

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 20 March 2019

**Subject: Contract Authorisation Report – Framework Agreement
for Provision of Catering Services for Clydebank Town Hall**

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the Framework Agreement (FA) for the Provision of Catering Services for the Clydebank Town Hall.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead - Regulatory to conclude the award of the FA for the Provision of Catering Services for the Clydebank Town Hall to Regis Banqueting, Top Class Catering and Venue Caterers;
- b) Note that the FA shall be for a period of 2 years from 1 April 2019 to 31 March 2021 with an option to extend up to an additional 12 month period until 31 March 2022; and
- c) Authorise the Strategic Lead - Regulatory to conclude on behalf of the Council, any call-off FA contracts for the Provision of Catering Services for the Clydebank Town Hall for up to 3 years.

3. Background

- 3.1** The B-listed Clydebank Town Hall is the Council's premier events venue, providing bespoke space for a range of corporate, civic and cultural events and celebrations whilst also hosting a museum, gallery and coffee shop.
- 3.2** The skills and capacity exists in-house to provide bar and buffet-style food for conferences and small-scale events but the Council requires specialist providers to cater for sit down meals and silver service, using fresh, quality ingredients to a high professional standard and suitable for a variety of dietary, cultural and religious requirements. The Council is looking to appoint providers who are capable of providing the range of services required for client bookings for Clydebank Town Hall for events including weddings, and celebrations.

- 3.3** Approval to commence the tendering process was approved at the Cultural Committee on 26 November 2018. It should be noted that there is no budgetary cost to the Council.

4. Main Issues

- 4.1** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 for Services. A Contract Strategy document was approved on 13 February 2019 by the Business Partner - Strategic Procurement (Corporate Indirects).
- 4.2** A contract notice was published on the Public Contracts Scotland advertising portal on 1st February 2019. 12 providers expressed an interest with three submitting a response by the deadline for the submissions of 12 noon on 15 February 2019.
- 4.3** The three tender submissions were evaluated by representatives from Culture and Communications, Finance and the Corporate Procurement Unit (CPU) against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience and capacity. All tender submissions met the selection criteria.
- 4.4** Subsequently, the three tender submissions were evaluated against a set of award criteria which was based on a Price/ Quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Regis Banqueting	Top Class Catering	Venue Caterers
Quality (70%)				
Service Delivery & Methodology	35%	21%	19.25%	35%
Staffing / Key Personnel	5%	2.5%	3.75%	5%
Contract Monitoring & Management	10%	5%	7.5%	10%
Business Continuity Planning	5%	5%	3.75%	3.75%
Phase Out Plan & Exit Strategy	5%	2.5%	3.75%	3.75%
Sustainability (Sustainable Procurement)	3%	1.5%	1.5%	2.25%
Social Issues – Community Benefits	5%	3.75%	3.75%	3.75%
Commitment to Fair Working Practices	2%	1.5%	1%	1%
Quality Sub-Total 70%:	70%	42.75%	44.25%	64.5%
Commercial (30%)				
Rebate / Commission Offered %	30%	10%	10%	10%
Commercial Sub-Total (30%)	30%	30%*	30%*	30%*
Total Score	100%	72.75%	74.25%	94.5%

* Evaluation stated that highest commission offered would receive maximum commercial score of 30%. As all three tender submissions offered 10% commission, all have received a commercial score of 30%.

4.5 It is recommended that the FA is awarded to following service providers:

- Venue Caterers, Dunmairi, Queen Street, Alexandria, West Dunbartonshire, G83 0AS.
- Top Class Catering, Trump House, 15 Edison Street, Hillington Park, G52 4JW; and
- Regis Banqueting, Unit 1 5 Blairlinn Industrial Estate, Cumbernauld, G67 2TT.

It is estimated that the Council will generate an income of £3,400 over 2 years and £5,100 over 3 years from commission offered by service providers. This will be based on 10% of total revenue from catering services.

4.6 When the client confirms their booking with the Clydebank Town Hall events team, details of the three providers' menus and services will be provided. Once the client has made their decision, the events team will confirm the call off with the chosen provider.

4.7 Fair Working Practices as follows:

- Venue Caterers pay the UK Minimum Wage (£7.38 per hour) to staff under the age of 24 and the UK Living Wage (£7.83 per hour) to all staff over 25;
- Top Class Catering pay the UK Minimum Wage (£7.38 per hour) to staff under the age of 24 and the UK Living Wage (£7.83 per hour) to all staff over 25; and
- Regis Banqueting pay the Scottish Living Wage (£9.00 per hour).

4.8 The providers have offered to deliver the following social benefits:

Venue Caterers:

- Food demonstrations to local schools and youth club organisations;

Top Class Catering:

- Sponsorship to local football team; and

Regis Banqueting:

- Wedding open days providing free canapes.

The CPU will meet with providers and agree and record all social benefits to be provided through the service provision which will be monitored throughout the call-off contracts.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 There are no financial costs in respect of this FA for the Provision of Catering Services to the Clydebank Town Hall as the revenue is retained by the service provider with a percentage based commission of 10% of total revenue for catering services coming back to the Council. Based on the previous provider's revenue from catering services in quarters 2 and 3 2018/19, it is estimated there will be an income from this of £3,400 over two years and £5,100 over three years however; this will be variable depending on future bookings.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the CPU in close consultation with and Legal Services and the provisions of Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

- 7.1** The successful provider has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

- 9.1** Culture and Communications, Finance and Legal Services have been consulted regarding the contents of this report.

10. Strategic Assessment

- 10.1** The service provided will contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

Stephen West
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xx February 2019

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Appendix: None

Background Papers: 1. The Contract Strategy; and
2. EIA Screening.

Wards Affected: All