

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/005757-2022>

Tender

## **Selby Primary Schools Group Catering Services Tender**

Burton Salmon Community Primary School  
Longman's Hill Community Primary School  
Barwic Parade Community Primary School  
Selby Community Primary Schools  
Carlton Primary School  
Barlow C of E Primary School  
Chapel Haddlesey Church of England Primary School

F02: Contract notice

Notice identifier: 2022/S 000-005757

Procurement identifier (OCID): ocds-h6vhtk-031d16

Published 2 March 2022, 4:49pm

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

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

Burton Salmon Community Primary School

Selby, Leeds

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKE - Yorkshire and the Humber

### **Internet address(es)**

Main address

<https://www.burtosalmonschool.org.uk/>

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

Longman's Hill Community Primary School

Selby

### **Email**

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

### **Country**

United Kingdom

### **NUTS code**

UKE - Yorkshire and the Humber

### **Internet address(es)**

Main address

<https://www.longmanshill.co.uk/>

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

Barwic Parade Community Primary School

Selby

### **Email**

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

### **Country**

United Kingdom

**NUTS code**

UKE - Yorkshire and the Humber

**Internet address(es)**

Main address

<https://www.barwicparade.co.uk/>

**I.1) Name and addresses**

Selby Community Primary Schools

Selby

**Email**

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

**Country**

United Kingdom

**NUTS code**

UKE - Yorkshire and the Humber

**Internet address(es)**

Main address

<https://selbycp.selby.ac.uk/>

**I.1) Name and addresses**

Carlton Primary School

Carlton, Selby

**Email**

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

## **Country**

United Kingdom

## **NUTS code**

UKE - Yorkshire and the Humber

## **Internet address(es)**

Main address

<https://carltonprimary.selby.ac.uk/>

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

Barlow C of E Primary School

Selby

## **Email**

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

## **Country**

United Kingdom

## **NUTS code**

UKE - Yorkshire and the Humber

## **Internet address(es)**

Main address

<https://www.barlowschool.org.uk/>

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

Chapel Haddlesey Church of England Primary School

Selby

**Email**

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

**Country**

United Kingdom

**NUTS code**

UKE - Yorkshire and the Humber

**Internet address(es)**

Main address

<https://www.chapelhaddleseyschool.org.uk/>

**I.2) Information about joint procurement**

The contract involves joint procurement

**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**

Selby Primary Schools Group Catering Services Tender

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

- 55524000 - School catering services

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

Services

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

Selby Primary Schools Group

Further details about each School are given later in the document under 'The Schools'.

The Contract Duration and Structure

The contract will be awarded for a three-year duration with the option of two additional, one-year extensions. It is the intention of the Schools to appoint a single contractor in order to maximise the benefits for all parties.

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.

The Selby Primary Schools Group wish to be at the forefront of school catering and as such require a modern, branded offer that reflects the leading trends in the industry.

At this time, the Schools' 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.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKE - Yorkshire and the Humber

Main site or place of performance

Longman's Hill Community Primary School

Barwic Parade Community Primary School

Selby Community Primary School

Carlton Primary School

Barlow C of E Primary School

Chapel Haddlesey Church of England Primary School

Burton Salmon Community Primary School

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

Tender Schedule

Issue of Invitation to Tender 2nd March 2022

Bidding Companies to Visit Sites Monday 21st and Wednesday 23rd March 2022

Clarification Deadline Friday 1st April 2022

Clarification Return Deadline \* Wednesday 6th April 2022

Deadline for return of Tender Responses 11th April 2022 12 noon

Presentation by shortlisted bidders 10th May 2022, 11:30am, 12:45pm and 2pm- Location TBC as Barwic Parade Community Primary School

Reference site visits May 2022

Contract Awarded by End May 2022

Mobilisation Meeting June 2022 TBC

Contract Commencement 1st September 2022

\*Please note there may be certain information that is unavailable by the deadline and anything that has not been identified may need to be included but caveated.

Please direct all tender queries to: -

Consultant Contacts:

Neil Meadows

Tel: 07837 202225

Liz Ellory-Hoare

Tel: 07927 385731

E-mail: [admin@redboxcs.com](mailto:admin@redboxcs.com)

All questions raised will be logged and collated and written responses provided to all tendering organisations. The identity of tenderers raising any questions will remain confidential.

Any questions raised where the information is already included in the document will be identified with a page number to refer to.

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Any questions raised where the information is already included in the document will be identified with a page number to refer to.

The deadline for the return of tender responses is 12 noon Monday April 11th 2022. Soft copies of responses should be sent to All School Contacts above, you should also copy in [admin@redboxcs.com](mailto:admin@redboxcs.com) for the lead consultant to pick up. These emails may be opened and

acknowledged but no attachments will be opened or downloaded until after the tender response deadline. If files are too big and require a link, please use WeTransfer and allow for the download to remain live for at least 48 hours after the deadline to allow for non-working days.

Please complete the Form of Acknowledgement letter attached separately to indicate:

- Your receipt of the ITT documentation
- Your intention to submit a Tender response
- The person attending the site visit/s on 21st and 23rd March 2022

and return to Red Box Consultancy Services Limited at [admin@redboxcs.com](mailto:admin@redboxcs.com) by 12 noon Friday 18th March 2022.

#### Site Visits to Selby Primary School Group

Time Date

Longman's Hill Community Primary School 10am Monday 21st March 2022

Barwic Parade Community Primary School 11am Monday 21st March 2022

Selby Community Primary School 12noon Monday 21st March 2022

Carlton Primary School 1pm Monday 21st March 2022

Barlow C of E Primary School 10am Wednesday 23rd March 2022

Chapel Haddlesey Church of England Primary School 11am Wednesday 23rd March 2022

Burton Salmon Community Primary School 12noon Wednesday 23rd March 2022

During the visit, tenderers will have the opportunity to view the service. It will only be possible for a maximum of two members of your team to attend the site visit; please adhere to this request. Please provide the name of the people attending, for security purposes, when confirming your intention to bid. During the visits it is essential that you do not ask the catering staff any questions. 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 for Short-listed Contractors

Tuesday 10th May 2022 11:30am

Please ensure that you keep this day free for presentations.

The shortlisted Contractors will have 45 minutes to deliver a presentation to the School. The agenda will be a short introduction - approximately 5 minutes, followed by a presentation of foods that the School would expect to see on the day-to-day menus - approximately 25 minutes, and then followed by questions and answers - approximately 15 minutes. There may also be additional areas the School want to discuss, and this will be detailed in the agenda sent out with the invitation for presentation email.

It will be a requirement of the presentation that the area or operations manager who would have direct responsibility for the contract is present.

Site Visits to Contractor Sites by Selby Primary Schools Group

By end of May 2022

The Schools may wish to visit the Contractor's sites. If so, this visit will form part of the evaluation of the shortlisted Contractor's responses. If it were not possible to visit a contractor's site due to distance or time constraints, then The School would wish to seek a telephone reference.

In the event site reference visits cannot take place then please have extra references, we are requesting ALL contracts currently operated by your proposed Area/Operations Manager, available for contact. We would appreciate contact details to include the telephone number and email address of two references at the site in case the initial contact is in self-isolation or away from work.

## **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

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

Variants will be accepted: No

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

Options: No

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

All documents can be obtained by EOI via email to [admin@redboxcs.comm](mailto:admin@redboxcs.comm).

The documents are available for issue and clarifications will be issued to all parties who complete a form of acknowledgement expressing the intention to bid.

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## **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

11 April 2022

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

11 April 2022

Local time

12:01pm

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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 all tender documents via email EOI to [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