

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	<b>4823</b>
<b>Author:</b>	<b>Neil Francis</b>
<b>Department:</b>	<b>Resident Services</b>
<b>Contact:</b>	<b>Neil Francis</b> <b>(Job Title: Commercial Business Lead, Email: neil.francis@nottinghamcity.gov.uk, Phone: 61860)</b>
<b>Subject:</b>	<b>Coffee supplies and equipment maintenance for Sport, Culture &amp; Tourism service</b>
<b>Total Value:</b>	<b>£240,000 (Type: Revenue)</b>
<b>Decision Being Taken:</b>	<b>To approve the start of a tender process for the supply of coffee, drink sundries and equipment maintenance to NCC culture and libraries sites, up to the value of £240,000 on a 3 year + 1 year basis (up to 4 years in total). To delegate authority to the Corporate Director for Communities, Environment and Resident Services to award the contract to the successful bidder for 3 years, with the option to extend for a further 1 year.</b>
<b>Reasons for the Decision(s)</b>	<b>NCC Culture and Libraries catering outlets provide a range of exceptional quality coffees, other drinks and the supply and maintenance of equipment for resale to the public. Approval to tender for a supplier is required to ensure best price and quality, and to remain competitive in the offering at these sites to the standard for which the customer base expects. Current CPA to be raised to £49,999 to cover the period until the contract is let.</b>
<b>Other Options Considered:</b>	<b>To take no action and procure no services. This is not a desired option as these goods are required to trade and deliver a service to standards expected and required by the customer base.</b>
<b>Background Papers:</b>	<b>None.</b>
<b>Published Works:</b>	<b>None.</b>

<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>	None as the decision is to secure products to run the service.
<b>Equality:</b>	EIA not required. Reasons: The decision does not contain proposals for a new or changing policy, service or function.
<b>Decision Type:</b>	Officer
<b>Executive Decision?</b>	Yes
<b>£50,000 or more:</b>	Yes
<b>Scheme of Delegation Reference Number or Other Source of Delegation:</b>	7.2
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	30/01/2023
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	<p>Given the total estimated value of the scheme over its whole life (including the optional extension period), at least 3 tenders need to be obtained in order to comply with the Council's Contract Procedure Rules.</p> <p>Advice provided by Sarah O'Bradaigh (senior solicitor) on 04/01/2023.</p>

**Finance Advice:**

This decision seeks approval to incur expenditure of up to £240,000 in respect of coffee supplies and equipment maintenance, over a period of up to 4 years. This expenditure is necessary because the Museums Service has a budgeted income target of £750,000 for all food and beverage sales, which includes the sale of coffees. Failure to meet this income target would lead to an overspend position. The expenditure is affordable as it will be resourced from approved budgets in the Medium Term Financial Plan. The approved supplier will need to meet the operational needs of the service in terms of quality of the coffee and timely deliveries to meet customer demand and to maximise income generation from sales. This expenditure will take place following a compliant procurement process to ensure value for money.

Advice provided by Maria Balchin (Finance Analyst) on 20/12/2022.

**Procurement Advice:**

Procurement will assist in sourcing a compliant and commercially viable solution for this requirement.

Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 03/01/2023.

**Signatures:**

Frank Jordan (Corporate Director Resident Services)

SIGNED and Dated: 20/01/2023