

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 19 February 2020**

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**Subject: Contract Authorisation Report – Provision of Outdoor Event Bar and Catering Services**

**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 contract for the Provision of Outdoor Event Bar and Catering Services.

**2. Recommendations**

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

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Provision of Outdoor Event Bar and Catering Services to Supreme Fast Foods Limited.
- b) Note the contract shall be for a period of three years, with the option to extend for an additional two x 12 months' periods with an estimated income of £68,000 over five years. The estimated commencement date of the contract is 1 June 2020.

**3. Background**

- 3.1** The Council hosts two annual outdoor events each July, within the West Dunbartonshire area. These events are the Loch Lomond Highland Games (hosted in partnership with the Loch Lomond Highland Games Association) and Scottish Pipe Band Championships (hosted in partnership with Royal Scottish Pipe Band Association). West Dunbartonshire Leisure Trust (WDLT) is responsible for the events infrastructure and overall events management.
- 3.2** The Council is looking to appoint an experienced company to provide outdoor bar and catering facilities at both events, including a range of hot food, hot drinks, alcohol and soft drinks. The contract shall be for a period of three years, with the option to extend for an additional two x 12 months' periods. There are options to terminate the contract after the first year of events; or after any future year's events in the event that the Council or the partnership association is no longer hosting the events in future years.

**3.3** 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 also approved by the Business Partner – Strategic Procurement (Corporate Indirects) on 24 September 2019.

**4. Main Issues**

**4.1** A contract notice was published on the Public Contracts Scotland advertising portal on 23 October 2019. 11 Providers expressed an interest, with two Providers submitting a response by the deadline for the submissions of 12 noon on 22 November 2019.

**4.2** The two tender submissions were evaluated by representatives from Facilities Management, WDLT, Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience and capacity. One tender submission passed the selection criteria.

**4.3** One tender submission was evaluated against a set of award criteria which was based on Price / Quality ratio of 70% / 30%. For Price evaluation, the value is based on the total fees paid to the Council by the Provider to provide the Outdoor Event Bar and Catering facilities for the first three years of events 2020 to 2022. The scores relative to the award criteria of each tenderer are as follows:

	<b>Weighting</b>	<b>Supreme Fast Foods Limited</b>
<b>Quality (30%)</b>		
Quality	<b>(20%)</b>	14.8%
Service	<b>(5%)</b>	2.5%
Sustainability	<b>(2%)</b>	1%
Social Benefits	<b>(3%)</b>	3%
<b>Quality Sub-Total %:</b>	<b>(30%)</b>	<b>21.3%</b>
<b>Price (70%)</b>		
<b>Price Sub Total £</b>	-	<b>£38,772.75</b>
<b>Price Sub Total %</b>	<b>(70%)</b>	<b>70%</b>
<b>Total Score</b>	<b>100%</b>	<b>91.3%</b>

- 4.4** It is recommended that the contract is awarded to Supreme Fast Foods Limited, of Glasgow, who has provided the most economically advantageous tender. The contract shall be for a maximum period of five years. The value of the contract is based on the income that will be generated for the Council, based on the total fees payable by the Provider to the Council. The contract value per year increases each year and is averaged to be £13,600 per year totaling £68,000 over five years, ex VAT.
- 4.5** Supreme Fast Foods Limited exceeds the Scottish Living Wage across all staff contracts. Supreme Fast Foods Limited has committed to delivery of the following social benefits as a direct result of delivery of this contract:
- Use of one West Dunbartonshire based organisation for sub-contracting opportunities; and
  - Any measurable and committed support to the fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract.

The social benefits will be discussed at the implementation meeting with Supreme Fast Foods Limited and actions to take these forward will be agreed.

## **5. People Implications**

- 5.1** There are no People Implications.

## **6. Financial and Procurement Implications**

- 6.1** As this procurement relates to an income to the Council, there are no financial costs in respect of this contract. The values reported above are fees paid by the Provider to the Council for each event.
- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Facilities Management and WDLT officers and the provisions of Contract 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 for this reports to determine if there is an equalities impact. The results were that there is no equalities impact.

## **9. Consultation**

**9.1** The Service Leads from Facilities Management and WDLT have been consulted regarding the Contract Strategy. Finance Services and Legal Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

**10.1** Supreme Fast Foods Limited will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Angela Wilson  
Strategic Director - Transformation & Public Service Reform  
19 February 2020

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**Appendices:** None

**Background Papers:**

1. Contract Strategy;
2. EIA Screening.

**Wards Affected:** All