

## Report of Venues Manager

## Report to Chief Officer Culture and Sport

**Date: 2 January 2018**

**Subject: Waiver of CPR 8.2 for provision of Matthew Clark to supply beers, wines, spirits and soft drinks to various city wide venues until the 31 December 2018.**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Summary of main issues

1. Matthew Clark has been supplying beers, wines, spirits and soft drinks to various city wide venues since 2014. Their current contract ends on 20 July 2018.
2. A supplier is needed to continue to service the secondary sales for all events going forward.
3. We need to go through a full procurement process for this and therefore need time for this to be completed. Procurement has recommended that this can take up to 12 months, therefore we need an interim waiver to continue to use Matthew Clark whilst this is being done.
4. For Matthew Clark's to supply beers, wines, spirits and soft drinks until 31 December whilst a new tender process is carried out. The total cost for this is up to £50,000.

## Recommendations

5. It is recommended that the Chief Officer Culture and Sport notes the contents of this report and agrees to a waiver of CPR 8.2 for provision of Matthew Clark to supply beers, wines, spirits and soft drinks to various city wide venues until 31 December 2018 up to a total value of £50,000.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to advise whether to wave the procurement process to allow Matthew Clark to supply beers, wines, spirits & soft drinks to various city wide venues until 31 December 2018.

## **2 Background information**

- 2.1 Matthew Clark has been supplying beers, wines, spirits and soft drinks since 2014. During this time they have worked very closely with us to increase the growing relationship and to help deliver a better service for both LCC and our customers.

## **3 Main issues**

- 3.1 The current contract to supply beers, wines, spirits and soft drinks to various city wide venues ends on 20 July 2018.
- 3.2 Due to staff changes and shortages within the service it has not been possible to retender the contract during 2017.
- 3.3 It would not be possible to contract a supplier before the current contract comes to an end.
- 3.4 By extending the contract period it gives us time to go through a full procurement process to find the best supplier with resources and value for money to deliver the supply of beers, wines, spirits and soft drinks.
- 3.5 The net financial impact of this contract is positive for the Council, since sales of drinks offset the cost of purchasing them from a supplier.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There is no requirement for any consultation or engagement.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 The report contains no implications for Equality and Diversity / Cohesion and Integration.

### **4.3 Council policies and Best Council Plan**

- 4.3.1 The proposed extension would be in line with Council policy.

### **4.4 Resources and value for money**

- 4.4.1 Matthew Clark went through a rigorous tender process, where their resources and value for money were assessed. At the time they were chosen over the other tenders, as the best supplier.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no Legal or Access to Information implications. The report is not subject to Call In.

#### **4.6 Risk Management**

- 4.6.1 The report contains no Risk Management implications

### **5 Conclusions**

- 5.1 Due to staff changes and shortages within the service it has not been possible to retender the contract during 2017.
- 5.2 It would not be possible to contract a supplier before the current contract comes to an end.
- 5.3 By extending the contract period it gives us time to go through a full procurement process to find the best supplier with resources and value for money to deliver the supply of beers, wines, spirits and soft drinks.

### **6 Recommendations**

- 6.1 It is recommended that the Chief Officer Culture and Sport notes the contents of this report and agrees to a waiver of CPR 8.2 for provision of Matthew Clark to supply beers, wines, spirits and soft drinks to various city wide venues until 31 December 2018 up to a total value of £50,000.

### **7 Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.