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Tender

## **Elevate Multi Academy Trust: Framework Agreement for Catering Services**

Elevate Multi Academy Trust

F02: Contract notice

Notice identifier: 2021/S 000-001597

Procurement identifier (OCID): ocids-h6vhtk-028d93

Published 27 January 2021, 8:55am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Elevate Multi Academy Trust

Keeble Gateway Academy, Inspiration Way, Topcliffe Road

Thirsk

YO7 1TS

#### **Contact**

Neil Meadows

#### **Email**

[admin@redboxcs.com](mailto:admin@redboxcs.com)

#### **Telephone**

+44 1423810985

#### **Country**

United Kingdom

**NUTS code**

UKE - YORKSHIRE AND THE HUMBER

**Internet address(es)**

Main address

[www.redboxcs.com](http://www.redboxcs.com)

Buyer's address

<https://www.elevatemat.org/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[www.redboxcs.com](http://www.redboxcs.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.redboxcs.com](http://www.redboxcs.com)

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Elevate Multi Academy Trust: Framework Agreement for Catering Services

#### **II.1.2) Main CPV code**

- 55524000 - School catering services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Elevate Multi Academy Trust consisting of 11 Schools in North Yorkshire and 1 School in West Yorkshire, have decided to tender their primary school catering services to investigate the financial and qualitative benefits they could be offered as a group.

The Schools involved are: -

- Meadowside Academy, Knaresborough
- Aspin Park Academy, Knaresborough
- Knayton C of E Academy
- Topcliffe C of E Academy
- Sowerby Primary Academy
- Carlton Miniott Academy
- Keeble Gateway
- Marton-cum-Grafton C of E Primary School
- Knaresborough St John C of E Primary School, Knaresborough
- Thornton Dale C of E Primary

- Rillington Community Primary School
- Thorner C of E Primary School

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 15894210 - School meals
- 55523100 - School-meal services

#### **II.2.3) Place of performance**

NUTS codes

- UKE - YORKSHIRE AND THE HUMBER

Main site or place of performance

Meadowside Academy, HG5 0SL

Aspin Park Academy, HG5 8LQ

Knayton C of E Academy, YO7 4AN

Topcliffe C of E Academy, YO7 3RG

Sowerby Academy, YO7 1RX

Carlton Miniott Primary Academy, YO7 4NJ

Thorner C of E Primary School, LS14 3JD

Keeble Gateway Academy, YO7 1TS

Marton cum Grafton C of E VA Primary School, YO51 9QB

Knaresborough St John's C of E Primary School, HG5 0JN

Rillington Primary School, YO17 8LA

Thornton Dale Primary School, YO18 7TW

#### **II.2.4) Description of the procurement**

Within this tender, Elevate Multi Academy Trust wish to establish a Framework Agreement with the winning Contractor, to enable other Schools who enter the Trust to call upon the agreed catering service level should they wish to engage the Contractor's services throughout the duration of the Contract. Such call offs will be agreed through a Commissioning Letter as attached in the Framework Agreement.

##### **The Contract Duration and Structure**

The Contract and Framework Agreement will be awarded for a three-year duration with the option of two additional one-year extensions. Each School will sign a separate agreement with the successful tendering organisation. It is the intention of the Trust to appoint a single contractor.

The Trust 's main aims for the new contract are to have a catering service that:

- Offers food that consistently looks and tastes appetising and is attractively presented.
- Encourages pupils to take a healthy and balanced meal and menus are suitable for a primary school.
- Provides food that fully complies with the Government Standards. The schools feel treat days and sessions do work well and encourage uptake generally. Consultation with each school is to be encouraged however the health eating requirements should be the focus of menus.
- Encourages a higher number of pupils to use the lunch service where appropriate (see details on the individual Schools below) including all those entitled to free meals.
- Consultation with the parents and pupils to illicit feedback.
- Is operated by a catering team who are reliable, well-motivated, managed, trained and developed.
- Is managed by a strong contractor area manager, who will develop and lead the team to deliver a customer service focused offer and spend a substantial amount of time on site, especially at the outset, to facilitate this.
- Is proactively managed and requires minimal management from the Schools' leadership teams.

- Facilitates a dining experience for the pupils that is pleasurable and calm and positively encourages the eating of all their food and developing good table manners and social skills. The idea that the pupil is treated by the catering team in the same manner as they would treat their own children at home.
- Shares best practices between Schools and catering teams about all aspects of the catering service
- Develops a community food provision that extends to staff, parents, visitors, and the immediate neighbourhood and promotes food education for all stakeholders.
- Is professionally marketed and promoted to the mutual benefit of the pupils, parents, Schools, and contractor.
- Demonstrates a flexible approach to all School activities and supports aspects of the curriculum as appropriate, including positively contributing to the education of pupils about food and nutrition.
- Is managed by an organisation who works with the Schools in partnership to move the service forward together.
- Achieves best value and eliminates any subsidies as far as is realistically possible.

#### Tender Schedule

Sending of advert to Fina a Tender 25th January 2021

Bidding companies to attend virtual visit the schools Tuesday 9th February 2021

Deadline for return of tender responses 3rd March 2021

Presentations by shortlisted Contractors 24th March 2021

Site visits or references may take place before 1st April 2021

Contract awarded by 14th April 2021

Contract Commencement 1st September 2021

#### Instructions to tenderers

- Please read this entire document before completing your return.
- The information disclosed in your response will be used for evaluation purposes, except

where indicated otherwise.

- Please answer all appropriate questions and sign where specified. Clearly reference your replies and any supporting documentation.
- All answers must be fully completed even if you have previously submitted information. It is not sufficient to cross refer to previous responses.
- Do not submit sales or promotional material. This avoids waste and enables the evaluation team to focus more objectively on tenderers' suitability.

The closing date for receipt of the completed tender responses is 12pm, 3rd March 2021. In light of COVID restrictions, Red Box request this be sent electronically on the morning of the closing date. Red Box will open all documents after the point of closing.

Once all compliant copies have been received, tenderers will be informed and each document will be forward to Mrs Fiona Conlen, Facilities, Contracts and HS Manager for Elevate Multi Academy Trust.

- Please note that any electronic copies received before the closing date has been reached will be discarded and could result in disqualification from the tender process as these bids will not be accepted.

#### Site Visits to the Schools

Virtual visit to the Schools have been scheduled on Monday 9th February 2021 as follows and links to the Teams meeting will be forwarded on receipt of your form of acknowledgment:

#### Schools Time Date

Meadowside Academy, Knaresborough St John CofE Primary and Aspin Park Academy  
Schools 9:00am- 9:45am 9/2/2021

Rillington Community Primary and Thornton Dale C of E Primary 10:15am- 10:45am  
9/2/2021

Thorner CofE Primary and Marton-cum-Grafton CofE Primary Schools 11:00am- 11:30am  
9/2/2021

Knayton, Topcliffe C of E Academy and Carlton Miniott Academy 14:30pm- 15.15pm  
9/2/2021

Sowerby Primary Academy and Keeble Gateway Academy 15:30pm- 16:00pm 9/2/2021

During the virtual visit, tenderers will have the opportunity to review the service with the representatives on site and ask questions. Please provide the name/s of the person/people attending, for security purposes, when confirming your intention to bid by completing the form of acknowledgement and returning it to [admin@redboxcs.com](mailto:admin@redboxcs.com) by 12 noon 1st February 2021. General queries about the School and technical questions should be emailed to Red Box at [admin@redboxcs.com](mailto:admin@redboxcs.com). All questions and answers will be circulated to all tenderers once the visits are completed.

Presentation - Wednesday 24th March 2021 - Venue/Virtual is to be confirmed

Please ensure that you keep this day free for presentations.

The shortlisted Contractors will have 45 minutes to deliver a presentation to the Trust. The agenda will be a short introduction - approximately 5 minutes, followed by a presentation of foods that Schools would expect to see on the day-to-day menus - approximately 25 minutes, and then followed by questions and answers - approximately 15 minutes. It will be a requirement of the presentation that the area or operations manager who would have direct responsibility for the contract is present.

Reference Visits/Calls by the Schools - by 1st April 2021

Representatives of the Trust may wish to visit the preferred tenderer(s) sites prior to the award of the contract. This visit will form part of the evaluation of the tenderers' responses. If it is not possible to visit a tenderer's site due to distance or time constraints, then the Trust would wish to seek a telephone reference.

## **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

## **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals



2 possible one year extensions

Call offs for additional Schools within the Trust

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

Please request full ITT documentation from [admin@redboxcs.com](mailto:admin@redboxcs.com)

FAO Liz Ellory-Hoare or Neil Meadows.

For evaluation- Bids will be assessed firstly on tender submission and secondly on references and a presentation following shortlisting.

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.1) Type of procedure**

Open procedure

##### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

**IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

**IV.2) Administrative information**

**IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

9 February 2021

Local time

9:00am

**IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 3 March 2021

**IV.2.7) Conditions for opening of tenders**

Date

3 March 2021

Local time

12:00pm

Place

Electronic opening at Red Box Head office and then forwarding to Client.

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

Please request full ITT information from [admin@redboxcs.com](mailto:admin@redboxcs.com)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Red Box Consultancy Services Ltd

Harrogate

Country

United Kingdom

Internet address

[www.redboxcs.com](http://www.redboxcs.com)