

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	2540
Author:	Jacqueline Blake
Department:	Communities
Contact:	Jacqueline Blake (Job Title: Trading Operations Manager, Email: jacquie.blake@nottinghamcity.gov.uk, Phone: 01158761740)
Subject:	Frozen Food & Groceries contract award
Key Decision (decision valued at more than £1million):	Yes
Key Decision (decision affects 2 or more wards):	Yes
Total Value:	£6,000,000 This is £1,500,000 each year for the duration of the extended contract. (Type: Revenue)
Decision Being Taken:	To award the contract to Brake Bros Ltd for a period of two years with the option to extend for a further 1 year plus 1 year totalling a maximum term of 4 years.
Reasons for the Decision(s)	<p>Executive Board on the 20th May 2014 delegated the authority to the Strategic Director for Commercial &amp; Neighbourhood Services to go out to tender for a new contract, noting that approval would be sought to award the contract after the tendering process. A joint tendering exercise has been carried out with Nottinghamshire Council via an ESPO framework agreement and the new costs will deliver a saving of £50,000 per annum for the duration of the contract, this was deemed to be the most cost effective and value for money process.</p> <p>This will allow the department to purchase food provisions to enable the provision of services to schools, commercial establishments and care homes.</p> <p>The rationale for the decision is included in the Executive board report, which is exempt and the main point of note is that all this expenditure will be covered by the charges for school meals, that is either through paid meals or the Free School Meals budget.</p>

<b>Other Options Considered:</b>	To carry out the tendering exercise on our own but this was rejected as the joint procurement maximised the economies of scale of the project.
<b>Background Papers:</b>	None.
<b>Published Works:</b>	None.
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None.
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	Not Applicable
<b>Equality:</b>	EIA not required. Reasons: Not Applicable
<b>Social Value Considerations:</b>	Procuring best quality provisions to provide a nutritious and balanced diet to the City's schoolchildren, Residential Unit users and staff.
<b>Decision Type:</b>	Leader's Key Decision
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	29/07/2016
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	<p>This decision raises no significant legal concerns. The call of contract is being awarded in accordance with the ESPO framework agreement.</p> <p>Advice provided by Sarah O'Bradaigh (senior solicitor) on 05/01/2016. (confirmed advice still correct as of 07/06/2016)</p>

**Finance Advice:**

The procurement of this contract was carried out through the ESPO framework in conjunction with Nottinghamshire County Council.

Annual expenditure on items included within this contract is c£1.500m per annum, on catering services for schools. The funding for this expenditure is met from income from school meals or Free School Meals grant. The annual savings arising from the awarding of this contract are estimated at £50,000 per annum.

The catering service has a savings target of £0.657m within the Council 16/17 Medium Term Financial Plan, the savings from this contract will contribute towards the delivery of this target.

Advice provided by Gary Robbins (Finance Analyst) on 02/06/2016.

**Procurement Advice:**

A fully compliant value for money tender exercise has been carried out and the Procurement Team supports the recommendations of this decision.

Advice provided by Paul Ritchie (Procurement Category Manager) on 22/12/2015.  
(confirmed advice still correct as of 07/06/2016)

**Signatures:**

Jon Collins (Leader of the Council)
SIGNED and Dated: 21/07/2016
Andrew Vaughan (Corporate Director Commercial and Operations)
SIGNED and Dated: 18/07/2016