



BELFAST CITY COUNCIL

Report to:	Strategic Policy & Resources Committee
Subject:	Approval to seek Tenders for the supply of Catering Foodstuffs
Date:	22 nd August 2014
Reporting Officer:	Gerry Millar, Director of Property & Projects
Contact Officer:	George Wright – Head of Facilities Management (Ext. 5206)

1	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 goods or services.
1.2	Members will also be aware the Catering Unit based in the Cecil Ward Building supplies a wide range of food and beverage services via the Atrium Restaurant, Member catering, trolley services and catering for both internal and external events.
1.3	In order to secure and demonstrate value for money in the purchasing of food and beverages for this service the Catering Unit previously undertook a formal tendering exercise and put in place a number of supplier contracts. These contracts expire in January 2015 and tenders now need to be put in place for new contracts.
1.4	The new contracts will be for the supply of fresh, chilled, frozen and ambient goods. The current value of all the contracts is approximately £112,000 per annum.

2	Key Issues
2.1	The current specifications for the supply contracts will be revised and updated and tenders will be sought by public advertisement. Submissions will be evaluated in accordance with agreed evaluation criteria and in liaison with the Procurement Section where appropriate.
2.2	The resulting contracts will be let for a period of one year with an option to extend for a further two one year periods at the council's sole discretion.

3	Resource Implications
3.1	<p><u>Financial</u> Provision for the purchase of foodstuffs has been made in the Catering Unit's revenue estimates.</p> <p><u>Human Resources</u> There are no direct HR implications in respect of this report.</p> <p><u>Asset & other implications</u> None</p>

4	Equality and Good Relations Implications
4.1	There are no relevant equality and good relations implications.

5	Recommendations
5.1	It is recommended that the Committee approve the invitation of tenders for the supply of catering foodstuffs as set out above.

6	Decision Tracking
If a decision is taken to publicly tender the contract the relevant documentation will be compiled and the invitation to tender will appear by October 2014.	

7	Key to Abbreviations
None	

8	Documents Attached
None	