



PROCEDURE

BU-001

SUPPLIER EXCLUSIVITY: FOOD SERVICES AND VENDING MACHINES IN SCHOOLS	
Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2008/04/28
Last Updated: 2025/12/19	Next Review Date: 2029/12/19

Purpose:

To support open and fair treatment of all approved suppliers. Grand Erie District School Board (Grand Erie) may deem it necessary or beneficial to enter into an exclusive agreement with a supplier, in accordance with approved procedures and the *Broader Public Sector Procurement Directive*.

Guiding Principles:

1.0 Overview

- 1.1 Vending Machines: Grand Erie will recover its operating costs, and the balance of revenue will remain with the participating school.
- 1.2 Food Services: Grand Erie will share revenue with each participating school, based on a rate of return negotiated with suppliers when revenues exceed the anticipated incremental operating costs.
- 1.3 Food services and vending machine-contracts will be reviewed separately and may be sourced in separate competitive bids where appropriate.
- 1.4 Food Service and Vending Machine providers who are awarded contracts with the Grand Erie will be expected to guide their operations in schools in accordance with Grand Erie's policies and procedures.
- 1.5 Food Service and Vending Machine providers will be offered exclusive rights to all participating schools within Grand Erie. The tendering process may provide an option to incorporate bundled packages organized by geographic area to enhance efficiency and coordination.
- 1.6 All Food Services and Vending Machine Contracts will include provisions that ensure compliance with Canada Revenue Agency (CRA) Regulations with respect to the proper collection and remittance of Harmonized Sales Tax (HST).

2.0 Supplier Selection

- 2.1 A supplier selection committee will be created at the outset of each project.
- 2.2 Selection committee membership will include three or more voting members including the following:
 - Two (2) Secondary Administrator(s)
 - Senior Manager of Facility Services
 - Superintendent of Business & Treasurer
- 2.3 Bid documents will be compliant with the Government of Ontario School Food and Beverage Policy Guide and School Food and Beverage-/Program Memorandum 150 (PPM150) and catering for other school-related functions.
- 2.4 Administrator(s) shall have the option of selecting which products from the contracted supplier will be made available in their school.
- 2.5 Administrator(s) will be permitted to arrange and participate in small ventures with independent suppliers.
- 2.6 Participating schools will receive a copy of the awarded contract for information and dissemination purposes.

- 2.7 All contract renewals will be brought to Senior Administration for consideration no later than six months prior to the expiration of the contract term.

Reference(s):

- Advertising Procedure (BU-011)
 - Broader Public Sector Procurement Directive
 - Distribution of Materials in School Policy (SO-04)
 - Distribution of Materials in School Procedure (SO-004)
- Government of Ontario School Food and Beverage Policy Guides School Food and Beverage Policy/Program Memorandum 150 (PPM150:*