

TOWN OF PALM BEACH

Information for Town Council Meeting on: July 12, 2022

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA Finance Director

FROM: Dean Mealy II, NIGP-CPP, CPPO Procurement and Contract Manager

RE: Approve the Award of a Contract for a Café at the Mandel Recreation Center to Seaview Café for an Initial Period of Three Years with Option to Renew for Two Additional One Year Periods Contingent Upon Satisfactory Performance - **Resolution No. 089-2022**

DATE: June 29, 2022

STAFF RECOMMENDATION

Town staff recommends that Town Council Approve the Award of a Contract for a Café at the Mandel Recreation Center to Seaview Café for an Initial Period of Three Years with Option to Renew for Two Additional One Year Periods Contingent Upon Satisfactory Performance.

GENERAL INFORMATION

Town Procurement and Contracts have issued two separate solicitations for a Food Service/Café/Snack Bar at the Mandel Recreation Center. The first solicitation was issued in 2019 and the single submittal was not considered responsive to the solicitation. The second solicitation was issued in 2021 that also received one submittal that went on to redraw their proposal.

During this period, the Town has utilized Global Vending Services to provide a variety of ready-made sandwiches and salads in addition to cooler drinks of various kinds.

The Town received an unsolicited Business Plan and Proposal from Seaview Café in late Spring 2022. At this point, the previous selection committee was reconvened which consisted of:

Voting

Mark Bresnahan, Director Recreation
Melissa Ladd, Budget Analyst
Eric Quinones, Recreation

Non-Voting

Dean Mealy and Duke Basha (facilitators)

The Selection Committee met to discuss the proposed Business Plan, to include menu choices, and fee structure as proposed by Seaview Café. The Selection Committee was satisfied with the presentation of menu and proposed setup of the Café.

A counter off was proposed for the fee structure as follows:

0-6 months - 0% on total sales
6-12 months - 4% on total sales
13-36 months - 8% on total sales

After the first year, if gross sales exceed \$200,000, the amount greater than \$200,000 will be calculated at 9%.

PROCUREMENT AND CONTRACT BACKUP

Procurement and Contracts has reviewed that the proposer can meet the Town Insurance's requirements.

FUNDING/FISCAL IMPACT

The contract award will be revenue producing.

USER DEPARTMENT CONCURRENCE

This item has been reviewed by the Recreation Department and is approved as recommended.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.