

## **Request for Proposal for the Supply of Groceries, Frozen Foods, Meat, Meat Products and Seafood for the Homes for the Aged and Hostel Services**

*(City Council at its regular meeting held on October 3, 4 and 5, 2000, and its Special Meetings held on October 6, 2000, October 10 and 11, 2000, and October 12, 2000, adopted this Clause, without amendment.)*

**The Community Services Committee recommends the adoption of the following joint report (August 23, 2000) from the Commissioner of Community and Neighbourhood Services and the Chief Financial Officer and Treasurer:**

### Purpose:

The purpose of this report is to advise the results of the Request for Proposal issued for the supply of Groceries, Frozen Foods, Meat, Meat Products and Seafood for the Community and Neighbourhood Services Department, Homes for the Aged Division and Hostel Services for the period January 1 to December 31, 2001, with the City having the option to renew on an annual basis until December 31, 2005 and to request authority to award a contract to the recommended proponent.

### Source of Funds:

Funds in the estimated amount of \$5,100,000.00 including all charges and taxes are provided in current estimates of the Community and Neighbourhood Services - Homes for the Aged and Hostel Services - Operating Accounts for 2001. Funds will be included in the subsequent years' budget submission for each required portion of the contract period.

### Recommendations:

It is recommended that:

- (1) the proposal submitted from Serca Foodservice Inc. (Ontario Division) for the supply of Groceries, Frozen Foods, Meat, Meat Products and Seafood, for the period January 1 to December 31, 2001, be accepted, being the proposal having the overall highest score as well the lowest overall cost, at an estimated annual cost of \$5,100,000.00 with the City having the option to renew on an annual basis until December 31, 2005; and
- (2) the appropriate City officials be authorized to complete the necessary contract documents.

### Council Reference/Background History:

The City of Toronto owns and operates ten (10) Homes for the Aged facilities and four (4) Hostel Services locations. All of the food and nutrition sections are operated by City of Toronto

staff. The existing contracts with Homes for the Aged and Hostel Services are due to expire on December 31, 2000.

Eighteen (18) firms were invited to submit proposals and the opportunity was advertised on the City's Internet Website. Four (4) proposals were received from the firms listed below for the supply of Groceries, Frozen Foods, Meat, Meat Products and Seafood for the ten (10) Homes for the Aged and four (4) Hostel Service locations in accordance with the requirements of the Community and Neighbourhood Services Department, Homes for the Aged Division and Hostel Services:

- (1) Derry Foods Limited;
- (2) Gordon Food Service;
- (3) Serca Foodservice Inc (Ontario Division); and
- (4) Summit Food Services Distributors Inc.

Comments and /or Discussion and /or Justification:

A committee made up of staff from Homes for the Aged Division, Hostel Services and Purchasing and Materials Management Division evaluated the proposals received. A short list of proponents was given the opportunity to present their proposals and participate in an interview.

The evaluation process for the RFP was structured to examine a variety of factors including cost, demonstrated experience in managing food service products for use in long term care facilities, compliance with the requirements and provisions of the RFP, demonstrated ability to service the account, additional financial benefits such as training, and the ability to service the account with in-house resources. During the interview stage, proponent's had an opportunity to present their proposal and performance was evaluated on knowledge of long term care legislation and proponent's ability to provide the required service. The proposal submitted by Serca Foodservice Inc. (Ontario Division) was judged to be the highest overall scoring proponent as well as the lowest overall cost to the Department.

The Manager, Fair Wage and Labour Trades Office, has reported favourably on the firm recommended.

Conclusion:

This report requests authority to award the contract for the supply and delivery of Groceries, Frozen Foods, Meat, Meat Products and Seafood for the Homes for the Aged and Hostels to the highest overall scoring proponent as well the lowest overall cost Serca Foodservice Inc. (Ontario Division), with the City having the option to renew on an annual basis until December 31, 2005.

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