

WEST DUNBARTONSHIRE COUNCIL

Report by Executive Director of Housing Environmental & Economic Development

Tendering Committee – 15 June 2010

Subject: Tender for the Supply and Delivery of Fresh Bread and Rolls.

1. Purpose

- 1.1** This report seeks Committee approval to issue a tender for the Supply and Delivery of Fresh Bread and Rolls.

2. Background

- 2.1** The contract for the Supply and Delivery of Fresh Bread and Rolls managed by Scotland Excel on behalf of West Dunbartonshire Council expires on 31st August 2010. The contract is now categorised as a Cat C commodity and requires West Dunbartonshire Council to put in place its own contract.
- 2.2** The current contract supplier is D. McGhee & Sons Ltd.
- 2.3** Facilities Management (Catering Services) and Residential/Day Care Services currently have a requirement for the Supply and Delivery of Fresh Bread and Rolls.

3. Main Issues

- 3.1** From 31st August 2010 there will be no formal contract in place for the Supply and Delivery of Fresh Bread and Rolls.
- 3.2** D. McGhee & Sons Ltd will provide supply until the contract end date. 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 estimated 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 Implications

- 4.1** There are no issues associated with this Tender submission that affects the workforce or trade unions.

5. Implications

- 5.1** The annual spend based on historical spend patterns and in line with existing budgetary provision is estimated to be £70,000 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 £210,000.

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 Fresh Bread and Rolls.**

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

Elaine Melrose

Executive Director of Housing Environmental & Economic Development

Date: 24 May 2010

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Appendices: None
Background Papers: None
Ward Affected: All