

Cabinet

18 July 2018



Title	Meals-on-Wheels Procurement of New Vehicles		
Purpose of the report	To make a decision		
Report Author	Damola Aladesiun		
Cabinet Member	Councillor Maureen Attewell	Confidential	No
Corporate Priority	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
Recommendations	Cabinet is asked to approve an exemption to the Contract Standing Orders to enable officers to make an order for specialised vehicles for the meals on wheels contract with Apetito.		
Reason for Recommendation	<ul style="list-style-type: none">The Meals on Wheels vehicle and food contract with the current provider, Apetito is due to end 31st July 2018 but it has now been agreed to extend the contract till 14th January 2019.		
Reason for urgency	<ul style="list-style-type: none">There is a requirement to instruct Apetito to order new vehicles at the latest by 01 September 2018 to cover the lead time required for the delivery of the vehicles by 14 January 2019.Officers were previously working on the basis of a shorter lead time for the order but Apetito only confirmed recently that the lead time is 16 weeks.		

1. Key issues

- 1.1 Spelthorne Borough Council operates a Meal on Wheels service to vulnerable people who have no alternative means of getting a daily hot meal. Meals are delivered every day of the year, with the exception of Christmas Day, Boxing Day and New Year's Day.
- 1.2 The Meals on Wheels service comprises of four rounds with approximately 140 meals delivered on a daily basis Monday – Friday. We also offer a frozen service for those people who can heat their own meals over weekends and bank holiday, on average the amount is 20-30 meals per week. Additionally there are two rounds that operate on weekends and bank holidays providing hot meals to clients in the most need, delivering between 50 to 60 meals per day.

- 1.3 The Meals on Wheels vehicles and food contract was due to terminate 31st July 2018 but has now been extended till 14th January 2019.
- 1.4 We have had this contract with Apetito since 2009. An OJEU tender was carried out in 2013 that Apetito again won, scoring high on both the pricing and the quality requirements.
- 1.5 It is proposed that the food to be provided will be purchased under a separate Public Contracts Regulations 2015 compliant framework agreement. The value of the vehicle contract is below the OJEU threshold, but under the Council's Contract Standing Orders there is a requirement for the contract to be subject to a tender process inviting at least three tenders. The authority to award the contract sits with the Deputy Chief Executive in consultation with the Portfolio Holder, but any exemptions to the Orders is within the authority of the Cabinet.
- 1.6 The Cabinet are therefore being asked to exercise their authority to exempt the tender provisions.
- 1.7 The specification required for this service is considered quite niche to Apetito as the Council requires meals that can be cooked whilst in transportation due to lack of kitchen facilities.

2. Options analysis and proposal

- 2.1 **Option 1** - Exempt the contract standing orders requirement for three tenders and award the contract to Apetito to ensure that the Council is able to provide continuation of services with a fit for purpose fleet of vehicles.
- 2.2 **Option 2** – Undertake a tender exercise to see whether any other providers are able to provide the vehicles required. Having undertaken research officers consider that at present only Apetito have the specific vehicles required for the service the Council provides.
- 2.3 It is therefore proposed that Cabinet approves an exemption to the Contract Standing Orders requirement to undertake a tender process to enable Apetito to be awarded the contract so that Apetito can commence the placing of the orders for the vehicles by 01st September 2018.

3. Financial implications

- 3.1 The contract recommended for approval is for Apetito which is within existing budget resources of £110,400 for 4 vehicles and £138k for 5 vehicles
- 3.2 Leasing costs for each vehicle is expected to be £460 per month

4. Other considerations

- 4.1 The urgent request is necessitated by the recent realisation of the extended lead time required to order the vehicles.

5. Timetable for implementation

Last date to place order for vehicles	01/09/2018
Actual Contract Commencement	15/01/2019

Background papers: None

Appendices: None