



# City Council Report

**Date:** April 15, 2019  
**To:** City Council  
**Through:** Michael Kennington, Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Three-Year Term Contract with Two Years of Renewal Options for Backstage Catering Services for the Parks, Recreation and Community Facilities Department, and the Arts and Culture Department **(Funded by the Enterprise Fund – Convention Center and Arts and Culture Department – Mesa Arts Center operating budget) (Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

A committee representing the Parks, Recreation and Community Facilities Department, Arts and Culture Department, and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the three, qualified and highest scored proposals from Facility Concession Services Inc. dba Arizona Catering (a Mesa business); Heidi's Events & Catering; and Straight to The Plate Catering (a Mesa business); at \$115,000 annually, based on estimated usage.

## Background / Discussion

This contract will establish a non-exclusive, pre-qualified list of catering firms to perform Backstage Catering Services on an as-needed basis. The contractor will provide backstage catering/hospitality services, for event riders, for performers, stagehands, and other tour and production personnel for concerts and events that take place at Mesa Arts Center and Mesa Amphitheatre. The City will obtain multiple quotes on jobs estimated at \$5,000 or more through a competitive quote process.

The City of Mesa owns and operates two performance venues, the Mesa Arts Center and Mesa Amphitheatre. The Mesa Arts Center is comprised of four performance venues, ranging from the 99-seat Farnsworth Studio to the 1,600 seat Ikeda Theater. The Mesa Amphitheatre is a 4,950 outdoor general admission venue. Both performance venues host a wide variety of events, including theatrical performances, lecturers, comedians, and concerts.

The City received four proposals, of which, Artistic Touch Catering, was deemed as non-responsive. The evaluation committee then evaluated the remaining responses based on the evaluation criteria in the solicitation. Award is being recommended to the three, qualified and highest scored respondents, Facility Concession Services Inc. dba Arizona Catering; Heidi's Events & Catering; and Straight to the Plate Catering. The evaluation was conducted by points and were awarded by consensus by the evaluation committee, which unanimously agreed on the recommendation.

## Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2019086

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval

Funding Source: Parks, Recreation and Community Facilities Department budget through the Enterprise Fund – Convention Center, and Arts and Culture Department – Mesa Arts Center operating budget

## Proposal Responses

Facility Concession Services Inc. dba Arizona Catering - The Woodlands, TX

Heidi's Events & Catering - Tempe, AZ

Straight to The Plate Catering - Mesa, AZ

Responses deemed Non-Responsive:

Artistic Touch Catering – Did not submit the required response forms.

## Final Scoring

Respondent	Total Points Possible / 100
Facility Concession Services Inc. dba Arizona Catering (Recommended - Pre-Qualified Vendor)	<u>99.75</u>
Straight to The Plate Catering (Recommended - Pre-Qualified Vendor)	<u>91.25</u>
Heidi's Events & Catering (Recommended - Pre-Qualified Vendor)	<u>80.00</u>