

Supply of fully managed and serviced vending machines – 12 month contract extension

Date: 22/07/2022

Report of: Head of Active Leeds

Report to: Chief Officer of Operations and Active Leeds

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The Chief Officer, Culture and Sport previously authorised the award for the supply of a fully managed and serviced vending machine contract. Contract Reference DN411576

The supply of vending machines contract commenced on 1st August 2019 with a 3 year contract period and 1 x12 month option to extend. With the extension approval the contract end date will be 31/07/2023.

The contract is split into four separate Lots:

Lot 1 (Cold Drinks) – Selecta UK Ltd

Lot 2 (Hot Drinks) – Wilkes Vending Ltd

Lot 3 (Snacks) - Wilkes Vending Ltd

Lot 4 (Sports Nutrition) – Selecta UK Ltd

Approval is to extend Lots 2 and 3 for the additional 12 months with Wilkes Vending Ltd.

Lots 1 and 4 are not to be extended with Selecta UK Ltd at this time as the supplier is no longer able to meet requirements.

The contract value for Lots 2 and 3 is estimated at £120k per annum with an estimated rebate to Active Leeds of £31k per annum.

Recommendations

- a) Authorise approval of the 12 month contract extension for Lots 2 & 3 with Wilkes Vending Ltd
- b) Lots 1 and 4 – Sports nutrition and Cold drinks are not to be extended as Selecta UK Ltd can no longer meet vending requirements.

What is this report about?

- 1 Approval for the 12 month contract extension clause for Lots 2 and 3 of the vending contract.

What impact will this proposal have?

- 2 Extending the contract for Lots 2 and 3 will ensure continuity of vending services across sites.

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

- Health and Wellbeing Inclusive Growth Zero Carbon

What consultation and engagement has taken place?

Wards affected:
Have ward members been consulted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

What are the resource implications?

- 3 This is a fully managed service, and the supplier is responsible for supply and service of vending machines and products.

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

- 4 There is a risk that sites could be left without vending supplies. Another supplier will be sought that can meet requirements for Lots 1 and 4.

What are the legal implications?

- 5 The extension of the contract will continue under the same terms and conditions.

Options, timescales and measuring success

What other options were considered?

- 6 As a service, extensive work has been done with Public Health England to reduce high sugar, high fat and high calorie products with the vending machines. As a service we are looking to provide a greater range of healthier alternatives within vending as well as still giving customers a good choice of options available.

How will success be measured?

- 7 Success is a fully managed service providing great products that meet all requirements and also provides a competitive income rebate to Active Leeds.

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

- 8 There is a 4 week mobilisation period within the contract for removal of vending machines which are no longer in use. The supplier is responsible for removal and relocation of machines.

Appendices

- None

Background papers

- None