

To: Mayor and Members of Council

December 21, 2009

Re: Catering Contract – J & J Specialty Foods - Amendment

Background

At their regular meeting on November 9, 2009 Council adopted a resolution to extend the catering contract at the Community Centre to J & J Specialty Foods for an additional year. The Administration recently met with the caterer to sign the new contract and learned that there are a number of pricing issues which need to be addressed.

The purpose of this report is to present two pricing amendments for Councils consideration pursuant to the Contract pricing schedule.

Discussion

The caterer has identified a significant pricing discrepancy related to one menu item that formed part of the Council approved agreement. The price for the Ukrainian Dinner was stated at \$11.00. The caterer advised that this is one of the more popular plate selections and he cannot provide the meal at this rate. He suggested it needs to be priced at \$13.50. The suggested price brings this fee in line with the other main plate offerings.

The caterer would also like to include an additional charge for customers who wish to have a place setting for coffee/tea for their guests. Not everyone has coffee/tea but the additional place settings add significantly to the caterers set up and take down costs. The caterer has proposed that the current per plate cost which includes coffee/tea provide for a central coffee/tea station and associated styrofoam cups. If the customer wishes to have place settings for coffee/tea the caterer proposes that this be available at an additional cost of \$1.50/setting.

Budget Implications

There are no budget implications for the Town associated with the proposed price changes.

Conclusion

During a recent meeting with the J&J Specialty Foods the caterer for the Community Centre identified two pricing issues. The first was a pricing concern for the menu item referred to as the Ukrainian Dinner. The food plate, which is one of the caterer's more popular items, is priced too low. The caterer proposes that the price be set at \$13.50 versus the current \$11.00. The price increase would bring this menu item in line with the other major food plate items.

The Second item of concern raised by the caterer was the coffee/tea service. The caterer proposes to add a charge of \$1.50/person for the provision of coffee/tea place settings. The requests for a place setting for coffee/tea adds significantly to the caterers set up and clean up costs. It is proposed that a central coffee/tea distribution centre with the use of styrofoam cups be available to the customers at no extra charge.

Recommendation

Your Administration recommends that Council amend the J&J Specialty Food Catering Agreement by:

1. Increasing the price of the Ukrainian Dinner to \$13.50/plate; and
2. Including a charge of \$1.50/setting as an additional charge for customers wishing to have a place setting for coffee/tea service.

Respectfully submitted,



Bryan Dimen,
Town Manager