

# To secure a new Contract for the supply of Beers, Wines, Spirits and Soft Drinks

Date: 6<sup>th</sup> April 2022

Report of: Venues Manager

Report to: Chief Officer Culture and Economy

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- The purpose of this report is to seek approval to commence a new procurement exercise for the supply of beers, wines, spirits and soft drinks to Leeds City Council
- The current contract for beers, wines, spirits and soft drinks is due to end on 31 December 2022.
- Procuring new contracts will secure the secondary sales at the best possible price.
- The value of the current arrangement for beers, wines, spirits and soft drinks is estimated at £140k per annum, £560k over the term of the contract.

## Recommendations

- a) It is recommended that the proposals in this report are agreed. The Chief Officer, Culture & Economy is recommended to approve the commencement of a procurement exercise to secure a contract for the supply of beers, wines, spirits and soft drinks. The contract will start on 1 January 2023.

### **Why is the proposal being put forward?**

- 1 This report is to seek approval for the appointment of a supplier for the provision of beers, wines, spirits and soft drinks for Leeds City Council's events and activities.

### **What impact will this proposal have?**

**Wards Affected:**

Have ward members been consulted?      Yes      No

### **What consultation and engagement has taken place?**

- 2 It is not considered that the content of this report or the recommendation made will have a significant impact on any particular ward or community
- 3 Officers from Sports and Parks and Countryside were consulted as part of the review of the secondary sales provision.

### **What are the resource implications?**

- 4 Any contracts entered into as a result of the procurement exercise will be used for the purchase of beers, wines, spirits and soft drinks. This forms an essential element in delivering secondary sales across Leeds City Council services.
- 5 Any contracts entered into as a result of the procurement exercise will be regularly reviewed by monitoring market conditions and trading indices to ensure continuing value for money.
- 6 Resources are available from both CEL and PPPU to meet the requirements of a tender exercise to award a contract for the supply of beers, wines, spirits and soft drinks.
- 7 There are no additional resource implications once contracts for the supply of beers, wines, spirits and soft drinks are awarded.

### **What are the legal implications?**

- 8 The value of the contract is £140k per annum, £560k over the term of the contract, and as such is a key decision.

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

- 9 The contract will be managed and monitored regularly to ensure the benefits of the services are maximised and the contractor's performance will be measured over the life of the contract.
- 10 The Council will reserve the right to request a variation to the pricing schedule due to any price reductions. In the event the contractor is unable to agree a change the Council may terminate the Contract with an agreed notice period.

## Does this proposal support the council's 3 Key Pillars?

Inclusive Growth

Health and Wellbeing

Climate Emergency

- 11 Supports growth and investment and building longer-term economic resilience
- 12 Working alongside Leeds City Council to support managing conditions in the community
- 13 Using less energy or more energy efficient equipment and working to reduce travel and transport impacts
- 14 There will be a specific reference about carbon footprint, which will be part of the evaluation criteria The Contractor shall in performing the service for this contract meet all Legislation, Guidance and Good Industry Practice in environmental management and meet the objectives of the Council's sustainability policies.
- 15 It is paramount that procurement within Leeds City Council is undertaken with a view to ensure openness, transparency and fairness. As such the contract for the supply of beers, wines, spirits and soft drinks will be procured in line with Leeds City Councils PPPU policy and procedures.
- 16 Evidence of added social value to be considered and this will be developed as part of the tender process.

## Options, timescales and measuring success

### a) What other options were considered?

- 17 There are no other options to be considered

### b) How will success be measured?

- 18 Leeds City Council will have overall operational control and the approved contractor will comply with all instructions from them.

### c) What is the timetable for implementation?

- 19 The timescales are May to August 2022 – Scoping. September – Tender. October – Evaluation. November – Award. December – Mobilisation. 1 January 2023 – Start of Contract.
- 20 The contract term will be for a period of 2 years with an option to extend for a further 2 years.

## Appendices

- 21 None.

## Background papers

- 22 None.