

**Report to:** Executive Cabinet Member  
Environmental Services

**Date:** 27th April 2015

**Report of:** Director of Environmental Services

**Report No:** ECMES/ 52/15

**Contact Officer:** Garry Wood/Elaine Long

**Tel No:** 336950

**Report Title:** Procurement of Kitchen Extraction Systems Cleaning Services as required for School Meals Service and Civic Catering

**Non Confidential:** This report does **not** contain information which warrants its consideration in the absence of the press or members of the public

**Purpose:** The purpose of this report is to seek authority to tender for the supply of kitchen extraction systems cleaning services and to appoint a tenderer under a framework agreement

**Recommendations:** The Executive Cabinet Member is requested to:-

- a) Grant approval for the Assistant Director of Community Services to tender for Fan Cleaning in School Kitchens
- b) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer.

**Decision**

**Background  
Doc(s):**

**Signed:**

\_\_\_\_\_  
Leader/Executive Cabinet Member

\_\_\_\_\_  
Monitoring Officer

**Date:**

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## **1. Introduction**

1. Since the introduction of the Food Safety Act 1990, regular deep cleaning of kitchen extraction systems is seen as required due diligence helping to minimise risks and safeguarding reputations. It also increases life expectancy and improves efficiency of expensive catering equipment. It is a prerequisite for validity of insurance cover in the event of fire within kitchens that all ventilation cleaning is carried out to BESA (Building and Engineering Services Association) accredited companies

Environmental Services, School Meals let the contract in 2011 and awarded to ADC Environmental Ltd, Sheffield

## **2. Types of contracts required under Standing Orders**

- 2.1. Up to £15,000 – Decision whether to invite tenders/quotations to be made by Chief Officer, or designated officer.
- 2.2. £15,000 - £50,000 Requirements should be specified in writing, and wherever possible, a minimum of three written quotations obtained, by a specified time and date.
- 2.3. Over £50,000 - £172,514 EU Threshold  
Tenders must be invited by advertisement via The Chest.
- 2.4. £172,514 EU Threshold  
If the estimated expenditure of the total contract is likely to exceed EU financial thresholds, then EU legislation/procedures apply. Tenders must be advertised in the Official Journal of the European Union (OJEU)

## **3. Financial Information**

- 3.1 Current contract value over the let period is £65,000
- 3.2 Schedule: This contract will cover the annual ventilation cleaning required as a minimum for 98 primary and 4 Secondary Schools. Due to the nature of Civic Catering, provision is made for a biannual service.
- 3.4 By providing this service to schools the risks of serious damage to school buildings is mitigated, protecting the Authorities asset and safeguarding employees.

## **4. Recommendations**

- 4.1 The Executive Cabinet Member is requested to:-
  - a) Grant approval for the Assistant Director of Community Services to tender for Fan Cleaning in School Kitchens

- b) Delegate authority to the Director of Environmental Services to award the contract to the successful tenderer.