

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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|--------------------------------------|--|--|--|
| Decision type | <input type="checkbox"/> Key Decision | <input checked="" type="checkbox"/> Significant Operational Decision | <input type="checkbox"/> Administrative Decision |
| Approximate value | <input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 |
| Director¹ | Director of Resources | | |
| Contact person: | Mandy Snaith | Telephone number: 37 82332 | |
| Subject²: | To award Contracts for the Supply of Groceries | | |
| Decision details³: | <p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p style="text-align: center;">The Chief Officer Civic Enterprise Leeds awarded contracts from 3 April 2023 for a period of 16 months with the option of 1 x 12 month extension for the following:-</p> <p style="text-align: center;">Lot 1 – Dairy and Non-dairy, to AF Blakemore & Son t/a Blakemore Foodservice for an estimated annual value of £498,000. Total value including extension £1,161,000.</p> <p style="text-align: center;">LOT 2 – Dry Goods to AF Blakemore & Son t/a Blakemore Foodservice for an estimated annual value of £572,000. Total value including extension £1,334,000</p> <p style="text-align: center;">Lot 3 – Tinned Goods to JJ Food Service Ltd for an estimated annual value of £274,000. Total value including extension £638,000</p> <p style="text-align: center;">Total annual estimated value £1,342,000 including extension £3,313,000</p> <hr/> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>A new contract for the supply of groceries is required to meet the requirements for catering operations across the city</p> | | |

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list


³ Simply refer to supporting report where used as these matters have been set out in detail.

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| | <p>Leeds City Council require compliant contracts to ensure they can continue to provide groceries as a healthy and nutritious part of catering services that are provided across the city.</p> <p>The council published the tender opportunities on the YorTender portal on 25 January 2023, by accessing YPO framework - Food Deal DPS – Category 1, Groceries – 985.</p> <p>The method to be used was price quality separator where all suppliers have their submissions evaluated. All suppliers that pass the quality evaluation, will have their pricing analysed, with the lowest priced bidders, for each lot, then becoming the preferred bidder</p> <p>Procurement and Commercial Services (PACS) have advised there are no legal implications in awarding these new contracts for the supply of groceries</p> <p>This is a significant operational decision as a direct result of a key decision ref D55860 “To Seek Authority to Procure a Contract for the Supply of Groceries and Provisions” and therefore not subject to call in</p> |
| | <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>N/A</p> |
| Affected wards: | N/A |
| Details of consultation undertaken⁴: | <p>Executive Member</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p> <p>PACS have advised there are no legal implications to procure a new contract for the supply of groceries.</p> |
| Implementation | <p>Officer accountable, and proposed timescales for implementation</p> <p>Mandy Snaith – new contract to be in place for 3rd April 2023</p> |
| List of | Date Added to List:- |

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

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| Forthcoming Key Decisions⁷ | If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision | |
| | If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____ | |
| Publication of report⁸ | If not published for 5 clear working days prior to decision being taken the reason why not possible: | |
| | If published late relevant Executive member's approval Signature _____ Date _____ | |
| Call In | Is the decision available ⁹ for call-in? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: | |
| Approval of Decision | Authorised decision maker ¹⁰ Chief Officer CEL - Sarah Martin | |
| | Signature  | Date: 15.03.2023 |

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.