

To: Finance, Resources and Customer Services Policy Board

On: 5th September 2018

Report by: The Chief Executive and Chief Officer, Renfrewshire Health and Social Care Partnership

Heading: The Preparation and Delivery of Community Meals (Sandwiches)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award the contract for the Preparation and Delivery of Community Meals (Sandwiches) to PJ's Foods Limited.
 - 1.2 The recommendation to award this Contract follows a procurement exercise which was conducted in accordance with the above EU Threshold Open Procedure for Supply and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Chief Finance Officer, Renfrewshire Health and Social Care Partnership on 8 May 2018.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resource and Customer Services Policy Board authorise:

- 2.1.1 The Head of Corporate Governance to award a Contract for the Preparation and Delivery of Community Meals (Sandwiches) to PJ's Foods Limited.
 - 2.1.2 A maximum spend of up to £116,121.60 excluding VAT for the initial 2 year period of the contract. The contract required Fixed Pricing for the first 2 years. If both extension options are taken up and pricing remains fixed at current rates, note that the total contract value may increase to £232,243.20; and
 - 2.1.3 The initial contract period of 2 years from 15 December 2018 to 14 December 2020 with the option to extend for an additional 12 months on two separate occasions until no later than 14 December 2022.
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3. **Background**

- 3.1 In order to ensure the continuation of Renfrewshire Council's strategic outcomes of protecting vulnerable people and delivering community-based services within Renfrewshire, as provided within the Renfrewshire Council Plan 2017-2020, the Renfrewshire Health and Social Care Partnership seek to continue the Community Meals (Sandwiches) Service for vulnerable citizens within Renfrewshire.
- 3.2 The Preparation and Delivery of Community Meals (Sandwiches) allows individuals to maintain their independence within the community. The Council's in-house community meals service delivers hot and cold meals to the doors of service users twice a day, 365 days a year.
- 3.3 This procurement process was conducted in accordance with the above EU Threshold Open Procedure for Supply and the Council's Standing Orders Relating to Contracts. A contract notice was despatched via the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 16 May 2018.
- 3.3 During the tendering period, eight (8) companies expressed an interest in the tender opportunity. By the tender return date, 21st June 2018, three (3) companies submitted a response and five (5) failed to respond.
- 3.4 In accordance with Standing Order 11.5, all three (3) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Renfrewshire Health and Social Care Partnership and the Council's Corporate Procurement Unit; Corporate Risk and Corporate Health and Safety. All three (3) tender submissions

confirmed compliance with the minimum selection criteria set within the ESPD and each were then evaluated against the published set of criteria of 45% Quality and 55% Price.

- 3.5 The scores relative to the Award Criteria for each of the three (3) Tenderers are noted below:

		Quality (45%)	Price (55%)	Total (100%)
1	PJ's Foods Limited	31.13	55.00	86.13
2	Greenhouse Community CIC	20.00	47.05	67.05
3	Operetta Glasgow Ltd	26.75	35.67	62.42

- 3.6 The evaluation of tender submissions received identified that the tender submitted by PJ's Foods Limited was the most economically advantageous tender submission.

- 3.7 Community Benefits were requested as part of this procurement process and PJ's Foods Limited advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:

Community Benefit Description	No of People / Activity
New Entrant	5
Work Experience Placements (16+ years of age)	2
Further Education Visits	2
S/NVQ (or equivalent) for an existing employee	5
S/NVQ (or equivalent) for new entrants	5
Financial Support for a Community Project	1

Implications of the Report

1. **Financial** - The financial status of PJ's Foods Limited was assessed by undertaking a Dun & Bradstreet check which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.

2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning** –
 - Building strong, safe and resilient communities – The community meals service supports independent living for the elderly and vulnerable and supports the protection of the elderly, ensuring they are provided with nutritious meals twice daily.
 - Tackling inequality, ensuring opportunities for all – The provision of a community meals service allows the elderly and vulnerable citizens of Renfrewshire to remain in their homes and within their communities for as long as possible, reducing hospital admissions and admissions to care homes within the area. This service also supports the prevention of health inequalities by ensuring service users receive nutritious and substantial meals and snacks twice a day.
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts using an above EU Open Procedure for a Supplies Contract.
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - 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.
8. **Health & Safety** – PJ's Foods Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** - PJ's Foods Limited's insurances have been assessed and evaluated and confirm that they will meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - None

12. **Cosla Policy Position** – None

List of Background Papers - None

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