

Request for Decision City Council



Type of Decision

Meeting Date	February 22, 2006				Report Date	January 25, 2006			
Decision Requested	X	Yes		No	Priority	X	High		Low
	Direction Only				Type of Meeting	X	Open		Closed

Report Title

Coffee Products and Vending Machine Products for Pioneer Manor

Policy Implication & Budget Impact

☒ This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.

There are no policy implications or increased budgetary cost. Revenue generated from the sale of vending machine products will be used to cover any additional operational costs (i.e. hydro costs).

Recommendation

WHEREAS Pioneer Manor is expanding its current and available beverage, snacks, and food (Vending Machine products) to residents, families, and employees on a 24-hour basis; and

WHEREAS the request for proposal was issued on December 2, 2005.

THEREFORE BE IT RESOLVED THAT *Yes We Do Coffee* be awarded Contract CDS05-27, Request for Proposal for Coffee Products, Vending Machine Products, Equipment & Services - Pioneer Manor for a period of five years.

X

Background Attached

Recommendation Continued

Recommended by the Department

Catherine Matheson
General Manager of Community Development

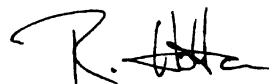
Recommended by the C.A.O.

Mark Mieto
Chief Administrative Officer

Date: January 25, 2006

Report Prepared By


Monique Pigeon
Manager of Nutritional Care and Food Services

Division Review


Randy Hotta
Director of Long Term Care Facility & Seniors Services

EXECUTIVE SUMMARY

An RFP was issued on December 2, 2005 to determine coffee and vending products, equipment and services for Pioneer Manor. There were five suppliers who bid on one or more of the product and equipment categories. Suppliers were evaluated on pricing, proposed products and profit sharing percentage, and equipment and service. After the evaluation was completed, *Yes We Do Coffee* was recommended as the supplier for all product and equipment categories. The length of the contract is for five years.

BACKGROUND

An RFP was issued to formalize a long-term agreement for coffee and vending products and to expand the services presently being offered for employees, residents and visitors at Pioneer Manor. The RFP focussed on the following three categories:

Pricing (50%)

Total cost of coffee and paper supplies seeking a minimum amount of suppliers with a lower per unit cost.

Proposed Products and**Revenue Sharing Percentage (25%)**

Preference given to suppliers who bid on all products requested. Only two of the five suppliers, who bid on the RFP, were able to provide vending services.

Equipment and Service (25%)

It was very important that the successful proponent be able to supply the required equipment for the products and deliver products at a convenient time to Pioneer Manor operations. Quality customer service from a supplier was essential.

Based on the above scoring criteria, the evaluation summary is as follows:

Nestle Food Services

Not able to supply vending machine products, equipment and services. Products were not according to specifications listed

Sysco Sturgeon Falls

Not able to supply vending products or equipment

Reddi Vend

Able to provide all coffee products, vending machine products, equipment and services. Revenue sharing 15% for snacks and 20% for pop from vending machine sales. Vending machines at an additional cost.

Yes We Do Coffee \$34,965.50

Able to provide all coffee products, vending machine products, equipment and services. Revenue sharing 25% of all sales from vending machine products. Vending machines provided at no additional cost.

Van Houtte Coffee

Not able to supply vending machine products, equipment and services.

It is, therefore recommended, that *Yes We Do Coffee* be the supplier of coffee products, vending machine products, equipment and services for Pioneer Manor. This bid had the highest score and was able to provide all products, equipment and services requested at the lowest cost.