Item 2

16th June 2022

Glasgow City Council

Contracts and Property Committee

Report by Director of Legal Administration

Contact: Maureen Fitzpatrick Ext: 6406

Supply and Delivery of Catering Sundries

Tender Reference:- GCC005375CPU

Purpose of Report:

To submit details of the tenders received for the supply and delivery of catering sundries 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 contract for the supply and delivery of catering sundries to the supplier listed below.

Alliance Disposables Limited
Companies House Number: 03747333

Ward No(s): Citywide: ✓

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

1 Background and Tender

1.1 Glasgow City Council's ("the Council's") budget for the supply and delivery of catering sundries is approximately £370,000 per annum.

1.2 Catering sundries will be used by all catering services provided by Catering and Facilities Management (CFM). CFM includes Encore, Cookfreeze and catering services within Education and Health and Social Care Partnership (HSCP). The catering sundries will be used in the preparation and serving of food items within a variety of settings, including residential and day care, cultural and leisure sites, events, staff canteens and civic events.

1.3 The contract includes, but is not limited to, a variety of sizes, colours and standards of crockery, cutlery, pots & pans, glassware, chopping boards, serving & catering utensils, bakeware, jugs, cups, bins, vacuum pumps, and catering trolleys.

1.4 A commodity team consisting of stakeholders from CFM and the Corporate Procurement Unit (CPU) was formed to develop the sourcing strategy and deliver a new contract.

1.5 In line with the efficiency and effectiveness aim of the Council's Corporate Procurement and Commercial Improvement Strategy 2018-2022, located at https://www.glasgow.gov.uk/CHttpHandler.ashx?id=42092&p=0, (which promotes consideration of National and Collaborative Frameworks), it was agreed that a mini-competition process from Scotland Excel's (SXL) Framework for Catering Sundries, (reference 1919) would be the most appropriate method to deliver this contract.

1.6 The duration of the contract is 2 years with an option to extend for a further 12 months. The contract duration has been influenced by the end date of the current Scotland Excel Framework which will expire on the 1st July 2024, at which point it is anticipated that a new SXL Framework for Catering Sundries will begin, and the Council will benchmark to ascertain the most appropriate route to market e.g. another mini competition.

1.7 CFM will monitor the supplier's day to day operational performance. Overall contract and supplier performance will be managed by the CPU.

2 Evaluation

2.1 7 suppliers were invited to bid on the mini competition. 3 suppliers submitted a bid. Of the remaining 4 suppliers which did not submit a bid, 1 supplier declined to respond to the tender stating that its organisation would not be able to provide goods, at this time, with which they would be sufficiently happy. 1 supplier stated that whilst they were awarded onto the SXL Framework, catering sundries is not an area of strength and that with the current climate regarding pricing and stock they did not feel that they would be able to provide the full requirements and specification of the contract. The remaining 2 suppliers have not provided a response to the request for feedback.

2.2 The award evaluation was based on the following criteria and weightings:-

Price	Quality	Quality Sub Criteria
75%	25%	Servicing the Contract 5%
		Supply Chain Continuity 5%
		Project Implementation Plan 5%
		Recycling and Plastic 5%
		Contract Implementation 5%

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

Description	Supplier	Total Evaluation Score	Evaluation Value (per annum)	Rank
The Supply and Delivery of Catering Sundries	Alliance Disposables Limited	97.00	£203,373	1

2.4 The evaluation value from the tendered basket of goods (core items) is £203,373. It should be noted that there is an ad-hoc requirement within this contract, and it is expected that non-core products will be purchased frequently due to the nature of the contract.

2.5 Using the limited management information available which was based on a significant volume of free text orders with incomplete descriptions, a list of catering sundries (basket of items) representing 62% of the budget figure was included in the commercial element of the mini competition. Based on the 62% value there is a reported saving of £24,333. This has been calculated by deducting the recommended supplier's bid value against the current contract rates. Given this, it is expected that the annual contact value will be £345,667.

2.6 To improve future management information and identify further savings opportunities, the order route will be via a Pecos Catalogue and non-catalogue (free text) orders will be monitored . The non-catalogue items will be monitored and added to the catalogue as required i.e. if demand levels indicate this should be a core product.

A summary of the unsuccessful tender evaluation results can be found at Appendix A.

3 Policy and Resource Implications

Resource Implications:

Financial:

The estimated annual contract value is £345,667, as set out in paragraphs 2.4 and 2.5. Over the total 3 years duration of the Framework this amounts to £1,037,001.

There is a reported annual saving of £24,333, based on the evaluated basket of goods.

Please note that the contract will be awarded on the recommended supplier's tendered prices and not on the estimated contract value.

Legal:

The report raises no new legal issues.

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

Personnel:

No direct personnel implications.

Procurement:

Mini-Competition process as detailed in section 1.5.

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Equality Outcomes 2021-25

The Procurement Reform (Scotland) Act 2014 requires local authorities to comply with the sustainable procurement duty in all regulated contracts and specifically refers to "reducing inequality in the area" in the definition of "improving wellbeing"

The Equality Outcomes were supported within the Framework by applying the undernoted evaluation criteria weightings / conditions:

Fair Working Practices – were accounted for at the Framework level and evaluated at 4%

Community Benefits – were accounted at Framework level and applied as Mandatory non-scored (40 community benefits points based on the contract spend threshold).

What are the potential equality impacts as a result of this report?	No impact.
Please highlight if the policy/proposal will help address socio economic disadvantage.	Fair Work Practices - the recommended supplier has committed to the following practices at Framework level: • Committed to paying the Real Living Wage • Does not discriminate on grounds of age and pays staff members under 21 the same level as employees over 25 years • A fixed percentage of branch's profits after tax are shared between the entire workforce as a year-end bonus • Does not use zero-hours contracts • Accommodates employees engaging in further education such as Open University and the General Manager assists in providing interview training twice a year to High School S5 & S6 students. • Committed to employing the right person for the job regardless of gender, religion or race. • Does not use temporary labour or agency staff in any aspect of the business. • Employs 70 local staff members. Community Benefits - the recommended supplier has committed to providing the following community benefits: • 1 x Community Engagement (5 hrs.) • 8 x Financial Support (minimum £1k). In addition, the recommended supplier has also offered the following voluntary community benefits: • 1 x Supply Chain Briefing • 1 x Business Mentoring.

	• 1 x Taster Sessions (council or Delivery Partner Programme). • 1 x Work Experience Placement (school). • 2 x New Employee – full time job (non-priority group). • 1 x New Employee – full time job (priority group). • 1 x Community Engagement (5hrs)
Climate Impacts: *Does the proposal support any Climate Plan actions? Please specify:*	With the Plastic Reduction Strategy being introduced, putting a contract in place for catering sundries will help to encourage the use of reusable materials and facilitate the implementation of the plastic reduction strategy.
What are the potential climate impacts as a result of this proposal?	Use of delivery vehicle to transport the goods to the final destination for use by user groups will create carbon emissions. The recommended supplier's delivery vehicles use computerised routing systems to optimise delivery routes and reduce fuel usage. Currently 33% of the recommended supplier's fleet of vehicles are electric and they have implemented a phased move towards 100% electrical vehicles by 2027 in anticipation of Glasgow City's phase 2 roll out of the Low Emissions Zone.
Will the proposal contribute to Glasgow's net zero carbon target?	N/A
Privacy and Data Protection impacts:	No data protection impacts identified.

4 Recommendations

The Contracts and Property Committee is requested to approve the award of a contract for the supply and delivery of catering sundries to the supplier listed below.

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Companies House Number: 03747333

Appendix A

Description	Supplier	Total Evaluation Score	Evaluation Value (Per Annum)	Rank
Catering Sundries	BFS Group T/A Bidfood Ltd (Companies House Number 00239718)	78.23	£247,277	2
	Bunzl Lockhart Catering Equipment (Companies House Number 02902454)	69.69	£288.932	3