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Tender

West Yorkshire Schools Group Tender for Catering Services

Horsforth Newlaithes
Broadgate Primary School
Ireland Wood Primary School
Burley Oaks Primary School
Crossflatts Primary School
Pivot Academy Salus House School

F02: Contract notice

Notice identifier: 2021/S 000-028343

Procurement identifier (OCID): ocids-h6vhtk-02f624

Published 12 November 2021, 1:10pm

Section I: Contracting authority

I.1) Name and addresses

Horsforth Newlaithes

Victoria Crescent

Horsforth

LS18 4PT

Contact

Maggie Steed

Email

ms@redboxcs.com

Telephone

+44 1423810985

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

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

I.1) Name and addresses

Broadgate Primary School

North Broadgate Lane

Horsforth

LS18 5AF

Contact

Maggie Steed

Email

ms@redboxcs.com

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

<https://www.broadgateprimary.org.uk/leeds/primary/broadgate>

I.1) Name and addresses

Ireland Wood Primary School

Raynel Gardens

Leeds

LS16 6BW

Contact

Maggie Steed

Email

ms@redboxcs.com

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

<https://irelandwood.leeds.sch.uk/>

I.1) Name and addresses

Burley Oaks Primary School

Langford Lane

Burley in Wharfedale

LS29 7EJ

Contact

Maggie Steed

Email

ms@redboxcs.com

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

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

I.1) Name and addresses

Crossflatts Primary School

Morton Lane

Crossflatts, Bingley

BD16 2EP

Contact

Maggie Steed

Email

ms@redboxcs.com

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

<https://www.crossflatts.bradford.sch.uk/web>

I.1) Name and addresses

Pivot Academy Salus House School

Dyson Wood Way, Bradley Business Park

Huddersfield

HD2 1GN

Contact

Maggie Steed

Email

ms@redboxcs.com

Country

United Kingdom

NUTS code

UKE4 - West Yorkshire

Internet address(es)

Main address

<https://pivot-group.uk/the-pivot-academies/the-pivot-academies-kirklees/>

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

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

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

West Yorkshire Schools Group Tender for Catering Services

II.1.2) Main CPV code

- 55524000 - School catering services

II.1.3) Type of contract

Services

II.1.4) Short description

The group of West 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 and contract start date are : -

Horsforth Newlaithes Primary School 1st April 2022

Broadgate Primary School TBC

Ireland Wood Primary School TBC

Burley Oaks Primary School 1st September 2022

Crossflatts Primary School 1st August 2022

Salus House School 1st April 2022

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. There are differing contract start dates detailed above.

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.

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

II.2.3) Place of performance

NUTS codes

- UKE4 - West Yorkshire

Main site or place of performance

Horsforth Newlaithes Primary School, LS18 4PT

Broadgate Primary School, LS18 5AF

Ireland Wood Primary School , LS16 6BW

Burley Oaks Primary School, LS29 7EJ

Crossflatts Primary School, BD16 2EP

Pivot Academy Salus House School, HD2 1GN

II.2.4) Description of the procurement

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 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 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.

Tender Schedule

Publication of advert - November 12th 2021

Bidding companies to visit the schools November 22nd, 23rd, 24th 2021

Clarifications to admin@redboxcs.com by noon November 26th 2021

Deadline for return of tender responses 14th January 2022

Presentations by shortlisted Contractors

1st February 2022

Site visits or references may take place before Week commencing

Monday 7th February 2022

Contract awarded by Friday 11th February 2022

Mobilisation Meeting TBC

Contract Commencement 1st April, 1st August and 1st September 2022 (variable start dates)

Instructions to tenderers

? Please read this entire document before completing your return.

? The information disclosed in your response will be used for evaluation purposes, except if otherwise indicated.

? Please answer all appropriate questions and sign where specified. Clearly reference your replies and any supporting documentation.

? All answers must be fully completed even if you have previously submitted information. It is not sufficient to cross refer to previous responses.

? Do not submit sales or promotional material. This avoids waste and enables the evaluation team to focus more objectively on tenderers' suitability.

? Documents should be returned as hard (paper) copies via post or courier only.

? The closing date for receipt of the completed tender responses is 12noon, Friday 14th January 2022 One paper copy should be sent to:

Broadgate Primary School, North Broadgate Lane, Horsforth, Leeds, West Yorkshire, LS18 5AF

FAO: Lorna Sheard Business Manager

? Documents should be placed in plain wrapping labelled only with "Catering Contract Tender Response - Confidential". This should then be placed in an additional envelope addressed for the attention of Lorna Sheard as stated above. It should also be labelled with "Catering Contract Tender Response - Confidential".

? None of the envelopes or wrapping containing the tender responses must bear any reference to your organisation, the internal document can be branded. Failure to comply with this will result in automatic disqualification from the tender process.

? Once all compliant hard copies have been received, tenderers will be informed and requested to send soft copies to admin@redboxcs.com. Please note that any electronic copies received before the request for soft copies has been made will be discarded and could result in disqualification from the tender process.

Site Visits to the Schools 22nd, 23rd, 24th November 2021

Visit to the Schools have been scheduled as follows:

Ireland Wood Primary School , 10.45 am arrive 22nd Nov 2021

Horsforth Newlaithes Primary, 12.15 pm arrive, 22nd Nov 2021

Broadgate Primary School, 10.45 am arrive, 23rd Nov 2021

Burley Oaks Primary School, 12.30 pm arrive, 23rd Nov 2021

Crossflatts Primary School, 11.15 am arrive , 24th Nov 2021

Salus House School , No visit , Possible January 2022

During the visit, tenderers will have the opportunity to briefly view the kitchen and service area. Due to pandemic restrictions, it will only be possible for one member of your team to attend the site visit; please adhere to this request. Please provide the name and DBS details of the person attending for security purposes when confirming your intention to bid (on the Form of Acknowledgement) Contractors are reminded NOT to direct any questions to members of the catering team during the site visit.

General queries about the School and technical questions should be emailed to Red Box at admin@redboxcs.com. All questions and answers will be circulated to all tenderers once the visits are completed.

Presentation

1st February 2022 - TBC School

Short-listed organisations will be invited to present to representatives from the Schools. As soon as the timings of presentations on 1st February 2022 have been confirmed it will be communicated to all tendering organisations. Please ensure that you keep that day free for presentations. An agenda will be provided nearer the time detailing how long you have and the areas that you will be asked to present and discuss on. It will be a requirement of the presentation that the Area or Operations Manager who will have direct responsibility for the contract is present.

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 optional 1 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

Tender documents are available following expression of interest via email to admin@redboxcs.com. The documents are not available on the Red Box website for download, although they are not restricted in anyway for issue.

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

14 January 2022

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 April 2022

IV.2.7) Conditions for opening of tenders

Date

14 January 2022

Local time

12:01pm

Place

Broadgate Primary School

Information about authorised persons and opening procedure

Lorna Sheard- School Business Manager

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

Tender documents are available upon requested from admin@redboxcs.com. There are no documents held at redboxcs.com.

VI.4) Procedures for review

VI.4.1) Review body

Red Box Consultancy Services Ltd.

Harrogate

Country

United Kingdom