# CATERING CONTRACT

# No. 2019-228984

# AT

# RHODES AVENUE PRIMARY SCHOOL

# INFORMATION

This invitation to tender document, together with a visit to the school and an opportunity to ask questions provides the information necessary to submit a competitive bid to operate the school’ catering services as it comes up for renewal on 1st May 2019.

Tender returns will be scored and it is intended to shortlist the highest scoring bids for a presentation to further clarify their offer. The School may choose to visit a school where the caterer is currently providing a service.

Catering is currently being provided by Accent Catering Services.

The new contract will be for an initial period of three years, commencing 1st May 2019 and may be extended for a period not exceeding two further years.

High quality, nutritious and attractive meals are of great importance. The contractor shall be expected to work with the school and its pupil school council to evolve the menu and ensure that meal times are a positive experience

# Timetable

The School intends to follow the timetable below in performing the evaluation and selection process.

The School will notify Contractors whether or not they have been successful. The dates are subject to change at the discretion of the School. Post-tender clarification meetings may be requested by contacting Tracy Graham, Business Manager via email to [finance@rhodes.haringey.sch.uk](mailto:finance@rhodes.haringey.sch.uk)

|  |  |
| --- | --- |
| **Date** | **Process** |
| 25.02.2019 | Advertise tender |
| 04.03.19 – 08.03.19 | Caterers visit school - pm only, by appointment  Email [finance@rhodes.haringey.sch.uk](mailto:finance@rhodes.haringey.sch.uk) to book a site visit |
| 18.03.2019 | Deadline for questions  Subsequently, questions and answers will be shared with all who submitted tenders |
| 26.03.2019 | Tender return by **12 noon** |
| 27.03.2019 | Caterers who submitted tenders advised of outcome  Top 3 scoring caterers invited to make a presentation and interview |
| W/C 01.04.19 | Caterers interviews/presentations (exact date to be confirmed) |
| 05.04.2019 | Preferred bidder informed - 10 day waiting period |
| 22.04.2019 | Contract signing and contract mobilisation |
| 01.05.2019 | Contract starts |

Rhodes Avenue Primary School is a three-form entry community school serving part of Wood Green, and close to Alexandra Palace and Muswell Hill. The community is stable and pupil mobility is low.

Rhodes Avenue is an outstanding school that serves an area more advantaged than most and attainment is above the national average. The percentage of free school meals is low at approx. 3%.

The school benefits from spacious grounds and outdoor spaces. The children are accommodated across three separate buildings:

Woodpecker Nursery part time nursery of 30 pupils

The Foundation Block full time nursery (30)

three reception classes (90)

KS1 on the ground floor Y1 and Y2 (180)

KS2 on first floor Y3, Y4, Y5, Y6 (360)

We currently have one part time nursery and one full time nursery with 30 pupils in each. In September 2019 this will increase to two full time classes of 30 pupils in each class. The school is at full capacity with 690 pupils.

The school has 100 staff.

# Ethnic mix

The majority of pupils are of White British/Other ethnicity (74%), with the remaining school population of Black, Asian, Indian and Chinese ethnicities around 4-6% each.

# Take up of School Meals

The table below shows the number of children and staff taking lunch on a typical day.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Eligible FSM | Universal FSM | Paid | Total |
| Nursery |  |  | 30 | 30 – (increase to 60 in Sept 2019) |
| Reception | 2 | 85 |  | 87 |
| Year 1 | 5 | 82 |  | 87 |
| Year 2 | 1 | 88 |  | 89 |
| Year 3 | 4 |  | 60 | 64 |
| Year 4 | 4 |  | 53 | 57 |
| Year 5 | 3 |  | 45 | 48 |
| Year 6 | 3 |  | 44 | 47 |
| Staff | 10 |  | 5 | 15 |
| Total | 32 | 255 | 237 | 524 |

# Payment for School Meals

In 2017 the school introduced cashless meal system and staff and pupils use Eduspot School Money to pay for meals online.

The charge for school lunches are £2.35 for pupils and £3.00 for staff.

# Other catering requirements

The school has five training days per year which may need to be catered for and the menu agreed beforehand.

The school runs two successful afterschool clubs for which the catering service would be expected to provide healthy snacks to an agreed menu. The Extended Day Service Administrator would advise on numbers to be catered for each week. The type of food offered can be viewed on the school website: <https://rhodesavenue.school/parents/after-school-clubs/>

The table below shows numbers catered for in a typical week.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | M | T | W | T | F | Total |
| Nursery/Reception | 29 | 35 | 30 | 34 | 25 | 153 |
| Years 1 to 6 | 52 | 57 | 57 | 54 | 23 | 243 |

**Pork and nuts are excluded from all school menus.**

Rhodes Avenue has worked hard to achieve its Healthy School Award and the contractor shall, through their menus and promotional materials, promote and encourage healthy eating.

# Facilities and Resources

The school has a large, well equipped kitchen with a serving hatch and pull down shutter. There is adequate storage, preparation and cooking facilities that serves out onto a dining hall, and an adjacent multi-use school hall used for meal times. Having undergone expansion from a two-form to three form entry school some investment may be needed for dish washing.

The schools meals assistants are responsible for putting and clearing away the folding tables which are stored in the dining hall at non-dining times.

Children have a tray and meals are served onto white melamine plates and dessert bowls.

There is a chilled salad bar and dessert station available to pupils, currently supervised by school staff.

The school is considering purchasing an outdoor mobile kitchen/café with seating area. We would be interested to see how caterers would incorporate use of this within their innovative plans for the future.

# 2.0 TUPE (2006)

Contractors shall allow for the future increase in the National living Wage when submitting bids.

Information on the current staff is provided in Appendix A.

All Contractors are warned that TUPE Regulations apply to this contract if they decide to transfer the staff on to their payroll.

Contractors should take into account the following requirements:

1. The requirement to inform, and if necessary to consult with the 'affected employees' via appropriate representatives of the affected employees.
2. The requirement to inform the current service provider of any measures which it intends to take following the transfer.
3. The requirement to maintain existing rates of pay and terms and conditions of service in accordance with TUPE.
4. That the successful tenderer will be liable for a claims (excluding criminal claims) brought by any 'affected employees' or their representatives from the date of the transfer, including but not limited to claims for redundancy and unfair dismissal claims.

Contractors are advised to seek independent legal advice as to the effects of TUPE and take this into account when considering whether to tender, in pricing the contract and in the event of being the successful tenderer.

# Pensions

For those employees who are members of a Local Government Pension Scheme (LGPS) and are entitled to transfer under TUPE regulations, the new employer has two options regarding the pension provisions in order to ensure compliance with the Fair Deal for Staff Pensions Policy 2004:

a) To provide a broadly comparable pension scheme, this would need to be certified by the Government Actuary’s Department (GAD).

Or

b) Apply for admitted body status (ABS) and as a result the employees who TUPE transfer remain in the LGPS. This involves the new employer being party to an agreement with the Local Authority to pay pension contributions in respect of the employee.

The admission agreement may require the new employer to set up a bond and may include exit charges at the end of the agreement. Contractors are advised to seek independent legal advice as to the effects of the pension transfer and take this into account when considering whether to tender, in pricing the contract and in the event of being the successful tenderer.

The school accepts no responsibility or liability for the accuracy of the information provided above and advise all Contractors to take independent legal advice.

# 3.0 SERVICE SPECIFICATION

The contractor shall be expected to carry out their statutory responsibilities to provide lunches, extended day snacks and occasional hospitality services to the school. They shall adhere to all H&S and Food Standards legislation with regard to food provision within a school.

# The School Year and Lunch times

The school year is separated into three terms, covering a period of 38 weeks per year with pupils attending school for 190 days.

As there is limited seating the school operates a staggered lunchtime, between 11.45 and 1.15pm. This may need to be revised for September 2019 when the school operates two full time nursery classes.

Children shall choose their meal from the serving hatch counter.

12.00 noon

At present nursery pupils have their lunches in the separate nursery building called Woodpecker. The meals are packed in thermo boxes by the contractor and are taken and served to the children by school lunchtime staff.

11.45 am - Reception classes are brought to the school dining rooms.

12.05pm - KS1

12.15pm - KS2

# Menus

Menus for lunch and extended day provision shall be presented, revisions made, and agreed prior to implementation.

The following must be considered when menu planning:

* Focus is to be given to healthy and nutritional dishes
* The nutritional mix of the menu must be evidenced
* A good variety of textures, flavours and colours
* Seasonality
* Fresh food used in preference to frozen, dried or tinned
* Freshly prepared food in preference to ready-made
* UK farmed produce, wherever possible
* The use of fresh fruit and vegetables as often as possible
* The use of ethical foods such as Fairtrade and free-range
* Vegetarian and Meat option available each day.
* Dietary restrictions must be catered for
* A salad bar with a good variety of salads shall be available each day

# Food Purchasing Policy

The contractor shall ensure that Food provenance, environmental standards, sustainability, quality and safety should be considered with all buying decisions.

# Service Delivery

It is vital to the smooth running of the school and the viability of the contract that service is completed within the prescribed lunch period (11.45am to 1.15pm). The contractor must ensure that the service commences on time and ensure that all service points are open and adequately manned throughout the service period or for as long as is required to ensure a fast and efficient service of meals to pupils and staff. The contractor will ensure that adequate staff are available each day.

There may be occasion to vary the service times and this will be agreed with the contractor in up to 1 week in advance. Any planned permanent changes in service times will be discussed and agreed with the contractor at least one school term in advance. The school requires the catering provider to be responsive and flexible to any changes in the structure of the school day as may be needed.

# Hospitality Catering

The contractor shall provide additional catering outside the lunchtime and afterschool club, e.g. governors meetings, with cost agreed between the contractor and the school beforehand. The contractor does not have exclusive rights to cater for hospitality catering. A quotation will be requested from the caterer when hospitality catering opportunities occur.

# Hire of Premises

The school shall consider generating additional income by hiring out the catering facilities outside school hours. If catering is required the school will liaise with the contractor and external caterers to provide a quotation. The hirer will have control of the decision making process and the hirer will be under no obligation to accept the contractors bid.

The school has a successful parent fund raising team Rhodes Avenue Primary School Association (RAPSA). When organising events they will be given access to the school kitchen and use of equipment. The school will ensure that dishwashing, equipment storage and cleaning takes place to maintain high standards of cleanliness.

# 4. CONTRACTOR RESPONSIBILITIES

# Heavy and Small Equipment

The contractor shall be responsible for:

* Taking reasonable care of all equipment in accordance with manufacturer’s instructions
* Report breakdowns directly to the school
* Prior to the commencement of the contract an inventory of all equipment will be taken and agreed by the school and contractor
* Provide a rolling replacement plan for the equipment – establishing the age of each piece, lifespan and replacement cost
* Contractors should familiarise themselves with the equipment during their site visit and advise in their tender documents any matters which would prevent them providing a catering service
* The school will not be responsible for the cost of the loss of foodstuffs due to utility or equipment breakdown.

# Light equipment

* It will be the contractor’s responsibility to replace this equipment like for like as required and provide any additional equipment required to meet the needs of the service. Any change in style should be agreed with the school beforehand.

# Disposables

The contractor shall be responsible for providing disposables for occasional events

# Utilities

* The contractor will instruct staff in the economic use of the School’s utilities and will ensure that staff co-operate in the school’s energy conservation.

# *Disposal of oil*

The contractor must not discharge any grease into the drains. If the drains become blocked or in need of cleaning due to the contractor’s actions the contractor will be responsible for rectifying the problem at their own cost.

# Fire/Fire Appliances

* The contractor should immediately report to the School any problems with the equipment supplied.
* The contractor must train their staff as to the appropriate action to take in the event of a fire.
* The contractor should ensure that kitchen premises are not left in a way that could prove a risk in terms of starting a fire.

# First Aid

The contractor must provide and maintain suitable first aid equipment for minor injuries and ensure they employ at least one member of staff holding a current first aid certificate.

# Cleaning

The contractor shall be responsible for all cleaning in the kitchen, stores and associated areas, including all equipment on a scheduled basis, including above a height of 2 metres. Annual deep cleaning should take place during school holidays.

The contractor will be responsible for cleaning the kitchen, toilets, staff changing area, catering office and any other associated area.

# Rubbish disposal

* The contractor will be responsible for ensuring that all kitchen and dining room refuse is regularly removed from the catering area, packed in black plastic sacks and moved to the school’s compactor, dustbins or recycling bins in an acceptable manner.
* Where recycle bins are provided the contractor’s staff shall ensure that all refuse in the kitchen is recycled wherever reasonably practical.

# Telephones

The contractor’s staff shall be required to keep calls to a minimum and must only use the phone for the purpose of business connected to the School’s catering contract. Any calls not covered by this will be charged to the contractor.

# IT

The contractor is responsible for providing any and all computers and software that they require.

# Pest control

The contractor shall be responsible for keeping the kitchen and associated areas in a sanitary condition to prevent infestations.

# Staffing

* The contractor shall be responsible for all staffing costs however incurred.
* All staff should complete a medical questionnaire prior to commencement of work and the contractor must ensure that the staff are fit and capable of carrying out the tasks assigned to them, without any risk to food safety and health & safety.
* The contractor shall employ only such persons as are skilled, honest, experienced, polite, courteous and considerate at all times and suitably qualified in the work which they are to perform. The contractor must ensure all staff are instructed in the relevant policies, rules and procedures and standards required by the School.

# Safeguarding

* All on-site staff, agency staff and visiting management must hold enhanced DBS certificates. The catering contractor must arrange and pay for the enhanced DBS checks and provide the School with written confirmation that all the staff have been cleared. Updated checks are to be undertaken after the initial contract period should there be a decision to extend beyond then.  If any disclosures are identified through the checks they should be discussed with the Headteacher who will have the final say on whether the staff concerned should be barred from working at the School.
* Staff must be prepared to attend safeguarding training if directed to by the School.

# Training

* The contractor shall be responsible for ensuring that there are sufficient adequately trained and qualified staff to operate the service to the contract standard at all times and to ensure that queues are kept to a minimum. Staff should be aware of the dishes on offer and be able to advise pupils and to promote healthy eating options.
* The contractor shall maintain accurate records of all employees and sub-contractors who are, or who are to be, engaged in connection with the provision of the service. These records are to be kept at the school and be made available for inspection if required
* The contract manager should inform the School promptly and confirm in writing any instances or activity on the part of the School which may prevent or hinder the contractor from complying with the contract or that could be a danger to the pupils and staff at the school.
* The contractor shall supply all staff with suitable uniform, which should be worn at all times

# Contract monitoring

The contractor shall monitor the contract on an ongoing basis and constantly seek to improve the speed and quality of service. Agreed KPI’s will be reported to the School at the end of each term with an action plan to address any issues.

# Food Safety, Health & Safety And School Policies

* It is the contractor’s responsibility to ensure that they comply with all aspects of Food Safety and Health and Safety Legislation.
* The contractor must report immediately and confirm in writing to the School any accidents or dangerous occurrences or situations that may be a risk to anybody on the school premises.
* The School also reserves the right to monitor the contract itself at any time.
* The contractor shall allow the School or its representative unhindered access to the kitchen for the purpose of examining, testing, monitoring or anything else in connection with the contract.
* The contractor shall give all reasonable assistance as required.
* The contractor will adhere to all School policies.
* The contractor will be responsible for securing the kitchen at the end of the school day.
* The School will not accept responsibility for any valuables or money belonging to the contractor or his staff.
* The School reserves the right to use the kitchen and associated areas for school associated functions when required.

# 5. SCHOOL RESPONSIBILITIES

# Heavy and Small Equipment

The school will be responsible for the following:

* Provision and replacement of the existing heavy and small equipment
* Servicing and repair of all heavy and small equipment
* All portable appliances will be tested regularly.

# Light equipment

* The school will supply the initial stocks of light kitchen equipment, trays, crockery and cutlery, etc. Prior to the commencement of the contract an inventory of equipment will be taken and agreed by both the school and contractor.

# Utilities

* The school will be responsible for the provision and cost of utility services (gas, electricity, hot and cold water, drainage, etc) and the maintenance of those services.

# Fire/Fire Appliances

* The School will be responsible for the provision of the fire fighting appliances and their maintenance. The contractor and the School will discuss and agree a plan of fire precaution and evacuation procedures.

# The fabric of the building

Physical maintenance of the structure, fabric and finishes of the kitchen, stores, dining areas and any associated areas shall be the responsibility of the School. The contractor should promptly report any problems to the School. Contractors are to familiarise themselves with the kitchen and dining areas and advise in their tender documents any matter which would prohibit them from providing a catering service. The contractor shall not modify or alter any part of the premises without prior written permission of the School.

# Ventilation system

The School will be responsible for the regular cleaning and servicing of the extraction system.

# Dining furniture and cleaning

* The School will be responsible for the provision and repair and maintenance of the dining furniture.
* School lunchtime staff will be responsible for setting up, wiping and putting away the dining furniture each day. They will clean up spillages in the dining area and sweeping the dining hall floor after each service.
* The dining areas must be available for school use immediately before and after lunchtime
* The School will be responsible for thorough cleaning of the floor at the end of the day.

# Rubbish disposal

* The School will be responsible for the provision of dustbins and for refuse collection.

# Window cleaning

The School’s responsibility inside and out.

# Telephones

The School will be responsible for the cost of a telephone lines and associated calls.

# Pest control

The School shall institute a regular programme of pest control to ensure that the premises are free from infestation by pests and vermin.

# Finance

The School will be responsible for collecting payment for all paid for lunches.

# 6. OBJECTIVES TO BE MET BY THE CONTRACTORS SUBMITTING A TENDER

Thefollowing represents what the School would like to see as a result of this tender process:

1. Value for money (cost) which will guarantee a high standard of service and delivery. A ‘home cooked’ freshly cooked meal scaled up for school presenting a healthy, nutritious meal that children and staff will want to eat, with the first and last child experiencing the same meal choice. It should include a wide selection of salad and fruit and meet government standards for schools. All meals should be provided within the prescribed lunch period.
2. Food Quality
3. Presentation – food well presented to create an enjoyable dining experience. Termly menu consultation with pupils and parents. At least once per year to actively engage, present menu selection for group tasting, and follow through on changes that the School Council have recommended.
4. Staffing

Generally the School is looking for a caterer who cares about the food that they serve and will make every effort to engage with the children and staff to achieve the objectives of the School and maximise on the numbers choosing school lunches.

# TENDER RESPONSES TO THE SCHOOL’S OBJECTIVES

Please respond to this tender using the section numbering given and by providing relevant and concise responses reflecting the objectives of the school above.

1. Cost - Value for Money
   1. Detail your financial offer to the school by showing an annual financial summary based on the numbers provided on page 2 and a breakdown of costs. This should include a fixed meal price for pupil and adult meals after taking into account all associated costs.
   2. Provide a sound forecast of costs for Year 1 of the proposed contract using the template provided.
   3. Non-food costs projection for Year 1 of the proposed contract using the template provided.
   4. A 3 year projection clearly outlining all outgoings in the template provided.
   5. Confirm your financial guarantees and the period of the guarantee.
   6. Provide a sample monthly invoice with supporting information.
   7. List any expenditure (including equipment) that you will require the School to make prior to the start of the contract, or during the first year.
   8. Detail any capital investment for heavy and/or light equipment you wish to make with costs and any payback period or conditions.
   9. Confirm your ability to deliver on all service requirements and detail how you would report on your service and provide an example of KPI’s that you will measure your service against.
   10. Are you able to provide and serve a meal to every child within the prescribed period?
2. Food Quality
   1. Provide three week cycle menus for at least one term. Please provide information on recipes, allergens and special diet management, compliance evidence and method statements including portion sizes.
   2. Provide details of provenance, purchasing policies and proposed/normal suppliers of all food items to be used in the provision and delivery of the service.
   3. Describe your approach to sourcing, preparing and cooking food
   4. Provide evidence of previous working with pupils, parents and staff to improve the school menu to increase uptake of meals.
   5. List the policies/food regulations/standards that you put into practice to ensure that you comply with current legislation in the provision of meals in a school environment.
3. Presentation
   1. Outline your company’s approach to presenting the food in an attractive way and making dining an enjoyable experience for the pupils.
   2. If an outside diner/café were purchased (see Page 3) how would you use this resource in an innovative way?
   3. Provide 2 written references from a school which you currently cater for and the name and address of one school that we could visit if we chose to. This visit would be made by mutual agreement with the caterer and selected school.
   4. Do you have a unique selling point that makes you stand out from other catering providers?
   5. Describe how you actively engage with parents around school menus.
   6. Do you work with pupils (e.g. School Council) to make the menu attractive to pupils and encourage uptake? If yes, describe the process from start to finish.
4. Staffing
   1. Include a staffing structure and show how you will include the staff transferring under TUPE
   2. Provide a commentary on how you will implement TUPE and mobilise the contract
   3. Detail how you will recruit new staff (if needed), your approach to child safeguarding and DBS checks for your staff.
   4. Describe the training plan for your catering staff.
   5. Give examples of how your staff interact with pupils during lunchtimes.
   6. How do you ensure that good customer care is provided to pupils and school staff so that all are treated courteously?

# TENDER SCORING

The tender scoring will be weighted on the following basis:

Cost (VfM) 30%

Food Quality 30%

Presentation 20%

Staffing 20%

Responses to questions being covered in each section will be scored on the following basis:

Not eligible – fails to meet requirements 0

Inadequate – Significantly fails to meet the requirements 1

Limited – meets some of the requirements 2

Acceptable – meets standards in most respects 3

Good – meets standard requirements 4

Excellent – exceeds all requirements 5

# CONDITIONS OF TENDER

# Completion of tender documents

It is the responsibility of the contractor to ensure that they have read and understood all the documentation included in the package. Contractors must satisfy themselves as to the accuracy of any and all information.

* Contractors are responsible for ensuring that they have completed the tender fully and accurately and that the prices quoted are arithmetically correct. Amendments to the tender will not be permitted after submission, unless requested by the School.
* All costs, including travel and associated costs, incurred in relation to this tender are to be borne by the tenderer.
* Tenders must be submitted on the basis requested in the tender document. Additional alternative offers may be considered and should be submitted separately.
* The school does not undertake to accept the lowest or any offer.

# Process for questions/clarification

* This tender process should be viewed as a confidential activity. As such, all School data and this ITT must be treated with full confidentiality. All questions regarding this material should be directed to Tracy Graham, Business Manager by email to [finance@rhodes.haringey.sch.uk](mailto:finance@rhodes.haringey.sch.uk)
* Contractors should not provide any proprietary information in their questions. In the interests of fairness, all questions and answers will be shared with all tenderers. In order to facilitate this process, questions should be submitted by 18th March 2019.
* Any contact made directly with any employees of the School regarding this ITT is a violation of the terms of the ITT response criteria and may be cause for disqualifying a tenderer.

# Proposal deadline

* In order to allow appropriate time for analysis, selection, implementation and communication of the selected tenderers, cooperation is requested in meeting all of the specified deadlines. It is our intention to respond to all reasonable requests for additional information and to reasonably co-operate with the tenderers in the development of their proposal.
* Therefore it is imperative to submit proposals by noon on 26th March 2019. The School may reject any tender which is late and does not fully comply with the stipulated requirements.

# Collusion

Contractors must not submit an offer in collusion with any other person, company or body, which may have the effect of distorting or increasing the cost of the service provided under the contract.

# Marketing

All marketing or similar activities by the contractor associated with the tender must cease upon submission of the tender and only resume following notification from the School of the outcome of the tender process.

# Confidentiality

Any material of a confidential nature submitted by a contractor should be clearly marked as confidential. All material provided by the school in relation to this tender must be treated as confidential.

# Inducements

The School has a strong belief in propriety and ethics. A contractor attempting to offer inducement to any member of staff will be excluded from the tendering process.

# Agreement implementation

The successful contractor will be required to enter into a contract with the School under terms & conditions agreed by the School.

# Delivery of responses

Two printed copies of the submission and supporting information must be submitted, together with a covering letter signed by an authorised representative of the contractor to the address below:

Tracy Graham

Rhodes Avenue Primary School

Rhodes Avenue

LONDON

N22 7UT

The tender package should bear no marking or identity of the tenderer and should be labelled:

CATERING TENDER

DO NOT OPEN UNTIL NOON ON 26.03.19.

Contractors are advised to submit tenders by recorded delivery, registered mail or by hand. Regardless of method chosen, delivery shall be entirely at the tenderers risk.

It is important that contractors follow the same numbering scheme set out in this ITT. In addition please ensure that each page of the tender is numbered in sequence and includes the tenderer’s company name and/or logo.

# Appendix A – TUPE & NON TUPE INFORMATION





# Appendix B – Annual Financial Summary Year 1

|  |  |
| --- | --- |
| **Rhodes Avenue Primary School** | **Sum** |
| **NOMINAL INCOME** : |  |
| Forecast Paid Meals @ £2.35 |  |
| Forecast Free Meals @ £2.35 |  |
| Forecast Staff Duty Meals @ £2.35 |  |
| Forecast Staff Paid Meals @ £3.00 |  |
| **Total Income** | **£** |
| **EXPENDITURE :** |  |
| Food Cost Paid Meals @ per pupil |  |
| Food Cost Free Meals @ Per pupil |  |
| Food Cost Adult Meals….@...........Per Person |  |
| Employment Cost |  |
| Non Food Costs t |  |
| Management Fee |  |
| **Total Expenditure** | **£** |
| Less net Income |  |
| **Trading Result** | **£** |

Cost per meal – pupil ………..

Cost per meal – staff ………..

## Appendix C – Non Food Costs (Sundries) in Year 1

|  |  |
| --- | --- |
| **Item** | **Sum** |
| Cleaning Materials: |  |
| Non Food Materials |  |
| Stationery: |  |
| Marketing and Merchandising Materials: |  |
| Uniform Purchase |  |
| OTHER COSTS PLEASE DETAIL |  |
| Hygiene Audits  Light Equipment Top Up  Deep Cleans – One per year  Telephone |  |
| **TOTAL SUNDRIES & EXPENSES** |  |

# Appendix D - Three-Year Forecast

Bidding contractors are requested to produce a three year financial plan based upon the criteria set for year one.

This plan is to demonstrate how the successful contractor can develop the service so that more children use the facility year on year and how this will affect the Clients budget.

This should be linked strongly to your improvement proposals and marketing strategies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rhodes Avenue Primary** | **Year 1** | **Year 2** | **Year 3** |
| **NOMINAL INCOME** : |  |  |  |
| Forecast Paid Meals @ £2.35 |  |  |  |
| Forecast Free Meals @ £2.35 |  |  |  |
| Forecast Staff Duty Meals @ £3.00 |  |  |  |
| Forecast Staff Paid Meals @ £3.00 |  |  |  |
| **Total Income** | **£** | **£** | **£** |
| **EXPENDITURE :** |  |  |  |
| Food Cost Paid Meals @ per pupil |  |  |  |
| Food Cost Free Meals @ Per pupil |  |  |  |
| Food Cost Adult Meals….@...........Per Person |  |  |  |
| Employment Cost |  |  |  |
| Non Food Costs t |  |  |  |
| Management Fee |  |  |  |
| **Total Expenditure** | **£** |  |  |
| Less net Income |  |  |  |
| **Cost to Client** | **£** |  |  |

**NB Assume meal price remains @ £2.35 for pupils and £3.00 for adults and no staff pay award.**

# Tender Response 1 – Finance

# Tender Response 2 – Food

# Tender Response 3 – Presentation

# Tender Response 4 – Staffing

# Tender Response – References x 2

# Tender Response – School Name and Address for potential visit to view catering service in place