

Authority to award contract for the supply of frozen foods

Date: 28 April 2023

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

Brief summary

- This report requests the award of a new contract for the supply of frozen foods from 1 August 2023.
- Awarding this contract will allow the continuation of the provision of school meals and meal services to adult social care units and commercial income generating sites.
- The contract has been tendered by using the YORtender portal.
- Tender submissions were evaluated using the price quality separator.
- Appendices are deemed to be confidential under Access to Information Procedure Rule number: 10.4(3)

Recommendations

- a) The Chief Officer Civic Enterprise Leeds is recommended to award new contract from 1 August 2023 for a period of 3 years with the option of 2 x 12-month extension for the following:

JJ Food Service Ltd for an estimated annual value of £1,659,000. Total value including extension £8,295,000

What is this report about?

- 1 The current contract for the supply of frozen foods expires on 31 July 2023 with no option to extend.
- 2 The council published the tender opportunities on the Contracts Finder and the YORtender portal on 23 March 2023. The tender was also advertised on Find a Tender.
- 3 The tender closed on 24 April 2023. The supply of frozen foods advertised as a single lot.
- 4 The method used was the price quality separator approach, where all bidders have their quality submissions evaluated. All bidders passing the quality evaluation, then have their pricing analysed, with the lowest priced bidder then becoming the preferred bidder.
- 5 There were 2 tender submissions in total, JJ Food Service Ltd and AF Blakemore & Son t/a Blakemore Foodservice Ltd.
- 6 Both bidders passed the quality evaluation and had their pricing analysed.
- 7 JJ Food Service Ltd offered the best prices.

What impact will this proposal have?

- 8 Approving the award of this new contract will ensure the council will continue to have access to a supply of frozen foods.
- 9 Having compliant contract in place will ensure the council can continue to access frozen foods for the council to meet their front-line service requirements. This includes the provision of school meals, including free school meals.
- 10 The pricing has been analysed against current contract pricing and shows a potential increase of 2% against current prices. Given current food inflation these increases are deemed to be acceptable.
- 11 The winning bidder submitted social value offers.

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

☒ Health and Wellbeing

☐ Inclusive Growth

☒ Zero Carbon

- 12 i) The new contract 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 to reduce environmental impact of the contracts. This will, where possible, include using greener vehicles, sourcing products closer to Leeds and making fewer deliveries.
- 13 The Council will work with the successful bidder to mitigate any impacts of future inflation in this sector. The council will work with the successful bidder to look for further efficiencies, including further reductions in carbon emissions in supplying frozen foods.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

☐ Yes

☒ No

- 14 Catering Leeds have been consulted as to their continuing requirements.
- 15 Procurement and Commercial Services (PACS) were consulted regarding the tender process to ensure a compliant contract can be awarded.
- 16 Weekly Assurance Meeting colleagues have been consulted for the approval of this report.

What are the resource implications?

17 There are no additional resource requirements once the new contract is awarded for the supply of frozen foods.

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

18 i) A key risk was to ensure that a compliant contract is successfully procured. PACS have guided Catering Services to ensure risks are minimised during this procurement.

ii) Not to award the contract risks the council having to incur non-compliant spend with potentially higher costs.

What are the legal implications?

19 PACS have advised there are no legal implications in awarding these new contracts for the supply of frozen foods.

20 This is a significant operating decision as a direct consequence of a key decision ref D55784 taken on November 2022 re “Contract of the supply of frozen food to Leeds City Council” and therefore not subject to call-in.

Options, timescales and measuring success

What other options were considered?

21 Once the authority to procure was approved, it was determined that tendering via the YORtender portal was the best method for obtaining compliant contracts.

How will success be measured?

22 Success will be measured by awarding compliant contract that meet the requirements of the council for the supply of frozen foods.

23 The council will work with the supplier to keep future costs to a minimum.

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

24 The new contracts need to be awarded by 1 August 2023

Appendices

- Appendix A – Tender Evaluation Matrix – Frozen Foods – (Confidential)

Background papers

- [Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk/council-and-democracy)