



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:		July 28, 2014			
Department:		Parks and Recreation			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): Teresa Shelstad ext: 7539					
CAPTION					
Bid No. 2014-117-C for a one (1) year contract with three (3) City optional one (1) year renewals for Professional Food Services for the Plano Centre to Foodbellies, LLC for the annual estimated amount of \$74,000 in FY 2013-14, an estimated annual expenditure of \$150,000 for fiscal years 2014-15, \$165,000 for 2015-16, \$180,000 for 2016-17 and \$99,000 for 2017-18, 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:	2013-14; 2014-15; 2015-16; 2016-17; 2017-18	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	194,667	594,000	788,667
Encumbered/Expended Amount		0	-112,552	0	-112,552
This Item		0	-74,000	-594,000	-668,000
BALANCE		0	8,115	0	8,115
FUND(S): CONVENTION AND TOURISM FUND					
COMMENTS: This item approves price quotes for annual professional food services. The estimated FY 2013-14 expenditure for professional food services to be purchased from this contract for the remainder of FY 2013-14 is \$74,000. Future expenditures will be made by Plano Centre within the annual approved budget appropriations, at an estimated annual expenditure of \$150,000 for fiscal years 2014-15, \$165,000 for 2015-16, \$180,000 for 2016-17 and \$99,000 for 2017-18.					
STRATEGIC PLAN GOAL: Contracts for annual professional food services relates to the strategic goal of Financially Strong City with Service Excellence.					
SUMMARY OF ITEM					
Staff recommends the approval of a one (1) year contract with three (3) City optional one (1) year, renewals for Professional Food Services for the Plano Centre to Foodbellies, LLC for the annual estimated amount of \$74,000 in FY 2013-14, an estimated annual expenditure of \$150,000 for fiscal years 2014-15, \$165,000 for 2015-16, \$180,000 for 2016-17 and \$99,000 for 2017-18. Increased amounts in fiscal years are to account for anticipated growth in food and beverage events at Plano Centre.					



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List of Supporting Documents: Award Memo, Bid Recap	Other Departments, Boards, Commissions or Agencies

Date: July 9, 2014
To: Teresa Shelstad, Buyer
From: Mark Jarrell, Plano Centre Manager
Subject: Award Recommendation – 2014-117-C Professional Food Services

Recommendation

Plano Centre recommends awarding the 2014-117-C Professional Food Services contract to Foodbellies, LLC. Foodbellies, 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 \$668,000 anticipating exercising all contract option years for a full four-year term. FY 13-14 is estimated at \$74,000 (which is the full bid amount of \$66,784 plus an additional \$7,216 for potential growth this FY), FY 14-15 will be the first full year of the contract and is estimated at \$150,000. Based on an approximate 10% annual growth in food and beverage events at the Plano Centre, FY 15-16 is estimated at \$165,000 and FY 16-17 is estimated at \$180,000.

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. 2014-117-C
Professional Food Services**

BID RECAP

Bid opening Date/Time: February 25, 2014 @ 10am

Number of Vendors Notified: 2720

Vendors Submitting "No Bids": 0

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 4

Foodbellies, LLC	\$66,784.05
Quick Staffing LLC	\$77,379.78
FW Services Inc.	\$69,414.60
SMB Services	\$83,733.00

Recommended Vendors:

Foodbellies, LLC	\$66,784.05
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Teresa Shelstad

February 25, 2014

Teresa Shelstad
Buyer I

Date