



Report to: General Committee

Meeting Date: May 6, 2019

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**SUBJECT:** Award of Request for Proposal 009-R-19 Food Services for the Markham Civic Centre

**PREPARED BY:** Alex Moore, Senior Manager, Procurement & Accounts Payable, Ext. 4711  
Melita Lee, Senior Buyer, Procurement, Ext. 2239

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**RECOMMENDATION:**

1. That the report entitled “Award of Request for Proposal 009-R-19 Food Services for the Markham Civic Centre be received; and,
2. That Request for Proposal 009-R-19 Food Services for Anthony Roman Centre be awarded to the highest ranked / highest revenue bidder, 10694835 Canada Inc. (Caterable) for a term of five (5) years; and,
3. That the Mayor and City Clerk be authorized to execute an agreement with 10694835 Canada Inc. (Caterable) in a form satisfactory to the City Solicitor and the Commissioner of Corporate Services; and,
4. That the \$45,000.00 fixed annual revenue be credited to account # 890 890 8902 Cafeteria Revenue; and,
5. That 10694835 Canada Inc. (Caterable) be responsible for payment of property taxes based on the annual assessed value for provision of food services, in the approximate annual amount of \$2,000; and,
6. That the Treasurer and Senior Manager of Procurement & Accounts Payable be authorized to extend the contract for an additional five (5) years commencing in year six (6) of this agreement; and further,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of this report is to obtain Council approval to award the contract for food services at the Markham Civic Centre.

**BACKGROUND:**

The cafeteria located in the lower level of the Civic Centre consists of the following service area:

- Kitchen
- Office
- Storage
- Seating area (Note: the area past the York Room door is reserved for City staff.)

The location is currently vacant as the previous incumbent who provided a traditional, full service cafeteria and catering service left in December 2018 after 20 years of service.

In February 2019, the City issued a RFP to the market to solicit interested parties to provide food services at the Markham Civic Centre.

### **BID INFORMATION**

Bids closed on	March 7, 2019
Number picking up bid documents	29
Number responding to Bid	10

### **PROPOSAL EVALUATION**

The Evaluation Team for this RFP was comprised of staff from Finance, Legislative Services & Communications, Development Services, and Sustainability & Asset Management Departments with Procurement staff acting as the facilitator.

This Request for Proposal (“RFP”) was released using a two-stage approach:

1. Stage 1: Technical Proposal Evaluation; and
2. Stage 2: Interview Evaluation.

Stage 1 was the technical proposal evaluation, whereby Bidders provided their written proposals, which was evaluated based on pre-established criteria and scored out of 80%.

Stage 2 was scored out of 20% and included the three (3) highest scoring Bidders from Stage 1. Stage 2 included:

- A sampling of full portions of cafeteria and catering menu items;
- A sampling of coffee, tea and beverage options; and
- A question and answer period.

The combined weighting of Stage 1 and Stage 2 totaled 100%.

### **Highest Ranked Bidder**

<b>Bidders</b>	<b>Score (out of 100)</b>
10694835 Canada Inc. (Caterable)	94.75

### **OPTIONS/ DISCUSSION:**

The recommended food service provider, 10694835 Canada Inc. (Caterable) menu items and pricing are comparable to the previous vendor’s offerings. Their proposed menu items are enhanced and include an inclusive offering with consideration to vegan, gluten-free, dairy-free, high protein, reduced sugar and vegetarian diets. The main menu items will be breakfast items, deli items, hot lunches, soups, pasta, homemade baked goods and healthy choice items.

The team members include three (3) individuals who have extensive experience in the food industry. These include Linda Mauti, Tracy Leparulo and Laura Leparulo.

Linda Mauti was the executive chef and dietary supervisor at the Shouldice Hospital for 16 years. More recently, Linda is the manager at the City of Vaughan’s cafeteria and on a part-time basis is a chef and life skills instructor at Longo’s and PC cooking schools.

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Tracy Leparulo is the founder and CEO of a catering company and has organized various special events, including; conferences in Toronto, Barbados and Bahamas, weddings and other social events.

Laura Leparulo is the head of event coordination of a catering company and has over 10 years of experience in the food industry.

References performed validated the teams scoring as all references stated 10694835 Canada Inc. (Caterable) provide good quality food, excellent service and at reasonable prices.

Once the contract is awarded, 10694835 Canada Inc. (Caterable) is expected to be operational by the first week of July as they have to train staff, learn the procedures, and order supplies.

**FINANCIAL CONSIDERATIONS**

There will be a fixed annual rent of \$45,000.00, paid on a monthly basis. In comparison, the previous vendor's rent was \$31,125.00. Additionally, 10694835 Canada Inc. (Caterable) will pay property tax amount based on the annual assessed value of the cafeteria.

All utilities (hydro, gas and water) will be supplied and paid for by the City.

**ENVIRONMENTAL CONSIDERATIONS:**

The contract includes clauses relating to providing healthy choices menu, as well as conformance to the City's policy on "Zero Waste".

**HUMAN RESOURCES CONSIDERATIONS**

Not applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Not applicable

**BUSINESS UNITS CONSULTED AND AFFECTED:**

The evaluation team was representative of a cross commission team.

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner – Corporate Services

**ATTACHMENTS:**

Not applicable.