

DECISION NO: PCCG-2015-005	
<u>OFFICE OF THE POLICE & CRIME COMMISSIONER</u>	
LEAD CHIEF OFFICER:	Nigel Stephens (Assistant Chief Officer – Resources)
TITLE:	PROVISION OF CATERING SERVICES
DATE:	27 January 2015
TIMING:	A response is required by the 3 February 2015
PURPOSE:	For Approval
1.	<u>RECOMMENDATION</u>
1.1	It is recommended that the contract for the Provision of Catering Services be awarded to Tenderer A for Lot 1 (Kiosk and Hospitality) and Tenderer B for Lot 2 (Planned and Emergency Events), in accordance with paragraph 84 of the Manual of Governance. Tenderer A scored the highest for Lot 1 and Tenderer B scored the highest for Lot 2 following the completion of a Most Economically Advantageous Tender (MEAT) process.
1.2	The contract is awarded for two (2) years with the option to extend for two (2) additional annual periods.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	In February 2011, the Police Authority approved the award of the contract for the Provision of Catering Services namely (Lot 1 – Hospitality, Lot 2 – Kiosks, Lot 3 Planned Events and Lot 4 Emergency Events) to Jags Catering. The contract was awarded for two years with an option to extend for an additional two years to be awarded annually. The contract commenced April 2011.
2.2	The Commissioner approved a 12 month extension to the contract in February 2013.
2.3	During March 2013 a high volume of complaints were received for Lot 1, hospitality. The nature of the complaints related to non-delivery, wrong items delivered and late deliveries. A contract meeting was held to address the performance issues and an action plan agreed.
2.4	Despite monitoring the service closely and having regular meetings with the supplier performance did not improve and a default notice was issued in May 2013.
2.5	Contract performance was carefully monitored on an on-going basis; the service provision improved and was performed in accordance with the

	contract. However, in October 2013, Jags Catering went into liquidation with immediate effect.
2.6	An interim arrangement was put in place with Owens Catering to ensure a continued service provision until a new tendering process was undertaken.
2.7	Market research was undertaken to establish if there were any suitable frameworks or contract that could be utilised prior to commencing a full tender process. Whilst there are catering frameworks available due to the location of the service none were fit for purpose.
2.8	Commencement of the tender process was delayed due to NATO work commitments for the evaluation panel. A few members of the evaluation panel had to be replaced and arranging a meeting to suit all the panel members delayed the process further.
2.9	The tender process undertaken was a restricted procedure and suppliers were required to submit a Pre-Qualification Questionnaire (PQQ) with their expressions of interest.
2.10	PQQ's were evaluated by the panel; Head of Estates and Facilities, Logistics Officer, Senior Procurement Officer; and the Contracts and Procurement Assistant.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	Six suppliers submitted a response to the PQQ. Suppliers were required to provide information relating to their organisations, capacity or capability, economic and financial standing, management, equal opportunities, sustainability, Health and Safety.
3.2	Six suppliers were invited to tender, only two responses were received by the deadline by the 8 th August 2014.
3.3	Tender responses were evaluated by the panel based on the criterion of 40% Price and 60% Quality, which was broken down into tender response questions 40%, samples 10% and site visit 10%.
3.4	Further clarification was required to ensure the tenderers fully understood the requirements of the contract.

3.5 Below is a full break down of scores achieved by the two suppliers for each Lot. The scores have been agreed by the evaluation panel:

Lot 1: Kiosk and Hospitality

Award Criteria	Max Score	Tenderer A	Tenderer B
Price	40.00	40.00	34.86
Quality - Spec Questions	40.00	19.00	18.50
Quality - Samples	10.00	7.60	3.00
Quality - Site Visit	10.00	8.00	8.00
Total Score	100.00	74.60	64.36

Lot 2: Planned and Emergency Events

Award Criteria	Max Score	Tenderer A	Tenderer B
Price	40.00	26.40	40.00
Quality - Spec Questions	40.00	20.00	17.50
Quality - samples	10.00	7.60	3.00
Quality - Site Visit	10.00	8.00	8.00
Total Score	100.00	62.00	68.50

4. NEXT STEPS

4.1 On approval of the report, ten day standstill letters will be issued notifying of our intention to award the contract, in accordance with European Directives. Once the standstill period has passed Tenderer A will be officially awarded Lot 1 and Tenderer B will be officially awarded Lot 2. An implementation meeting will be carried out with both suppliers prior to commencement of the contract.

5. FINANCIAL CONSIDERATIONS

5.1 Based on spend for 2013/14 the estimated annual value of the contract is £93,000.00. Broken down as follows:

- Hospitality £24,000.00
- Emergency and Planned events £13,000.00
- Kiosk £56,000.00 (no cost to the Commissioner, staff purchases only).

5.2	A cost saving of £3200.00 per annum will be achieved from Lot 2 only. The current cost of a hot meal is £8.50 and lunch bag £5.80. The new cost for both hot meal and lunch bag will be £4.95.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel considerations.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the European Directives and the Manual of Corporate Governance.
7.2	Joint Legal Services reviewed and agreed the ITT prior to issue.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	The risk to the Commissioner if the contract is not awarded; <ul style="list-style-type: none"> ● Failure to provide this provision under a formal agreement which may result in unlawful expenditure and therefore breach of Part 3e, Standing Orders Relating to Contracts. ● Need to procure the service from suppliers who may or may not be certified to the correct Health & Hygiene standards and security cleared.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the public after the ten day standstill period.
11.	<u>CONTACT OFFICER</u>
11.1	Gareth Jones, Contracts and Procurement Assistant.
12.	<u>ANNEXES</u>
12.1	N/A

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Office of the Chief Constable I confirm that the Provision of Catering Services report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval.	
Signature: 	
Date: 03 February 2015	
	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A
Chief Executive/ Deputy Chief Executive: I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.	
Signature: 	
Date: 9th February 2015	
Police and Crime Commissioner for Gwent I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. The above request has my approval.	
Signature: 	
Date: 24.2.15,	

