

---

**TO:** CITY MANAGER **DATE:** 2013 May 22

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
136-10/11

**SUBJECT:** CONTRACT EXTENSION – 2013 FOOD SERVICES CONTRACTS

**PURPOSE:** To obtain approval to award four contract extensions for the supply and delivery of food products from 2013 April 01 to 2014 March 31.

---

**RECOMMENDATION:**

1. **THAT** existing contracts with Centennial Food Service, Gordon Food Service British Columbia, 7 Seas Fish Company and Sysco Vancouver for the supply and delivery of food products be extended for one year to 2014 March 31 at an estimated annual cost of \$857,850 including GST of \$40,850 based on an increase in anticipated volume and additional facilities. Final pricing will be based on actual quantities purchased.

**REPORT**

The work of these contracts involves the supply and delivery of food products to various locations within the City including services at three additional locations: Eagle Creek Bar and Restaurant, Edmonds Community Centre and the Courtyard Café at City Hall.

In late 2011 a Request for Quotation (RFQ) was issued for the supply and delivery of food services for a one year period from 2012 February 01 to 2013 January 31. Four submissions were received with all four vendors approved to supply and deliver food products. This RFQ resulted in the award of separate one year contracts to Centennial Food Service, Gordon Food Service British Columbia, 7 Seas Fish Company and Sysco Vancouver. The RFQ allowed for up to four one (1) year extensions. It is recommended that the first contract extension be issued to each of the vendors noted above. Expenditures for 2012 totaled \$132,495.79 for Centennial Food Service, \$155,290.09 for Gordon Food Service British Columbia, \$22,639.05 for 7 Seas Fish Company and \$205,454.49 for Sysco Vancouver.

All four vendors have a proven track record for the supply and delivery of food products to the City and their prices are competitive and reflective of current market conditions.

The Food Services Manager recommends that commencing 2013 April 01, the first one year extension be exercised for these contracts. Additional funding of \$115,000 from Operating Contingency has been approved to support the increased service requirements.

*To: City Manager*  
*From: Director Finance*  
*Re: CONTRACT EXTENSION FOOD SERVICES*  
*2013 May 22 .....Page 2*

It is anticipated that the increased revenues from the food operations will fully recover these costs.

Denise Jorgenson  
DIRECTOR FINANCE

DJ:GC/ts

cc: Director Parks, Recreation & Cultural Services  
Manager, Business Operations, Strategic and Business Plans