

## REPORT / SUMMARY DECISION SHEET

**PURPOSE:** Approval for the Provision of Catering Services at the Strategic Co-ordination Centre – Revision to award recommendation

**Timing: Pressing:** High Priority – The current contract is due to expire on 28<sup>th</sup> September 2013 (Specify date required and why, where possible)

**Title:** Tender Award Report for the Provision of Catering Services at the Strategic Co-ordination Centre (Lot 2)

**Category of Decision / Business Area Impact:** e.g. Primary Legislation, Statutory Requirement, Finance, Performance, Complaints etc. (amend as appropriate) Procurement – Contract Award Approval

### Executive Summary:

The existing arrangement for the supply of catering services to the Strategic Co-ordination Centre expires on 28<sup>th</sup> September 2013. The incumbent catering contractor provides a catering service at the Café located in the Strategic Co-ordination Centre (SCC), which covers the provision of meals to Police officers and staff (through cash sales) and the supply of buffets, working lunches and refreshments for training courses, meetings and seminars held at the SCC building.

A European Tender Restricted Procedure was conducted due to the estimated value of the new contract throughout the life of the contract, which is projected to be £367,125 over a 6 year period (this has been based upon the figure of £61,187.50 which is the value of the current arrangement for the period April 2012 to March 2013 and calculated using the value of over the counter/cash sales of £48,893.00, hospitality (tea/coffee only) at £2,753.90, and working lunches and buffets at £9,540.60.

The tender process was commenced on 1<sup>st</sup> November 2013 and 3 tenders were received. Following the tender evaluation the tenderer ranked in 1<sup>st</sup> place was Just Perfect Catering and the approval to award the contract to Just Perfect Catering was approved by Policing Board on 22<sup>nd</sup> August 2013.

Just Perfect Catering were sent an intention to award letter (dated 29<sup>th</sup> August 2013) and the 10 day standstill period ended at midnight on Monday 9<sup>th</sup> September 2013.

Just Perfect Catering have subsequently decided not to accept the contract due to concerns they have regarding the cash sales tariffs they would have to introduce to make the contract financially viable for them. The company do not feel they would be competitive given the current prices that are being charged under the existing arrangement.

Given the withdrawal of the 1<sup>st</sup> ranked bidder, the evaluation scores have been revisited, excluding Just Perfect Catering scores and the 1<sup>st</sup> ranked bidder is now Gegin Fach Café.

The new contract is due to commence on 29<sup>th</sup> September 2013 for a period of three years with an option to extend for three further periods of up to three years (reviewed on an annual basis subject to on-going demand and contractor's performance).

Departmental budgets are responsible for funding their own hospitality requirements (working lunches, buffets and refreshments). The catering contractor also receives payment directly from cash sales to staff in the SCC Café.

There will be no financial implications on the Facilities budget for the provision of hospitality services will be met by individual departmental budgets.

The intention is to market the training and conference facilities at the SCC to external organisations with a view of generating income for the Force. As this will be a new initiative it is very difficult to predict take up and the likely volume of business that will be generated for the new contract. The commercial evaluation has therefore been based upon the set prices Dyfed-Powys Police would be charged for working lunches and buffets options as detailed in the tender document.

**Recommendation:**

To approve the award of contract for the provision of catering services at the Strategic Co-ordination Centre (Lot 2) to Gegin Fach Café for a period of three years with an option to extend for three further periods of up to three years (reviewed on an annual basis subject to on-going demand and contractor's performance).

**Police and Crime Commissioner for Dyfed-Powys**

I confirm 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:**



18/9/2013