



Memorandum

DATE: June 16, 2010

TO: Mark Clifford
Director, Contract Services & Capital Planning

FROM: Paul Gruber
Manager Purchasing

RE: RFP #2010-004 Cold Beverage Vending – Award Recommendation

Background:

The University's existing cold beverage vending contract with Coca-Cola expires on August 31, 2010. This service was last tendered approximately thirteen years ago.

To provide an open, fair and competitive bid process that reflected the requirements of the University community and to ensure input was received from all stakeholder groups of the University, a Cold Beverage Vending Tender Committee was formed.

The members of this team included:

- Richard Honkanen, CSU
- Sandra Seekins, CFA
- Sheila Drzazqowski, Cope
- Paul Gruber, Purchasing Manager and Committee Chair

A Request for Proposal (RFP) was created with the intent to enter into a long term agreement with a company that could effectively and efficiently provide a cold beverage vending service and provide a monetary return to the University. The scoring of the respondents was also on their capability of providing the University with a varied product selection, environmental initiatives, quality customer service, and ultimately the best overall offering to the University.

The RFP for Cold Beverage Vending Services was issued via BC Bid on April 15, 2010. BC Bid is an open bidding website managed by the Province of B.C. and is accessible by any interested party.

The University received three responses back by the May 6, 2010 closing date from the following companies:

- Coca-Cola Bottling Company
- Pepsi Bottling Group (Canada)
- Ryan Vending.

All members of the committee evaluated the proposals, firstly on an independent basis and then as a committee of the whole to arrive at a final scoring. The evaluation was performed using a matrix scoring system (reference Appendix A & B) with the following results:

Company	Total Score	Rank
Coca-Cola	93.4	1
Pepsi	85.0	2
Ryan Vending	81.6	3

Coca Cola had the highest overall score which included the largest revenue stream over the 5 year term of the contract.



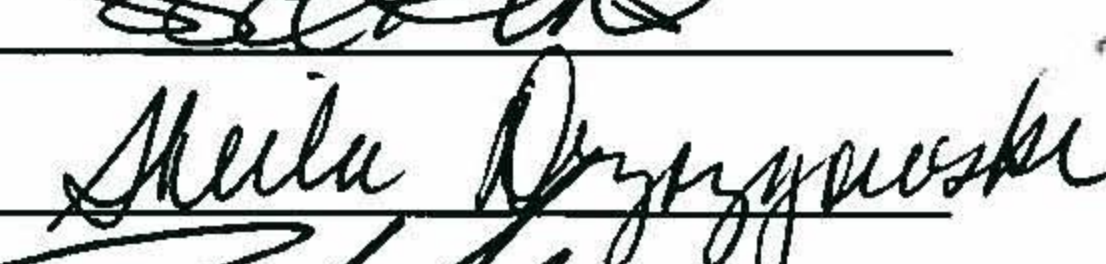
Copies of all bid submissions are held in the Purchasing Department.

Committee Recommendation:

Approval to award a five year agreement to Coca Cola Bottling Company.

Signed by Committee:

- Richard Honkanen, CSU
- Sandra Seekins, CFA
- Sheila Drzazgowski, Cope
- Paul Gruber, Committee Chair

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