# City of Burnaby

COUNCIL REPORT

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| **TO:** | CITY MANAGER | **DATE:** | 2015 March 04 |
| **FROM:** | DIRECTOR FINANCE | **FILE:** | 5820-20 *136-10/11* |

**SUBJECT:** **CONTRACT EXTENSION - FOOD SERVICES**

**PURPOSE:** To obtain approval to award four contract extensions for the supply and delivery of food products.

## RECOMMENDATION:

1.  **THAT** Council approve a one year contract extension for the supply and delivery of food products at an estimated total cost of $1,264,500.00 including GST of $60,214.29, as outlined in this report. Final pricing will be based on actual quantities purchased.

## REPORT

In late 2011, a Request for Quotation (RFQ) was issued for the supply and delivery of food products to various locations within the City. One year contracts were awarded to Centennial Food Service, Gordon Food Service British Columbia, Seven Seas Fish Company and Sysco Vancouver. The RFQ allowed for up to four one (1) year extensions. This recommendation is for the third extension year for the period 2015 April 01 to 2016 March 31.

All four vendors have a proven track record for the supply and delivery of food products to the City and their prices are competitive and reflective of current market conditions. The Food Services Manager recommends that the third contract extension be issued to each of the vendors noted above.

Payments for the 2014 contract period to each vendor were: $139,462.64 for Centennial Food Service, $339,112.30 for Gordon Food Service British Columbia, $18,274.26 for Seven Seas Fish Company and $381,577.86 for Sysco Vancouver. Increase in volume is due to the expansion of Burnaby Mountain Clubhouse, Riverway Clubhouse and City Hall programs.

The 2015 and 2016 Operating Budgets reflect the revenues and expenditures for this requirement. It is anticipated that revenues from the food operations will fully recover the costs.

Denise Jorgenson
for DIRECTOR FINANCE

GC:SL/ts

cc: Director Parks, Recreation and Cultural Services
Manager, Business Operations, Strategic and Business Plans