



**Report of Richard Jackson Head of Facilities Management and Cleaning Services
Report to Director of Resources and Housing**

Date: 13th February 2020

Subject: Authority to procure a contract for the supply of individual frozen meals

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input checked="" type="checkbox"/> Yes <input 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

1. Main issues

- The current contract for supply of individual frozen meals and hire of regeneration vehicles is due to expire on 30th June 2020.
- No further extensions to the contract are available.
- Meals at home provides hot meals and cold teas to vulnerable older people in Leeds 365 days a year approximately 10,500 meals are delivered on a monthly basis.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- By ensuring a compliant contract is in place, services provided by Leeds City Council will continue to offer a service to Leeds residents, consisting of a healthy balanced meal which meets nutritional standards and ensure the service user remain hydrated throughout the day
- By ensuring a compliant contract is in place, this service provided by Leeds City Council helps develop safe strong communities protecting the most vulnerable within the community. The continuation of this service ensures a safe provision for Leeds residents by enabling them to live independently within their home for a longer period.

3. Resource Implications

- Resources are available from both CEL and the Procurement Unit to meet the requirements of a tender exercise in order to award a contract.
- There are no additional resource implications once a contract is awarded.

Recommendations

- a) The Director of Resources and Housing is recommended to approve the commencement of a procurement exercise in order to secure a contract for the supply of individual frozen meals. The contract is due to commence on the 1st July 2020 for a period of 3 years with 1 x 12 month option to extend.
- b) The Director of Resources and Housing and Chief Officer of CEL is also recommended to approve the tender evaluation on 70% price and 30% quality split with quality to be evaluated by responses to a number of technical questions.

1. Purpose of this report

- 1.1 The purpose of this report is to seek approval to tender for the provision to supply individual frozen meals.

2. Background information

- 2.1 The current contract is due to expire on 30th June 2020.
- 2.2 A new contract is required which will demonstrate value for money, the estimated value for this contract is £210,000 per annum.
- 2.3 This contract is required by Meals at Home service for the supply of individual frozen meals within the Leeds City Council boundary.

3. Main issues

- 3.1 The current contract for supply of individual frozen meals is due to expire on 30th June 2020.
- 3.2 This procurement exercise will ensure that nutritional requirements for older people are met in each meal, ensuring minimum food requirements have been met as well as meeting individual needs according to special diets, medical needs, religion and race.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The decision to re-tender the contract has been discussed with both Procurement, other areas of the Council who buy from the existing framework and the current contract provider.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An equality, diversity and cohesion screening document has been undertaken and it is not considered that the content of this report or the recommendations made will have any impact on any specific group or individuals.

4.3 Council policies and the Best Council Plan

- 4.3.1 The services provided under this report will contribute to the Councils business plan through spending money wisely, contribute to developing an age friendly Leeds by promoting opportunities for older people to be healthy, included and respected.

The service provided under this report helps develop safe strong communities protecting the most vulnerable keeping them safe from harm and supporting self-care.

Climate Emergency

- 4.3.2 In order to meet climate emergency expectations a comprehensive route planning exercise is undertaken on a regular basis to ensure mileage is reduced to the minimum on all routes planned.
- 4.3.3 The service is looking to insource the delivery of the meals using LCC electric vehicles rather than the existing diesel fuel vehicles, this will aid Leeds City Council to comply with the Clean Air Zone.

4.4 Resources, procurement and value for money

- 4.4.1 The contract is to be tendered to enable market testing to take place and to make sure that best value is achieved, due to the inflationary pressure on food costs.

4.5 Legal implications, access to information, and call-in

- 4.5.1 Contract procedure rules allows the contract to be re-tendered before its expiry date of 30th June 2020.
- 4.5.2 This report does not contain any exempt or confidential information.
- 4.5.3 This is a key decision and will be subject to the dual processes as prescribed in the Councils constitution.

4.6 Risk management

- 4.6.1 Not carrying out a contract renewal would exclude LCC from testing the current market and would mean there would be non-contract spend in this area.
- 4.6.2 There is no significant risk in approving the commencement of a procurement exercise.
- 4.6.3 The contract is required to enable continuation in the service in respect of the supply of meals to a vulnerable client group within Leeds.

5. Conclusions

- 5.1 A full tender exercise should be undertaken for the supply of individual frozen meals.

6. Recommendations

- 6.1 The Director of Resources and Housing is recommended to approve the commencement of a procurement exercise in order to secure a contract for the supply of individual frozen meals. The contract is due to commence on the 1st July 2020 for a period of 3 years with 1 x 12 month option to extend.

- 6.2 The Director of Resources and Housing and Chief Officer of CEL is also recommended to approve the tender evaluation on 70% price and 30% quality split with quality to be evaluated by responses to a number of technical questions.

7 Background documents¹

- 7.1 None.

¹ 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.