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Tender

Meals on Wheels Concession Contract

PORTSMOUTH CITY COUNCIL

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2021/S 000-016712

Procurement identifier (OCID): ocids-h6vhtk-02c8ba

Published 16 July 2021, 10:17am

Section I: Contracting authority

I.1) Name and addresses

PORTSMOUTH CITY COUNCIL

City Council

Portsmouth

PO12BG

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

NUTS code

UKJ31 - Portsmouth

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

Buyer's address

<https://www.portsmouth.gov.uk/ext/business/business.aspx>

I.3) Communication

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

<https://intendhost.co.uk/portsmouthcc.aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://intendhost.co.uk/portsmouthcc.aspx/home>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Meals on Wheels Concession Contract

II.1.2) Main CPV code

- 55521100 - Meals-on-wheels services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the council') is seeking to award a contract to provide a Meals on Wheels Service. The service would be to provide a home deliver Meals on Wheels service to vulnerable adults in Portsmouth city boundaries PO1 - PO6, 365 days of the year.

The Meals on Wheels service is delivered by the Provider on behalf of the Council. The Provider collects the cost of the meal from the Service user.

The purpose of the service will be to offer regular, consistent, and reliable access to hot meals with choice including special dietary needs including people from minority ethnic communities.

The provision of meals is an important part of Adult Social Care provision, designed to support vulnerable adults to remain in their own homes longer. It is to help the individual and/or their carer to maintain and improve their health and lead independent, fulfilling lives for as long as possible.

The council is targeting to have awarded the contract on 27 October 2021 to allow for service commencement on 1 March 2022. The contract will be let for an initial term of 5 years which may then run for a further 2 years in increments set by the Council to a total maximum term of 7 years, subject to performance and at the sole option of the Council.

The annual value of the contract is estimated to be IRO £280,000. The estimated value of the contract over the maximum term of 7 years is IRO £1,960,000.

The contract value may increase or decrease throughout the contract term subject to any

known or unknown changes to demand or addition of further associated services in order to meet the requirements of the council in line with Regulations 72 1) a) and e) of the Public Contracts Regulations (2015).

II.1.5) Estimated total value

Value excluding VAT: £1,960,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 55521000 - Catering services for private households

II.2.3) Place of performance

NUTS codes

- UKJ31 - Portsmouth

Main site or place of performance

Portsmouth postcodes PO1 - PO6

II.2.4) Description of the procurement

Portsmouth City Council ('the council') is seeking to award a contract to provide a Meals on Wheels Service. The service would be to provide a home deliver Meals on Wheels service to vulnerable adults in Portsmouth city boundaries PO1 - PO6, 365 days of the year.

The Meals on Wheels service is delivered by the Provider on behalf of the Council. The Provider collects the cost of the meal from the Service user.

The provision of meals is an important part of Adult social care provision, designed to support vulnerable adults to remain in their own homes longer, with an improved quality of life.

The meals can be part of a comprehensive care management package or as a service to enable the Service User to lead a more independent life with more flexibility and choice. The service needs to meet any special dietary needs including people from minority ethnic communities.

The service will be as a minimum a hot meals service (including cultural and specialist diet), a tea time pack (available if service user orders a main meal) and seasonal salads.

Meals are to be available 7 days per week throughout the year and ideally be available on Bank and Public Holidays, including Christmas and Boxing Day.

The meal should be delivered between 11.30 - 2.00pm with consideration given to those customers requiring a regular delivery slot, due to medical needs. The expectation is that all other deliveries will take place within the same 30 minute time slot each day.

The delivery of hot meals are delivered includes a safe and well check,

Currently there are approximately 140 clients registered to be recipients of the Meals on Wheels service.

Meal volumes fluctuate and there is a turnover of service users depending on their level of need and circumstances. It will be expected that the provider will grow the business, and will arrange promotions to expand the client base.

The Service is currently delivered from a Portsmouth City Council Car Park (Isambard Brunel Car Park). Should this premises be required, the provider would be expected to sign a lease for the premise; there may be a charge for rental, parking and utility costs. The rental costs for the office space would be £12,000 per annum and £1,176 (incl. VAT) per space, per annum. There are four parking spaces available at the car park for designated use for the Meals on Wheels Service and lift access for small stack trolleys; weight must not exceed 150kg. The proposed utility costs based on current usage would be £97 per month (excl. VAT) for electric and £14 per month for water (subject to change). Please be advised that vehicles are not allowed to idle in the car park and the car park is a non-smoking area.

The services covered under the contract are social services and fall under the 'light touch regime'. The Council will execute this procurement process in general accordance with the Open Procedure as set out within the Public Contract Regulations (2015).

The procurement process will be undertaken in line with the following programme:

- Issue voluntary FTS Contract Notice & Invitation to Tender - 16th July 2021
- ITT Return Deadline - 10th September 2021 at midday
- Standstill period - 16th - 26th October 2021
- Contract Award - 27th October 2021

- Service Commencement - 1st March 2022

Application is via completed tender submission by the deadline stated above via the Council's e-sourcing system InTend which will be used to administrate the procurement process, the system can be accessed free of charge via the web link below:

<https://in-tendhost.co.uk/portsmouthcc.aspx/home>

II.2.6) Estimated value

Value excluding VAT: £1,960,000

II.2.7) Duration of the contract or the framework agreement

Duration in months

84

II.2.14) Additional information

In the event that the contract is terminated during both the initial and extended term the Council may, at its sole option, approach the 2nd placed supplier from the tender evaluation process undertaken to establish the initial contract to provide the services for the remaining allowable duration. Should the 2nd placed supplier not have capacity or is unable to perform the contract services for any other reason the Council may approach the 3rd placed supplier and so forth.

Section IV. Procedure

IV.1) Description

IV.1.1) Form of procedure

Open procedure

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

10 September 2021

Local time

12:00pm

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

English

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The High Court of Justice

London

WC2A 2LL

Country

United Kingdom

Internet address

<https://www.justice.gov.uk/>