

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2019 January 15

**FROM:** DIRECTOR FINANCE

**FILE:** 5820-20  
*Reference* RFP #030-02/18

**SUBJECT:** CONTRACT AWARD  
VENDING MACHINE SERVICES

**PURPOSE:** To request approval to award a revenue contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services which provide nutritional snacks and beverages.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council approve the award of a five year contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services as outlined in this report. The total revenue amount payable to the City of Burnaby is a minimum guarantee of \$500,000.00 over five years.

**REPORT**

Three submissions following a Request for Proposals (RFP) were received by the closing time on 2018 September 06. The work of this contract includes turnkey vending machine services which provide nutritional snacks and beverages at various City facilities, including but not limited to all equipment, supplies and personnel necessary to supply, install, stock, operate and maintain the equipment. Based on the RFP's evaluation criteria, Ryan Vending's overall scoring meets the Parks, Recreation, and Cultural Services' requirements.

Sixty-seven new vending machines will be installed by 2019 March 31 to replace the existing vending machines. Any additional vending machine services required in the future will also be serviced by this contract. The recommended bidder, Ryan Vending, has a proven track record in providing a wide range of such services. The Director Parks, Recreation, and Cultural Services concurs with this recommendation.

It is recommended that the Financial Management Committee recommend Council approve the award of a five year contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services. The minimum total revenue to the City is \$500,000 over the five year term.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

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Copied to: City Manager  
Director Parks, Recreation, & Cultural Services