

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** **CA – SUPPLY AND DELIVERY OF FOOD PRODUCTS**  
**PURPOSE:** To obtain Council approval to award a Contract Award (CA) to Sysco Vancouver for the supply and delivery of food products.

## **RECOMMENDATION**

**THAT** a one-year contract be awarded to Sysco Vancouver for an estimated total cost of \$1,300,000 including GST in the amount of \$61,905 as outlined in the Council Report titled “CA – Supply and Delivery of Food Products” dated for July 8, 2024, be approved; and,

**THAT** final payment be based on the actual quantity of goods and services delivered and unit rates as quoted.

## **1.0 POLICY SECTION**

The City’s Procurement Policy requires that contracts for goods, services, and construction with values over \$1,000,000 be approved by Council.

## **2.0 BACKGROUND**

Government trade agreements exempt goods intended for resell from the obligations for public competitive procurement. City staff have requested quotes from other food product suppliers and have reviewed unit pricing and product selection. Sysco Vancouver provides the majority of the food products required at a competitive price.

The requirement is for the supply and delivery of food products for resell at various City facilities on an “as and when required” basis.

## **3.0 GENERAL INFORMATION**

This recommendation is for a contract award for the period July 9, 2024 to June 30, 2025 for an estimated cost of \$1,300,000 including GST in the amount of \$61,905.

Sysco Vancouver has provided similar products in the past with a proven track record for performance and reliability to the satisfaction of the City, and their prices are competitive and reflective of current market conditions. Review by City staff indicates that Sysco Vancouver has the capability to successfully complete the work required under this contract. The General Manager Parks, Recreation and Culture concurs with this recommendation.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Not applicable. Government trade agreements exempt goods intended for resell from the obligations for public competitive procurement.

**5.0 FINANCIAL CONSIDERATIONS**

It is anticipated that revenues from the food operations will fully recover the costs. Funding for this operating work is included in the 2024 – 2028 Financial Plan under various operating accounts.

Respectfully submitted,  
Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

**ATTACHMENTS**

None

**REPORT CONTRIBUTORS**

This report was prepared by Rebecca Yeung, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager Purchasing - Operations.