

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4662
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 Ventilation & High Level Cleaning services to Nottingham City Catering sites
Total Value:	£110,000 (Type: Revenue)
Decision Being Taken:	<p>1) To approve the start of a procurement process for the supply of Ventilation cleaning services to Nottingham City Council catering sites, up to the value of £110,000 on a 2+1+1 year basis (up to 4 years in total at £27,500 per year).</p> <p>2) To delegate authority to the Director of Neighbourhood 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)	Nottingham City Catering current contract for ventilation cleaning expires in September 2022. This covers ducting, fans, canopies and grease traps, along with safe disposal of cleaning and waste materials, also high level cleaning of 15 sites per year. Cleaning services need to be in place to ensure equipment is maintained to industry level, ensuring health and safety regulations are met at all times. Also for the safe production of food across all schools and commercial sites. Prices will be fixed for the 1 year with yearly reviews
Other Options Considered:	The current contract will end in September, Nottingham City Council need to have a service in place to ensure smooth running and safety practices are maintained.
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
Equality:	EIA not required. Reasons: None
Social Value Considerations:	There is no social impact as this is the supply services for running the catering services
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	08/07/2022
Advice Sought:	Legal, Finance, Procurement
Legal Advice:	Given the total estimated value of the contract over its whole life (including possible extension periods), at least 3 tenders in writing will be required to comply with the Council's Contract Procedure Rules and the Public Contract Regulations. Advice provided by Sarah O'Bradaigh (senior solicitor) on 31/05/2022.
Finance Advice:	Advice provided by Susan Turner (Senior Commercial Business Partner) on 13/05/2022. Advice documents: Ventilation Cleaning Services - finance comments.docx
Procurement Advice:	Procurement will assist in sourcing the most suitable and commercially viable solution for the council. The open procedure will be used to source this requirement. Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 05/05/2022.
Signatures	Cheryl Barnard (Portfolio Holder- Children, Young People, Schools)
	SIGNED and Dated: 01/07/2022
	Frank Jordan (Corporate Director, Resident Services)
	SIGNED and Dated: 30/06/2022