



Report to: Strategic Policy and Resources Committee

Subject: **Delegated Authority for Tenders for the Supply and Delivery of Annual Supplies**

Date: Friday 18 November 2011

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'.

The provision of a minibus / coach service for the period 1 April 2012 to 31 March 2013 with the option to renew for a further 2 years.

The supply and delivery of broken stones and screenings for the period 1 April 2012 to 31 March 2013 with the option to renew for a further one year.

The provision of Taxi Services for the period 1 April 2012 to 31 March 2013 with the option to renew for a further 2 years.

Key Issues

Categories	Indicative costs per year
Minibus / coach service	£96K
Broken stones and screenings	£65K
Taxi Services	£35K

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

None
