

March 3, 1998

**SUBJECT: 1998 AWARD FOR CONCESSION SUPPLIES**

**RECOMMENDATION:**

**THAT the Board approve the recommended list of suppliers (Appendix A) for concession products.**

**BOARD POLICY**

The Board awards concession product contracts after advertising for public tenders and requesting bids according to product specifications. Low bids are recommended by staff unless other criteria such as those mentioned in this report are taken into account.

**BACKGROUND**

Each year public tenders are invited for the supply of products sold at the Board's various concessions and golf clubhouses. The bids are received and staff recommendations are forwarded to the Board.

**DISCUSSION**

The call for public tenders was advertised in the "Sun" newspaper and the bids were opened in public on Tuesday, February 10<sup>th</sup>. The results of all bids that meet specs have been tabulated with all available discounts reflected in the calculations. A number of the items were subjected to evaluation and an impartial taste test. A detailed copy of all prices is available in the Commissioners' room.

Bidders have been recommended for the supply of products based on varying criteria:

**1. Low Bid**

The award for a contract is based on the low bid for the following items:

- Bread
- Ice Cream Mix
- Hot Dog and Hamburger Buns
- Milk and Cream Portions
- Cinnamon Buns and Donuts
- Envelope Sugar
- Kaiser and Hoagie Buns

- Fish
- Scissor Rolls
- French Fries
- Bagels and English Muffins
- Hot Chocolate
- Carry-out Trays
- Weiners \*
- Cheese Slices
- Veggie Weiners
- Chocolate Bars, Candy and Gum
- Hamburger Patties \*
- Ice Cream and Fruit Bars
- Mustard
- Milk and Chocolate milk
- Malt and White Vinegar
- 1 lb. Butter
- 100 oz. Ketchup
- Sour Cream
- Hot Dog Relish
- Yogurt
- Tartar Sauce
- Popcorn and Caramel Corn
- Dispenser Napkins
- Popping Corn, oil and salt
- Potato Chips and Cheezies
- Potatoes
- Vegetable Shortening
- Chip Trays and Papyrus Plates
- Water

\* These items were subjected to evaluation and impartial taste test and were also selected on the basis of lowest price for quality.

## **2. Lowest Overall Price on Total Contract**

When it is not practical to award a contract to one supplier on the basis of low bid on individual items, an award is based on the 1997 volumes multiplied by the 1998 costs for the group of items to determine the low overall cost. Contracts are recommended on this basis for the following products:

Hot Cups and Lids

## **3. Lowest Price for Quality or Size**

A number of products were subjected to evaluation and/or taste tests in order to ensure that they meet our quality requirements. As a result, recommendations for the award of contracts for the following items are not being made to the low bid:

- Muffins
- Smokies
- Peanuts

#### **4. Lowest Price with Acceptable Ordering Requirements**

In some cases, bidders have stated minimum ordering requirements or have stipulated that pricing is subject to the award of an entire tender or tenders. In the case of the following items, these requirements make award to the low bidder impractical and recommendation is therefore being made to the second lowest bidder:

- Whipped Butter
- Malt Mix
- Cottage Cheese
- 11.35 litre Ketchup
- Yogurt Mix
- Waxed Wraps

#### **5. Lowest Price for Quality and with Acceptable Minimum Ordering Requirements**

The recommendation for the award of Burger Sauce is based on lowest price for quality as well as minimum ordering requirements stated by the bidders and is therefore being recommended to the third lowest bidder.

Tenders for cheese, milk and ice cream products contain a cancellation clause should a Corporate Sponsorship contract be signed prior to April 1, 1999.

#### **JUSTIFICATION**

The suppliers have been recommended on the basis of the best overall price submitted for the supply of acceptable products. In most instances the suppliers' performance is known from previous contracts.

Prepared by:  
Administrative and Revenue Services Division  
Board of Parks and Recreation  
City of Vancouver  
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**FOR A COPY OF THE SUPPLIERS LIST CONTACT  
CAROL KENT AT 257-8537.**

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