

Re: RENEWAL OF CONTRACT FOR THE OPERATION
OF THE MUNICIPAL HALL CAFETERIA

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

The West Building has a lunchroom in which coffee, tea and light refreshments such as donuts and muffins are served every work day from 9:30 to 11:00 a.m. and from 2:30 to 4:00 p.m. This service, which is provided under the terms of the existing contract, is beneficial in that it permits a hot beverage to be enjoyed by employees in pleasant surroundings and in the company of others within the ten minutes that are allowed for morning and afternoon rest periods.

RECOMMENDATION:

1. THAT authority be granted to renew the cafeteria contract with Mrs. Mellesmoen for a further twelve month period to expire December 31, 1976.

* * * * *

TO: MUNICIPAL MANAGER

DATE: November 26, 1975

FROM: PURCHASING AGENT

RE: RENEWAL OF CONTRACT FOR THE OPERATION
OF THE MUNICIPAL HALL CAFETERIA

On December 9, 1974 Council authorized the execution of a contract that permitted Mrs. Lavinia Mellesmoen to operate the Cafeteria in the Municipal Hall for a period of twelve months to expire December 31, 1975.

The terms of the expired and proposed contract are identical with the exception of the periods involved. The term of the new contract would be from January 1 to December 31, 1976.

The contract obligates the caterer to comply with the following basic requirements:

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 4
MANAGER'S REPORT NO. 77
COUNCIL MEETING Dec. 1/75

RE: Renewal of 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 Municipal Treasurer with an annual financial statement.
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 Worker's Compensation Acts, other claims for personal injuries including death and property damage which may arise from operations under the agreement.

In my opinion Mrs. Mellesmoen has provided a satisfactory service.

The Chief Public Health Inspector concurs with this recommendation.

RECOMMENDATION

THAT authority be granted to extend the Cafeteria contract with Mrs. Mellesmoen for a further twelve month period to expire December 31, 1976.


K.F. Williams
PURCHASING AGENT

KFW/jm

c.c. Municipal Clerk