

T. S. D. S.

Memorandum Date: October 21, 2009

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Kay Blackburn, Financial Services Manager

AGENDA ITEM TITLE: IN THE MATTER OF ACCEPTING A PROPOSAL FOR LCP2009-03 FOR FOOD AND VENDING SERVICES AND AWARDED A THREE YEAR REVENUE CONTRACT TO BIG GREEN EVENTS

I. MOTION

MOVE APPROVAL OF ORDER 09-10-21-XX ACCEPTING A PROPOSAL FOR LCP 2009-30 FOR FOOD AND VENDING SERVICES AND AWARDED A THREE YEAR REVENUE CONTRACT TO BIG GREEN EVENTS.

II. AGENDA ITEM SUMMARY

The County offers cafe food and vending services to the employees within the Public Services Building. The cafe is also open to the general public. The County contracts with a professional food service provider to operate the cafe and provide catering and vending services.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The County utilizes the services of a professional food service operator to ensure that a varied and enjoyable menu of food choices is offered to the patrons who frequent the cafe. This food provider also offers catering services to the County and State departments operating within the building.

Request For Proposal #LCP 2009-03 was issued and advertised on the County website. Three proposals were received and evaluated by a committee comprised of Management Services, Lane County Administration, and State Justice Court staff. Big Green Events was selected as the respondent providing the best overall value and combination of pricing and services.

B. Policy Issues

This item supports the County's competitive selection processes in accordance with Lane Manual Chapter 21.

C. Board Goals

This item supports the goals of providing efficient and effective financial and administrative support and systems and allocating resources strategically.

D. Financial and/or Resource Considerations

The contract is estimated to cover all of the County's costs for operating the café and is expected to provide approximately \$27,000 in revenue, dependent upon the contractor's gross revenues from café operations.

E. Analysis

The RFP process included a survey conducted in May, 2000 of both County and State employees working in the PSB that helped identify their dining expectations and desires. This information greatly enhanced the RFP committee's ability to select the proposer with the best qualifications and fit. The RFP process further resulted in an increased level of commission revenues to the County.

F. Alternatives/Options

1. Approve the award of the contract to Big Green Events.
2. Do not approve the award and direct Management Services staff to seek alternatives.

IV. RECOMMENDATION

The Financial Services Manager recommends award of the contract to Big Green Events.

V. TIMING/IMPLEMENTATION

If approved, the contract will be executed December 21, 2009.

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

Order 09-10-21-XX

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 09-10-21-

IN THE MATTER OF ACCEPTING A PROPOSAL
FOR LCP 2009-03 FOR FOOD AND VENDING
SERVICES AND AWARDING A THREE YEAR
REVENUE CONTRACT TO BIG GREEN
EVENTS

WHEREAS, Lane County has a need for food and vending services; and

WHEREAS, Request for Proposal LCP 2009-03 was issued on June 10, 2009;
and

WHEREAS, Big Green Events submitted the proposal that offered the best overall value to the County in conformance with the RFP requirements;

NOW, THEREFORE, it is hereby ordered that the Board of Commissioners awards a three-year revenue contract for food and vending services to Big Green Events; and

BE IT FURTHER RESOLVED, that the County Administrator is delegated authority to execute such a contract.

DATED this 21st day of October, 2009.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
date 10/5/09 lane county
[Signature]
OFFICE OF LEGAL COUNSEL