

ITEM	23
MANAGER'S REPORT NO.	83
COUNCIL MEETING	1979 12 10

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

On 1979 December 31 the contract between the Municipality of Burnaby and Mrs. Lavinia Mellesmoen which allows her to operate the Cafeteria in the Municipal Hall expires.

Following is a report from the Purchasing Agent, dated 1979 December 05, which outlines the terms of the new contract. In the opinion of the Purchasing Agent and the Chief Public Health Inspector, Mrs. Mellesmoen has provided satisfactory service.

RECOMMENDATION:

1. THAT authority be granted to extend the Cafeteria contract with Mrs. Mellesmoen for a further twelve month period to expire 1980 December 31.

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TO: MUNICIPAL MANAGER

DATE: 1979 December 05

FROM: PURCHASING AGENT

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

RECOMMENDATIONS:

1. THAT authority be granted to extend the Cafeteria contract with Mrs. Mellesmoen for a further twelve month period to expire 1980 December 31st.

REPORT

Mrs. Lavinia Mellesmoen has been authorized by Council to operate the Municipal Hall Cafeteria since 1975 January 01. The most recent contract expires 1979 December 31.

Terms of the expired and proposed contract are identical with exception of the periods involved. The term of the new contract would be from January 01 to 1980 December 31.

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. To serve light refreshments in the West Building lunchroom between 0930 h to 1100 h and from 1430 h to 1600 h.
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.

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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. 200
7. Maintain all Municipality-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 continues to provide a very satisfactory service.

The Chief Public Health Inspector concurs with this recommendation.

  
K.F. Williams,  
PURCHASING AGENT.

KFW/gbw

c.c. Municipal Clerk  
Municipal Treasurer