



City Council Report

Date: May 20, 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 Catering and Concession Services for the Mesa Convention Center as requested by the Parks, Recreation and Community Facilities Department **(Single Response) (Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing Parks, Recreation and Community Facilities Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the single, responsive and responsible proposal from Personal Touch Catering at \$420,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract will provide a qualified, reputable vendor to be responsible for providing food and alcoholic and non-alcoholic beverage catering and concessions at the Mesa Convention Center at defined service levels. The contract requires the vendor to respect the other successful partnerships established between the City of Mesa and Delta Hotels by Marriott Phoenix Mesa and participate in other partnerships with various event coordinators/promoters, tenants and users. The vendor will work closely with the City to constantly look to improve the operation with a view toward developing maximum gross receipts and quality service to our customers

The single respondent is the current vendor, Personal Touch Catering. Their percentages offered are the same or better than the current contract and are fair and reasonable. With the Request for Proposal on the on the street for five weeks, and a pre-proposal meeting/site visit held, at which five different vendors were in attendance, all vendors were given reasonable opportunity to respond.

Purchasing contacted the three vendors that attended the pre-proposal meeting but chose not to submit a response, and asked their reason for not responding. One replied that they wanted to focus on their backstage catering contract with the City, the second responded that they were unable to provide the required concession stand services, and the third vendor said that they felt that they could not cover anticipated cost for the needed equipment/tools in order to fulfill the contract requirements

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2019139

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 operating budget through the Enterprise Fund – Convention Center Sub Fund

Single Proposal Response

Personal Touch Catering - Phoenix, AZ

No Bid Response received from:

Arizona Catering – Mesa, AZ