

North Tyneside Council

Report to Cabinet

Date: 12th September 2016

ITEM 6f

Tenders for the supply of frozen food, freshly prepared fruit & vegetables, fresh milk and fresh bread

Portfolio(s): Children, Young People and Learning

Cabinet Member(s): Cllr Ian Grayson

Report from Service Area:

Commissioning and Investment

Responsible Officer:

Mark Longstaff, Head of Commissioning and Investment

Tel: (0191) 6438089

Wards affected:

All

PART 1

1.1 Executive Summary:

The purpose of this report is to seek approval to carry out a tendering exercise for the supply of frozen foods, freshly prepared fruit & vegetables, fresh milk and fresh bread for use in preparing meals across the borough including the preparation of school meals.

In accordance with the Authority's Contract Standing Orders this report requests approval to proceed with a procurement exercise where 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 Investment in consultation with the Head of Law and Governance, the Head of Finance, the Cabinet Member for Children Young People and Learning and the Cabinet Member for Finance, to undertake a procurement exercise and award contracts to those providers whose tenders are the most economically advantageous to the Authority.

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 15th August 2016.

1.4 Council Plan and Policy Framework

This report relates to the following priority(ies) in the 2014/18 Our North Tyneside Plan

Plan Theme – Our People

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

1.5 Information:

The Authority currently operates a very successful catering service that provides in excess of 2.4 million high quality, nutritional, healthy school meals per year. The service also provides a community meals service and operates other catering outlets.

In support of the above, the Authority currently has a number of separate contracts in place for the provision of frozen food, freshly prepared fruit and vegetables, fresh milk and fresh bread. The current contracts for these goods will expire 31st October 2016 and 31st March 2017.

The contract for frozen foods will be for a period of four years (three years plus the option to extend for an additional year).

The contract for freshly prepared fruit & vegetables, fresh milk and fresh bread will be for a period of four years (three years plus the option to extend for an additional year).

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

The contracts for each of the tendered lots will be awarded to one provider for each lot, however providers may bid for more than one lot.

1.6 Decision options:

The following decision options are available for consideration by Cabinet

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 2016 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.

Option 2 is the recommended option.

1.7 Reasons for recommended option:

Option 2 is recommended to ensure continuity of service provision and increase opportunities to secure better value from the market.

1.8 Appendices:

The report contains no appendices

1.9 Contact officers:

| | | |
|--------------------|---|-----------------|
| Mark Longstaff, | Head of Commissioning and Investment | (0191) 643 8089 |
| Barbara Patterson, | Senior Manager Facilities and Fair Access | (0191) 643 8340 |
| Paul Suttie, | Food Standards Manager | (0191) 643 8344 |
| Alison Campbell | Senior Business Partner | (0191) 643 7038 |

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- (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 Authority's revenue budget within Catering Services.

The Contract for frozen foods will be for a period of four years (three years plus the option to extend for an additional year).

The Contract for freshly prepared fruit & vegetables, fresh milk and fresh bread will be for a period of four years (three years plus the option to extend for an additional year).

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.

2.3 Consultation/community engagement

2.3.1 Internal Consultation with Catering Services Lead Officer.

2.3.2 External Consultation/Engagement with Engie Procurement Category Manager.

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 bidder's 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
- Head of Corporate Strategy x