



POLICY

F1

Supplier Exclusivity: Food Services and Vending Machines in Schools

Board Received: November 25, 2019

Review Date: January 2024

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 revenue with each participating school, based on a rate of return negotiated with suppliers when revenues exceed the anticipated incremental operating costs.
- c) Food services and vending machine-contract will be reviewed separately and may be sourced in separate competitive bids where appropriate.
- 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: Distribution of Materials in School and F104: 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 will include five or more voting members including the following:
 - o Secondary School Administrators -Brantford/Brant and Haldimand/Norfolk
 - o Elementary School Administrators
 - o Trustee
 - o Student Trustee
 - o School Council Representatives
 - o Manager of Facility Services
 - o Superintendent of Business & Treasurer

Advisory Members

- One representative from the Brant County Health Unit
- 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, with compliance to current Government of Ontario Policy/Programs for School Food and Beverage Policy and catering for other school-related functions.
- d) Contracts will have a reasonable length of term for a maximum of five years and may include options for extensions. 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.