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Tender

## **Invitation to Tender for Catering Services**

Brentwood County High School

F02: Contract notice

Notice identifier: 2021/S 000-004120

Procurement identifier (OCID): ocds-h6vhtk-02977d

Published 2 March 2021, 11:40am

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

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

Brentwood County High School

Shenfield Common, Seven Arches Road

Brentwood

CM14 4JF

#### **Contact**

Dave Richardson

#### **Email**

[d.richardson.bch@osborne.coop](mailto:d.richardson.bch@osborne.coop)

#### **Country**

United Kingdom

#### **NUTS code**

UKH3 - Essex

**Internet address(es)**

Main address

[www.bchs.essex.sch.uk](http://www.bchs.essex.sch.uk)

**I.3) Communication**

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

[https://stclerestrust-my.sharepoint.com/:w:/g/personal/d\\_richardson\\_bch\\_osborne\\_coop/EWlenpVMP\\_5CgPFI3JDGFAUB7GIZ0wFwMbY8uzwSi-HpkQ?e=Tu1Vlu](https://stclerestrust-my.sharepoint.com/:w:/g/personal/d_richardson_bch_osborne_coop/EWlenpVMP_5CgPFI3JDGFAUB7GIZ0wFwMbY8uzwSi-HpkQ?e=Tu1Vlu)

Additional information can be obtained from the above-mentioned address

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

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

Other type

Academy Trust

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Invitation to Tender for Catering Services

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

- 80200000 - Secondary education services

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

Services

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

Brentwood County High School (BCHS) is running this tender process for the award and appointment of a new contractor for the provision of our school meals service.

#### **II.1.5) Estimated total value**

Value excluding VAT: £750,000

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

This contract is divided into lots: No

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

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

- 80200000 - Secondary education services

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

NUTS codes

- UKH3 - Essex

Main site or place of performance

Brentwood County High School

Seven Arches School

Shenfield Common

Brentwood

Essex

CM14 4JF

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

BCHS requires a school meals service provider that will serve our pupils healthy balanced meal options which are appealing and tasty. For our pupils to learn effectively, we believe that a healthy diet is of key importance. We seek adherence to the National School Food Standards as a minimum in the delivery of this service. The Government buying standards for food and catering in Appendix 1 will also be a requirement. The successful bidder will use high quality local produce, raw ingredients and local suppliers. These will be detailed and evidenced in the successful bidder's quality responses, by listing the suppliers and producers.

BCHS is seeking a partnership approach from a specialist school meals catering provider that will work with us to promote and encourage healthy eating, in a positive and enjoyable environment within the school.

The breakfast and lunches offered on the successful suppliers menu should be available to all children, ensuring that each child receives their preference. High standards of service, interaction with the children and kitchen management are expected at all times to provide a seamless service to the school.

We are seeking a provider that will continue to prepare and serve meals on site from our school kitchen.

### **1. Food and menu requirements**

The successful contractor must procure all ingredients and foods required and ensure that the food used and provided meets government buying standards for food and catering (Appendix 1):

- nutritionally balanced
- healthy
- fresh
- locally produced

- sourced from ethical, accredited suppliers/producers
- seasonal
- cooked from scratch
- contains minimal use of frozen products
- produced as freshly as possible and that cooked items are only on display for a maximum of 45 minutes

The successful contractor must ensure that the menus are:

- compliant with National School Food Standards
- offering, on a daily basis:
  - o breakfast offering
  - o breaktime offering.
  - o Lunchtime offering - a main meal, a vegetarian meal, a jacket potato based meal, salad bar, 2 choices of vegetables, and a dessert option or fruit
- age appropriate
- child friendly
- appealing
- varied
- nut free
- clearly labelled with reference to the 14 allergens and comply with the latest food labelling laws in this regard

The successful contractor shall ensure that specialist dietary requirements are met. Notice will be given for the provision of such meals.

## 2. Service requirements

The successful contractor must ensure that the following service requirements are met:

- Food and catering in accordance with Appendix 1 Government Buying Standards for Food and Catering Services
- Improvements in the good eating habits of the school children are to be achieved and sustained
- Service should mirror the schools ethos and values
- Value for money shall be achieved, whilst maintaining excellent standards of service and quality of healthy food served. They provide a complete price and quality benchmarking exercise at Contract commencement and every 6 Months thereafter to validate and support proposed changes to pricing.
- The responsibility for employing sufficient numbers of kitchen staff to provide the service on a daily basis lies with the contractor
- Kitchen staff hold enhanced DBS clearance; have completed safeguarding training for which they hold certificates; and are trained in food hygiene, safe working practices, health and safety at work and good kitchen practices.
- A record should be maintained of all staff training and qualifications which should be provided to the school annually.
- Kitchen staff are trained in the presentation of food and positive communication with children
- Health and safety in the kitchen is the responsibility of the contractor
- The contractor shall provide the service in compliance with health, safety and hygiene standards, in accordance with the provisions of the Food Safety Act 1990, the Food Hygiene (General) Regulations 1970 and the Food Hygiene (Amendment) Regulations 1990 (Part 9.2)
- BCCHS's meal time assistants shall be responsible for the setting up and putting away of the dining area furniture prior to and at the end of lunch service.
- Termly management information is to be submitted to the school detailing:
  - o Cost of Sales as % Turnover
  - o Gross Profit %
  - o Operational wages as % of turnover

- o Zero rated food purchases as % food turnover
- o Packaging as % food sales
- o Operational Profit as % turnover
- o Overheads as % Turnover
- o Net profit/(loss) before depreciation %
- Updates to menus shall be made available to parents/carers via liaison with the school office and school website.
- The successful contractor will provide marketing material for the school to use to promote the meals and service.
- Cleaning of the catering/kitchen area and equipment regularly to a high standard is the responsibility of the contractor. This should include an annual deep clean and regular maintenance of mechanical equipment such as extraction.
- The contractor will ensure that all kitchen equipment is serviced accordingly.
- Waste is minimised and recycled where possible, in compliance with the school's existing waste management arrangements. The successful contractor shall be responsible for clearing and removing litter generated in the provision of school lunches and shall pay the cost for the removal of such.
- Catering shall be provided to support the new entrants' reception and welcome event on an annual basis. This shall be provided free of charge, giving the contractor the opportunity to engage with new parents and increase uptake in school meals.
- Hospitality shall be provided for school meetings, hospitality and events. This shall be on an as ordered basis, at rates to be agreed when orders are placed.
- The following legislation, Approved Codes of Practice (ACoP) or similar industry or Government guidelines shall apply:
  - o Waste and Resources Action Programme's (WRAP) Hospitality and Food Service Voluntary Agreement;
  - o Government Buying Standards;
  - o Food Safety legislation;

- o Food labelling legislation;
- o Responsibility Deal;
- o Greening Government Commitments;
- o Food for Life - Catering Mark;
- o Hazard Analysis and Critical Control Point (HACCP);
- o Control of Substances Hazardous to Health (CoSHH);
- o Waste Scotland Regulations (2012) (for all sites within Scotland);
- o Food Safety (Temperature Control) Regulations 1995;
- o Food Safety Act 1990;
- o Manual Handling at Work; and
- o Health and Safety at Work Act.
- Appendix 1 - Government Buying Standards for food and catering shall be applied to Catering Services. The five broad areas are:
  - o Sustainable food production; meeting high standards of farming and food processing;
  - o Nutrition, including food procurement, menu development and provision, food preparation and food service;
  - o Resource efficiency; ensuring energy efficiency, efficient use of water, waste prevention and good management;
  - o Social and economic value - achieving wider social benefits for the community; and
  - o Quality of service provision.
- Under the Greening Government Commitments, Buyer's will be open and transparent on the steps they are taking to address procurement of food and Catering Services: including action taken within the context of overarching priorities of value for money and streamlining procurement, to encourage the procurement of food that meets British or equivalent production Standards insofar as possible and to reduce the environmental impacts of food and Catering Services and support a healthy balanced diet.



- Catering Procurement will be treated as a separate Project for identifying a standard procedure and aggregating requirements where possible. Where existing catering operations are in place the Government Buying Standard for food and catering shall be applied.

### 3. Facilities available

The kitchen facilities available at BCHS includes the main school kitchen which will be undergoing a total refurbishment under a DfE priority school build project starting in the Summer 2021. The Kitchens will likely be replaced in the Summer 2023. The diagram below shows the existing equipment layout which will be replaced with brand new as part of the refurbishment. There is also a smaller food preparation area where food can be prepared and served from as well.

The Main Kitchen will be refurbished with the following as like for like replacements of the current equipment:

Blast Chiller

Hood type dishwasher

Single door upright Freezer

Double door upright freezer

2 x Single door upright refrigerator

Double door upright refrigerator

Two door refrigerated counter

Three door refrigerated counter

Gas tilting brat pan

2 x Natural Gas six grid icombi classic

Natural Gas ten grid icombi classic

2 x six burner range

2 x Gas twin pan twin basket fryer.

Various preparation benches, sinks and storage

**II.2.5) Award criteria**

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

**II.2.6) Estimated value**

Value excluding VAT: £750,000

**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

possibility of extending for a further 24 months

**II.2.10) Information about variants**

Variants will be accepted: Yes

**II.2.11) Information about options**

Options: No

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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

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **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

16 April 2021

Local time

9:00am

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

English

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Chair of Governors

Shenfield Common, Seven Arches Road

Brentwood

CM14 4JF

Country

United Kingdom