



Belfast City Council

Report to:	Strategic Policy & Resources Committee
Subject:	Request to Conduct a Tender Exercise (Tyres and Tubes)
Date:	23 January 2013
Reporting Officer:	Gerry Millar, Director of Property & Projects, Ext: 6217
Contact Officer:	George Wright, Head of Facilities Management (Ext. 6232/5206)

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 and delivery of goods and services.
1.2	Members will also be aware that the Fleet Management unit regularly purchases tyres and inner tubes for fitting to the council's fleet of 370 vehicles and items of mobile plant.
1.3	The existing contract for the supply and delivery of vehicle and mobile plant tyres and tubes is due to terminate on 31 st January 2013 and must therefore be re-tendered. The Unit had intended to commence the tender exercise in late 2012 but specific operational issues prevented this, and consequently it will be necessary, with the Committee's approval, to extend the existing contract at current prices until 31/3/2013 in order to allow time for the tender exercise to be fully completed.
1.4	Detailed specifications will be prepared in order to permit these contracts to be let and, subject to Committee approval, advertisements will be placed in the local press inviting Tenders as appropriate.
1.5	Evaluation will be carried out on the basis of specific criteria and in liaison with the council's Procurement Unit as required.
1.6	The duration of the contract is to be one year with an option of 2 further yearly extensions at the council's discretion, depending on contractor performance, to a maximum of 3 years. This is felt to provide the optimal balance between regularly testing the local market to obtain the keenest prices and minimising the bureaucracy and administration associated with the procurement process.

2	Key Issues
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2.1	Tyres and tubes are essential components in terms of the unit's ability to service and maintain the council's fleet of vehicles.
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3	Resource Implications
3.1	On current trends the estimated annual cost of the procurement of tyres and tubes will be in the order of £105,000 . This expenditure has been provided for within the revenue budget of the Fleet Management Unit.

4	Equality and Good Relations Considerations
4.1	None.

5	Recommendations
5.1	It is recommended that the Committee approves the following:- <ul style="list-style-type: none"> a) the extension of the existing contract by agreement with the supplier Charles Hurst Ltd on current prices & rates until 31st March 2013; <i>and</i> b) the invitation of tenders for the supply of tyres and tubes on the basis set out above.

6	Decision Tracking

Key to Abbreviations
None.

Documents Attached
None.