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Tender

## **Hampshire Cluster Catering**

St James Church of England Primary School

F02: Contract notice

Notice identifier: 2021/S 000-003318

Procurement identifier (OCID): ocds-h6vhtk-02945e

Published 19 February 2021, 9:08am

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

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

St James Church of England Primary School

Moorgreen Road

West End

SO30 3EG

#### **Contact**

Michelle Marsh

#### **Email**

[m.marsh@st-james-westend.hants.sch.uk](mailto:m.marsh@st-james-westend.hants.sch.uk)

#### **Telephone**

+44 2380900995

#### **Country**

United Kingdom

**NUTS code**

UKJ36 - Central Hampshire

**Internet address(es)**

Main address

[www.rmandcconsultants.co.uk](http://www.rmandcconsultants.co.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA9341](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA9341)

**I.3) Communication**

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

[www.mytenders.org](http://www.mytenders.org)

Additional information can be obtained from another address:

RM&C Consultants Limited

Suthernwood View

South Stoke

RG8 0JJ

**Email**

[sue.allen@rmandcconsultants.co.uk](mailto:sue.allen@rmandcconsultants.co.uk)

**Telephone**

+44 7939599571

**Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

[www.rmandcconsultants.co.uk](http://www.rmandcconsultants.co.uk)

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**

Hampshire Cluster Catering

Reference number

RM&C/2021/HPC/318

**II.1.2) Main CPV code**

- 55524000 - School catering services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

School Address

St James' CofE Primary School Moorgreen Road, West End

Southampton, Hampshire, SO30 3EG

Fair Oak Infants School Botley Road, Fair Oak, Eastleigh,

Hampshire, SO50 7AN

The Crescent Primary School Toynbee Road, Eastleigh,

Hampshire, SO50 9DH

Freegrounds Infant School Hobb Lane, Hedge End,

Southampton, Hampshire, SO30 0GG

Freegrounds Junior School Hobb Lane, Hedge End,

Southampton, Hampshire, SO30 0GG

Colden Common Primary School Upper Moors Road, Brambridge,

Colden Common, Eastleigh,

Hampshire, SO50 6HW

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The schools will be able to award individually or in groups to any of the three shortlisted companies

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

##### **II.2.1) Title**

St James C of E Primary School

Lot No

1

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

- 55524000 - School catering services

**II.2.3) Place of performance**

NUTS codes

- UKJ32 - Southampton

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

Pupils Number

Pupil Numbers: 599 – expected September 2021

KS1 253

KS2 346

Pricings/Sales Price

UIFSM Entitled: 253

Uptake: 175

Value: 2.34 GBP

FSM Entitled: 74

Uptake: 50

Value: 2.34 GBP

Pupil Paid Meal Uptake: 131

Value: 2.50 GBP

Staff Duty Meal N/A

Staff Cash Meals No of Staff: 89

Uptake: 4

Value: 2.63 GBP + VAT 5%

Sales over 12 months

UIFSM Sales 74,213 GBP

FSM Sales 16,373 GBP

Pupil Paid Meal Sales 88,950 GBP

Staff Duty Meal Sales N/A

Staff Cash Sales 500 GBP

Hospitality Sales N/A

Lunch Service Times

11:30 – 13:30 Covid

11:45 – 13:00 pre Covid

Current Contractor

HC3S

Specific Objectives

High quality meals

Local fresh ingredients

School specific/tailored menu

Help increase uptake of children's meals further

Ensure meals are suitable to children with allergies

Work with school to reduce waste

## **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

60

This contract is subject to renewal

Yes

Description of renewals

Three years plus option 2 year extension

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

**II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

**II.2) Description**

**II.2.1) Title**

Fair Oaks Infants School

Lot No

2

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

- 55524000 - School catering services

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

NUTS codes

- UKJ35 - South Hampshire

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

Pupils Number

Pupil Numbers: 430 (450 maximum)

Reception 142

KS1 288

KS2 N/A

Pricings/Sales Price

UIFSM Entitled: 392

Uptake: 320 avg (approx. 75% uptake post Sept 20, based on limited data – this was closer to 79% pre-covd)

Value: 2.34 GBP

FSM Entitled: 38

Uptake: included above

Value: 2.34 GBP

Pupil Paid Meal N/A

Breakfast Club Uptake: 68

Value: 1.30 GBP

Staff Duty Meal N/A

Staff Cash Meals No of Staff: 54 (38 FTE – excludes LSAs)



Uptake: 5-6 avg

Value: 2.34 GBP + VAT or 1.17 GBP + VAT if eating with children

Sales over 12 months

UIFSM Sales 142,272 GBP (320 avg x 190 days x 2.34 GBP)

FSM Sales Included in the above

Pupil Paid Meal Sales N/A

Breakfast Club Sales 16,796 GBP (68 avg x 190 days x 1.30 GBP)

Staff Duty Meal Sales N/A

Staff Cash Sales 2,100 GBP (5-6 avg x 190 days)

Hospitality Sales 300 GBP (inset days, etc)

Service Times

Breakfast Club: 07:30 – 08:55

Lunch: 11:45 – 13:00

Current Contractor

Edwards & Ward

Specific Objectives

Local fresh ingredients

School specific/tailored menu

Work with school to reduce waste

Help increase uptake of children's meals further

Offering tasting options to parents and children

Option for charging staff directly for staff meals

### **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

60

This contract is subject to renewal

Yes

Description of renewals

Three Years plus option for 2 further years

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

The Crescent Primary School

Lot No

3

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

- 55524000 - School catering services

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

NUTS codes

- UKJ35 - South Hampshire

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

Pupils Number

Pupil Numbers: 614

KS1 258

KS2 356

Pricings/Sales Price

UIFSM – based on one month (20 trading days) Entitled: 5160

Uptake: 3211

Value: 2.34 GBP

FSM Entitled: 1320

Uptake: 939

Value: 2.34 GBP

Pupil Paid Meal Uptake: 1452

Value: 2.50 GBP

Staff Duty Meal Entitled: 2 (15 from September 2021)

Uptake: 0

Value: 2.70 GBP

Staff Cash Meals No of Staff: 90

Uptake: 40

Value: 2.70 GBP

Sales over 12 months (Feb19 – Feb 20)

UIFSM Sales 72,212 GBP

FSM Sales 26,292 GBP

Pupil Paid Meal Sales 36,590 GBP

Staff Duty Meal Sales 0 GBP

Staff Cash Sales 596 GBP

Hospitality Sales We don't currently use HC3S for hospitality, but we would be interested in having the option of providing food at meetings, interviews, INSETs etc but we do not know how much this would cost.

Lunch Service Times

11:45 – 13:25 (current hours)

Current Contractor

HC3S

Specific Objectives

To offer a more varied menu where weekly menus are not repetitive (e.g diverse options from different countries etc)

To have better quality of meals provided

Value for money – the food needs to be reflective of the cost per meal spend

Improved customer service – regular contact with area manager to ensure and maintain good communication

Greater flexibility from catering team in school

To offer different serving times at lunchtimes, eg each year group has a 'sitting' for approx.. 30 minutes

### **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

60

This contract is subject to renewal

Yes

Description of renewals

Three years plus optional two further years

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Freegrounds Infants School

Lot No

4

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

- 55524000 - School catering services

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

NUTS codes

- UKJ32 - Southampton

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

Pupils Number

Pupil Numbers: 245

EYFS 90

KS1 155

KS2 N/A

Pricings/Sales Price

UIFSM Entitled: 218

Uptake: 173

Value: 2.34 GBP

FSM Entitled: 27

Uptake: 22

Value: 2.34 GBP

Pupil Paid Meal N/A

Staff Duty Meal N/A

Staff Cash Meals No of Staff: 40

Uptake: 2

Value: 2.63 GBP

Sales over 12 months

UIFSM Sales 84,209 GBP

FSM Sales 5,712 GBP

Pupil Paid Meal Sales N/A

Staff Duty Meal Sales N/A

Staff Cash Sales 70 GBP

Hospitality Sales N/A

Lunch Service Times

12:10 – 13:10

Current Contractor

HC3S

Specific Objectives

To provide good quality, home cooked, nutritional food for children

Ensure bread and a salad bar are available to all children to supplement their meal

Work with the school to provide themed day menus linked to special celebrations (Christmas, Easter, Shrove Tuesday, Book Day etc.)

To ensure as many as the ingredients used each meal time are fresh and where possible locally produced

Provide where necessary special menus for children with different allergies and intolerances and those who are not able to eat particular food for religious reasons

Ensure there is variety in the selection of dishes provided so children can try food that may be new to them or different alongside food that is more familiar

#### **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

60

This contract is subject to renewal

No

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Freegrounds Junior School

Lot No

5

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

- 55524000 - School catering services

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

NUTS codes

- UKJ32 - Southampton



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

Pupils Number

Pupil Numbers: 360

Year 3 90

Year 4 90

Year 5 90

Year 6 90

Pricings/Sales Price

FSM Entitled: 41

Uptake: 32

Value: 2.34 GBP

Pupil Paid Meal Entitled: 319

Uptake: 130

Value: 2.34 GBP

Staff Duty Meal Entitled: 2

Uptake: 2

Value: 2.63 GBP

Staff Cash Meals No of Staff: 43

Uptake: 1

Value: 2.63 GBP

Sales over 12 months

FSM Sales 21,000 GBP

Pupil Paid Meal Sales 51,000 GBP

Staff Duty Meal Sales 800 GBP

Staff Cash Sales 454 GBP

Hospitality Sales N/A

Lunch Service Times

12:05 – 13:00

Plus tuck shop at break time

The tuck shop is run daily at break time (11:00) the food is supplied by HC3S. We charge 30p per item, the children pay on the day and the money goes straight to HC3S and is banked by them.

The tuck shop food is a healthy snack of, for example, a baked cheese or plain bread roll, pizza slice, a piece of fruit or on Fridays an organic apple ice lolly.

Since COVID we have not run the tuck shop for health and safety reasons.

Current Contractor

HC3S

Specific Objectives

Value for money without compromising on quality

Appropriate portion size

Accountability and quality of kitchen staff

Engagement with pupils

Freshness, variety of ingredients

## **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

60

This contract is subject to renewal

Yes

Description of renewals

Three year fixed plus option for two further years

### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Colden Common Primary School

Lot No

6

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

- 55524000 - School catering services

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

NUTS codes

- UKJ35 - South Hampshire

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

Pupils Number (census Jan 2021)

Pupil Numbers: 403 (Numbers have been steadily increasing over recent years. School likely to increase to maximum capacity of 420 over contract term)

Nursery 58

KS1 115

KS2 230

Pricings/Sales Price

UIFSM Entitled: 167

Uptake: 129

Value: 2.34 GBP

FSM Entitled: 29

Uptake: 26

Value: 2.34 GBP

Pupil Paid Meal Uptake: 108

Value: 2.50 GBP

Staff Duty Meal Entitled: 1

Uptake: 0

Value: 2.50 GBP

Staff Cash Meals No of Staff: 45

Uptake: 2

Value: 2.50 GBP + VAT

Sales 12 months to 29/2/2020

UIFSM Sales 50,940 GBP

FSM Sales 3,226 GBP

Pupil Paid Meal Sales 42,520 GBP

Tuck Shop Sales 1,463 GBP

Staff Duty Meal Sales 290 GBP

Staff Cash Sales 0 GBP

Hospitality Sales Previous costs included elsewhere in HC3S charges. Lunches provided for Inset days; rolls provided for staff for parents' evenings

Lunch Service Times

11:40 – 13:20 during Covid measures/restrictions

11:45 – 13:00 is Usual (non Covid timings)

Morning Break Tuck Shop (pre/post Covid): 10:35 – 10:50

Current Contractor

HC3S

Specific Objectives

To provide nutritious, high quality and value for money meals using local and seasonal produce, according to what is in season

To ensure children with allergies, food intolerances and religious reasons are catered for

To work with the school to provide special menus for theme days and celebrations such as Christmas

Salad bar, fresh fruit and bread supplement to menu to be provided daily. Packed lunches for when the school has trips and break snack options for KS2 pupils

Work with the school's eco-conscious ethos to reduce waste and eliminate the use of single-use plastics

#### **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

60

This contract is subject to renewal

Yes

Description of renewals

Three years with the option of two further years

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

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

Variants will be accepted: No

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

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

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

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

Restricted procedure

#### **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

24 March 2021

Local time

1:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

27 April 2021

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

NOTE: To register your interest in this notice and obtain any additional information please visit the myTenders Web Site at

[https://www.mytenders.co.uk/Search/Search\\_Switch.aspx?ID=222035](https://www.mytenders.co.uk/Search/Search_Switch.aspx?ID=222035).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at [https://www.mytenders.co.uk/sitehelp/help\\_guides.aspx](https://www.mytenders.co.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(MT Ref:222035)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>