

Contract Award for the Supply of Frozen Meals

Date: 31st May 2024

Report of: Head of Service Passengers, Cleaning & FM

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The current contract for supply of individual frozen meals is due to expire on 30th June 2024, with no further option for an extension.

The contract is for a period of 3 years starting on the 1st July 2024. There will be a further extension available to the contract for up to 12 months. One bid was received from the existing supplier Apetito Limited.

Meals at home provides hot meals and cold teas to vulnerable older people in Leeds 365 days a year, with approximately 10,000 meals delivered on a monthly basis.

The service operates from one site based in Leeds where frozen meals are ordered, stored, reheated, loaded into insulated packaging and then driven to customers in our own fleet of electric vehicles.

Contract award for the provision of individual and multi portion meals, will enable Leeds City Council to continue its successful Meals at Home service which supports some of the city's vulnerable older people.

Recommendations

The Chief Officer of Civic Enterprise Leeds is recommended to approve the contract award for the supply of individual and multi portion frozen meals to Apetito Limited, at an estimated value of £210k per annum, with a total value including extension of £840k.

The contract is due to commence on 1st July 2024, for a period of 3 years to 30th June 2027, with an option to extend of up to 12 months.

What is this report about?

- 1 This report seeks approval to award a contract for the provision of individual and multi portion frozen meals to commence on 1st July 2024 for a period of 3 years with the option to extend for up to 12 months.
- 2 The current contract for the supply of individual frozen meals is due to expire on 30th June 2024. This contract is with Apetito Limited.
- 3 A new contract is required to support the Meals at Home service, delivering hot meals daily, and in some cases supplying a cold tea option and conducting a welfare check to some of the city's most vulnerable citizens in Leeds.
- 4 Only one bid was received for this procurement activity from the current supplier Apetito Ltd.
- 5 The submission was evaluated on a price quality separated approach. The tender submission was evaluated for its quality element and passed the minimum threshold.
- 6 The submission was further checked for pricing and deemed to be acceptable.
- 7 Apetito Limited submitted a tender which met the specification, and will continue to work closely with the Council to ensure nutritional requirements for older people are met in each meal serving, as well as providing for individual clients, i.e. special diets, medical, religion and cultural needs.
- 8 The food basket was priced to show a unit price per meal, with units and cost per case and average meal weight as well as dietary information.

What impact will this proposal have?

- 9 Awarding this contract will ensure the Council has access to individual and multiportion meals for the purpose of reheating and delivering to some of the most vulnerable people within Leeds.
- 10 Awarding this contract will ensure we have a compliant contract in place and providing the Council with a value for money service. Having a compliant contract in place will ensure the Council can continue to support Adult Social Care in the delivery of the Meals at Home service.
- 11 An Equality, Diversity, Cohesion and Integration (EDCI) impact assessment was undertaken for this service and formed part of the authority to procure. There were no negative impacts identified.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 12 The Meals at Home service delivers high quality meals, helping elderly and vulnerable get the nutrition they need, also helping them to live in their home independently for longer. The service delivers a wide range of tasty meals to suit culture, preferences and diets contributing positively to the Health and Wellbeing of our customers.
- 13 The Meals at Home service will continue the delivery of meals utilising its fleet of electric vehicles which contributes to achieving the Councils Zero Carbon Ambition.
- 14 Consideration was also considered to environmentally friendly packaging for both individual and multi portion frozen meals, as well as further clarification on how it is delivered to site as part of this tender exercise.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

15 The decision to reprocure and award the contract has been discussed with PACS together with colleagues in Adults and Health, weekly assurance meeting colleagues have been consulted for their support in approval of this report.

What are the resource implications?

16 Resources are available from both CEL and PACS team to meet the requirements of this new contract award.

17 The proposed contract is £210k per annum which has been based on expenditure in the last current financial year.

18 There are no additional resource implications once this contract is awarded for the supply of frozen meals.

What are the key risks and how are they being managed?

19 Failure to award the new contract would result in non-compliant spend in this area. There is no significant risk of approving the award of this contract.

20 This contract is required for the continuation of the service in respect of the supply of meals to a vulnerable client group within Leeds.

What are the legal implications?

21 This report does not contain any exempt or confidential information.

22 This is an admin decision which is a consequence of a key decision, which was published on 21st March 2024 reference D57266, and will be subject to the processes as described in the Councils constitution.

Options, timescales and measuring success

What other options were considered?

23 Other procurement options have been considered and these are set out below:

- Do Nothing – the Council does not have the option to do nothing as it would result in a significant off contract spend.
- Taste test of comparable meals from supermarkets were undertaken, these could not meet the needs of our customers.

24 The new contract needs to be in place for 1st July 2024.

How will success be measured?

25 The scale of the financial challenge currently facing the Council means that it is vital we are getting value for money. To ensure this happens, this contract will be proactively managed and monitored.

26 Social Value will be addressed throughout this contract. Apetito Limited, as part of their tender submission, gave a commitment to social values against national themes, outcomes, and

measures. These will be evaluated and monitored as part of the contract management using the Social Value Engine.

What is the timetable and who will be responsible for implementation?

27 Throughout this procurement activity, the service has adhered to a proposed procurement timetable and is on target to meet the contract commencement date of 1st July 2024.

28 The Head of Service Passengers, Cleaning & FM is responsible for implementation.

Appendices

Appendix 1 Quality Evaluation summary (Confidential)

Background papers

- [Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk)