

RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY FROM EXECUTIVE/COUNCIL/COMMITTEE

DELEGATED POWERS OUTLINED IN THE CONSTITUTION



DELEGATED OFFICER DECISION TAKEN BY:	Strategic Director of Environment & Operations
DELEGATED BY:	Council (date of delegation)
IN CONSULTATION WITH:	Executive Member
PORTFOLIO AREA:	Growth and Development

SUBJECT: Bar Products and Services contract

1. DECISION

To approve the award of a contract to JW Lees Ltd for the supply of bar products and services.

2. REASON FOR DECISION

The current contract expires on 1st March 2024 and therefore the Council needed to undertake a tendering exercise in accordance with the Public Procurement Regulations and the Council's Contract and Procurement Procedure Rules.

The Contracts and Procurement Team published a notice on Find a Tender Service, the Contracts Finder website and The Chest e-procurement portal inviting expressions of interest from suppliers.

Within their invitation to tender responses bidders had to complete the standard selection questionnaire (SQ). The purpose of the SQ is to assess the capability of the bidder to deliver the contract and responses were marked on a pass/fail basis.

Four suppliers passed this stage; they then submitted their pricing via an electronic reverse auction. JW Lees Ltd finished in first place following the auction.

The proposed contract period is for three years with the option to extend for a further 12 months.

3. BACKGROUND

The principle purpose of the contract is to identify the 'best fit' supplier of all types of alcoholic and non-alcoholic beverages. The successful supplier will play a proactive partnership role in the development of a comprehensive catering service delivery to the wide range of user groups utilising the licensed catering venues of Blackburn with Darwen Council.

The licensed premises owned and operated by Blackburn with Darwen Borough Council constitute a varied commercial portfolio offering a mix of entertainment, conferencing, and catering delivery unique to the North West of England.

King George's Hall has several commercial elements, which combine effectively to promote its position as the cultural and leisure centre of Blackburn.

MAIN HALL – Serviced by 4 bars, the Main Hall can seat 1800 and 2300 standing for a Theatre/Concert event.

Events vary from Soul Nights; Cabaret Nights; Trade Fairs; Opera and Classical Concerts through to Rock, Pop and Comedy.

WINDSOR SUITE – Is a popular function and live performance venue (licensed for 750). Serviced by 2 bars, the Windsor Suite provides an ideal function facility for events like the nationally famous Northern Soul Nights and touring bands.

Darwen Library Theatre is a community theatre that can seat 210 people. It has one bar for the general public; it hosts a variety of events from rock and pop to Afternoon Variety Shows and Comedy Nights.

4. KEY ISSUES AND RISKS

Risks considered as part of the process which were managed through the process were

- Bidders unfamiliar with the auction software. The Contracts and Procurement team provided full training, including two practice auctions, to mitigate this risk.
- None of the short listed suppliers placed a bid. The starting price for the auction was set at a level 10% higher than the current annual cost to help the bidding process get underway.

5. FINANCIAL IMPLICATIONS

- No major financial implications, the cost is within existing budgets.
- The successful supplier will be required to fix their prices for 12 months and any future price increases cannot exceed RPIX.
- The reverse auction process has led to an annual saving of 34%.

6. LEGAL IMPLICATIONS The procurement process was in accordance with the Council's Contract and Procurement Procedure rules and the Public Contracts Regulations 2015.

7. RESOURCE IMPLICATIONS

- The Implementation of the brewery tender can be achieved within existing resources.

8. OPTIONS CONSIDERED AND REJECTED

- Run a traditional sealed bid tender process. Option considered and rejected because a reverse auction had generated savings on the previous contract, with inflationary increases during the lifetime of the current contract it gave the best chance to recover this cost as a minimum.

9. CONSULTATIONS

None.

10. DECLARATION OF INTEREST

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

VERSION:	1
-----------------	----------

CONTACT OFFICER:	Joanne Byrne/Claire Ramwell
-------------------------	------------------------------------

DATE:	02 February 2024
--------------	------------------

BACKGROUND DOCUMENTS:	
------------------------------	--