

Report on	Tender to Supply Willow to Cookstown Leisure Centre
Date of Meeting	13 th June 2024
Reporting Officer	Kieran Gordon, Assistant Director Health, Leisure & Wellbeing
Contact Officer	Sean Cavlin, Leisure Services Development Manager

Is this report restricted for confidential business? If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	x

1.0	Purpose of Report
1.1	For Council to approve the awarding of delegated powers to the July 2024 Development Committee (and/or Chief Executive if required depending on dates/timelines) for the award of contract to supply Willow Tender for Cookstown Leisure Centre.
2.0	Background
2.1	Cookstown Leisure Centre currently uses a Biomass Boiler (500kw) as its main energy source, with the current contract expiring on the 30 th June 2024.
2.2	Following collaboration between officers within the Procurement and Health, Leisure & Wellbeing services, a specification was developed, and the procurement process was undertaken via a public advertisement on the e-tender portal. The tender opportunity was released initially on E-Tenders NI on 3 rd April 2024 with a closing date of 7 th May 2024 at 3pm.
2.3	The tender assessment panel met on the 13 th May to evaluate the submissions; with only one submission being received on/before the stipulated closing date/time. After deliberation, the panel agreed that the submission didn't meet all aspects of the e-tender requirements and therefore in line with councils procurement policy, the submission failed.
3.0	Main Report
3.1	<p>The tender document was subsequently reviewed and re-released on the "E-Tenders NI" portal:</p> <ul style="list-style-type: none"> • Contract award term: Initial 12 months with option to extend for a further 2 x 12 month periods subject to satisfactory performance and at discretion of council. • The tender was placed on 'E Tenders NI': 21st May 2024 • Tender closing Date: 24th June @ 3.00pm • Tender Evaluation: 24th June 2024 <p>Therefore, it's intended to bring a tender evaluation report direct to the Council meeting on 27th June 2024. However, this is a challenging timeframe on the basis</p>

3.2	<p>that the tender closes on the 24th June 2024 and it is difficult to pre-empt the evaluation process and should there need to be any further due diligence undertaken.</p> <p>Therefore, should this report not be ready for the Council meeting on the 27th June 2024, due to the current contract expiring at the end of June 2024, delegated powers are requested for the July 2024 Development Committee (and/or Chief Executive if required depending on dates/timelines) for the immediate award of contract to supply Willow Tender for Cookstown Leisure Centre.</p>
4.0	Other Considerations
4.1	<p>Financial, Human Resources & Risk Implications</p> <p>Financial: Budget has been allocated as part of the 24/25 rates estimates processes. As this service is required to aid the smooth and efficient running of Cookstown Leisure Centre, should this procurement process not be successful and/or timelines extend beyond the current contract expiry of 30th June 2024, Council may be liable to out of contract price increases in order to maintain service provision. This will be mitigated so far as reasonably practicable.</p> <p>Human: Officer time to manage the contract and to monitor compliance and effectiveness of the contract.</p> <p>Risk Management: Considered in line with relevant policies and procedures.</p>
4.2	<p>Screening & Impact Assessments</p> <p>Equality & Good Relations Implications: None anticipated at this juncture.</p> <p>Rural Needs Implications: None anticipated at this juncture.</p>
5.0	Recommendation(s)
5.1	<p>To note the contents of this report and in the event it is not possible to bring a tender report for the contract appointment to the Council meeting on 27th June 2024, that Members approval is sought pursuant to Section 7(1)(b) of the Local Government Act (NI) 2014, that authority is delegated to the July 2024 Development Committee (and/or Chief Executive if required depending on dates/timelines) for the award of contract to supply Willow Tender for Cookstown Leisure Centre subject to normal satisfactory due diligence processes for an initial contract award of 12 months with option to extend for a further 2 x 12 month periods subject to satisfactory performance and at discretion of council.</p>
6.0	Documents Attached & References
	N/A