

COMMITTEE OF THE WHOLE – MAY 22, 2001

CAFETERIA SERVICES FOR THE VAUGHAN CIVIC CENTRE
RFP# 00-01 AWARD OF TENDER

Recommendation

The Director of Building & Facilities and the Director of Purchasing in consultation with the Cafeteria Committee recommends:

1. That the cafeteria services for the Vaughan Civic Centre be awarded to Fontana Gardens; and,
2. That a contract agreement for two (2) years, subject to renewal for two (2) further years and one (1) additional year be prepared for execution; and,
3. That the Mayor and Clerk be authorized to sign the necessary documents.

Purpose

Current agreement will expire on June 30, 2001.

Background – Analysis and Options

The current agreement with Jay-Ray's Catering Service expires on June 30, 2001. The Building and Facilities Department and the Purchasing Department issued a Request for Proposal for cafeteria services on behalf of the Cafeteria Committee. The RFP included all food services for the Vaughan Civic Centre.

The proposal call was publicly advertised in the Liberal Newspaper and closed on January 3, 2001. Ten (10) proposal documents were issued and four (4) were received as follows:

COMPANY	BID
Fontana Gardens Concord, Ontario	Responsive Bid Received*
Terragon Management Richmond Hill, Ontario	Responsive Bid Received*
Jean's Catering Markham, Ontario	Disqualified for Improper Bid Deposit
Beverly Hills Fine Foods Toronto, Ontario	Disqualified for Improper Bid Deposit

* These two companies were in compliance to the Terms and Conditions of the Request for Proposal.

A committee formed of representative from the Mayor & Councillor's Office, City Manager Office, the Building and Facilities Department, the Purchasing Department and the Finance Department have reviewed and evaluated all submissions based on the criteria as set out in

the proposal document. The proponent scoring the highest points would be considered the successful proponent.

The proposal criteria were based on a maximum of 125 points as follows:

<u>CRITERIA</u>	<u>RATING</u>
i. Concept and Overall approach for the operation of the Cafeteria	25 pts.
ii. Experience in the Food Service Industry	25 pts.
iii. Staff Experience	25 pts.
iv. Menu Selection and Pricing	25 pts.
v. Financial Return to the City	25 pts.

The companies who submitted qualified proposals achieved the following scores:

COMPANY	SCORE
Fontana Gardens Concord, Ontario	105
Terragon Management Inc. Richmond Hill, Ontario	86

Conclusion

Fontana Gardens has been in the food service industry for over 15 years. Their proposal offered the greatest financial return to the City of approximately \$1,000.00 per month.

The Cafeteria Committee is confident that Fontana Gardens will supply the level of service and quality food to the City of Vaughan employees.

Attachments

None

Report Prepared By

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Respectfully submitted,

Marlon Kallideen
Director of Building & Facilities