

Authority to Procure new contracts for the supply of Catering Light Equipment and Catering Disposables

Date: 09 May 2022

Report of: Head of Catering and Fleet Services

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

What is this report about?

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

- New contracts the supply of catering light equipment and catering disposables is required to meet the requirements of catering operations across the city
- Having compliant contracts demonstrate the market has been tested and any new contracts offers very good value for money
- A supply of catering light equipment and catering disposables ensure catering services is able to produce healthy balanced options are available to service users
- These contracts will support front line council in delivering their services.

Recommendations

The Chief Officer Civic Enterprise Leeds is recommended to give the authority to procure new contracts for the supply of catering light equipment and catering disposables.

The new contracts are due to commence on 3 January 2023 for a period of 2 years, with 1 x 12month extension. Estimated annual value of £90,000 for catering light equipment and £50,000 for catering disposables. Total value (including extension) £420,000

Why is the proposal being put forward?

- 1 The current contracts on DN333117 supply of catering light equipment and catering disposables are due to end on 01 January 2023, with no option to extend.
- 2 The current contract was for a three year with 1 x 12 month extension period, from 2 January 2019 to 1 January 2023. All available extensions have now been taken.
- 3 Leeds City Council require compliant contracts to ensure they can continue to provide catering services that are provided across the city.
- 4 Not to approve this request to give authority to procure new contracts risks non-compliant spend, higher prices, and potentially affecting continuity of supply.

What impact will this proposal have?

Wards affected:

Have ward members been consulted? Yes No

- 5 Approving the authority to procure new contracts will ensure the council will continue to have access to a supply of catering light equipment and catering disposables.
- 6 Having a compliant contract/framework in place will ensure the council can continue to access catering light equipment and catering disposables for the council to meet their front-line service requirements. This includes the provision of school meals, including free school meals
- 7 If a new contract/framework is not in place, the Council will be subject to non-compliant spend and potentially significantly higher prices.
- 8 The tender opportunity will allow the Council to test the market with the view to maintaining costs in this area.
- 9 PACS and Catering Leeds (CL) will re-evaluate the specification prior to going out to tender to mitigate any possible price increases given the current economic situation. This will include analysing items purchased and the way they are purchased and delivered.
- 10 CL have a fixed budget for purchasing catering light equipment and catering disposables, any changes to specifications will be done to maximise purchasing power within these budgets.
- 11 The Council will work with the successful bidder(s) to mitigate any impacts of inflation in this sector. The council will work with the successful bidder(s) to look for further efficiencies and added social value.
- 12 The Council will work with the successful bidder(s) to reduce carbon emissions in providing this service. For catering disposables only items which are fully recyclable or compostable will be considered during the tender submission. The successful bidder(s) will also be required to make an offer of social value.

What consultation and engagement has taken place?

- 13 Catering Leeds have been consulted as to their continuing requirements.

What are the resource implications?

14 Leeds Catering and PACS have resources available to procure new contracts either by tender or through an external framework for the supply of catering light equipment and catering disposables.

What are the legal implications?

15 PACS have advised there are no legal implications to procure new contracts for the supply of catering light equipment and catering disposables.

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

16 i) A key risk is to ensure that compliant contracts are successfully procured. PACS will guide catering services to ensure risks are minimised in this procurement.

ii) Not to procure contracts risks the council having to incur non-compliant spend with higher costs. PACS and catering services will ensure compliant contracts are in place by 3 January 2023

Does this proposal support the council's three Key Pillars?

Inclusive Growth

Health and Wellbeing

Climate Emergency

17 i) The new contracts will ensure catering services can continue to offer healthy meal choices to all citizens of Leeds.

ii) The council will work with the successful bidder(s) to reduce environmental impact of the contracts. This will, where possible, using greener vehicle, sourcing products closer to Leeds and making fewer deliveries.

iii) only catering disposables which are fully recyclable or compostable will be considered.

Options, timescales and measuring success

What other options were considered?

18 When approval is given PACS and catering services will confirm the best procurement process that will meet the requirements for the council.

How will success be measured?

19 Success will be measured by procuring compliant contracts that meet the requirements of the council for the supply of catering light equipment and catering disposables, whilst offering excellent value for money.

What is the timetable for implementation?

20 The new contracts need to be in place for 3 January 2023.

Appendices

21 Appendix A – EDCI Screening Form

22 Appendix B – DPIA catering light equipment and catering disposables

Background papers

23 None