

**TO: CITY MANAGER**

November 18, 2002

**FROM: DIRECTOR FINANCE**

**SUBJECT: PROPOSAL FOR FOOD SERVICES - PRIMARY VENDOR**

**PURPOSE:** To obtain approval to issue a Purchase Order for the supply and delivery of food products required by the City's food service operations.

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**RECOMMENDATION:**

1. **THAT** a Purchase Order be issued to the lowest bidder, Neptune Foods Service, for the supply and delivery of food products for a 5 year period, for an estimated annual cost of \$110,000.

**REPORT**

Two proposals for the supply and delivery of food products were received by the closing time of 3:00 p.m. Wednesday, August 28, 2002. Because the bidder's responses offered a variety of products and package formats, a tabulation of the bids received would be of questionable value. However, the end result is that the overall pricing submitted by Neptune Food Service is calculated to be approximately 5% lower than that submitted by the other bidder, Sysco Vancouver Food Services.

The scope of work involves the supply and delivery of a wide range of food products for the various food concessions and caterers operated by Parks & Recreation, for a five year period commencing December 1, 2002.

The other three firms invited to bid declined to submit a proposal because they are unable to supply the full range of products required by the City.

Staff have checked Neptune's references and learned that they enjoy a very favourable reputation for product quality, service and price.

The Director Parks, Recreation & Cultural Services concurs with the above recommendation.



Rick Earle  
DIRECTOR FINANCE

cc. Director Parks, Recreation & Cultural Services