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Tender

## **Tender of Catering Services**

RED BOX CONSULTANCY SERVICES LIMITED

Gillamoor CE Primary School

Colburn Community Primary School

Moorside Primary School and Nursery

Hunton and Arrathorne CP School

Masham CE Primary School

F02: Contract notice

Notice identifier: 2021/S 000-005830

Procurement identifier (OCID): ocids-h6vhtk-029e37

Published 23 March 2021, 8:42am

## **Section I: Contracting authority**

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

RED BOX CONSULTANCY SERVICES LIMITED

1 Innisfree Close

HARROGATE

HG28PL

### **Contact**

Neil Meadows

### **Email**

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

**I.1) Name and addresses**

Gillamoor CE Primary School

Main Street

Gillamoor, York

YO62 7HX

**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.gillamoor.n-yorks.sch.uk/>

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

Colburn Community Primary School

Colburn Lane

Colburn

DL9 4LS

### **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.colburn.n-yorks.sch.uk/contact-details-1/>

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

Moorside Primary School and Nursery

Harrogate Road

Ripon

HG4 1SU

### **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.moorsideschools.org.uk/>

**I.1) Name and addresses**

Hunton and Arrathorne CP School

Hunton

Bedale

DL8 1QB

**Email**

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

**Country**

United Kingdom

**NUTS code**

UKE - Yorkshire and the Humber

**Internet address(es)**

Main address

<http://huntonarrathorne.n-yorks.sch.uk/contact-us/>

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

Masham CE Primary School

1 Millgate

Masham, Ripon

HG4 4EG

### **Email**

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

### **Country**

United Kingdom

### **NUTS code**

UKE - Yorkshire and the Humber

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

Main address

<http://www.masham.n-yorks.sch.uk/home/contact-us/>

## **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 to the following address:

Easingwold Primary School

Thirsk Road

York

YO61 3HJ

### **Contact**

Alison Cottrell

### **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.easingwoldprimary.co.uk/contact-details/>

## **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**

Tender of Catering Services

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

- 55524000 - School catering services

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

Services

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

Introduction and Schools' Information

The group of North Yorkshire Primary Schools have come together to tender their catering services to investigate the financial and qualitative benefits they could be offered through this process.

The Schools involved are: -

Gillamoor CE Primary School

Easingwold Community Primary School

Moorside Primary School and Nursery

Colburn Community Primary School

Hunton and Arrathorne Community Primary School

Masham CE Primary 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. Each School will sign a separate agreement with the successful tendering organisation.

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.

#### Tender Schedule

Sending of advert - Tuesday 23rd March 2021

Bidding companies to visit the schools Virtual if necessary- Tuesday 13th and Wednesday 14th April 2021

Deadline for return of tender responses- 10th May 2021

Presentations by shortlisted Contractors- Virtual if necessary - Monday 24th May 2021, Moorside Primary School.

Site visits or references may take place before - Week commencing - Monday 24th May 2021

Contract awarded by 1st June 2021

Mobilisation Meeting - Tuesday 15th June 2021

Contract Commencement - 1st September 2021

Site Visits to the Schools -

Visit to the Schools have been scheduled as follows:

Gillamoor CE Primary School 10am Tuesday 13th April 2021

Easingwold Community Primary School 11.15am Tuesday 13th April 2021

Moorside Primary School and Nursery 12.15pm Tuesday 13th April 2021

Colburn Community Primary School 10:30am Wednesday 14th April 2021

Hunton and Arrathorne Community Primary School 11:15am Wednesday 14th April 2021

Masham CE Primary School and Town Hall 12:15am Wednesday 14th April 2021

The closing date for receipt of the completed tender responses is 12pm, Monday 10th May 2021 One paper copy should be sent to:

Easingwold Primary School, Thirsk Road, Easingwold, York, North Yorkshire, YO61 3HJ



FAO: Alison Cottrell, Headteacher.

### **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
- 55524000 - School catering services

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

NUTS codes

- UKE2 - North Yorkshire

Main site or place of performance

Gillamoor CE Primary School

Easingwold Community Primary School

Moorside Primary School and Nursery

Colburn Community Primary School

Hunton and Arrathorne Community Primary School

Masham CE Primary School

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

The Contract Duration and Structure

The Contract 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.

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 levels 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. The food costs will be audited at least annually.

#### Tariff

The tariff will be based upon the local marketplace and the free-meal meal cost should reflect the local authority rates unless agreed between the School and the Contractor.

#### Wastage

All wastage should form part of the food costs and should not be accounted for separately.

#### Gross Profit or Loss

This will be fixed 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.

#### Sundries

All sundry costs, as defined in the Contractor's response will be fixed for a year. Any increase in years two and three are not go above inflation.

#### Management Fee

The management fee is fixed for a year. Any increase in years two and three are not go above inflation.

#### Hospitality Costs

Hospitality costs will be charged as occurred but at fixed item and buffet consumable costs per head.

## Summary

In summary the following lines will make up the total cost of catering:

Fixed gross profit percentage

Fixed labour cost

Fixed sundries cost

Fixed management fee

Variable hospitality costs

## Aims and Objectives of the Service

The Schools 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. For rural Schools, an appropriate deliver in solution is required and Schools are open to Contractor input on how this would operate effectively.

The Schools objectives for the new contract are as follows:-

A catering service that is well managed and requires minimal involvement from the Schools management team.

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 at the outset to undertake this.

A Contractor who is proactive in their relationship management with the Schools.

Investment in the Schools 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 Schools through events and to visitors.

A Contractor that adopts a flexible and proactive approach to all Schools activities.

A service that is professionally merchandised and marketed with discretion and to the mutual benefit of the Schools and the Contractor.

A Contractor that operates using the optimum level of staffing.

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.

## **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

This contract is subject to renewal

Yes

Description of renewals

2 possible one year extensions on agreement.

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

Variants will be accepted: No

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

Options: No

### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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

Please request tender information from Liz Ellory-Hoare at [leh@redboxcs.com](mailto:leh@redboxcs.com) or [admin@redboxcs.com](mailto:admin@redboxcs.com) at Red Box Consultancy Services Ltd- Catering and FM Consultancy.

Tender documents are not available on our website [www.redboxcs.com](http://www.redboxcs.com) and are provided on request.

There is a requirement of LGPS application at these Schools for TUPE employees.

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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

10 May 2021

Local time

12:00pm

### **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: 1 September 2021

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

Date

10 May 2021

Local time

12:01pm

Place

Easingwold Primary School

Information about authorised persons and opening procedure

Alison Cottrell- Headteacher at Easingwold Primary School.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

electronic copies must be supplied following receipt of hard copies on request to [admin@redboxcs.com](mailto:admin@redboxcs.com)

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

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

Red Box Consultancy Services Ltd.

3 Sceptre House, Hornbeam Park North

Harrogate

HG2 8PB

Email

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

Country

United Kingdom