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 2 years.

The provision of a courier service for the period 1 February 2011 to 31 January 2012 with the option to renew for a further 3 years up to a date no later than 31 March 2015.

The supply and delivery of broken stones and screenings for the period 1 April 2011 to 31 March 2012.

The hire of machinery and motor tipping lorries for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 2 years.

The supply and delivery of general cleaning materials and consumables for Belfast City Council buildings for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 4 years.

The supply and delivery of cleaning materials for Leisure Centres for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 4 years.

The supply of toilet hygiene and floor care services for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 4 years.

The supply and delivery of electrical supplies and lamps for the period 1 April 2011 to 31 March 2012 with the option to renew for a further 2 years.

Key Issues

Categories	Indicative costs per year
Bottled water and mains fed water	£41K
Broken stones and screenings	£85K
Cleaning materials for Leisure Centres	£13K
Courier services	£13K
Fire extinguishers	£42K
General cleaning materials and consumables	£108K
Hire of machinery and motor tipping lorries	£300K
Toilet hygiene and floor care services	£57K
Electrical supplies and lamps	£200K

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 Property and Projects.

Documents Attached