



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		May 26, 2015			
Department:		Parks and Recreation			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): Teresa Shelstad ext: 7539					
CAPTION					
Bid No. 2015-197-C for a one (1) year contract with three (3) City optional renewals for Professional Food Service Personnel for the Plano Centre to SMB Services, LLC in the estimated annual amount of \$141,833, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2014-15; 2015-16; 2016-17; 2017-18; 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	189,833	531,872	721,705
Encumbered/Expended Amount		0	-66,458	0	-66,458
This Item		0	-35,458	-531,872	-567,330
BALANCE		0	87,917	0	87,917
FUND(S): CONVENTION AND TOURISM FUND					
<p>COMMENTS: This item approves price quotes for annual professional food services personnel. The estimated FY 2014-15 expenditure for professional food services personnel to be purchased from this contract is \$35,458. Future expenditures will be made by Plano Centre within the annual approved budget appropriations, at an estimated annual expenditure of \$141,833 for fiscal years 2015-16, \$141,833 for 2016-17, \$141,833 for 2017-18 and \$106,373 for 2018-19.</p> <p>STRATEGIC PLAN GOAL: Contracts for annual professional food services personnel relates to the strategic goal of Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
See attached recommendation memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Recommendation Memo					
Bid recap					

Date: April 24, 2015

To: Teresa Shelstad, Buyer

From: Mark Jarrell, Plano Centre Manager



Subject: Award Recommendation – 2015-197-C Professional Food Service Personnel

Recommendation

Plano Centre recommends awarding the 2015-197-C Professional Food Service Personnel contract to SMB Services, LLC. SMB Services, LLC is the lowest responsive, responsible bidder. We believe they are capable of fully meeting the requirements of the contract as specified in the bid documentation.

Contract Expenditure

The contract term is a maximum of four years, one year with three annual renewals at the City's discretion. The total award of this contract is estimated at \$567,330 anticipating exercising all contract option years for a full four-year term. FY 14-15 is estimated at \$35,458 (which anticipates the contract beginning July 1, 2015), FY 15-16 will be the first full year of the contract and is estimated at \$141,832.50. FY 16-17 and FY 17-18 are also estimated at \$141,832.50 and FY18-19 (based on nine remaining months) is estimated at \$106,374.

Action Requested

The total amount related to the funding of this contract is within the estimated expenditure. Please review all documents and begin the necessary steps for the award of this contract.

Justification

Contract Purpose: To provide professional food service personnel, (waiters, bartenders, stewards, and concession workers) to service functions catered by Plano Centre.

Non-approval Implication: Should approval be denied, it would not be possible for Plano Centre to service large catered events and there would be a loss of food and ancillary services revenues.

CITY OF PLANO

BID NO. 2015-197-C
Professional Food Service Personnel
BID RECAP

Bid opening Date/Time: April 10, 2015 @ 3:00PM

Number of Vendors Notified: 3393

Bids Evaluated Non-Responsive to Specification: 0

Vendors Submitting "No Bids": 0

Number of Bids Submitted: 2

SMB Services, LLC \$ 141,832.50

Abba Staffing \$ 142,302.00

Recommended Vendor:

SMB Services, LLC \$ 141,832.50

Teresa Shelstad

Teresa Shelstad
Buyer

April 30, 2015

Date