



To: Finance, Resources and Customer Services Policy Board

On: 27th March 2019

Report by: The Chief Executive and the Director of Finance & Resources

Heading: Framework Agreement for Catering Services (RC-CPU-16-153)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a framework agreement for Catering Services.
 - 1.2 The recommendation to award this contract follows a procurement exercise which was conducted in accordance with the above OJEU Threshold Open Procedure for Services and the Council's Standing Orders relating to Contracts.
 - 1.3 A contract strategy was approved by the Head of Finance and the Procurement Operations Manager on 9th November 2018.
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2. Recommendations

It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- 2.1 The Head of Corporate Governance to establish a Framework Agreement on behalf of the Council and Renfrewshire Leisure Limited, for Catering Services with the following two suppliers.

1. It's All Food Group Limited.
 2. Est Ecosse Limited Trading as Taste Buds Paisley.
 - 2.2 The anticipated commencement date for the Framework is 16 April 2019 until 15 April 2021 with the Council reserving the option to extend this Framework Agreement on two separate occasions each of 12 months until no later than 15 April 2023.
 - 2.3 The total maximum Framework Agreement value of up to £175,000 excluding VAT for the initial two year term with an additional maximum annual value of £87,500 excluding VAT for each of the optional two separate extensions.
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3. **Background**

- 3.1 The Council and Renfrewshire Leisure Limited host various events and meetings which require catering on an ad hoc basis. Catering requirements can range from coffee / teas, lunches for meetings to sit down dinner with a bar service and this procurement exercise was conducted by the Council on behalf of both parties to address these catering requirements.
- 3.2 The contract notice was dispatched via the Public Contract Scotland advertising portal to the Official Journal of the European Union (OJEU) published on the 24 November 2018. Tender documentation was available for downloading from the Public Contract Scotland – Tender platform.
- 3.3 During the tendering period two companies expressed an interest in the Framework Agreement (“the Framework”). By the closing date of 12 noon on 11 January 2019, two tender submissions were received.
- 3.4 The tender submissions were evaluated against a pre-determined set of criteria within the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety.
- 3.5 All supplier submissions complied with the minimum criteria of the (ESPD) and progressed to the evaluation award criteria, which was based on a weighting of 40% Quality and 60% Price. This is a ranked Framework and the outcome of this evaluation determined the ranking for each supplier as shown below:

Tenderer Name	Quality Score (40%)	Price Score (60%)	Total Score (100%)	Rank
IT'S ALL FOOD GROUP LTD	32.25	60.00	92.25	1 st
Est Ecosse Limited	22.50	45.15	67.65	2 nd

3.6 All call-off contracts for Goods will be ordered subject to the Standard Terms of appointment for Supply issued with the tender. Goods are ordered via direct award (using the Order Form issued with the tender) and according to ranking to the supplier ranked first. Should this supplier be unable to deliver the order, the order would then be offered to the supplier ranked second.

3.7 It is anticipated that the first ranked supplier, It's All Food Group Ltd will receive the majority of the call off contracts.

3.8 Community Benefits were sought as part of this Framework. The first ranked supplier, It's All Food Group Limited have committed to delivery of the Community Benefits shown below. The second ranked supplier has also committed to delivery of community benefits should they receive a higher proportion of the orders under this Framework than is currently anticipated.

Community Benefit Description	No of People/Activity
Job for an unemployed individual from a Priority Group	1
Job for an unemployed individual	2
Skills training Job placement	2
Non-financial support for a Community Project	1

Implications of the Report

1. **Financial** – Financial costs will be met by the individual Service budgets as and when required.
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning**

Our Renfrewshire is fair – It's All Food Group Limited have confirmed that all of their staff are paid at least the Scottish Living Wage or above.

The community benefits submitted under this contract and listed within section 3.8 of this report contribute to delivery of the following strategic outcomes:

- Tackling inequality, ensuring opportunities for all; and
- Working together to improve outcomes

4. **Legal** – The procurement of this Framework was conducted in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts for above EU threshold Services Contract.
5. **Property/Assets** – No property/asset implications have arisen or are anticipated.
6. **Information Technology** – No information technology implications have arisen or are anticipated.
7. **Equality & Human Rights** –
 - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – The suppliers' health and safety documentation were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – Procurement of this Framework was conducted in accordance with the Open procedure for above EU threshold level Services under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts.
10. **Risk** – The supplier's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.

11. **Privacy Impact** – No Privacy Impact implication has arisen or is anticipated.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.

List of Background Papers

- (a) None

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