

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE**10 April 2018**

Subject:	Supply and Delivery of Frozen Food and Grocery		
Corporate Director(s)/ Director(s):	Andy Vaughan, Corporate Director of Commercial and Operations		
Portfolio Holder(s):	Sally Longford, Portfolio Holder for Neighbourhood Services and Local Transport		
Report author and contact details:	Thomas Ali, Food Development Officer Thomas.Ali@nottinghamcity.gov.uk , 01158761743		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £6,000,000			
Wards affected: All Wards		Date of consultation with Portfolio Holder(s): 20th March 2018	
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input checked="" type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
We have 83 sites split between schools, commercial and care homes which all require frozen food or grocery products. The previous contract has been running for 4 years.			
This applies to schools, commercial units and care homes, covering all wards in city.			
Exempt information:			
None			
Recommendation(s):			
1) To approve the undertaking of a full tender to procure a contract for the supply of frozen food and groceries. The contract will be for a 2 year period with the option to extend for a further 1 + 1 years.			
2) To delegate authority to the Corporate Director for Commercial and Operations to award the contract following the tender process.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current contract for the supply of frozen food and groceries expires on 01/10/2018. A new contract needs to be put in place and therefore a competitive tender process will ensure that both quality of product and value for money for the commercial and education sites.
- 1.2 This is a contract for supplies and is subject to the Public Contracts Regulations 2015 which requires the City Council to undertake a competitive tender process to award the contract.
- 1.3 The rationale for the decision is that all this expenditure will be covered by the charges for school meals, that is either through paid meals or the Free School Meals budget or income from commercial sites.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 We have 83 sites split between schools, commercial and care homes which all require frozen food or grocery products. The previous contract has been running for 4 years. The previous tender was a framework tender with Nottinghamshire County Council, which proved to be less competitive at reducing food costs and providing a quality service. Looking to have individual tender with option for frozen food and grocery to be split and supplied by different businesses to provide a more bespoke, cost effective offer and look to use local suppliers where possible. This will reduce food miles.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing. This option has been rejected as Nottingham City Council needs a supplier to provide food to the schools and commercial units to ensure that services continue to be provided to citizens.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 Base budget for the annual cost already exists within schools and commercial catering. Annual spend is typically between £2m and £2.5m on food provisions in total. This tendering exercise will help schools and commercial catering to continue to contribute a surplus to the MTFP through greater value for money and competitive pricing.
- 4.2 The contract should adhere to Financial Regulations and be reviewed throughout and at the end to ensure prices remain competitive and are still fit for purpose for the service.
Phil Gretton Senior Commercial Business Partner 12th March 2018

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered into.

Paul Ritchie, Lead Procurement Officer 08 March 2018.

- 5.2 This report raises no significant legal issues provided the contract is awarded in compliance with the Public Contracts Regulations 2015 and the City Council's Financial Regulations.

Andrew James Team Leader (Contracts and Commercial) 12th March 2018

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

- 6.1 Not Applicable

7 SOCIAL VALUE CONSIDERATIONS

- 7.1 Procuring best quality provisions to provide a nutritious and balanced diet to the City's schoolchildren, Residential Unit users and staff. The tender will be open to local suppliers for consideration, this will allow us to be more flexible with our purchasing and where possible use local suppliers. This will benefit by reducing food mileage and keeping transport costs low.

8 REGARD TO THE NHS CONSTITUTION

- 8.1 Not applicable

9 EQUALITY IMPACT ASSESSMENT (EIA)

- 9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because:

No equality issue will result as part of this decision, this is a process to procure products for the service and does not involve amending any current policies.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 10.1 None.

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 11.1 None.