



The  
University  
Of  
Sheffield.



## Supplier Meeting regarding supply of Low Carbon Vending Services

**6 November 2014**

**09:30 to 13:00**

**The Alfred Denny Seminar Room** (Directions on page 5)

### Agenda

- |       |                                                                                                             |
|-------|-------------------------------------------------------------------------------------------------------------|
| 09:30 | Registration and refreshments                                                                               |
| 10:00 | Welcome and introduction to the day                                                                         |
| 10:10 | The Low Vending Services Project, the INNOCAT Project and Procurement Process                               |
|       | Questions and discussion                                                                                    |
| 11:00 | Workshop Session and feedback                                                                               |
| 12:00 | Closing address: Mrs Pat McGrath – Director of Accommodation and Campus Services                            |
| 12:10 | Coffee and networking                                                                                       |
| 12.30 | Site Visit: We will provide the current locations of vending services and invite you to explore the campus. |

The University is committed to reducing its carbon footprint through its operations and in its supply chain. In March 2014, the University published a Prior Information Notice (PIN) in the Official Journal of the European Union on behalf of the INNOCAT Low Carbon Vending Buyers Group. The purpose of the PIN was to provide advance notice to the supply chain of the buyers group ambition to procure Low Carbon Vending Services and to launch a period of market sounding and consultation in advance of the formal tender process.

A Market Sounding Prospectus was published setting out the context and nature of the requirement and detailing the outcome that the customers require from the vending service. This document provides the basis for dialogue with the supply chain.

All documentation relating to this market sounding can be found on the University Website (<http://www.sheffield.ac.uk/procurement/suppliers-information/vendingservices>).

The following documents are available to download:

- Prior Information Notice
- Market Sounding Prospectus
- Directory of Market Sounding Respondents

**We recommend that you read and bring to the workshop a copy of the Market Sounding prospectus.**

## **INNOVATION IN VENDING SERVICES**

The University has undertaken a review of current vending provision and has identified that it needs to modernise its vending service to ensure that it is fit for the future in terms of environmental impact, energy efficiency, whole life cost and quality of service to users. In advance of launching a period of market sounding the University and Johnson Matthey consulted with the users of their vending services and with the wider buyers group to determine an Outcome Based Requirement.

The conclusion was that the University and wider buyers group needs a vending service that is low carbon, environmentally sustainable which demonstrates whole life cost savings and delivers a sound commercial opportunity for both the provider and the customer.

### **Market Sounding**

The market sounding stage has now concluded and the project team has been greatly encouraged by the responses they have received. It is clear from the responses that some suppliers are actively engaging with the requirement to provide goods and services that address the global carbon emissions challenge and are able to offer solutions that will lead to progressive reductions in operational carbon. Some suppliers are looking at the carbon footprint of their service provision, for example through smart logistics and low emission vehicles. Less evident in the responses was consideration of embedded carbon in the supply chain, although there are some promising indications from a handful of suppliers. In many cases the default option was to simply propose carbon off-setting.

### **Supplier Meeting and Site Visit**

This meeting is designed to facilitate a deeper discussion and dialogue with the supply chain in advance of the formal procurement process beginning. It will provide an opportunity for suppliers to inform the development of the procurement specification and strategy, meet the project team and visit the University site. We also hope it will provide a useful forum for exchange among the supply chain.

We have identified a number of questions that we ask you to consider in consultation with colleagues in advance of the meeting. These questions will provide the focus for the workshop session.

1. What are the opportunities for carbon reduction in the supply of vending services?
2. What are the barriers to delivering a low carbon vending service?
3. What would support the supply chain to deliver a low carbon vending service?
4. How can our procurement process support on-going supply chain innovation to deliver a progressively lower carbon vending services?
5. What business model would you propose for this contract?

After the event we will summarise the workshop in a short anonymised report, share this with the supply chain and invite you to make comments, additions or observations before finalising the report and publishing on the project webpage.

The information gathered during the market engagement will be used to inform the procurement specification and strategy. We will publish a procurement timeline and notifications of the tender process on the webpage: <http://www.sheffield.ac.uk/procurement/suppliers-information/vending-services>

You can contact the team via [vending-services@sheffield.ac.uk](mailto:vending-services@sheffield.ac.uk)

### **Outcome based requirement for supply chain dialogue**

#### **LOW CARBON VENDING SERVICE**

The unmet need is for a vending service that will:

- Meet the current and future vending needs of the customer population and client
- Demonstrate a progressive reduction in operational and embodied carbon over the life of the contract
- Deliver a net positive income stream for the client (based on whole life cycle costs)

*Meet the current and future vending needs of the user population*

Vending services need to meet the different needs of the client and the customers. This of course means the staff and students that buy vended products, but it also means the needs of the energy manager, estates manager and the catering team. A user surveys revealed valuable insights into the needs of the customers and client. Features of vending service desirable to University population and the buyers group

- Fair trade
- Organic
- Vegan and other dietary needs
- Healthy options
- Be able to use own cup
- Low noise and low vibration
- High energy efficiency
- Aesthetically in tune with client environment

- Hot food
- Cashless payment
- Price and size options
- Reporting for lost coins
- Clean and hygienic
- Zero waste packaging

*Demonstrate a progressive reduction in embodied carbon over the life of the contract*

We are requiring suppliers to demonstrate how they are reducing the carbon and greenhouse gases embodied in the whole life cycle for vending services. We believe that this can lead to resource and financial efficiencies.

*“ Simply put – we want to stop buying carbon and greenhouse gases and are looking to suppliers to demonstrate how they are acting and innovating to reduce carbon in the operation, production, management and maintenance of vending services and in the associated supply chain”*

*Steph Holmes, Head of Procurement*

## Directions to the University of Sheffield



How to get here:

### By rail

Sheffield is at the heart of the railway network. Regular services operate between Sheffield and London St. Pancras (from just over 2 hours), Birmingham (1.25 hours), Leeds (1 hour) Manchester (1 hour) and Nottingham (1 hour).

There is a direct link from the railway station to the Sheffield Station Supertram stop via the main overbridge.

### By car

Parking on campus is limited. Make sure that you have downloaded the latest map updates for your satellite navigation system before you travel. If in doubt, follow the road signs labelled 'University of Sheffield'. The postcode for the main University building on Western Bank, Firth Court, is S10 2TN.

### From M1, M18

Approach Sheffield on the M1 and leave the motorway at junction 33, following signs along the dual carriageway A630/A57/A61 Parkway.

After entering the 40mph zone, turn right onto the Ring Road at junction 1 – Cutlers Gate.

Continue along the Ring Road following signs for 'University of Sheffield', 'Barnsley A61' and later 'Glossop A57', through junctions 10, 9, 8 and 7.

At junction 7 – Shalesmoor – turn left and continue uphill along the Ring Road, still following signs for 'University of Sheffield' and 'Glossop A57'.

Continue along Netherthorpe Road to the next roundabout – junction 6 – University Square.

Take the first exit for departments in the Broad Lane and Mappin Street areas, and the third exit for the main Western Bank part of the campus.

### From Manchester and the west

(via M60 and A628 Woodhead Pass) Leave the M60 (east) at junction 24 – signed 'Sheffield'. Continue following the 'Sheffield' signs along the M67 and the A628 Woodhead Pass.

Join the A616 and follow signs for 'M1' and 'Sheffield A616' for 10 miles. At the roundabout, follow signs for 'Sheffield (North) A61' and later 'City Centre A61' for seven miles, passing through Grenoside and Hillsborough.

At the Ring Road roundabout – junction 7 Shalesmoor – turn right onto the Ring Road, following signs for 'University of Sheffield' and 'Glossop A57'.

**Continue along Netherthorpe Road to the next roundabout – junction 6 – University Square. Take the first exit for departments in the Broad Lane and Mappin Street areas, and the third exit for the main Western Bank part of the campus.**

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**The Alfred Denny Seminar Room is located on the ground floor of the Alfred Denny Building. The Seminar room is on your right as you enter the building.**