



INCORPORATED 1855

TOWN OF WHITBY REPORT

RECOMMENDATION REPORT

REPORT TO: Operations Committee	REPORT NO: CS-18-11
DATE OF MEETING: Tuesday February 22, 2011	FILE NO(S): IQ-557-2011
PREPARED BY: Corporate Services	LOCATION:
REPORT TITLE/SUBJECT:	Supply and Operation of Refreshment Vehicle or Refreshment Cart

1.0 **RECOMMENDATION:**

1. That approval be granted for a three (3) year seasonal contract term , subject to the conditions in Report CS-18-11, for the Supply and Operation of Refreshment Vehicle or Refreshment Cart from Dogger's, Jenny's Chip Truck and Delicious Softee per the terms and conditions identified in Report CS-18-11; and
2. That Council grant staff permission to negotiate with any suitable vendor(s) for the Victoria Fields location as no bids were received; and
3. That the Mayor and Clerk be authorized to execute the necessary contract documents.

2.0 **EXECUTIVE SUMMARY:**

An Informal quotation was issued to invite vendors to submit a monthly price over a three year contract to provide refreshment vehicle or refreshment cart services at waterfront park locations including Rotary Sunrise, Heydenshore and Victoria Fields. The services are provided May to September up to seven (7) days a week; weather permitting. A minimum monthly fee was noted within the documents and potential vendors could not submit a fee less than the minimum. The Town did not guarantee revenue for any locations and the monthly fee bid shall be paid to the Town regardless of monthly revenue.

Three separate submissions were received for exclusive locations: Rotary Sunrise, Heydenshore 1 and Heydenshore 2. Refer to attached location maps. There was no submission for Victoria Fields. It is recommended that the opportunity to supply

refreshment vehicle vending be approved for the 3 submissions subject to compliance with all municipal requirements.

All submissions recommended are from current Town vendors.

3.0 ORIGIN:

Report No. CS-18-11 originates as a result of the completion of an Informal Quotation request, IQ-557-2011.

4.0 BACKGROUND:

Historically the Town has permitted refreshment vehicle vending opportunities at waterfront park locations including Rotary Sunrise, Heydenshore and Victoria Fields for a number of years. Along with providing small amounts of revenue for the Town, it is intended primarily as a service to waterfront visitors.

The opportunities for vending were last offered for quotation in 2008. This allowed for three years of operation through the 2008 to 2010 seasons. As the period of operation had expired, it was appropriate to again issue a call for quotations.

5.0 DISCUSSION/OPTIONS:

Informal Quotations were received Wednesday February 2, 2011. The informal quotation was advertised in the Whitby This Week newspaper and on the Town of Whitby website

The following bids were received:

Bidder	Location of Service	Minimum Monthly Price	Monthly Price Year 1	Monthly Price Year 2	Monthly Price Year 3
Jenny's Chip Truck	Location # 1 Rotary Sunrise Park	\$490	\$600.00	\$600.00	\$600.00
Delicious Softee	Location # 2 Heydenshore Park No Hot Dog sales	\$490	\$500.00	\$525.00	\$550.00
Dogger's	Location # 3 Heydenshore Park Hot Dog Sales	\$225	\$250.00	\$250.00	\$250.00

The Vendors will be required to provide the following documentation:

- Department of Health Clearance Certificate for 2011 approving the vehicle for use as a refreshment vehicle.
- A copy of the vehicle registration, current provincial vehicle permit.
- A copy of Comprehensive General Liability Insurance policy in the amount of \$2,000,000.00 which names the Town of Whitby as additionally insured. The Town of Whitby Certificate of Insurance form shall be completed by the Contractor's agent, broker or insured and shall be provided at the time of acquiring the Vendor's permit.
- A copy of Automobile liability Insurance for a non-motorized vehicle in an amount of not less than \$2,000,000.00 against claims for bodily injury and/or property damage including claims against permit holder under any hold harmless or indemnity provisions in respect of motor vehicle owned or leased by permit holder which is required by law to be licensed.
- A copy of valid Vendors Permit issued by the Clerk's Department of the Town of Whitby. This permit will identify the site.
- Provide a photograph of the refreshment vehicle or cart.
- A signed copy of the Town of Whitby's Hold Harmless Agreement

Renewal for years two (2) and three (3) is dependant on the Vendor's performance during year one (1). The Town reserves the right to not continue with this service in year two (2) or three (3) at the sole discretion of the Town should these services no longer be required or performance is not satisfactory.

6.0 PUBLIC COMMUNICATIONS/PLAN:

N/A

7.0 CONSIDERATIONS:

A. PUBLIC
n/a

B. FINANCIAL

With the Town of Whitby's approval to supply refreshment vehicle vending to the three submissions, the revenue to the Town for a three year seasonal contract is as follows:

Location	Bidder	Total 3yr Revenue
Rotary Sunrise Park	Jenny's chip Truck	\$ 9,000.00
Heydenshore Park Option #1	Delicious Softee	\$ 7,875.00
Heydenshore Park Option #2	Dogger's	\$ 3,750.00
GRAND TOTAL		\$20,625.00

Revenue of \$20,625.00 over a three (3) year term will be realized.

C. IMPACT ON & INPUT FROM OTHER DEPARTMENTS/SOURCES

Community Marketing Services Department and Corporate Services worked jointly throughout the quotation process and throughout the preparation of this report.

D. CORPORATE AND/OR DEPARTMENT STRATEGIC PRIORITIES

n/a

8.0 SUMMARY AND CONCLUSION

N/A

9.0 ATTACHMENTS

Location Maps

For further information contact:
Kellie Dickson, Senior Buyer, Ext. 2438

Ken Nix, Director of Corporate Services, Ext. 4314

Robert Petrie, Chief Administrative Officer, Ext. 2211



ROTARY SUNRISE

Vendor Locations

February 2011

THE CORPORATION OF THE
Town of Whitby
COMMUNITY AND MARKETING
SERVICES DEPARTMENT
PARKS DIVISION





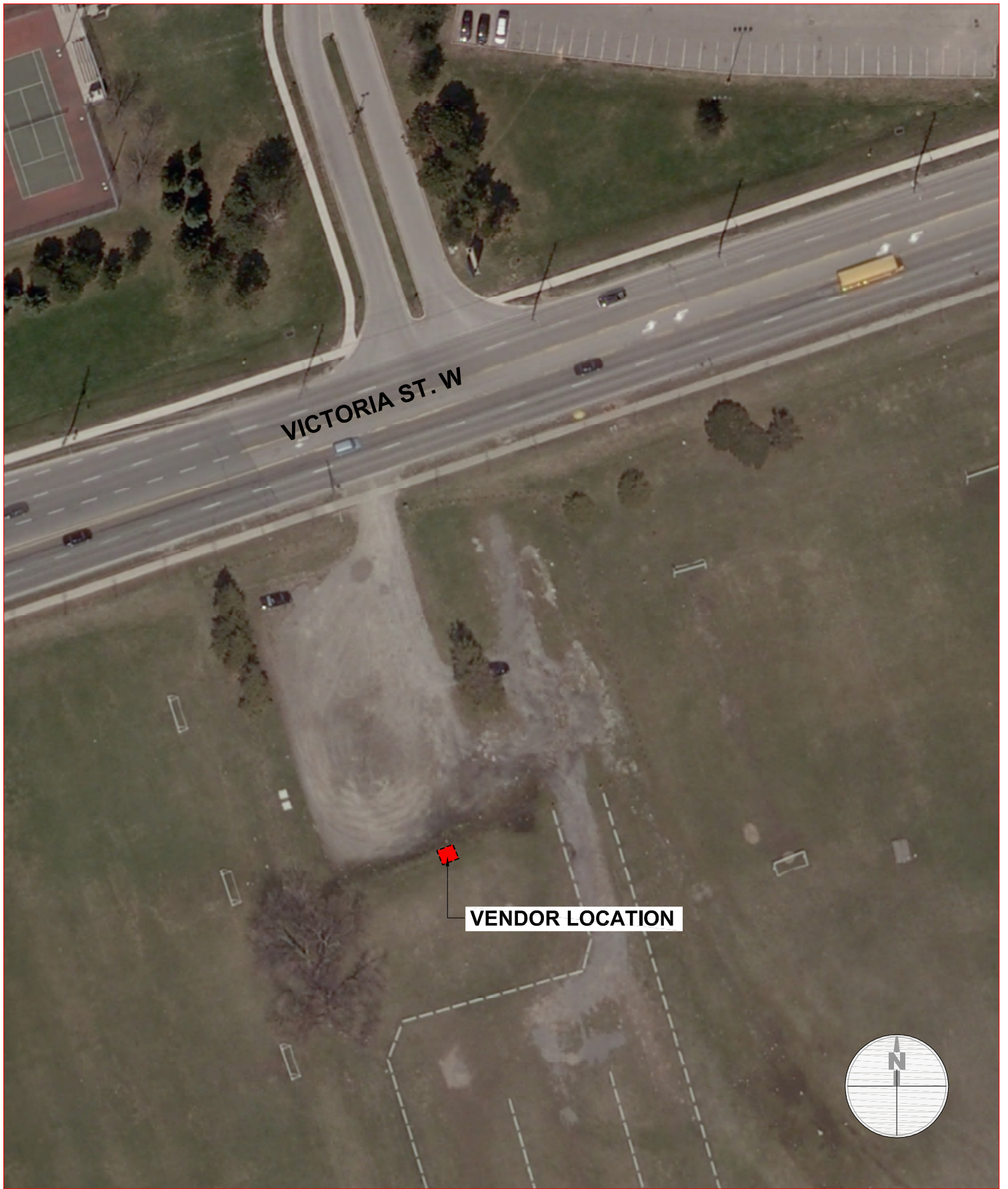
HEYDENSHORE PARK

Vendor Locations

February 2011

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PARKS DIVISION





VICTORIA FIELDS

Vendor Locations

February 2011

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