

TO: MAYOR & COUNCIL
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CE – SUPPLY AND DELIVERY OF FOOD PRODUCTS**
PURPOSE: To obtain Council approval to award a one year contract extension for the supply and delivery of food products.

RECOMMENDATION

THAT a one year contract extension to Sysco Vancouver for an estimated total cost of \$1,200,000.00 including GST in the amount of \$ 57,143.00, be approved; and

THAT final payment be based on the actual quantity of goods and services delivered and unit prices as submitted.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

1.0 POLICY SECTION

The City's Procurement Policy requires that contracts for goods, services and construction with values over \$1,000,000.00 be approved by Council following a competitive procurement process.

2.0 BACKGROUND

Following a Request for Proposals, on July 04, 2022 Council awarded contracts to multiple vendors, including Sysco Vancouver for an estimated total cost of \$1,100,000.00 including GST in the amount of \$52,381.00, for the supply and delivery of food products to various City locations. The contracts were for the period July 01, 2022 to June 30, 2023 with options of up to four individual one year extensions at the discretion of the City. Sysco Vancouver provides the majority of the food products required.

3.0 GENERAL INFORMATION

This recommendation is for a one year contract extension for the period July 01, 2023 to June 30, 2024 for an estimated cost of \$1,200,000.00 including GST in the amount of \$57,143.00. The total estimated contract value is \$2,300,000.00 including GST in the amount of \$109,524.00.

	Term	Accumulative Total Change (including GST)
Original Contract Award – Sysco Vancouver	Jul 01, 2022 – Jun 30, 2023	1,100,000.00
First Contract Extension	Pending	1,200,000.00
TOTAL		\$ 2,300,000.00

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 the recommendation.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Request for Proposal (RFP) #17-01/22 (Attachment 1) was publicly advertised. Upon closing, the City received a total of three submissions from which, Sysco Vancouver, was awarded the largest portion of this contract.

5.0 FINANCIAL CONSIDERATIONS

It is anticipated that revenues from the food operations will fully recover the costs. Funding for these contracts is provided in various operating accounts within the PRC’s 2023-2027 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFP #17-01/22

REPORT CONTRIBUTORS

This report was prepared by Robyn Tegart, Assistant Manager Purchasing - Operations and reviewed by Gisele Caron, Senior Manager Purchasing.

Supply and Delivery of Food Products - Lot : 1 / Amendment : 1

Opportunity Description

Supply and Delivery of Food Products

Opportunity ID

17-01/22

Status

Closed

Issued by

City of Burnaby

BC GSIN Commodities

89 - Food
AM04 - Delivered Food &
Beverage Services

Lot #

1

Amendment #

1

Amendment reason

Issue Date

2022-03-08 11:08:00 AM

Closing Date and Time

2022-03-31 3:00:00 PM

Amendment Date & Time

2022-03-28

3:53:00 PM

Summary Details

Amendment No.1 issues Addendum No.1 consisting of 1 page. 2022 March 28

Due to the COVID-19 pandemic, the City of Burnaby prefers to accept electronic bid submissions via email to Purchasing@burnaby.ca until further notice. Delivery of hard copy submissions will continue to be accepted at this time as an alternative.

Please Note:

Email submissions could be delayed or rejected by the City of Burnaby's email security system. The onus is on the Bidder to make sure the City receives the Quotation before the closing date and time. Maximum email submission size is 50 MB. If your email submission is larger than 50 MB, please submit in multiple emails.

The City of Burnaby's ("City") intent of this Request for Proposal ("RFP") is to obtain Proposals from Proponents for the supply and delivery of food products on an "as and when required" basis, as further detailed herein.

The City intends to award a Contract for a one year term, with options for four (4) individual one (1) year renewals for a total possible term of five (5) years on a non-exclusive basis, in accordance with the attached terms, conditions, attachments and requirements.

Attachment B - Certificate of Insurance	Supplier Migrated Documents (Approved)	1990516431_Attachment B - Certificate of Insurance.pdf	2022-03-28 3:51:00 PM
Attachment F - Proposed Sub-contractors	Supplier Migrated Documents (Approved)	1620940559_Attachment F - Proposed Sub-contractors.pdf	2022-03-28 3:51:00 PM
Attachment D - Sample Form of Agreement	Supplier Migrated Documents (Approved)	1339925367_Attachment D - Sample Form of Agreement.pdf	2022-03-28 3:51:00 PM
Attachment C - Form of Submission	Supplier Migrated Documents (Approved)	1326320840_Attachment C - Form of Submission.pdf	2022-03-28 3:51:00 PM
RFP#17-0122 Supply and Delivery of Food Products	Supplier Migrated Documents (Approved)	792734042_RFP#17-0122 Supply and Delivery of Food Products.pdf	2022-03-28 3:51:00 PM
Attachment G - Schedule of Pricing	Supplier Migrated Documents (Approved)	285926349_Attachment G - Schedule of Pricing.xlsx	2022-03-28 3:51:00 PM
Attachment A - Minimum Insurance Requirements	Supplier Migrated Documents (Approved)	468969407_Attachment A - Minimum Insurance Requirements.pdf	2022-03-28 3:51:00 PM
Attachment E - Corporate References	Supplier Migrated Documents (Approved)	422930036_Attachment E - Corporate References.pdf	2022-03-28 3:51:00 PM
Addendum No. 1	Supplier Migrated Documents (Approved)	582575233_Addendum No. 1.pdf	2022-03-28 3:52:00 PM

9 Result(s)