



## **Pre-market engagement: Vending Services**

**Project Ref: DN492673**

### **1. Introduction**

Nottinghamshire County Council (the “Council”) are reviewing their Vending Services concessions contracts and wish to gather some information from suppliers regarding solutions available in the market.

This document aims to give you some background about the Councils requirements and the e-tendering system known as Procontract which we will use to run the tender. We would also welcome your comments via the questionnaire attached.

### **2. Context**

The Council have vending machines located across various sites in Nottinghamshire including its offices, restaurants, school canteens, day centres, residential units and bus stations. The vending machines are under various different types of contract arrangements with a sole supplier. The vending machines are used by the Council’s staff, service users and members of the public.

There are approximately 40 vending machines operated by the current supplier. The supplier fully manages these machines mainly under free on loan arrangements in exchange for the revenue they collect from the machines. These machines mainly vend snacks or cold drinks with a few machines vending hot drinks. There are approximately 25 further machines which are self-operated coffee machines with the majority of these being purchased whilst others are under lease arrangements.

### **3. Future requirements**

Due to the expiry of the current arrangement the Council will be procuring a new contractual arrangement for Vending Solutions that will commence from April 2021. The Council consider that key aims of this new arrangement will be:

- Opportunities for the Council to benefit from vending revenue
- Streamlining of the contractual arrangement
- Contactless / Cashless vending
- Vending solutions which are hygienic and require minimal human contact in order to obtain the vend
- Energy efficient vending solutions
- Healthy and low carbon options in the vending services provision
- Availability of a whole range of Vending Solutions including premium products

Suppliers should be aware that requirements for bean to coffee machines will be out of scope of this future Vending Services concessions contract as they are being addressed in a separate procurement exercise.

## **4. Route to market**

It has not yet been determined whether the Council will choose to compete their requirements under a Framework established by a central purchasing body e.g. TUCO or whether they will run an open tender process to procure the Vending Solution. Regardless of the route the Council will use the e-tendering portal Procontract to advertise the opportunity. Information on how to access and register in Procontract is provided below.

## **5. E-tendering portal**

### **Step 1: Supplier registration**

In order to be able to take part in the future tender you must register your organisation as a supplier on Procontract. It is free to register so we recommend you do this as soon as possible. You can register by following the link below:

<https://procontract.due-north.com/SupplierRegistration/Register>

Once registered suppliers on Procontract are automatically notified by email of all opportunities relevant to the categories they selected when they registered.

## Step 2 Finding opportunities

Log into your account on [www.eastmidstenders.org](http://www.eastmidstenders.org) to find new tender opportunities. Head to 'find opportunities' in the top tool bar on the screen.

The screenshot shows the top navigation bar of the Procontract website. The 'Find opportunities' link is highlighted with a red box. Below the navigation bar, the 'Activities' section is visible, followed by the 'Opportunities' section. The 'Opportunities' section includes a search bar and a 'Go' button, which are also highlighted with a red box. A message below the search bar states: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'.

On the opportunities page there is an option to filter the results, for example search opportunities just with Nottinghamshire County Council or you can do a key word search for ***“Pre-tender information: Vending Services”*** in the top right-hand corner

The screenshot shows the 'Find Opportunities' page. The 'All data' dropdown and the search bar are highlighted with a red box. The 'Organisations' filter is also highlighted with a red box. The table below lists various opportunities with columns for Title, Buyer, Expression Start, Expression End, and Estimated value.

Title	Buyer	Expression Start	Expression End	Estimated value
01 - TEST PROJECT - Supplier day	YPO	14/02/2017	21/02/2022	N/A
09022017- Corporate Training DPS	Wirral Borough Council	09/02/2017	31/03/2021	N/A
14-085 DPS Adult Community Learning	Rotherham MBC	18/03/2016	31/07/2018	N/A
16 Plus Accommodation Tender DPS	Luton Borough Council	24/05/2017	02/05/2020	£1,000,000.00
18112016	Leicestershire County Council	18/11/2016	01/11/2019	N/A
2016.04.22 DPS Project	South Tyneside Council	22/04/2016	30/04/2020	N/A
2016.07.08 Test DPS	East Riding of Yorkshire	08/07/2016	07/07/2021	£50,000,000.00
2016.07.28 DPS test (gateshead)	NEPO	28/07/2016	31/07/2019	N/A
2016.11.25 Test DPS	NEPO	25/11/2016	19/09/2024	N/A
2016.11.29 Gtd ISL test	NEPO	29/11/2016	18/12/2019	N/A

Once you have found **“Pre-tender information: Vending Services”** you will need to click on the blue title which will direct you to the initial tender dashboard.

### Step 3 Registering an interest

You will now be presented with a summary of details. To register an interest in this opportunity please press on the green button which states “Register interest in this opportunity”

#### Test Site DPS

<b>Main contract details</b>  <b>Opportunity Id</b> DN6140700 <b>Title</b> Test Site DPS <b>Categories</b> 35000000-4 - Security, fire-fighting, police and defence equipment <b>Description</b> Test DPS <b>Region(s) of supply</b> UNITED KINGDOM <b>Estimated value</b> N/A <b>Keywords</b> Taxi	<b>Expression of interest window</b>  <b>From</b> 12/09/2017 11:50 to 27/04/2018 12:00  <b>Register interest in this opportunity</b>
<b>Key dates</b>  <b>Estimated contract dates</b> <b>Start date</b> 14/01/2018 <b>End date</b> 03/12/2022  <b>Current Dynamic Purchasing System (DPS) round information</b> <b>End date</b> 27/04/2018 11:00:00	<b>Contact details</b>  <b>Buyer</b> Nottinghamshire County Council <b>Contact</b> Lucy Bartle <b>Email</b> <a href="mailto:lucy.bartle@nottsccl.gov.uk">lucy.bartle@nottsccl.gov.uk</a> <b>Address</b> County Hall Nottingham Nottinghamshire NG2 7QP United Kingdom
	<b>Attachments</b>  No attachments

Once a supplier has registered an interest in the opportunity a link will be sent via email. Note that during the market engagement exercise you won't be able to view anything via the link. However, registering an interest is important as it means that you will automatically be provided with a link to the tender when it goes live.

## 6. Feedback

We would very much welcome your intelligence in relation to the Vending Services market and in order to capture this we have designed a questionnaire. Please complete and return the questionnaire along with any questions or comments you may have by **Friday 11<sup>th</sup> September 2020** to:

[corporate.procurement@nottsccl.gov.uk](mailto:corporate.procurement@nottsccl.gov.uk)

All questions will be collated throughout the pre-market period and the forthcoming tender period and shared with suppliers.

**Thank you for taking the time to read this document and please do not hesitate to contact us if you have any queries at [corporate.procurement@nottsc.gov.uk](mailto:corporate.procurement@nottsc.gov.uk).**