

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Executive Director of Housing, Environmental and Economic Development**

**Tendering Committee - 20 October 2010**

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**Subject: Tender for the Supply and Delivery of Fresh Fruit, Vegetables,  
Potatoes and Prepared Products**

#### **1. Purpose**

- 1.1** This report seeks Committee approval to award the most economically advantageous tender for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.

#### **2. Background**

- 2.1** The contract for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products previously managed by Scotland Excel on behalf of West Dunbartonshire Council expired on 31 March 2010. The commodity is now categorised as a Category C which requires West Dunbartonshire Council to undertake a tendering exercise to ensure Best Value.
- 2.2** Forsyth Product Direct, the Council's existing supplier, is providing an interim supply arrangement until the formal tender process is complete.
- 2.3** A request for approval to tender was agreed by the Tendering Committee on 20 April 2010. An advert was placed in OJEU on 21 June 2010 and in the local press thereafter.

#### **3. Main Issues**

- 3.1** Using the Restricted tender procedure 6 suppliers expressed an interest and were issued with a pre-qualification questionnaire (PQQ). Further to a first stage evaluation of the PQQs, 4 companies were issued with Invitation to Tender (ITT) documents. Tenders were received from the following bidders:
- G Carruthers & Sons Ltd, F6/F8 Glasgow Fruit Market, Blochairn Rd, Glasgow, G21 2TZ
  - James Forsyth Coatbridge Ltd, Kirkstyle, Old Monkland, Coatbridge, ML5 5AJ.

**3.2** The 2 bids were comprehensively evaluated by Facilities Management and Corporate Procurement in accordance with the ITT using the following criteria:

- 65% Price (Core Pricing, Price Stability, Nominated On-Cost)
- 35% Quality (Quality of Service, Contract Administration, Sustainability).

**3.3** A further two suppliers, McLays Limited and Total Produce were invited to submit ITT's, but failed to submit a return. McLays Limited withdrew from the tendering process advising that they did not consider it viable to tender given that they had recently lost a Scotland Excel Meats contract. Total Produce did not submit a tender and, at the time of compiling this report, had declined to comment as to why.

**3.4** The completed evaluation scores are attached for information at Appendix 1. The winning bid ranked as No 1.

#### **4. People Implications**

**4.1** None.

#### **5. Financial Implications**

**5.1** The historical spend in 2009/2010 on this commodity based on creditors' data and volumes purchased was approximately £100,000. It is anticipated that this tender exercise will result in an estimated £16,500 saving per annum.

**5.2** On acceptance of the most economically advantageous tender the supplier has agreed to fix prices for a minimum of 12 months.

#### **6 Risk Analysis**

**6.1** If the winning bid is not approved, the existing suppliers will be able to supply the Council however current prices are more expensive and may increase as a result of market fluctuations. Having a contract in place enables the rates to be set at various points throughout the term of the contract and has ensured compliance with EU Public Procurement regulations.

#### **7. Equalities Impact**

**7.1** No significant issues were identified in a screening for potential equality impact of this service.

## **8. Conclusions and Recommendation**

- 8.1** The tendering process has successfully identified a supplier that can provide the best service and competitive pricing for the Council over the period of the contract.
- 8.2** The Committee is invited to approve the award of the tender for a period of 2 years with an option to extend for a further 12 months to the company listed below:

James Forsyth Coatbridge Ltd

**Elaine Melrose**  
**Executive Director of Housing Environmental & Economic Development**  
**Date: 11 October 2010**

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Kevin McGrath, Corporate Procurement Officer, Garshake Road, Dumbarton, telephone: 01389 737846

**Appendix:** Appendix 1 - Award Criteria Summary Scores

**Background Papers:** None

**Ward Affected:** All

## Appendix 1

### Award Criteria Summary Scores

<u>Tender Award Criteria</u>	<u>Supplier 1</u>	<u>Supplier 2</u>
Financial (65%)	64.5	62.7
Quality (35%)	19.4	22.2
<u>Total</u>	<u>83.9</u>	<u>84.9</u>
<u>Rank</u>	<u>2</u>	<u>1</u>