

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Housing Environmental & Economic Development

Tendering Committee – 20th April 2010

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 issue a 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 currently managed by Scotland Excel on behalf of West Dunbartonshire Council expired on 31st March 2010. The contract is now categorised as a Cat C commodity and requires West Dunbartonshire Council to put in place a contract.

2.2 The current contract supplier, Forsyth Product Direct will provide an interim supply arrangement until a formal contract is in place.

2.3 Facilities Management (Catering Services) and Residential/Day Care Services currently have a requirement for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.

3. Main Issues

3.1 From 31st March 2010 there will be no formal contract in place for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products

3.2 Forsyth Product Direct has confirmed that they will provide an interim arrangement based on Scotland Excel Terms & Conditions to supply Fruit, Vegetables, Potatoes and Prepared Products. However, to ensure Best Value and compliance with EU Public Procurement regulations it is important to start a competitive tendering process forthwith.

3.3 As the aggregated value of this contract will exceed EU Procurement threshold of £156,442 it is anticipated that a Restricted Tender process will be used to pre-qualify expressions of interest, and subsequently shortlist participants Invited to Tender.

4. Personnel Issues

4.1 There are no personnel issues.

5. Financial Implications

5.1 The estimated annual spend on this requirement is £100,000 per annum and this can be accommodated within existing departmental budgetary provision. It is expected that the contract will be for 2 years with an option to extend for a further 12 months. The contract is likely to have a value estimated at £300,000.

6. Risk Analysis

6.1 If the contract is not re-tendered the existing supplier will be able to provide the service, however, the prices will be subject to fluctuation. Having a contract in place enables the prices to be set for a fixed period and a formal price review mechanism to be put in place.

7. Equalities Impact

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

8. Conclusions and Recommendations

8.1 A tendering exercise will provide a competitive and transparent option for the Supply and Delivery of Fruit, Vegetables, Potatoes and Prepared Products.

The Committee is therefore invited to approve the initiation of a restricted tendering procedure by West Dunbartonshire Council.

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Date: 13 April 2010

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Appendices: None

Background Papers: None

Ward Affected: All