

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4151
Author:	Thomas Ali
Department:	Commercial and Operations
Contact:	Thomas Ali (Job Title: Food Development Officer, Email: thomas.ali@nottinghamcity.gov.uk, Phone: 01158761743)
Subject:	Catering Department disposables contract
Total Value:	£128,000 (Type: Revenue)
Decision Being Taken:	To approve the start of a procurement process for catering disposables contract up to the value of £128,000 on a 2+2 year basis. To Delegate authority to the Director of Neighborhood Services to award the contract for 2 years with the option to extend for 2 years (4 years total)
Reasons for the Decision(s)	<p>Nottingham City Council currently provides a hot and cold meals service for both its Education and Commercial Catering sites and, as part of this service, disposable items such as paper cups, napkins, plates and food wrappers are required to be purchased.</p> <p>Whilst there has been a reduction in commercial catering demand for catering disposables during the pandemic, we envisage this will increase as and when restrictions are relaxed. We will have an increased focus on only ordering recyclable, disposable and environmentally friendly products with no single use plastics. It is essential that we secure the best possible price and quality to ensure maximum return to the Council. The contract will be for 2 years, with an optional two years extension, equalling a total duration of up to a maximum four years. £32,000 spend per year, totalling £128,000 for duration of contract. Money spent on this contract is from revenue not capital.</p>
Other Options Considered:	The option not to procure these services is not appropriate as these goods are required to be able to deliver the Catering Service.
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 or Disorder implications as this is to secure products to run the catering service
Equality:	EIA not required. Reasons: No Equality Issues will result as part of this decision, as this is a decision to procure products to deliver the service.
Social Value Considerations:	None
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	22/03/2021
Advice Sought:	Legal, Finance, Procurement
Legal Advice:	There are no legal concerns arising from this decision. Any procurement process must be in accordance with the Council's Financial Regulations and its Contract Procedure Rules. Legal Services will provide support and assistance with regard to any contractual arrangements as part of the procurement process and subsequent award. Advice provided by Naomi Vass (Senior Solicitor) on 29/01/2021.

Finance Advice:

This decision seeks approval to go out to tender for supply of disposable items such as paper cups, napkins, plates and food wrappers for the Nottingham Catering Service for use in schools and commercial catering sites. The contract will be for an initial 2 years with an optional 2 year extension. Consideration of the Council's target on Carbon Neutrality and the reduction in single use plastics should also be reviewed as part of this process.

Nottingham City Catering spends approximately £32k per annum on disposable items. There is provision in the existing budget for this expenditure. Procurement of this contract, in adherence to the Council's procurement procedure, will help to ensure that Nottingham Catering is able to deliver on its MTFP position.

The contract will need to be reviewed after the initial 2 year period to ensure prices remain competitive and provide value for money, and that the contract is still fit for purpose for the service.

Advice provided by Susan Turner (Senior Commercial Business Partner) on 05/02/2021.

Procurement Advice:

Procurement will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered into. Advice provided by Paul Ritchie (Lead Procurement Officer) on 01/02/2021.

Signatures

Sam Webster (PH Finance, Growth and City Centre)
SIGNED and Dated: 12/03/2021
Dave Halstead (Strategic Director of Neighbourhood Services)
SIGNED and Dated: 01/03/2021