



BID COMMITTEE CONTRACT AWARD

Award of Request for Proposals No. 0613-14-0179 to Yummy Catering Services Inc. for Food Service Provider to supply and delivery Prepared Foods to various City of Toronto Child Care Centres

Date:	December 19, 2014
To:	Bid Committee
From:	Director, Purchasing and Materials Management

RECOMMENDATIONS

The Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contract:

Call No:	RFP No. 0613-14-0179
Description:	To select a qualified and experienced Food Service provider to develop menus and supply and deliver associated prepared lunches and snacks to various City of Toronto Early Learning and Child Care Centres from the date of award to January 31, 2016 with the option to renew the contract for three (3) additional and separate one (1) year periods, at the sole discretion of the City and subject to City of Toronto budget availability/approval.
Recommended Bidder/Proponent:	Yummy Catering Service Inc.
Contract Award Value:	<p>\$2,133,233.92 net of all applicable taxes and charges \$2,410,554.33 including all applicable charges \$2,170,778.84 net of HST recoveries</p> <p>Contract is expected to start on date of award and end on January 31, 2016 with the option for three (3) additional and separate one (1) year renewals.</p> <p>Option Year 1: February 1, 2016 to January 31, 2017 \$2,133,233.92 net of all applicable taxes and charges \$2,410,554.33 including all applicable charges \$2,170,778.84 net of HST recoveries</p>

	<p>Option year 2: February 1, 2017 – January 31, 2018 \$2,133,233.92 net of all applicable taxes and charges \$2,410,554.33 including all applicable charges \$2,170,778.84 net of HST recoveries</p> <p>Option Year 3: February 1, 2018 – January 31, 2019 \$2,133,233.92 net of all applicable taxes and charges \$2,410,554.33 including all applicable charges \$2,170,778.84 net of HST recoveries</p> <p>The total potential contract award including three (3) additional separate one (1) option years is \$8,532,935.68, net of all applicable taxes and charges, \$9,642,217.32, including all applicable taxes and charges. The total potential cost to the City including three (3) additional and separate one (1) year option years is \$8,683,115.35 net of HST recoveries.</p>
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Financial Impact:

The total potential award of the contract identified in this report is \$9,642,217.32 including all applicable taxes and charges. The total potential cost to the City, including three (3) separate and additional one (1) year options is \$8,683,115.35, net of HST recoveries.

Funding in the amount of \$1,989,880.60 for the period award of Contract to December 31, 2015, is included in the 2015 Recommended Operating Budget for Children's Services under various cost centres. Funding in the amount of \$180,898.24 for the period of January 1, 2016 to January 31, 2016 will be included in the 2016 Operating Budget Submission.

Should the City choose to exercise its option to renew for three (3) additional and separate one (1) year periods, then appropriate funding, will be included in the 2016-2019 Operating Budget Submissions for Children's Services. Funding details are provided below:

Period	Cost Element: 4116 & 2750 Cost Centres: Various	Total (net of HST Recoveries)
February 1, 2015 to January 31, 2016	\$2,170,778.84	
Total: Contract Period	\$2,170,778.84	\$2,170,778.84
<i>Total: 2015 Budget Year</i>	\$1,989,880.60	
<i>Total: 2016 Budget Year</i>	\$180,898.24	
February 1, 2016 to December 31, 2016	\$1,989,880.60	
January 1, 2017 to January 31, 2017	\$180,898.24	
Total: Option Year 1	\$2,170,778.84	\$2,170,778.84

February , 2017 to December 31, 2017	\$1,989,880.60	
January 1 – January 31, 2018	\$180,898.24	
Total: Option Year 2	\$2,170,778.84	\$2,170,778.84
February , 2018 to December 31, 2018	\$1,989,880.60	
January 1, 2019– January 31, 2019	\$180,898.24	
Total: Option Year 3	\$2,170,778.84	\$2,170,778.84
Grand Total:	\$8,683,115.36	\$8,683,115.36

CALL SUMMARY

Ward No:	All	
Call Dates:	Issued: October 27, 2014, Closed: November 20, 2014	
# of Addenda Issued:	Three (3)	
Number of Bids: 4	<p style="text-align: center;"><u>Firm Name</u></p> <p>Four (4) proposals were received. Three (3) proposals met the 75% technical threshold score and had their cost proposals opened and evaluated:</p> <ol style="list-style-type: none"> 1. Yummy Catering 2. Food for Tots 3. Choice Children's Catering 4. Organic Kids Catering* <p>*The Proponent did not meet the technical threshold.</p>	
Division Contacts	<i>PMMD CONTACT</i>	<i>DIVISIONAL CONTACT</i>
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COMMENTS

1. Fairness Monitor

The firm of J.D. Campbell and Associates was retained through a competitive bidding process to act as Fairness Monitor for this RFP. The Fairness Monitor's scope of work included the following:

- addressing any concerns relating to accountability/fairness (monitoring the level of openness, transparency and competitiveness of the procurement process);
- independent assurance of integrity of the procurement process with a signed attest statement for the RFP;
- preparing a Final Attestation Report for the City;

The Fairness Monitor concluded that the RFP process satisfied the principles of openness, fairness, consistency and transparency. The Attestation Report from the Fairness Monitor on the RFP Evaluation Process is available on file with Purchasing and Materials Management Division.

2. For the recommended contract award, the following requirements have been met:

- (a) The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- (c) the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:
 - i. for a contract funded by the operating budget, 5 years or less including any option years; or
 - ii. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,being within the authority of the Bid Committee;
- (d) there are no material written objections to the award;
- (e) the call document was advertised on the City's internet website and bids or proposals were opened publicly; and
- (f) the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

Michael Pacholok
Director, Purchasing and Materials Management Division