

Supply of Pre-Packed Sandwiches and Associated Products

REPORT TO; Corporate Director Strategic Resources; Gary Fielding

DECISION DATE: 18th November 2021

SUPPORTING ANNEX; None

PROPOSED RECOMMENDATION

It is recommended that the Council award a contract for the Supply and Delivery of Pre-Packed Sandwiches and Associated Products to Tiffin Sandwiches.

The contract shall be for a period of 2 years and 4 months, commencing 1st December 2021, with the option to extend for a further period of 2 years from 1st April 2024. The contract will be awarded to Tiffin Sandwiches by direct award via the ESPO Sandwiches, Food-To-Go, Confectionery And Snacks Framework 121_20.

This will ensure that the Council continues to provide produce to schools, outdoor education centres, and assisted living sites, where they subscribe to the traded service.

BACKGROUND TO SUPPORT THE RECOMMENDATION

The Council's existing contract is due to expire 31st March 2022, however due to unforeseen circumstances the contract is no longer viable and as such the contract will be terminated by the 30th November 2021.

One of the key drivers to contract with a supplier for this provision was the introduction of Natasha's Law in October 2021. The law requires all food businesses to include full ingredients labelling on pre-packed for direct sale foods. Historically this provision has been made in house but this changed in February 2021 in order to prepare for change in legislation.

LEGAL AND GOVERNANCE COMPLIANCE

As per the Council's Procurement and Contract Procedure Rules, Rule 11 states;

11.1 Tenders for Contracts which exceed the UK Procurement Threshold shall be invited and awarded in accordance with the PCRs.

As per Rule 16.3, a Director does not need to invite Above Threshold Tenders in accordance with Rule 11 and 12, in the following circumstances:

purchases via Framework Agreements which have been established either by the Council or by other public sector bodies or consortia (including, but not limited to PSBO's) and where such Framework Agreements are lawfully accessible to the Council.

The contract will be awarded via a direct award from the ESPO Framework Agreement. This is a compliant route to market and complies with the Public Contract Regulations 2015.

RECOMMENDATION

It is recommended that the Council directly award a contract for the Supply and Delivery of Pre-Packed Sandwiches and Associated Products to Tiffin Sandwiches via the ESPO Framework.