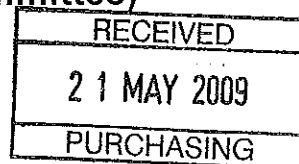


**REQUEST TO VICE CHANCELLOR TO APPROVE THE
ACCEPTANCE OF TENDERS OVER £100,000
(£500K and over requires approval from the F & D Committee)**



Standing orders on tendering and contract procedures (SO12):

The lowest tender shall be accepted unless there is good and sufficient reason (provided below where applicable) to the contrary. A record of all such decisions shall be kept by the University Secretary/Legal Services together with the justification of the decision.

Tender Ref/Project Number	UOS/Catering/0408
Faculty /Service	Facilities
Faculty/Service project leader and other project team members	Sharon Olver, Ian Gray, Sue Brady, Shirley-Atkinson, Phil Williamson.
Procurement /Finance team members	Maureen Casey, Susan Ritchie, Glynis Catcheside.
Legal Services team	Helen Cutting
Final tender cost (inc VAT) of chosen supplier	Catering Lots 1 to 9 awarded to Aramark cost £435K over 7 years. Hospitality Lots 1 and 5 awarded to Aramark cost incorporated above. Hospitality Lot 1 also awarded to O'Briens – no cost. Vending Lot 10 awarded to North East Vending – no cost.
Broad description of works, goods or services in tender specification	University wide Catering, Hospitality and Vending services.
Number of tenders received	8 Suppliers tendered
Evidence of co-ordinated procurement: (Tender advert date, tenders opened by University Secretary or legal services, shortlisting criteria, site visits) Please include a commentary on the evaluation of each supplier to support your choice	Attached.
Name of chosen tenderer/supplier	Catering Services: Aramark Hospitality Framework: Aramark and Obriens Vending: North East Vending.

LOT 5
SE

Reason for not accepting lowest tender (if applicable)	
Request to Vice Chancellor & Chief Executive to waive the requirement to follow competitive tendering procedures (Standing order SO4)	
Reason for request and details:	

Application by: *Dr Jay*
(Dean of Faculty /Director of Service)

Date: 22/5/09

Confirmation that the tendering process has been carried out in accordance with standard procurement guidelines

M. Lucas
Procurement Manager

Date: 26-5-09

Approval for acceptance of Purchase

S. Atkinson
Deputy Vice Chancellor

Date: 27.5.09

Approval for acceptance of tender:

Peter Fidler
(Professor Peter Fidler - VC & CE)

Date: 28/05/09