



**STAFF REPORT  
ACTION REQUIRED  
With Confidential Attachment**

**Award - RFP 0612-14-0007 for the Supply, Installation and Operation of Snack and Hot and Cold Beverage Vending Services for Various long-term care Homes**

<b>Date:</b>	June 10, 2014
<b>To:</b>	Community Development and Recreation Committee
<b>From:</b>	General Manager, Long-Term Care Homes & Services Acting Director, Purchasing and Materials Management Division
<b>Wards:</b>	All
<b>Reason for Confidential Information:</b>	This report involves the security of property belonging to the City or one of its agencies, boards, and commissions.
<b>Reference Number:</b>	19708

**SUMMARY**

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The purpose of this report is to provide information on the results of the Request for Proposal (RFP) No. 0612-14-0007 for the Supply, Installation and Operation of snack and hot and cold beverage vending services for various long-term care homes and to request authority to negotiate and enter into a License Agreement with the recommended proponent, Imperial Vending Services Inc., being the highest scoring proponent, for a two (2) year term commencing upon date of award to June 14, 2016, with the option to renew the agreement for up to three (3) separate, additional one (1) year periods from June 15, 2016 to June 14, 2019.

## **RECOMMENDATIONS**

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**The General Manager of Long-Term Care Homes & Services and the Acting Director of Purchasing and Materials Management recommend that:**

1. City Council grant authority to negotiate and enter into a License Agreement with Imperial Vending Services Inc. being the highest scoring proponent meeting the requirements of RFP No. 0612-14-0007 for the Supply, Installation and Operation of snack and hot and cold beverage vending services for various long-term care homes for a two (2) year term commencing upon date of award to June 14, 2016, with an option to renew the agreement for up to three (3) separate, additional one (1) year periods from June 15, 2016 until June 14, 2019.
2. City Council authorize the public release of the information contained in the Confidential Attachment 1 of this report following execution of the license agreement to Imperial Vending Services Inc.

## **FINANCIAL IMPACT**

The total potential revenue identified in this report has been included in the 2014 Approved Operating Budget for Long-Term Care Homes & Services (LTCHS). There are no costs that the City will incur with the implementation of the proposed agreement. Imperial Vending Services Inc. shall be responsible for all operating costs and all other related costs for the operation of the vending machines. The relevant financial information is addressed in the Confidential Attachment 1.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## **COMMENTS**

### The Request for Proposal

RFP 0612-14-0007 was issued by the Purchasing and Materials Management Division (PMMD) on February 13, 2014 and made available for download on the City's internet website. The closing date for the submission was March 7, 2014. Three (3) firms downloaded the document from the PMMD website. There were no addenda issued prior to the closing date. A schedule was made available for voluntary site / information meetings on February 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup>, 2014 to provide proponents the opportunity to inspect the facilities and ascertain the full extent of the scope of work.

Evaluation of Request for Proposal:

A formal Evaluation Committee comprised of three (3) members from the Long-Term Care Homes & Services Division evaluated the technical proposal submissions in accordance with the criteria set out in the RFP as follows:

- Initial Review: Mandatory Compliance
- Stage 1 – Technical (Proposal Content)
- Stage 2 – Cost
- Stage 3 – Interview if required

Two proposals were received from Adaria, Inc. and Imperial Vending Services Inc.

In compliance with the RFP, an initial review was conducted to ensure a list of mandatory requirements had been met in order to advance to Stage 1 (Proposal Content). Both proposals met the mandatory submission requirements.

Proponents required a score of 49 out of 70 points or 70% in Stage 1 in order to advance to Stage 2 and be considered further. The proposal submitted by Adaria, Inc. did not meet the threshold in stage 1 and therefore did not advance to Stage Two (2). The proposal submitted by Imperial Vending Services Inc. met the threshold and advanced to Stage 2. Upon completion of the Stage 2 evaluation, the proposal submitted by Imperial Vending Services was the only remaining proposal and is the highest scoring proponent. Stage 3 of the evaluation process was not exercised, as no clarifications were required.

As a result of the evaluation, staff are recommending that the City enter into a license agreement with the highest scoring proponent, Imperial Vending Services Inc. to supply, install and operate snack and hot and cold beverage vending services for various long-term care homes. The resulting contract will be for a two (2) year period commencing June 15, 2014 to June 14, 2016, with an option to renew for three (3) additional, separate one (1) year periods.

The Fair Wage Office has reported that Imperial Vending Services Inc. indicated that it has reviewed and understands the Fair Wage Policy and Labour Trade union requirements and has agreed to fully comply.

Proponents' scores by criteria, price comparison and a staff analysis of the evaluation results can be provided in an in-camera presentation, if requested by Committee Members.

## **CONTACT**

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## **SIGNATURES**

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Reg Paul  
General Manager  
Long-Term Care Homes & Services

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Victor Tryl  
Acting Director  
Purchasing and Materials Management  
Division

## **ATTACHMENTS**

Attachment 1: Proposed Revenues for Long-Term Care Homes & Services – Confidential