

# Food

FOR MORAY

Procurement Guide  
2022







Catering staff at Greenwards Primary School, Elgin



## The Catering department

The catering department provides meals for nursery, primary and secondary school. We also provide a vending service at Council HQ/annexe and any function work that is required. There are 2 community centres that also purchase from the tender one is in Elgin and the other is in Buckie.

There are currently 36 production kitchens within Moray that produce approx. 1.3million meals per school year (40 weeks) for 24 local authority nurseries, 28 partner provider nurseries, 45 primary schools and 8 secondary schools. With the roll out of universal free school meals to P6 and 7 there is a possibility that 2 more production kitchen will be open within one area.

The nursery meals have to comply with NHS Setting the Table standards to ensure that meals are hitting all the food groups for the children. For Primary and Secondary school meals have to comply with Food and Drink in School (Scotland) regulations 2020. We also have Bronze Food for Life award for the primary meals and hopefully will receive for the nursery meals in due course.

The nursery and primary menus are the same across Moray and the Secondary schools have a different style of service, there is a main course counter, hot grab n go counter, hot snacks counter and a baguette/salad bar where baguettes/sandwiches/wraps are made to order. The main courses are the same across Moray but their snack items are different as the school kitchen provides what sells well in that area. The snack menu would change termly to keep the children interested.

## Food for Life

Food for Life Served Here is a programme run by Soil Association Scotland, funded by the Scottish Government. Food for life supports Local Authorities to get more Scottish food on the table and serve fresh, healthy, and sustainable meals in their schools.

The aim of the scheme is to encourage and reward caterers who:

- serve fresh food
- source environmentally sustainable and ethical food
- make healthy eating easy, and
- champion Scottish and local food producers

By championing local produce and local food producers, we are investing in the local community and local economy and it is a way to reconnect people with where their food comes from and how it is produced.

What are the benefits:

- Supports local businesses and encourages shorter supply chains.
- Provides a valuable route to market for producers and suppliers.
- Connects people and builds understanding of where food comes from.
- Normalises eating seasonal and local food.
- Long and complex supply chains are fragile.
- Creating jobs and training opportunities, protecting crafts and skills (such as farming and food production) and ancient professions like butchery, cheese-making and bakery.

A FFL study showed that for every £1 spent through the FFL programme generates a social return on investment of £4.41.

To achieve Bronze award there are 13 standards that we have to comply with for example 75% of dishes on the menu are freshly prepared from unprocessed ingredients.



# What we are looking for?

Our current tenders were written 3 years ago and a lot has changed since then. We have had legislation changes, climate change requirements and Food for Life criteria we have to meet. So starting a fresh was the best idea.

We are looking at making best use of our local supplier market as this is extremely important to the Authority but we are also keen to encourage new suppliers into our area as well that can supply Moray with the ingredients that are needed for the nursery and school meals. For the tender we are open to look at either suppliers only supplying to their local area groups (this information is within the booklet), part of Moray or all of Moray.

The products we are looking for are Fresh Meat, Bakery products, and Fruit and Vegetables.

## Fresh Meat

The products we mostly purchase are QMS (Quality Meat Scotland) steak mince, pork sausages (Min meat content to be 70%, Max total fat content 15g per 100g, Max saturated fat 7g fat per 100g and Max sodium content 550mg per 100g), beef burgers (Min meat content will be 80% raw meat, Max total fat content 10g per 100g, Max saturated fat 4g fat per 100g, Max sodium content 400mg per 100g), brisket joints, pork sausage meat and diced steak. Also Red Tractor chicken fillets, diced chicken breast and chicken sausages.

There are specifications that are required for example allergens information, Natasha's law labelling and also for Food for life we require that the products are free from colouring and additives, especially the following: Colourings E102 tartrazine, E104 quinoline yellow, E107 yellow 2G, E110 sunset yellow, E120 cochineal, carminic acid, carmines, E122 carmoisine, E123 amaranth, E124 ponceau 4R, E129 allura red, E131 patent blue V, E132 indigo carmine, E133 brilliant blue FCF, E151 black PN. Flavourings/enhancers E621 monosodium glutamate E635 sodium 5 – ribonucleotide. Sweeteners E950 acesulfame K, E951 aspartame, E954 sodium saccharin. Preservatives E211 sodium benzoate, and trans fats partially hydrogenated fats.

Production kitchens will require 2 deliveries weekly with exception Tomintoul Primary as this could be once every 2-3 weeks. Delivery times to gain access to the kitchens would be 8am-11am only. Currently the kitchens give the delivery driver the order for the following week this can be negotiable on how this works.

Information about quantities please speak with the Catering department.





## Bakery items

The items we purchase are bread rolls approx. 45-50g in weight, finger rolls approx. 45-50g in weight, French sticks and if possible sliced bread. We require all bread/bread rolls and French sticks to contain a minimum of 3g of fibre per 100g. There are specifications that are required for example allergens information, Natasha's law labelling.

Ideally we would like 2 deliveries a week with the exception of Tomintoul Primary as this could be once a week. Delivery times to gain access to the kitchens would be 8am-11am only. Currently the kitchens give the delivery driver the order for the following week this can be negotiable on how this works.

Information about quantities please speak with the Catering department.



## Fruit and Vegetables

There is a wide selection of items we purchase and are really looking for more local seasonal produce to be put onto the menu. This is possibly supplied through a wholesaler in the area.

Production kitchens will require 2 deliveries weekly with exception Tomintoul Primary as this could be once every 2-3 weeks. Delivery times to gain access to the kitchens would be 8am-11am only. Currently the kitchens give the delivery driver or they phone in the order for the following week this can be negotiable on how this works.



## Dairy Produce

We purchase semi skimmed milk in 1 and 2 litre cartons, natural low fat yoghurt and free range eggs. There are specifications that are required for example allergen information and any legal requirement for that produce.

Production kitchens will require 2 deliveries weekly with exception Tomintoul Primary as this could be once a week. Delivery times to gain access to the kitchens would be 8am-11am only. Currently the kitchens give the delivery driver or they phone in the order for the following week this can be negotiable on how this works.



# Production areas

## Lossiemouth Area

Production kitchens Hopeman, St Gerardines, Hythehill Primary and Lossiemouth High

## Forres Area

Kinloss, Andersons, Applegrove, Dyke, Pilmuir Primary and Forres Academy

## Elgin Area

Production Kitchens New Elgin, Greenwards, East End, West End, St Sylvester's, Seafield, Bishopmill, Linkwood Primary, Elgin high, Elgin academy and Cedarwood.

## Speyside Area

Mortlach, Rothes, Aberlour, Tomintoul Primary and Speyside High





### **Buckie Area**

Production kitchens Cullen, Millbank, Cluny Primary and Buckie High (with a possible 2 more production kitchen being opened), Birnie Day care centre

### **Keith Area**

Production kitchens Keith grammar, Keith and St Thomas Primary

### **Fochabers Area**

Production kitchens Milnes, Mosstodloch, Lhanbryde Primary and Milnes High

If you have any queries please speak with one of the Catering department team or email [schoolmeals@moray.gov.uk](mailto:schoolmeals@moray.gov.uk) with your query and one of the team will get back to you.

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*Strathisla Bakery are now 6 months into the 1 year contract agreed with Moray Council to supply the schools in our local area.*

*Setting the contract up was very easy with the help of Elaine and her team in the catering department and went ahead without any issues.*

*We have found dealing with all of the schools to be an extremely straight forward process, orders received on time and everyone to be extremely pleasant and helpful.*

*Strathisla Bakery would have no hesitation in tendering when the contract renews towards the end of the year.*

**– Stuart Taylor, Straithisla Bakery**

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*We have worked with Moray Council Catering department since we bought over The Fruit Orchard in Forres in 2004 which is 18 years ago now.*

*There has always been a good, mutually beneficial and respectful relationship with catering department. We use our best efforts to procure as much produce in the Moray area as possible and we actively work with growers to plan ahead for the seasons. Also we keep food miles and our carbon footprint to a minimum by efficiently maximising our van schedules.*

*The Catering department staff are all very friendly and helpful and we both know we are at the end of a phone or email any time there is a query or proposal.*

*We have an excellent working relationship with Elaine McRae and all her colleagues and hope this will continue for many years to come.*

**– Magnus Swanson, Swanson Fruit and Veg**

# Procurement in Moray

## Introduction

Moray Council is the eighth largest council by land area in Scotland, covering an area from the Cairngorm Mountains to the Moray Firth coast of the North Sea. Its annual spend is £212m.

The population of Moray is 95,520, which is projected to increase to 100,251 by 2026; a growth rate well above the Scottish average.

Moray hosts two large MoD presences, including Scotland's only fast-jet RAF base at Lossiemouth. The area is home to 50 whisky distilleries, more than anywhere else in the UK and has a thriving tourism sector. Several international companies have their base in Moray, contributing to an unemployment rate that is among the lowest in Scotland.

Making best use of our local supplier market is very important to the Authority but we are also keen to encourage new suppliers into our area as well. Moray continues to support and encourage partnership working and collaborations. There has been no greater opportunity, as a result of the impact of Covid-19, for businesses to assess their offering to determine where they can fit in to supply chains within and out with local regions. We would encourage businesses to work with us to ensure they are tender ready and able to secure contract opportunities in the Moray area.

## What is Procurement?

As a public body, we are obliged to follow current legislation and regulations in the way that we conduct the procurement process. The purpose is to ensure fairness, openness and transparency in the way we do business with our suppliers:

- Making proper use of public money.
- Meeting a statutory duty to achieve best value through the procurement process.
- Complying with Legislation and the Council Financial Regulations.
- Applying equal treatment through the procurement process for all suppliers.

## Tender Process

We advertise our tendering opportunities through the Public Contracts Scotland website (PCS) and conduct our formal tenders electronically using the linked Public Contracts Scotland – Tender system (PCST). This is an online system that has been introduced to help Scottish public sector organisations adopt standard processes for goods, services and works for a wide variety of contracts. A link to this system is always included in the advertised tender opportunity on PCS.

We have an obligation to offer the best quality and best value services to the public community and this expectation extends to our contractors and suppliers.

## Market Engagement

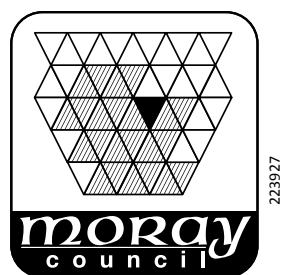
The overarching theme of early engagement helps to identify desired outcomes through talking to potential suppliers and get feedback on how the outcomes might be achieved, the risks and issues as the suppliers see them, along with feedback on timescale, feasibility and affordability.

It's extremely important to us that the suppliers help us develop our tenders for the planned opportunities and shape contract delivery within Moray.



## **Future Contract Opportunities Linked to Food**

- Supply and Delivery of Fresh Meat – November 2022
- Supply and Delivery of Bakery Products – November 2022
- Supply and Delivery of Fresh Fruit and Vegetables – December 2023
- Potential Contract Opportunities
- Dairy, Eggs and Fish Products



## Contact us



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