



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

**DELEGATED  
OFFICER DECISION** Jayne Ivory  
**TAKEN BY:**  
**PORTFOLIO**  
**AREA:** Children's Young People and Education

**SUBJECT:** To approve the award of a framework agreement for the Supply & Distribution of Milk Thirds and Fresh Milk.

## 1. DECISION

To award a framework agreement contract to Creamline Dairies Ltd for two years with the option to extend for a further 2 x 12 months. The contract will be for the supply and distribution of milk thirds and fresh milk to various Blackburn with Darwen schools and establishments.

## 2. REASON FOR DECISION

On 26<sup>th</sup> August 2021, Dukefield Foodservice Ltd undertook a tendering exercise on behalf of the Council for the supply and distribution of milk thirds and fresh milk to various Blackburn with Darwen schools and establishments.

This was an advertised competitive tendering exercise and two submissions were received. The bids were evaluated against published criteria in the tender documentation. Price was allocated 60% of the marks and quality 40%. Quality was scored against the following criteria:

Criteria	Weighting
Relevant Sector Experience & Expertise	5%
Contract Mobilisation & Operations	8%
Management	8%
Quality Assurance & Source of Supply	13%
Sustainability	6%
<b>Total</b>	<b>40%</b>

The highest combined quality and price score was achieved by Creamline Dairies Ltd.

### 3. BACKGROUND

The Council's current agreement for the supply and distribution of milk thirds and fresh milk is due to expire on 22<sup>nd</sup> November 2021. The annual value of the framework agreement is £198,000 and therefore requires the opportunity to be advertised on the Find a Tender Service website.

Tenders documents were available through the MultiQuote electronic tendering system and the closing date for submissions was Friday 24<sup>th</sup> September 2021.

Submissions were evaluated on behalf of the Council by Dukefield Foodservice Ltd and then verified by members of the Council's Contracts and Procurement Team. Two tenders were received on time however one of the submissions was judged as non-compliant because it failed to meet the specification.

The successful bidder scored 96.6%.

### 4. OPTIONS CONSIDERED AND REJECTED

- Use an existing framework agreement. A suitable agreement could not be identified and therefore this option was rejected.
- The Council to carry out the tender itself however this was rejected because Dukefield Foodservice Ltd have specialist knowledge of the education food and beverages sector. In addition, they have carried out the tender process on behalf of the Council on two previous occasions and the contracts have ran successfully and been well received by the schools.

### 5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

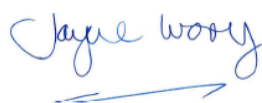
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<b>CONTACT OFFICER:</b>	<b>Chris Aston</b>
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<b>DATE:</b>	25/10/21
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<b>BACKGROUND DOCUMENTS:</b>	N/A
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Signed:



**Director Jayne Ivory**

**Date: 28.10.21**