



**Haringey** Council

Agenda item:  
**TO BE READ IN CONJUNCTION WITH EXEMPT APPENDIX A**

**Procurement Committee**

**On 3 February 2009**

Report Title. Award of Framework Agreement for Catering Services

Report of Julie Parker Director of Corporate Resources

Signed : *J. Parker 26/1/09.*

Contact Officer : Michael Wood Head of Procurement Tel: 0208 489 2120

Wards(s) affected: **ALL**

Report for: **Non key decision Yes**

**1. Purpose of the report**

- 1.1. To seek Member approval for the award of a Framework Agreement for the provision of catering services for Haringey Council.

**2. Introduction by Cabinet Member (if necessary)**

- 2.1. The Council is seeking to introduce a framework agreement for Catering Services – which has to comply with OJEU requirements. Following a procurement exercise, it is recommended that 6 providers be approved for the provision of the service under the agreement.

**3. State link(s) with Council Plan Priorities and actions and /or other Strategies:**

3.1 The Framework Agreement for catering services links with the Category Management Strategy in Corporate Procurement Unit to award contracts or frameworks in compliance with Public Contract Regulations.

#### 4. Recommendations

4.1 It is recommended that Members approve the award of a Framework Agreement for 4 years for catering services. It is recommended that the Framework Agreement will have 6 providers for the provision of catering services.

#### 5. Reason for recommendation(s)

5.1. The existing contracts and approved lists have recently expired. Spend analysis was carried out prior to the tendering process. Stakeholder meetings took place and surveys were carried out on the types of cultural foods that were required around the Council. This was incorporated into the specification.

5.2 The tender process for the new Framework Agreement commenced by sending out a publication in the Official Journal of the European Union (OJEU) and was advertised on the Council's website. . Previous to this a "Meet the Buyer" event was held within the Borough and attended by a number of local suppliers.

5.3 We received 9 expressions of interest for the PQQ stage. These were evaluated by the specialist departments, Finance, H&S, Equal Opps, Environmental and Ability to Deliver. All 9 companies passed the PQQ evaluation process and therefore all suppliers were invited to bid for the framework. Two companies subsequently declined to tender.

5.4 We received 7 valid tenders. These were evaluated in line with the criteria set out in the ITT documentation (which was based on 60% Quality and 40% Price). The evaluation was concluded on 17<sup>th</sup> November 2008 and the final scores are outlined below: (Please see Appendix A Exempt information for Suppliers names).

Company	Score	Score Financial	Total score
Company A	607.5	120	727.5
Company B	617.5	80	697.5
Company C	432.5	200	632.5
Company D	607.5	40	647.5
Company E	492.5	80	572.5
Company F	340	160	500
Company G	220	120	340

5.5 The lowest scoring company (Company G) **will not** be included on the

framework. It was advertised in the OJEU that there would be a maximum of 6 providers.

## **6. Other options considered**

6.1. The In-house schools catering team were informed of the process but did not bid.

## **7. Summary**

7.1. The supply of catering services falls under the EU Directives and it is therefore mandatory for the Council to run a competitive tendering process.

7.2. It is expected that the Framework Agreement will contain 6 suppliers (please see Appendix A for details).

## **8. Chief Financial Officer Comments**

8.1. The proposed framework should ensure continued value for money for the Council both in terms of cost and quality although Members' attention is drawn to paragraph 7.2 of Appendix A and the need for a clear guidance on the use of catering for any internal council meetings.

## **9. Head of Legal Services Comments**

9.1. The Director of Corporate Resources is seeking Procurement Committee approval of award of the contract for the provision of catering services for Haringey Council.

9.2. The contract for the provision of catering services to the Council is categorised as service under Part A of the Public Contracts Regulations 2006 and as such there is a legal requirement to publish the tender in the Journal of the European Union (OJEU), and for the Council to follow a competitive tendering process.

9.3. The tender process for the supply of catering services commenced when the Council published a notice in the OJEU on 12 February 2008. The restricted procedure was followed.

- 9.4. It has been recommended that Members approve the award of a Framework Agreement for 4 years for catering services. It is also recommended that the Framework Agreement would have 6 providers for the provision of catering services. Members have power under CSO 11.03 to award contracts values over £250,000. The anticipated spend under the Framework Agreement will fall within this category.
- 9.5. The Head of Legal Services confirms that, subject to funding, there are no legal reasons preventing Members from approving the recommendation as to the proposed contract award set out in paragraph 5 of this report.

#### **10. Head of Procurement Comments**

- 10.1. This procurement process has been carried out by the Corporate Procurement Unit in line with the Procurement Code of Practice.
- 10.2. The recommendation represents value for money to the Council, through aggregating the demand for catering services across the Council to achieve efficiencies
- 10.3. Ongoing Contract management will be undertaken by Corporate Property Services and Contract monitoring is programmed to ensure contract compliance

#### **11. Equalities & Community Cohesion Comments**

- 11.1. A "Meet the Buyer" event was held which attracted local suppliers. Surveys were carried out with internal customers for feed back on cultural requirements. Equalities were assessed throughout the tendering process.

#### **12. Consultation**

- 12.1. Consultation was carried out throughout the process with internal stakeholders. Meetings with facilities management were held to identify the need for the specification. Surveys were also sent out to internal customers to gain feed back on types of food and services required.

#### **13. Service Financial Comments**

- 13.1. N/A

#### **14. Use of appendices /Tables and photographs**

14.1. Appendix A

#### **15. Local Government (Access to Information) Act 1985**

15.1 This report contains exempt and non-exempt information. Exempt information is contained in Appendix A of this report and NOT FOR PUBLICATION. The exempt information is under the following category (identified in the amended schedule 12A of the Local Government Act 1972) (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)