

Nottingham City Council Delegated Decision



Nottingham
City Council

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| Reference Number: | 4307 |
| Author: | Thomas Ali |
| Department: | Resident Services |
| Contact: | Thomas Ali (Job Title: Food Development Officer, Email: thomas.ali@nottinghamcity.gov.uk, Phone: 01158761743) |
| Subject: | Supply of Coffee to Nottingham City Council Commercial Catering Sites |
| Total Value: | £160,000 (Type: Revenue) |
| Decision Being Taken: | <p>1) To approve the start of a procurement process for the supply of coffee to Council commercial catering sites, up to the value of £160,000 on a 2+1+1 year basis (up to 4 years in total at £40,000 per year).</p> <p>2) To delegate authority to the Corporate Director for Resident Services to award the contract for 2 years, with the option to extend for a further 1+1 years.</p> |
| Reasons for the Decision(s) | The Council provides high-quality coffee in a range of commercial catering establishments. These range from Country Park cafes to Shared Service Centres. The current contracts for coffee and associated products such as syrups and hot chocolate will expire in September 2021. Nottingham City Council Catering requires the approval to tender for a coffee supplier to cover all sites, to ensure best price and quality, and to remain competitive in the offerings at commercial catering sites. |
| Other Options Considered: | 1) To do nothing: the option not to procure these services is not appropriate as these goods are required to be able to deliver the Catering Service to the required standards. The current contract will expire and a new tendering process is required to ensure services are compliant. |
| Background Papers: | None |
| Published Works: | None |

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| 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 decision is to secure products to run the catering service. |
| Equality: | EIA not required. Reasons: The decision does not contain proposals for a new or changing policy, service or function. |
| Social Value Considerations: | Not applicable. |
| Decision Type: | Portfolio Holder |
| Subject to Call In: | Yes |
| Call In Expiry date: | 05/08/2021 |
| Advice Sought: | Legal, Finance, Procurement |
| Legal Advice: | <p>There are no legal concerns with regard to this decision. It is proposed that a compliant tendering process is undertaken, which will be in line with our Constitutional Contract Procedure Rules. Legal Services will support with the contract documentation as required.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 08/07/2021.</p> |

Finance Advice:

This decision seeks approval to go out to tender for the supply of coffee for the Nottingham Catering Service for use in commercial catering sites. The contract will be for 2 years with an optional 1+1 year extension.

Nottingham Catering spends approximately £40,000 per annum on coffee and there is provision for this in the existing budget. 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 Medium-Term Financial Plan (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 Matthew Connell (Commercial Business Partner) on 12/07/2021.

Procurement Advice:

Procurement will assist in obtaining the most suitable and commercial solution for the Council. Compliant external frameworks are available.

Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 12/07/2021.

Signatures

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| Eunice Campbell-Clark (Portfolio Holder Leisure, Culture and Schools) |
| SIGNED and Dated: 28/07/2021 |
| Dave Halstead (Director of Neighbourhood Services) |
| SIGNED and Dated: 28/07/2021 |