

## **COMMITTEE OF THE WHOLE JUNE 21, 2004**

### **AWARD OF VENDING AND CONCESSION SERVICES CONTRACTS**

#### **Recommendation**

The Commissioner of Community Services and the Director of Recreation and Culture in consultation with the Director of Purchasing recommend:

1. That the contract for operating the concession stands and vending machines in civic buildings including community centres be awarded to Mr. Vending for a (3) three-year term; and,
2. That a by-law be enacted to authorize the execution of the said contract.

#### **Purpose**

The purpose of this report is to obtain Council's authorization to enter into a (3) three-year contract with Mr. Vending for the operation of concession stands and vending machines in civic buildings including community centres.

#### **Background - Analysis and Options**

The contract with Mr. Vending for the concession and vending machine operations will expire on August 31, 2004.

The City of Vaughan issued RFP 04-057, for the concession and vending machine operations. The RFP was publicly advertised in the Weekly, Liberal and posted on ETN on Thursday April 29, 2004 with the closing date of May 13, 2003. Fifteen (15) vendors picked up the RFP documents. Five (5) vendors responded and one (1) was declared non-compliant by the Purchasing Department. The proponents had the option to bid in part (vending machines or concession services) or in whole.

An evaluation team comprised of the Manager and one staff in Recreation Administration, the City Playhouse Operations Manager and one Supervisor in Building and Facilities. Selection of the recommended supplier was based on the following components and rating system:

<b>Components</b>	<b>Rating</b>
1) Resources, Ability and Experience	30%
2) Relevant Policies and Procedures	15%
3) Revenues, Audit and Report System	40%
4) Products (menu, prices etc)	15%

The ranking results are as follows:

#### **Concessions**

Mr. Vending  
C.S Vending  
Mtadel Enterprises

#### **Vending Machines**

Mr. Vending  
A-1 Vending  
C.S Vending  
Mtadel Enterprises

Mr. Vending achieved the highest mark for their revenue offer in both cases as well as the highest overall score based on the criteria.

Mr. Vending is a Vaughan-based company that has been in business since 1986. They currently provide the concession and vending services for the City of Vaughan and in many locations including similar municipal operations. Reference checks were conducted and favorable comments were received.

**Relationship to Vaughan Vision 2007**

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

**Conclusion**

Awarding the (3) three-year contract to Mr. Vending will provide a stable and proven operation for the users. In the past three years Mr. Vending has provided quality services and many users have expressed their satisfaction with the operation.

**Attachments**

None

**Report Prepared By**

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Respectfully submitted,

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Commissioner of Community Services