



## BELFAST CITY COUNCIL

<b>Report to:</b>	Strategic Policy & Resources Committee
<b>Subject:</b>	<b>Approval to seek tenders for the supply &amp; delivery of mechanical sweeper brushes</b>
<b>Date:</b>	4 <sup>th</sup> March 2011
<b>Reporting Officer:</b>	Gerry Millar, Director of Property & Projects
<b>Contact Officer:</b>	George Wright, Head of Facilities Management – Ext 5206/6232

### Relevant background information

- 1.1 Members will be aware that, under the revised Scheme of Delegation, approval must be sought from the relevant Committee prior to inviting tenders for the supply of any goods or services.
- 1.2 Members will also be aware that the Fleet Management unit is responsible for the procurement, maintenance, repair and disposal of all items of the council's fleet of vehicles. This includes mechanical sweepers which are used by the Cleansing Services Section to deliver important public services in terms of street cleansing.
- 1.3 These street-cleansing vehicles use a range of specialist mechanical sweeper brushes which are procured from external suppliers. As the existing contract will terminate later this year, the unit is seeking approval to undertake a procurement exercise for the supply and delivery of mechanical sweeper brushes, and to award a contract to the most economically advantageous tender.
- 1.4 Based on current trends this contract would have an annual value of approx. **£100,000** and would run for one year, with up to two further 12-month contract extensions exercisable at the Council's discretion, based on satisfactory performance. This is felt to provide the optimal balance between regularly testing the market to obtain the keenest prices and minimising the bureaucracy and administration associated with the procurement process.

### Key Issues

- 2.1 Tenders will be evaluated in liaison with the Council's procurement manager, and the evaluation criteria will be based on both cost and quality.

### Resources Implications

#### 3.1 Financial

Provision has been made in the unit's budget for 2011/12 in respect of this expenditure. 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 human resources implications arising from this report.

Assets

Having a range of experienced and efficient suppliers of goods and services is an important factor in delivering effective fleet management to the Council.

**Recommendations & Decisions**

4.1 The Committee is recommended to approve the invitation of tenders on the basis set out above.

**Key to Abbreviations**

None.

**Documents attached**

None.