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Tender

Tender for the Management of the Catering Services at Grace Academy Solihull

Grace Academy Solihull

F02: Contract notice

Notice identifier: 2024/S 000-004856

Procurement identifier (OCID): ocds-h6vhtk-0439e7

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Section I: Contracting authority

I.1) Name and addresses

Grace Academy Solihull

Birmingham

B37 5JS

Contact

Lauren Baxter

Email

ldb@redboxcs.com

Country

United Kingdom

Region code

UKG32 - Solihull

UK Register of Learning Providers (UKPRN number)

10017934

Internet address(es)

Main address

www.redboxcs.com

Buyer's address

<https://solihull.graceacademy.org.uk/>

I.3) Communication

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

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

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Tender for the Management of the Catering Services at Grace Academy Solihull

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The Grace Academy Solihull has decided to tender their catering services to investigate the financial and qualitative benefits they could be offered through this process.

Further specifics about the school are given later in the document under 'The School'.

The Contract Duration and Structure

The contract will be awarded for a three-year duration with the option of two additional, one-year extensions. This is subject to the satisfactory performance of the work. Their preferred arrangement is for a guaranteed return of nil subsidy catering service, which operates a special agreement for VAT, but the School are open to suggestions.

The quality of the service and the proposed budget for the second year will be reviewed three months before the expiry of the first twelve months. The School at this time reserves the right to terminate the contract should either the quality or future costs be unacceptable.

The Proposed Contract is available as a separate attachment.

The financial structure of the contract is designed to reflect the Schools' aims to reward the Contractor in a fair manner and based upon contract delivery and to have an open-book agreement that is easily auditable.

Sales

These will be variable based on the actual level achieved.

Food Costs

This will be fixed at the percentage agreed as part of this tender process. However, costs must be net of ALL discounts at 'into-unit' level with all rebates of any kind reflected on the Catering Managers' invoices. The costs must reflect those submitted in the financial schedules which will be fixed for twelve months.

Tariff

The tariff will be based upon the local marketplace and similar establishments run by the Contractor. The Contractor will demonstrate the viability of their proposed tariff as part of their response. The tariff will be discussed annually but must remain the same for at least the first year of the contract. All future tariff increases MUST be agreed in advance by the school before implementation and must be no more than inflation.

All meal deal and FSM values are to remain at £2.50 for the duration of the contract, unless LA funding is increased and the school will then review this.

Wastage

All wastage should form part of the food costs and should not be accounted for separately. Please include a comment on the percentage of food waste included in the contract.

Gross Profit or Loss

This will be fixed where appropriate, at the percentage agreed, as part of this tender process.

Labour costs

The core labour costs will be fixed. All other labour costs, such as for special events and out of hours events will be charged as and when incurred but at a level pre-agreed in writing.

Please apply a 10% increase from April 2025 and new pay rates (if announced before the end of the tender process).

Sundries

All sundry costs, as defined in the Contractor's response will be agreed and fixed for the first year.

Any increase in years two and three are not go above inflation and must be discussed and

agreed in advance. All budgets are expected to be agreed by the School in Term Three for the following year.

Management Fee

Management fees will be fixed as part of this tender process. These should not increase during the length of the initial contract. (Three Years).

Hospitality Costs

Hospitality costs will be charged as occurred but at fixed item and buffet consumable net costs per head. Extraordinary one-off events will be discussed and priced accordingly and charged at the agreed price. This price must be agreed beforehand with the School.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKG32 - Solihull

Main site or place of performance

Grace Academy Solihull, Chapelhouse Rd, Birmingham, B37 5JS

II.2.4) Description of the procurement

Aims of the Service

The Grace Academy Solihull wish to be at the forefront of educational catering and as such require a modern, branded offer that reflects the leading trends in the industry.

At this time, the School's wish is to commence a catering contract, with a partner who shares their vision for a customer-focused service that attracts the maximum number of students. The meals that are to be provided must be appealing to customers, imaginative, provide good value for money and be nutritionally balanced to encourage all students to make an educated choice. The engagement of the pupils is important they want to continue building a relationship with the local community.

The School's objectives for the new contract are as follows: -

- A catering service that understands the context of the school, pupils and wider community.
- A strong Contractor Area Manager who lives local to the school and will develop and lead the team to deliver exceptional customer service, a consistently high-quality food offer and spend a substantial amount of time on site at the outset to undertake this.
- A Contractor who is proactive in their relationship management with the School.
- Investment in the School's Catering service through increased marketing in return for a tenure of contract.
- A higher number of students and staff using the facilities by providing a high quality, affordable and nutritious meal.
- A catering service that encourages students to take a healthy and balanced meal.
- Food and drinks that look appetising and are attractively presented.
- A hospitality service that will help showcase the School through events to parents and visitors.
- A Contractor that adopts a flexible and proactive approach to all School activities.
- A service that is professionally merchandised and marketed with discretion and to the mutual benefit of the School and the Contractor.
- A Contractor that operates using the optimum level of staffing.
- A Contractor with other local operations which can be used to share resources and support.

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

Option to extend by two separate twelve month extensions.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open 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

12 April 2024

Local time

12:00pm

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

English

IV.2.7) Conditions for opening of tenders

Date

12 April 2024

Local time

12:01pm

Information about authorised persons and opening procedure

To be sent electronically.

Emails to be acknowledge but nothing reviewed, opened or downloaded until after the deadline of 12noon.

Any issues with downloads or files will be reported by 5pm on the day of deadline and issues dealt with.

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Documents for this tender should be requested via email from

admin@redboxcs.com

These are not available on the website or the portal as this is in the test phase.

VI.4) Procedures for review

VI.4.1) Review body

Red Box Consultancy Services Ltd

Harrogate

HG2 8PB

Country

United Kingdom