

ITEM 5
MANAGER'S REPORT NO. 82
COUNCIL MEETING Dec. 9/74

Re: Renewal of Contract for the Operation of the
Municipal Hall Cafeteria

Following is a report from the Purchasing Agent regarding renewal of the subject contract.

The existing cafeteria, in addition to providing service to employees assigned to the Municipal Hall and the Justice Building, will also provide service to employees who will be assigned to the West Building when it becomes operational (the West Building will not have a cafeteria of its own).

RECOMMENDATION:

1. THAT authority be granted to enter into a Cafeteria Contract with Mrs. G. Mellesmoen for a period of twelve months to expire December 31, 1975.

* * * * *

TO: MUNICIPAL MANAGER

DATE: December 5, 1974

FROM: PURCHASING AGENT

RE: CONTRACT FOR THE OPERATION OF THE
MUNICIPAL HALL CAFETERIA

Since May, 1971, Council has authorized contracts that permitted Mrs. J. Atkinson to operate the Cafeteria in the Municipal Hall. The most recent agreement expires December 31, 1974. Mrs. Atkinson does not wish to renew this contract for personal reasons; she does however, recommend one of her assistants, Mrs. G. Mellesmoen.

Mrs. Mellesmoen resides at 7157 10th Avenue, Burnaby, B.C. She has worked in the Cafeteria for several years.

The contract obligates the caterer to comply with the following basic requirements, all which have been discussed with Mrs. Mellesmoen:

1. Operate a clean and sanitary cafeteria for employees of the Municipality, and for that purpose have license to occupy and use the premises that are set apart in the Municipal Hall for that purpose.
2. Provide and serve beverages, light refreshments and good quality meals at reasonable prices which shall be at all times subject to the approval of the Municipality.
3. Increase prices only by first obtaining the written approval of the Municipality.
4. Pay for all food and other materials used in the preparation of meals.
5. Employ and pay an adequate staff.
6. Provide and pay for all equipment in the Cafeteria except for the following which is provided without charge by the Municipality: kitchen space, one telephone, light and power and certain fixtures, equipment and furniture which are listed in a schedule that is attached to the agreement.

ITEM	5
MANAGER'S REPORT NO.	82
COUNCIL MEETING	Dec. 9/74

RE: Contract for the Operation of the
Municipal Hall Cafeteria

7. Maintain all Municipally-owned equipment and be responsible for the replacement of all breakages and shortages.
8. Supply the Treasurer with a financial statement for the previous month's operations by the 15th day of each month, and keep proper books of account which shall be open for inspection and audit by the Municipality at all times. (The Treasury Department receives a monthly statement which is prepared for Mrs. Atkinson by Touche Ross & Company, Chartered Accountants.)
9. Be responsible for, indemnify and save harmless the Municipality from all claims and demands, loss, costs, damages, action, suits and other proceedings which are occasioned by or attributable to the execution or performance of the caterer.
10. Maintain such insurance or pay such assessments as will protect the caterer and the Municipality from claims under Workmen's Compensation Acts, other claims for personal injuries including death and property damage which may arise from operations under the agreement.

In addition Mrs. Mellesmoen has been apprised of the anticipated disruptions that may occur during the construction period. We have also advised her of the necessity of providing a coffee service in the West Building when it becomes operational.

In my opinion Mrs. Mellesmoen can effectively provide the desired service. Her experience and desire to please will be an asset particularly during the construction period.

RECOMMENDATION:

THAT authority be granted to enter into a Cafeteria contract with Mrs. G. Mellesmoen for a period of twelve months to expire December 31, 1975.


K.F. Williams
PURCHASING AGENT

KFW/jk
c.c. Municipal Clerk