



Supplier Exclusivity: Food Services and Vending Machines in Schools

Board Received: June 22, 2015

Review Date: September 2019

Policy Statement:

The Grand Erie District School Board supports open and fair treatment of all approved suppliers. On occasion, the Board may deem it necessary or beneficial to enter into an exclusive agreement with a supplier, in accordance with approved procedures.

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Quality of Foods/Services
 - Competitive Pricing Benefits
 - Customer Satisfaction
 - Compliance with Ministry of Education Guidelines

Procedures:

1. Guiding Principles:
 - a) Vending Machines: the Grand Erie District School Board will recoup its operating costs and the balance of revenue will remain with the participating school.
 - b) Food Services: the Grand Erie District School Board will share in revenue with each participating school, based on a rate of return negotiated with suppliers.
 - c) Separate competitive bids will be required for each of the food services and vending machine-contracts.
 - d) Food Service and Vending Machine providers who are awarded contracts with the Grand Erie District School Board will be expected to guide their operations in schools in accordance with Policy S04 – Advertising in Schools.
 - e) Food Service and Vending Machine providers will be offered exclusive rights to all participating schools within Grand Erie District School Board.
 - f) All Food Services and Vending Machine Contracts will include provisions that ensure compliance with Canada Revenue Regulations with respect to the proper collection and remittance of HST.

2. General Procedures:

- a) To ensure all stakeholder interests are considered in these revenue generating contracts, a supplier selection committee will be created at the outset of each project.
- b) Committee membership shall include the following representatives:

Voting Members

- o Two Secondary School Administrators one from Brantford/Brant and one from Haldimand/Norfolk
- o One Elementary School Administrator
- o Two Trustees
- o One Student Trustee
- o Two School Council Representatives (one from each panel)
- o Assistant Division Manager – Maintenance & Energy
- o Manager of Facility Services (Operations & Maintenance)
- o Purchasing Supervisor
- o Superintendent of Business

Advisory Members

- o One representative from the Brant County Health Unit
 - o One representative from the Haldimand-Norfolk Health Unit
- c) Bid documents will be in the form of a request for proposal (RFP) and will include wording that requires companies to address areas of concern relating to performance level, service area, nutritional value of products, Government of Ontario Policy/Program Memorandum No. 150 – School Food and Beverage Policy and catering for other school-related functions.
 - d) Contracts will have a reasonable length of term (three to five years) and may include options for extension. All contract extension options will be presented to the board for consideration no later than six months prior to the expiration of the contract term.
 - e) Principals shall have the option of selecting which products from the contracted supplier will be made available in their school.
 - f) Principals will be permitted to arrange and participate in small ventures with independent suppliers.
 - g) Participating schools will receive a copy of the awarded contract for information and dissemination purposes.