

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	1267
Author:	Elizabeth Dobson
Department:	Communities
Contact:	Elizabeth Dobson (Job Title: Commercial Policy Development Manager, Email: liz.dobson@nottinghamcity.gov.uk, Phone: 01158761731)
Subject:	Contract for Catering Equipment Maintenance and Extraction Cleaning
Total Value:	£200,000 over 2 years (Type: Revenue)
Decision Being Taken:	To delegate the decision to award the contract for catering equipment maintenance and extraction cleaning to the most economically advantageous bidder(s) for a period of 2 years to the Head of Trading Operations following completion of the tender process.
Reasons for the Decision(s)	The current contracts for catering equipment maintenance and extraction cleaning for school kitchens and adult service facilities have expired. A full OJEU compliant procurement exercise was undertaken. The work was split into several lots to cover kitchen equipment, refrigeration, duct and fan cleaning. Tenders were received from several companies. The tenders are being evaluated on both price and quality to identify the most economically advantageous.
Other Options Considered:	Do nothing - This was not an option as the equipment must be maintained to meet health & safety requirements and continue to provide the catering service. Let new contracts which are compliant with EU & the Council's financial regulations. This is the preferred option.
Background Papers:	None

Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	There are no crime & disorder implications
Equality:	EIA not required. Reasons: There is no change of policy, services or functions
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	03/02/2014
Advice Sought:	Legal, Finance, Procurement
Legal Advice:	<p>There are no significant legal issues with this proposal. Legal advice has been provided with regard to contractual terms.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 15/01/2014.</p>
Finance Advice:	<p>The cost of this decision is £200,000 over two financial years. Budget provision for this cost exists within the Catering Services Trading account. The service will need to ensure that sufficient income is generated from its activity to cover these maintenance costs as well as all other costs.</p> <p>Advice provided by Ian Greatorex (Finance Business Partner) on 16/01/2014.</p>
Procurement Advice:	<p>The Corporate Procurement Unit was involved in the tendering process and fully supports the recommendations of this report</p> <p>Paul Ritchie Procurement Category Manage - Facilities Management Ext 64194 Advice provided by Paul Ritchie (Procurement Category Manager) on 14/01/2014.</p>

**Signatures**

<b>Nicola Heaton (Portfolio Holder for Community Services)</b>
<b>SIGNED and Dated: 24/01/2014</b>
<b>John Kelly (Corporate Director Communities)</b>
<b>SIGNED and Dated: 23/01/2014</b>