

M14E3

03-1-6-13

AGENDA COVER MEMO

DATE: January 6, 2003

TO: Lane County Board of Commissioners

DEPT.: Public Works/Parks Division

PRESENTED BY: Rich Fay, Parks Manager

AGENDA ITEM TITLE: ORDER/In the Matter of Entering Into a Concessionaire Contract with Bob Henderson for Concession Services for Baker Bay Park and Delegating Authority to the County Administrator to Sign the Contract.

I. MOTION

MOVE APPROVAL OF THE ORDER IN THE MATTER OF ENTERING INTO A CONCESSIONAIRE CONTRACT WITH BOB HENDERSON FOR CONCESSION SERVICES FOR BAKER BAY PARK AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN THE CONTRACT.

II. ISSUE OR PROBLEM

Shall Lane County enter into a concessionaire contract with Bob Henderson for concession services associated with the years 2003, 2004, and 2005 for Baker Bay Park?

III. DISCUSSION

A. Background

The Parks Division has several park properties where concessionaire/caretakers provide professional services for the day-to-day operations of the parks with guidelines set by the Parks Division. On June 15, 1984 the County first entered into a concessionaire contract for concession services at Baker Bay Park.

Over the years, the concessionaire has made substantial investment into Baker Bay Park and sufficiently into the concession stand and services. The concessionaire at Baker Bay Park also provides the cleaning and general maintenance for Dorena Covered Bridge Park. The previous agreement for concession services expired on December 31, 2002.

On November 21, 2002, the Parks Division ran a legal notice in the Register Guard to solicit from any qualified individual, legal entity, business, organization, or corporation to submit written proposals for providing concession services between January 1, 2003 and December 31, 2005 at Baker Bay Park.

The Division received one proposal by the deadline of 5:00 p.m., December 5, 2002. The evaluation committee determined that the sole applicant, Mr. Bob Henderson, had an adequate scoring in all the criteria established in the RFP to be selected as the individual that the Parks Division wishes to contract with. See Attachment A, "Evaluation of Proposals." The evaluation committee consisted of Todd Winter, Lane County Parks Superintendent and Loralyn Osborne, Lane County Parks Administrative Analyst.

B. Analysis

Upon review of the proposal and interview, the committee is recommending that Mr. Bob Henderson be granted the contract. Our recommendation is based on Mr. Henderson's professional management in previous years at Baker Bay Park; the County first entered into a concessionaire contract for concession services with Mr. Henderson on October 10, 1986.

Mr. Henderson's prior experience with the Parks Division has been successful and the number and quality of staff hired to work in the park meets our expectations. Mr. Henderson has built a professional relationship over the years with park patrons- campers, moorage holders, and picnickers, which has become a great asset for the Parks Division and the public.

C. Alternatives/Options

1. Approve the Board Order and proceed with contracting with Bob Henderson for concession services.
2. Do not approve the Board Order and direct Parks staff to re-advertise for a concessionaire. This alternative would likely delay the opening of Baker Bay Park for the 2003 season.
3. Direct Parks staff to propose other alternatives.

D. Recommendation

Park Staff recommends that the Board approve the Board Order and contract with Bob Henderson.

E. Timing

N/A.

IV. IMPLEMENTATION/FOLLOW-UP

The Parks Division will take the necessary steps to execute the contract. An annual review and on-site inspection with the concessionaire contracted with is required per the contract. The Parks Division also will also have weekly contact with the concessionaire during the peak season, May through September of each year.

V. ATTACHMENTS

Board Order
Evaluation of Proposals

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF ENTERING INTO
) A CONCESSIONAIRE CONTRACT
) WITH BOB HENDERSON
) FOR CONCESSION SERVICES FOR
) BAKER BAY PARK AND DELEGATING
) AUTHORITY TO THE COUNTY
) ADMINISTRATOR TO SIGN THE
) CONTRACT

WHEREAS, the County has previously entered into a concessionaire contract for concession services for Baker Bay Park on January 4, 2000; and

WHEREAS, the Parks Division has found having an concessionaire manage Baker Bay Park to be cost efficient and effective to meet the needs of the public and for the County; and

WHEREAS, the Parks Division has other park property where caretakers provide professional services for the day to day operations of the park with guidelines set by the Parks Division; and

WHEREAS, the Parks Division solicited and received one proposal from an interested individual to provide concession services at Baker Bay Park on behalf of the County for the period of January 1, 2003 through December 31, 2005 as required in Lane Manual 21.205; and

WHEREAS, the Parks Division evaluated and reviewed the proposal, and interviewed Bob Henderson and has recommended that Bob Henderson be granted the concessionaire contract for concession services from the period of date of execution through December 31, 2005.

NOW THEREFORE IT IS ORDERED that Lane County enter into a concessionaire contract with Bob Henderson for concession services; and

IT IS FURTHER ORDERED that the County Administrator be delegated authority to sign the contract.

Dated this _____ day of January, 2003.

Chair, Lane County Board of Commissioners

Evaluation of Proposals

The evaluation and interview committee that reviewed the proposals were as follows:

Todd Winter, Parks Superintendent
Loralyn Osborne, Administrative Analyst

An evaluation of the sole proposal was used as the basis for the agreement. In reviewing the proposal, the following weights, not to exceed a total of 100 points from the four categories, were as follows:

| | | | |
|-------------------------------|---------|---------------|-------------|
| 1. QUALIFICATIONS OF PROPOSER | POINTS: | not to exceed | 40 |
| Total: Bob Henderson | | | 40 |
| 2. FISCAL CAPABILITY | POINTS: | not to exceed | 30 |
| Total: Bob Henderson | | | 27.5 |
| 3. DESCRIPTION OF SERVICES | POINTS: | not to exceed | 30 |
| Total: Bob Henderson | | | 28.5 |
| Total Points Possible: | | | 100 |
| Total Points Awarded: | | | 96 |

Bonus Section:

OPTIONAL SERVICES & SITE IMPROVEMENTS

| | | |
|-----------------------------|---------------|----------|
| ADDITIONAL POINTS: | not to exceed | 10 |
| Total: Bob Henderson | | 5 |

Total Score plus Additional Points Awarded: 101