



Glasgow City Council

Contracts and Property Committee

Report by Director of Legal and Administration

Contact: Maureen Fitzpatrick Ext: 76406

Item 8

16th January 2025

**The Provision of Courier Services for Prepared Meals and
Related Sundry Products**

Tender Reference:- GCC006183CPU

Purpose of Report:

To submit details of the tenders received to be appointed to the provision of courier services for prepared meals and related sundry products framework agreement and recommend acceptance of the most economically advantageous tender as detailed in this report.

Recommendations:

The Contracts and Property Committee is requested to approve the award of a framework agreement for the provision of courier services for prepared meals and related sundry products and to appoint the supplier listed below.

Glasgow Taxis Limited
Companies House Number – SP2522RS

Ward No(s): XXXXXXXX

Citywide: ✓

Local member(s) advised: Yes ☐ No ☐ consulted: Yes ☐ No ☐

1 Background and Tender

- 1.1 Glasgow City Council's ("the council's") spend for the provision of courier services for prepared meals and related sundry products £426,544.
- 1.2 The council has an ongoing requirement for courier services to deliver hot food to multiple education and social work sites throughout Glasgow. A number of locations do not have adequate facilities within their premises to prepare the required volume of food and therefore there is a requirement for food to be prepared at production kitchens and to then be collected and transported to the required drop off locations.
- 1.3 A commodity team consisting of stakeholders from Catering and Facilities Management (CFM) was formed to develop the sourcing strategy and deliver a new framework.
- 1.4 As part of the sourcing strategy developed the framework was split into 1 distinct lot as follows:-

| Lot | Description | Annual Value |
|------------|--|---------------------|
| 1 | Courier Services for Prepared Food and Related Sundry Products | £426,544 |

- 1.5 It was agreed that an open tender process would be the most appropriate method to deliver this framework. The opportunity was advertised via UK Find a Tender Service and Public Contracts Scotland.
- 1.6 The duration of the framework is 2 years with the option to extend for 2 periods of up to 12 months.
- 1.7 The framework will be utilised by Catering and Facilities Management (CFM).

2 Evaluation

- 2.1 8 suppliers expressed an interest. Of the 8, 3 submitted a bid. Of the 5 suppliers that failed to respond, 1 cited that the requirements were not aligned to their sector, 1 cited that they did not bid as the requirements were not aligned to their core business due to the number of vehicles required and nature of delivery destinations. The other 3 suppliers did not provide any feedback.
- 2.2 This procurement was intended to be a ranked framework. However, of the 3 suppliers that submitted a bid, 2 failed to pass the pre-selection criteria stage. As such only the remaining supplier was taken forward to the evaluation stage and will therefore be the only supplier appointed to the framework.
- 2.3 The award evaluation was based on the following criteria and weightings:-

| Lot | Price | Quality | Quality Sub Criteria |
|-----|-------|---------|---|
| 1 | 80% | 20% | Operational Management 6% |
| | | | Complaints and Non-Conformance 4% |
| | | | Statement Billing 2% |
| | | | Sustainability 3% |
| | | | Fair Work First (including the Real Living Wage) 5% |

- 2.4 The evaluation of award scoring and evaluation value of the supplier which has been recommended for award is shown in the table below:-

| Lot | Description | Supplier | Total Evaluation Score | Value (per annum) | Rank |
|-----|--|-----------------------|------------------------|-------------------|------|
| 1 | Courier Services for Prepared Food and Related Sundry Products | Glasgow Taxis Limited | 92.60 | £426,249 | 1 |

- 2.5 The estimated annual contract value is £426,249. This contract value is based on historic volumes and the rates provided in the tender submission. Based on these historic volumes and the new rates this contract will generate an estimated annual saving of £295.

3 Contract implementation and Supplier Management

- 3.1 A mobilisation meeting will take place with the core client group and the contract owner to discuss important contract details. Pick-up and drop off locations and timings will be provided to the successful bidder at the inception of the contract.
- 3.2 The outcome of our Contract Management Assessment Tool (CMAT) has deemed this framework to be categorised as a medium. The supplier will be monitored in line with our contract and supplier management process which includes tracking the suppliers performance against the key performance indicators and working collaboratively to identify opportunities of improvement and innovation.
- 3.3 The agreed community benefits outcomes commitments will be monitored via Cenefits which is a web based monitoring tool. We will also capture sustainable commitments within the CPU Sustainable Register.

4 Policy and Resource Implications

Resource Implications:

Financial: The estimate annual framework value of £426,249, totaling £1,704,996 over the 4-year duration of the framework, if the extensions are implemented, will be met by the service areas budgets.

The annual budget for this requirement was £426,544 which has been derived from historic spend and volumes. This framework provides an estimated yearly saving of £295 totalling £1,180 over the 4-year framework duration.

The framework will be awarded based on the schedule of rates which are fixed for the first 12 months of the framework.

The framework estimated value is not guaranteed and has been based on historical and projected future demand.

Legal: The report raises no new legal issues.

The Director of Legal and Administration will be responsible for concluding the Framework.

Personnel: No direct personnel implications.

Procurement: An open tender process as detailed in section 1.5.

Council Strategic Plan: This supports Grand Challenge 4 and Mission 3.

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2021-25 Yes - the Sustainable Procurement Duty requires that before a contracting authority buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality.

What are the potential equality impacts as a result of this report? An EQIA was not required for this contract as there is no impact.

Please highlight if the policy/proposal will help Fair Work First was included as part of the award criteria with a weighting of 5%.

address socio economic disadvantage.

The supplier recommended for award, Glasgow Taxis Limited, has confirmed the following Fair Work First policies within its tender submission:

- Payment of at least the Real living Wage.
- Provide appropriate channels for effective workers voice.
- Investment in workforce development.
- No inappropriate use of zero-hour contracts.
- Offer flexible and family friendly working practices for all workers from day one of employment.
- Oppose the use of fire and rehire practice.

Community Benefits was included as part of the tender process. The supplier recommended for award, Glasgow Taxis Limited, has confirmed the following outcomes:

- Workplace Visit x 4
- Community Engagement - Financial Support (minimum £1k) x 7
- Community Engagement - Non-Financial Support (min.5 hrs) x 3

The proposal supports outcome 1 of the councils Equality Outcomes 2021 to 2025.

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify:

No - this procurement exercise falls under commodities with no climate plan actions assigned.

What are the potential climate impacts as a result of this proposal?

Vehicles will be used in the running of this contract. However, the supplier recommended for award is implementing measures to reduce the negative impact this framework will have on the climate.

Glasgow Taxis Limited advised:

To support sustainability efforts have installed several EV charging points at their premises.

In alignment with Glasgow City Council's (GCC) Electric Vehicle Strategy and recommendations from the Climate Emergency Working Group,

Glasgow Taxis Limited have taken proactive steps to enhance sustainability across their operations. Their efforts include a commitment to reducing their environmental footprint through a comprehensive assessment of their carbon impact, with plans to extend their Net Zero aspirations in line with global standards, such as ISO 14001 for Environmental Management Systems.

Will the proposal contribute to Glasgow's net zero carbon target?

Yes, as detailed above.

Privacy and Data Protection impacts:

No data protection impacts identified.

5 Recommendations

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