



Report of Head of Catering Services

Report to Chief Officer, Civic Enterprise Leeds

Date: 11 March 2021

Subject: Supply of Freshly Filled Sandwiches and Wraps

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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: 10.4(3) Appendix number: 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Summary

1. Main issues

- The current contract for the supply of freshly filled sandwiches is due to expire on 31 March 2021.
- New contracts are required to continuing requirements for the delivery of freshly made in schools, Adult Social Care (Meals at Home) and commercial venues
- A tender exercise was undertaken, and there is one successful bidder for all lots. The total value of all lots is estimated at £115k per year.
- This report seeks approval to award contracts in 3 lots to Limetree Foods Ltd, T/a Sandwich King
- Where pre-packaged items are offered for sale, whether on or off premises, there is already legal requirement for appropriate labelling detailing allergens.
- The contract will be awarded for 1 year from 1 April 2021 with the option of 3 x 12 month extensions

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

- By ensuring a compliant contract is in place, this supports services provided by Leeds City Council which continues to develop safe strong communities protecting the most vulnerable within the community. This contract will continue to ensure a

safe provision for Leeds residents by enabling them to live independently within their home for a longer period.

- Having access to a contract for the delivery of a freshly made sandwich contract supports the provision of suitable affordable foods to support the welfare of all age groups. This includes emergency provision within education settings when needed.
- The preferred bidder has provided a return through the social value portal (SVP), which will bring additional benefits to the citizens of Leeds.

3. Resource Implications

- Budget resources are available from CEL to meet the requirements of this contract award. For the commercial lot, using this contract will lead to income generation.
- There are no additional resource implications, once the new contracts are awarded.

Recommendations

The Chief Officer of CEL is recommended to approve the award of the following contracts to Limetree Foods Ltd t/a Sandwich King as follows:-

Lot 1 – Delivery of Freshly Filled Sandwiches and Wraps (Schools) – contract catering £50,000 per annum

Lot 2 – Delivery of Freshly Filled Sandwiches and Wraps (Adult Social Care) – contract catering £25,000 per annum

Lot 3 – Delivery of Freshly Filled Sandwiches and Wraps – commercial catering £40,000 per annum

The contracts are to run for an initial period of 1 year from 1 April 2021 with the option of 3 x 12 month extensions.

1. Purpose of this report

- 1.1 This report is seeking approval from the Chief Officer, CEL, to award a contracts for the delivery of freshly filled sandwiches and wraps to Limetree Foods Ltd t/a Sandwich King

2. Background information

- 2.1 The current contracts for the supply of freshly filled sandwiches is due to expire on 31 March 2021.
- 2.2 There continues to be requirement across schools, Adult Social Care (Meals at Home) and commercial venues
- 2.3 Supply of filled sandwiches provide a cost effective solution within Education and ASC sectors.
- 2.4 Commercial venues require suitably packaged products, which will encourage repeat business, whilst meeting current and future labelling regulations for sale of pre-packaged goods.

3. Main issues

- 3.1 Tenderers were asked to provide a written quality return, detailing a number of quality questions. This included using the Social Value Portal, to determine what additional social value the successful tenderers felt able to offer to the contract.
- 3.2 There were two tenders received through the YORtender portal for evaluation. These being from Simply Lunch and Limetree Foods Ltd t/a Sandwich King
- 3.3 The Social Value Portal was used to evaluate the additional benefits that are offered by tenderers. The returns are independently assessed by the SVP team.
- 3.4 The two bids were evaluated and Simply Lunch failed to achieve the minimum score on a number of questions, and as such were not invited to supply samples.
- 3.5 During sampling, in addition to the organoleptic evaluation, packaging was assessed for ease of opening, environmental impact, and for commercial venues the suitability and attractiveness of packaging.
- 3.6 Limetree Foods Ltd t/a Sandwich King, met the scoring requirements of the quality evaluation including SVP and product sampling for all three lots.
- 3.7 Allergen labelling for pre-packaged products has been in place since 2014. (The Food Information Regulations 2014 in England). This applied to pre-packaged foods, but exempted items made and packaged for sale on the premises.
From October 2021, any product that is produced and packaged on site, must comply fully with labelling regulations.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 End users were consulted in their continuing requirements for the provision of the supply of freshly filled sandwiches.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 The Equality Screening exercise was undertaken at the authority to procure stage, and there is no adverse equality impact to the service users, staff and the wider community.

4.3 Council policies and the Best Council Plan

- 4.3.1 Compliant contracts support services provided by Leeds City Council which continue to develop safe strong communities protecting the most vulnerable within the community. This contract will continue to ensure a safe provision for Leeds residents by enabling them to live independently within their home for a longer period.
- 4.3.2 The preferred bidder has provided a return through the social value portal (SVP), which will bring additional benefits to the citizens of Leeds.

Climate Emergency

- 4.3.3 The successful contractor will work with Leeds City Council to meet requirements to reduce their impact on the environment. This will include looking at sustainability of

food components in the products, and how packaging, environmental impacts, can be reduced through recycling and/or composting.

- 4.3.4 Assessment of packaging was undertaken at sampling of products. Packaging is marked a recyclable.

4.4 Resources, procurement and value for money

- 4.4.1 The contract was procured in full compliance with LCC's Contract Procedure Rules (CPRs).
- 4.4.2 There are no additional resource implication to manage these contract.
- 4.4.3 These contracts are awarded on the basis of all bidders have their quality responses evaluated. All bidders that successfully pass the quality evaluation, have their pricing analysed, the preferred bidder would then be the tenderer who has submitted the lowest priced basket.
- 4.4.4 In this case, there was only one bidder that passed the quality evaluation. They had however provided the lowest priced basket.

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

- 4.5.1 This is a significant operational decision and is not subject to call in.
- 4.5.2 The contracts have been procured, with advice from procurement and commercial services and are therefore fully compliant

4.6 Risk management

- 4.6.1 The contracts will provide products which will meet current and future labelling requirements, which will reduce and mitigate the risk around providing these products to end consumers.
- 4.6.2 Not to award contracts will result in non-contract spend being incurred, as these contracts are required to meet current service needs.

5. Conclusions

- 5.1 There is a continuing requirement for freshly filled sandwiches and wraps across a number of LCC services.
- 5.2 The current contract expires on 31 March 2021
- 5.3 The new contracts will run from 1 April 2021 for 1 year, with the option of 3 x 12 month extensions
- 5.4 The estimated contract values are as follows:-
- Lot 1 – Delivery of Freshly Filled Sandwiches and Wraps (Schools) – contract catering £50,000 per annum
 - Lot 2 – Delivery of Freshly Filled Sandwiches and Wraps (Adult Social Care) – contract catering £25,000 per annum
 - Lot 3 – Delivery of Freshly Filled Sandwiches and Wraps – commercial catering £40,000 per annum

6. Recommendations

The Chief Officer of CEL is recommended to approve the award of the following contracts to Limetree Foods Ltd t/a Sandwich King as follows:-

Lot 1 – Delivery of Freshly Filled Sandwiches and Wraps (Schools) – contract catering £50,000 per annum

Lot 2 – Delivery of Freshly Filled Sandwiches and Wraps (Adult Social Care) – contract catering £25,000 per annum

Lot 3 – Delivery of Freshly Filled Sandwiches and Wraps – commercial catering £40,000 per annum

The contracts are to run for an initial period of 1 year from 1 April 2021 with the option of 3 x 12 month extensions.

7. Background documents¹

7.1 Appendix 1 – evaluation results

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.