

North Tyneside Council

Report to Cabinet

14 July 2014

Item 7(g)

Tenders for the supply of groceries, frozen food, and fresh meat.

Portfolio(s): Children, Young People and Learning

Cabinet Member(s): Cllr Ian Grayson

Report from Service

Area:

Commissioning and Fair Access

Responsible Officer:

Mark Longstaff, Head of Commissioning and Fair Access

(Tel:643 8089)

Wards affected:

All

PART 1

1.1 Purpose:

The purpose of this report is to seek approval to carry out a tendering exercise for the supply of groceries, frozen food, and fresh meat.

In accordance with the Authority's Standing Orders this report requests approval to proceed with a procurement exercise as the estimated potential total cost to be procured will exceed £500,000.

1.2 Recommendation(s):

It is recommended that Cabinet authorise the Head of Commissioning and Fair Access to carry out a procurement exercise for the provision of groceries, frozen food, and fresh meat. These goods are predominantly used by Catering Services in the provision of school lunches and community meals.

1.3 Forward Plan:

28 days notice of this report has been given and it first appeared on the Forward Plan that was published on 14 July 2014.

1.4 Council Plan and policy framework

Council Plan Theme – Our People.

Our people will be supported to live healthier, longer lives.

1.5 Information:

The Authority currently has a number of separate contracts in place for the provision of groceries, frozen food, and fresh meat. All of the current contracts for these goods will expire 31 September 2014. Following discussions within Catering Services and advice and support from Procurement Services a procurement exercise needs to be carried out to secure new contracts for the supply of these goods.

A procurement exercise to comply with European Legislation is recommended to establish that the Authority secures service delivery and maximises opportunities from the market.

1.6 Decision options:

Option 1

Cabinet approval is not given.

This will mean that the Authority will not be able to enter into a new arrangement with effect from October 2014 and delivery of services to supply school meals and community meals may be affected.

Option 2

Cabinet approval is given.

A procurement exercise will commence immediately to ensure the Authority is ready to award new contracts to start upon expiry of the existing contracts. This will ensure continuity of service provision and increase opportunities to secure better value from the market.

This is the recommended option.

1.7 Reasons for recommended option:

The reasons for the recommendation made are set out in 1.6 Option 2.

1.8 Appendices:

The report contains no appendices.

1.9 Contact officers:

Mark Perry	Procurement and Contracts Officer	643 5656
Mark Longstaff	Head of Commissioning and Resources	643 8089
Barbara Patterson	Catering Services Manager	643 8340

1.10 Background information:

(1) [Contract Standing Orders](#) – North Tyneside Council website

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

There is provision for the purchase of these goods in the Council's revenue budget within Catering Services. Contracts are for a period of 4 years (3 years plus the option to extend for an additional year).

The estimated value of all contracts over a 4 year period is £5.2 million. This is based on current volumes.

2.2 Legal

Given that the value of the contract as a whole exceeds the threshold of £500,000 this procurement exercise requires Cabinet approval.

Any procurement process will be undertaken in accordance within the Authority's Contract Standing Orders, EU, and UK public procurement legislation.

Any award will be placed on obtaining best value for money

2.3 Consultation/community engagement

Internal consultation with Procurement and Catering Services lead Officer.

2.4 Human rights

There are no human rights implications arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity implications arising from this report.

2.6 Risk management

There are no specific risks arising from this report. Health & Safety matters will be addressed as part of the Tender assessment.

2.7 Crime and disorder

There are no crime and disorder implications arising from this report.

2.8 Environment and sustainability

Specific details will be sought in the tender exercise to establish bidders Environmental & Sustainability practices and policies.

PART 3 - SIGN OFF

- Deputy Chief Executive X
- Head(s) of Service X
- Mayor/Cabinet Member(s) X
- Chief Finance Officer X
- Monitoring Officer X
- Strategic Manager–
Strategic Services X