

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	5076
Author:	Thomas Ali
Department:	People
Contact:	Thomas Ali (Job Title: Food Development Officer, Email: thomas.ali@nottinghamcity.gov.uk, Phone: 01158761743)
Subject:	Catering Equipment Maintenance & Specialised Coffee Equipment Maintenance Contract
Total Value:	£536,000 (total over 4 years) (Type: Revenue)
Decision Being Taken:	1. To go out to tender and for the award for an initial 2-year contract with the option of a further 1+1 extension, equating to a total of a 4-year contract, for the supply of planned and reactive maintenance and repair of cooking and catering equipment and also maintenance of specialised coffee equipment on behalf of Nottingham Catering (expenditure has been approved by the Spend Control Board, reference: 3852); 2. To delegate authority to the Director of People Services to award the contract(s) to the successful bidder depending on the outcome of the procurement exercise.
Reasons for the Decision(s)	The current contract for maintenance of catering equipment is expiring in Q1 2024 and requires to start the tendering process for the next contract to ensure all necessary repairs and both planned and reactive maintenance of equipment in schools and commercial catering locations across the City is in place. A tender process is required to ensure that best value is achieved and the standards of service are maintained to protect education and commercial contracts and income generation to the council. Current Coffee Repairs is on an Ad-Hoc basis. Nottingham City Council Catering requires a dedicated supplier ensuring machines are annually serviced, repairs are available as required. Tender will operate as either two lots. Lot 1 will be Planned and Reactive Maintenance of catering equipment, value of up to £125,000 per year. Lot 2 will be Planned and Reactive Maintenance of Coffee Equipment, value of up to £8,000 per year total £36,000 over 4 years. Alternatively this will be one main contract for the maintenance of equipment and as the value is smaller a separate tendering exercise for the coffee maintenance to ensure best value.
Other Options Considered:	Do nothing - This option was rejected as this would expose the Council to financial and performance risks and liabilities in regards to its statutory health and safety responsibilities and contractual obligations.

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:	No implications
Equality:	EIA not required. Reasons: EIA not required. Reasons: Not required as the decision does not involve new or changing policies.
Social Value Considerations:	This decision will ensure that the best possible levels of servicing and maintenance of catering equipment in the workplace and in safeguarding locations are maintained to protect service users and colleagues.
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	24/01/2024
Advice Sought:	Legal, Finance, Procurement
Legal Advice:	This DDM raises no significant legal issues. Given the total estimated value of the contract, to comply with Public Contract Regulations 2015 and the Council's Contract Procedure Rules, at least three tenders in writing need to be obtained for the provision of the maintenance services. Advice provided by Sarah O'Bradaigh (senior solicitor) on 12/10/2023.

Finance Advice:

Nottingham Catering currently spends approximately £130,000 per annum for the supply of preventative maintenance and repair of cooking and catering equipment and maintenance of specialised coffee equipment in schools and commercial catering locations. The current contract for this service expires soon and a new tender process is required to enable the continued operation of the service.

Tender will operate as 1. Maintenance & repair of catering equipment, value of up to £125,000 per year total £500,000, 2. Maintenance of Coffee Equipment, value of up to £8,000 per year total £36,000 over 4 years £134,000 per year.

The contract will need to be reviewed after the initial 2-year period to ensure prices remain competitive and it is still fit for purpose for the service.

Advice provided by Paul Stevenson (Interim Strategic Finance Business Partner) on 26/09/2023.

Procurement Advice:

Request to establish a contract for the provision of Catering Equipment Maintenance & Specialised Coffee Equipment Maintenance does not pose any procurement risk to the Council. Procurement will support to provide best value for this requirement.

Advice provided by Holly Fisher (Lead Procurement Officer (Products)) on 12/09/2023.

Signatures

Cheryl Barnard (PH - Children, Young People & Education)

SIGNED and Dated: 04/01/2024

Catherine Underwood (Corporate Director for People)

SIGNED and Dated: 22/12/2023