

# Operational Decision Record

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| <b>Publication Date</b><br>24/05/2023  | <b>Decision Reference Number</b><br>4948 |
| <b>Decision Title</b>  |  |
| Cleaning Consumables Contract Direct Award on TUCO Catering Light and Heavy Equipment Framework  |  |
| <b>Decision Value</b>  |  |
| Up to £100,000   |  |
| <b>Revenue or Capital Spend?</b>   |  |
| Revenue  |  |
| <b>Department</b>  |  |
| Education Division   |  |
| <b>Contact Officer (Name, job title, and contact details)</b>  |  |
| Tom Ali  |  |
| <b>Decision Taken</b>  |  |
| <ol style="list-style-type: none"> <li>1) To approve the spend of up to £100,000 on cleaning consumables, pursuant to a direct award to a single supplier (All Purpose) on the TUCO Catering Light and Heavy Equipment framework agreement framework, for a fixed term of two years;</li> <li>2) To delegate authority to Head of Nottingham Catering to sign the call-off contract.</li> </ol>  |  |
| <b>Reasons for Decision and Background Information</b>   |  |
| <p>The corporate contract for the provision of cleaning consumables has now lapsed, and so all spend in this area is now non-compliant and potentially at market price rather than discounted. The needs of the Education Division are not met by the corporate contract currently provided by Bunzl as this is not a catering specific/focussed company.</p> <p>To avoid any potential service disruption, the Education Division seeks approval to direct award a fixed-term contract for two years to their incumbent provider, All Purpose. This framework has been selected due to its award mechanism, the discounted rates offered to members and its catering in educational settings focus.</p> <p>The fixed-term contract will co-terminate with the corporate contract, allowing for a larger contract to be created.</p> |  |
| <b>Other Options Considered and why these were rejected</b>  |  |
| Do nothing - accept the price increases and continue to have separate contracts across the organisation - this would not comply with NCC contract procedure rules or the Public Contract Regulations and so was rejected   |  |

Undertake procurement exercise for departments already included in scope of the existing specification - this would not comply with NCC contract procedure rules or the Public Contract Regulations and so was rejected

Aggregate all areas of the council and create multi-lot, multi-provider framework to create supply resilience and constant competitive tension - this would mean that the spend until an award would not comply with NCC contract procedure rules or the Public Contract Regulations and so was rejected

Each of these options were considered and have strengths and weaknesses, but none address the immediate need for a compliant and commercially viable solution.

### **Reasons why this decision is classified as operational**

The value is within the operational threshold and approval will ensure that catering operations continue to run without disruption.

### **Additional Information**

#### **Procurement:**

The proposal involves using a framework to enter into a contract. The framework has specific call-off terms for awarding contracts. Provided the framework process is followed, the award of contract would be compliant with procurement law and therefore there would be no significant Procurement concerns.

Holly Fisher, Lead Procurement Officer, 03/03/2023

#### **Finance:**

In consideration of contractual conditions, spending limits within the revenue budget must remain compliant and visible in the finance framework. There are no general concerns around finance at this time.

Chris Ayriss, Senior Commercial Business Partner, 08/03/2023

### **Decision Maker (Name and Job Title)**

Catherine Underwood, Corporate Director for People

### **Scheme of Delegation Reference Number**

1

### **Date Decision Taken**

23/05/2023