

7.2.1 CF2025110 SUPPLY AND DELIVERY OF PREPARED MEALS

Responsible Manager:	Mary Martin, Manager Aged and Community Support
Responsible Director:	Tony Oulton, Acting Director Community Services

RECOMMENDATION

That Council

1. **Awards the tender from Lite n' Easy (Victoria) Pty Ltd for Supply & Delivery of Prepared Meals, Contract No. 2025510 for a schedule of rates-based contract with an estimated contract value of \$1,292,267 for the initial term and an estimated total contract value of \$3,918,830 inclusive of all available extension options.**
2. **Authorises the Chief Executive Officer or her delegate to execute the contract agreement.**
3. **Notes that the contract will commence on 25 November 2025, with an initial term of one year and 7 months and the contract has three extension options of one year each and authorises the Chief Executive Officer to approve extension options subject to satisfactory performance.**
4. **Notes that the estimated schedule of rates contract values stated above are based on anticipated spend, inflation and growth (please refer to Financial section for more information).**

(Please note that all dollar figures are GST Inclusive unless stated otherwise).

INTRODUCTION

Council has conducted a tender for Supply & Delivery of Prepared Meals. As part of its planning process for this tender, Council officers considered its procurement options, including whether to go to market itself, participate in regional or sector collaboration or to access established contracts via other compliant Procurement agreements.

In 2019, the tender for the supply of meals was a collaborative tender with Knox City Council. Whilst both councils tendered together, the evaluation and award processes were conducted separately, with both Councils appointing different contractors. Council Officers met with Knox City Council Officers on 23 January 2025 to investigate collaboration options. It was determined on this occasion that both councils would not proceed with a collaborative tender.

COUNCIL PLAN STRATEGIC OBJECTIVES

Inclusive Services

Deliver high performing services.

Good Governance

Ensure a financially, socially and environmentally sustainable organisation.

BACKGROUND

Council is seeking to appoint a contractor for the supply and delivery of prepared meals. The delivered meals service is provided by the Council to eligible residents via the Commonwealth Home Support Programme (CHSP).

Meals are prepared at the contractor's own facility with each client's three course meal selection packaged together with a designated distribution round and transported to Council's distribution centre at 45 Miller Crescent, Mount Waverley for delivery by Council volunteers to client's home.

The services include menu planning, preparation, packaging and delivery of frozen meals, or other as agreed with Council, to the distribution centre in Mount Waverley. The Contractor must provide all materials, facilities, equipment, staff, packaging, labelling, transport and any other resources necessary to the standards and requirements specified. Meals are currently delivered to Council three times a week, Monday, Wednesday and Friday and are to be packed individually for clients. Delivery charges are to be included within the unit cost of the meals.

Council currently engages the services of Lite n' Easy (Victoria) Pty Ltd.

NOTIFICATION

A public notice was placed in The Age newspaper on Saturday 10 May 2025 and the tender closed on Friday 30 May 2025.

TENDERS RECEIVED

Three tender submissions were received by the appointed closing time.

The tenders received are listed below:

- Australian Catering Solutions Pty Ltd t/a Healthy Heart
- Lite n' Easy (Victoria) Pty Ltd
- Ranahans Pty Ltd

TENDER CONFORMANCE

All submissions were assessed for their compliance with the tender conditions including the contractual terms and conditions and the requirements of the response schedules.

All tender submissions were deemed conforming.

TENDER EVALUATION

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The tenderers were assessed in accordance with the evaluation criteria published in the tender documentation:

Pass/Fail Assessment Criteria	Score
Quality Systems (if applicable)	<i>Pass/Fail</i>
OHS	<i>Pass/Fail</i>
Mandatory Insurances (if applicable)	<i>Pass/Fail</i>
Food Safety Registration Certificate	<i>Pass/Fail</i>
Registered Food Premises	<i>Pass/Fail</i>
Other Certification or Accreditation: ex HACCP	<i>Pass/Fail</i>

Table 2	Key Selection Criteria	Criteria Weightings
Qualitative Criteria	Capacity and Capability	20%
	Project Timelines	10%
	Sustainability (Mandatory)	20%
Quantitative Criteria	Price (Mandatory)	50%

DISCUSSION

The following information supports the evaluation panel's recommendations.


The final evaluation ranking (including the price and non-price evaluation criteria) ranked Lite n' Easy (Victoria) Pty Ltd the highest and consequently, the evaluation panel recommends Lite n' Easy (Victoria) Pty Ltd as representing the best value outcome for Council.

FINANCIAL IMPLICATIONS

The estimated contract value for the initial period is \$1,292,267 with a total estimated contract value of \$3,918,830.

The cost of the tender is catered for within the existing budget and future spending will be funded from the approved operating budgets.

SUSTAINABILITY OUTCOMES



To support Council's endeavour for sustainable outcomes, Lite n' Easy has demonstrated strong environmental commitments including recyclable packaging, e-waste recycling, food wastage, gas savings, water reduction and solar energy along with the use of local suppliers within the south-eastern region of Melbourne.

CONCLUSION

That Council approves the recommendations contained within this report.

ATTACHMENT LIST

Nil