

**Supply & Delivery of Catering Disposables**

**Reference: DN720857**

**Specification**

1. **Introduction**

Blackpool Council wishes to appoint a suitable provider for the supply and delivery of catering disposable products to Blackpool Council sites and schools to which a catering service is provided.

The Agreement is for a period of one year commencing on 1st August 2024 with the option to extend incrementally every 12 months for up to 24 months.

The successful contractor will be expected to work with Blackpool Council throughout the contract period to identify opportunities to rationalise and drive forward efficiencies.

1. **Product Specification**

It should be noted that where any reference is made in these documents to a brand name, make, trademark, patent, origin or process, alternative products with an equivalent specification will be considered as indicated within the pricing schedule.

For the purpose of this tender, a list of core products has been collated to allow a generic price comparison. Please provide net prices for each line (which is automatically multiplied by the approximate annual usage provided for each item). The items specified represent our core list, however, Blackpool Council will expect a full range of products to be made available. Please note that Blackpool Council has rationalised its requirements and only in exceptional circumstances will items outside the core range be required or authorised.

Throughout the life of the contract, this requirement may be subject to change in line with new product introductions, changes in usage etc. and the core list may need to be tailored to suit. Should this be required, this will be addressed through the management of the contract with the successful provider. Any specified items agreed by both the provider and Blackpool Council to be added to the core list following the commencement of the contract should be considered thereafter to be a core list item and be charged at the agreed core list price.

If a customer order cannot be completed in full after the order has been accepted due to a line being out of stock, then a customer should be advised of an alternative product or if an alternative is not acceptable, the earliest date the item can be delivered. No substitution of a product should be made without the prior acknowledgement of the end user that this is acceptable.

1. **Sustainability**

In June 2019, Blackpool Council declared a ‘Climate Emergency’, committing to ensuring that the Council’s services and activities reach net zero carbon by 2030. Therefore, it is an essential requirement that the winning contractor recognises the importance of, and incorporates in, sustainable best practice through all aspects of business operations, during the whole product life cycle. The successful bidder will also be expected to have in place a sustainability strategy which sets out an effective methodology for reducing the environmental impact caused by business operations, allowing evidence of sustainability claims.

In October 2023 restrictions were put into place regarding the sale and supply of all types of single-use plastic with complete bans of single-use polystyrene containers and cutlery. Therefore, it is required that products offered by the contractor must comply with the legal obligation to deliver a range of sustainable options. Reusable alternatives are preferable where appropriate, however single-use items are required in certain cases, but these must be made from other materials that are bio-degradable or compostable.

In its aims of reaching net zero by 2030, Blackpool Council is striving for the most sustainable practice in all aspects of its processes. It will therefore be an essential requirement of this contract, that the successful bidder is able to support Blackpool Council’s voluntary ambitions as well as its legal obligations, relating to the use of sustainable products.

1. **Management of the Contract**

The performance of this contract shall be managed by Blackpool Council and the successful bidder and review meetings will be arranged, when required.

Management information/sales reports must be provided on request and in the format to be agreed with the successful contractor prior to the start of this contract.

Blackpool Council requires a named account manager as a single point of contact. It is an essential part of the contract that the account manager manages the day to day communication between the contract parties. Administrative issues regarding product code changes, changes to price or delisted products must be communicated immediately. It is important to note that a general switchboard number, or liaising with a customer services department will not be accepted as a means of contact / contract management.

Telephone support available Monday to Friday 9am to 5 pm.

Deliveries are required at numerous catering units, cafes and other council sites – there are currently approximately 40 delivery points within Blackpool. Deliveries will be made free of charge, we will endeavour to meet a minimum order value of £50.00 however, this is not guaranteed.

Each department will require their own account number, therefore some delivery addresses will have numerous accounts.

1. **Rates/Pricing**

Rates will be fixed for the first 6 months of the Contract then reviewed every 6 months.

A price review will take place on the 6 month anniversary of the contract start date and at 6 monthly intervals thereafter. Any changes to price (increases and decreases) will only be implemented once they have been agreed and authorised by Blackpool Council. The supplier must provide supporting evidence with respect to any proposed price increases, justifying why it is necessary. Price increases must be as a last resort, and must only be passed on to Blackpool Council after alternative avenues have been explored (sourcing alternative products, switching to a similar existing line etc.).

The value of this contract is approximately £50k per annum. Please note that this number is based solely upon historical data and Blackpool Council cannot guarantee the amount of business generated as part of this contract.

1. **Deliveries and Returns**

Deliveries will be required at various Blackpool Council Sites. Appendix D details a list of council sites with a requirement for catering disposables. This list is for guidance only. Addresses may be added to or removed from this list at a later date. As a general rule deliveries should be made between 09:00 and 13:00, to avoid school start times, school traffic and to ensure kitchen staff members are present on site. Delivery of orders is expected within 2 working days of the order being placed.

Split deliveries may be accepted in exceptional circumstances with prior agreement from Blackpool Council.

Deliveries and returns must be free of charge.

The customer should always be contacted if there will be a delay in delivery of an order

We will endeavour to meet a minimum order value of £50.00 however, this is not guaranteed.

1. **Ordering**

Orders will be e-mailed via the Council’s e-procurement system (TechnologyOne), placed by Virtual ‘Lodge’ / Purchasing Cards or placed via Civica Saffron Kitchen Manager. Blackpool Council requires suppliers to be a level 3 merchant in order for this payment system to be put in place. It is an essential requirement that your business is able to accept and process orders via these methods.

For orders raised via Blackpool Council’s e-procurement system, the successful bidder will be required to complete a spreadsheet with the core list of products and prices for upload onto the system, following contract award.

Telephone orders are not to be accepted by suppliers, unless authorised by a member of the Procurement Team.

1. **Invoices**

Invoices must be sent to Exchequer Services either by post (address available on request) or by email to [accounts.payable@blackpool.gov.uk](mailto:accounts.payable@blackpool.gov.uk)

Payment terms are 30 days.

**9. Insurance**

Providers will have all the below insurance as a minimum:

Employer’s Liability Insurance £5 million

Public Liability Insurance £5 million

Product Liability Insurance £1 million

Goods in Transit Liability Insurance £1 million