

DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

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SACRAMENTO, CA  
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ROBERT P. THOMAS  
DIRECTOR

December 1, 1987

916-449-5200

G. ERLING LINGGI  
ASSISTANT DIRECTOR

DIVISIONS:

CROCKER ART MUSEUM  
GOLF  
METROPOLITAN ARTS  
MUSEUM & HISTORY  
PARKS  
RECREATION  
ZOO

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Miller Park Food Concession Contract

SUMMARY

The contract for Miller Park Food Concession expires on December 31, 1987. This report: (1) requests authorization to call for bids relating to the food concession at Miller Park; and (2) requests approval of the standards to determine the best responsible bidder.

BACKGROUND INFORMATION

The City of Sacramento's present contract with Joanna Harris for the Miller Park Food Concession will expire on December 31, 1987. Bid specifications for a new contract have been prepared with the appropriate resolution, and a copy is on file in the City Clerk's office.

Due to the planned expansion of the Miller Park Boat Harbor, a project which may affect the food concession's operations, it is not practicable to commit the City to a five year contract for the operation of the Miller Park Food Concession. Instead, terms of the proposed contract include a two-year term with the Director having the authorization to extend the term on a month-to-month basis not to exceed a total of 24 additional months.

In order to reach as many potential bidders as possible, an advertising campaign designed to encourage bids has been planned and will be implemented following City Council authorization to call for bids.

Concession selection standards have been identified and included as Attachment I in order to assist the concessionaire selection advisory committee in determining the "best responsible bidder" pursuant to the provisions of Chapter 12, Article III of the Sacramento City Code.

FINANCIAL DATA

The amount of revenue to the City is dependent upon terms of the new contract. The existing contract provides 15% of the gross receipts from any activities under the contract. Revenue realized by the City for the first eight months of the present contract year is \$1,031. The average amount of revenue to the City for the last four years has been \$2,676 per year. Revenue is deposited in the General Fund.

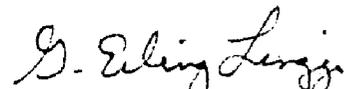
The Department proposes to charge a \$15 non-refundable fee, including tax, for each bid specification packet in order to offset the costs associated with advertising the availability of and printing the bid specifications with the monies being deposited in the General Fund.

RECOMMENDATION

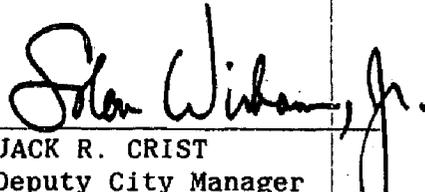
It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that the City Council, by resolution:

1. Approve the bid specifications for the Miller Park Food Concession;
2. Authorize the City Manager to advertise for bids for the Miller Park Food Concession pursuant to the provisions of Chapter 12, Article III of the City Code;
3. Approve a non-refundable fee of \$15 for the bid specifications packet; and
4. Approve the standards for selection of the best responsible bidder as presented in Attachment I.

Respectfully submitted,

*for*   
-ROBERT P. THOMAS, Director  
Parks and Community Services

Recommendation Approved:

*for*   
JACK R. CRIST  
Deputy City Manager

RPT:ja

January 5, 1988  
District No. 1

## RESOLUTION No.

Adopted by The Sacramento City Council on date of

### RESOLUTION CALLING FOR SEALED OFFERS OR BIDS RELATING TO MILLER PARK FOOD CONCESSION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The Sacramento City Council hereby invites and calls for sealed offers or bids for Miller Park Food Concession in accordance with the specifications entitled "Request for Proposal for Food Concession at Miller Park." Copies of the specifications are available in the office of the City Clerk, Room 203, 915 I Street, Sacramento, California 95814. Sealed offers or bids shall be submitted to the City Clerk no later than 10:30 a.m. January 19, 1988.
2. That the non-refundable fee of \$15 for the bid specification packet is hereby approved.
3. That the standards of selection for the "best responsible bidder" are hereby approved.
4. The offers or bids will be opened on February 9, 1988, by the City Clerk in the Council Chambers, 915 I Street, Sacramento, California, at 10:30 a.m. or as soon thereafter as practicable.
5. The City Clerk shall publish this resolution in the official newspaper of the City once a week for two consecutive weeks.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

SELECTION CRITERIA

Standards to determine "Best Responsible Bidder" as established by the City Council.

I. Bidder's Experience

- A. Proven experience as a restaurant or concession manager as verified and supported by references, letters, and other supporting evidence. (Minimum of five years experience.)
- B. Minimum of four business or professional references.
- C. Proven ability to maintain compatible relations with both public agencies and the general public.
- D. Demonstrated ability to operate a business on government property for the safety and convenience of the general public in the use and enjoyment of the general property, and operated in the best interests of the government and the public.
- E. Proven ability to maintain necessary records for the operation of a concession.

II. Method of Operations

- A. Ability to make an effort to constantly enhance services to the public.
- B. Feasibility of new and compatible services proposed.
- C. Quality of proposed equipment, inventory, and services.
- D. Quantity of proposed equipment, inventory, and services.
- E. Plans for advertising and promoting concession services.

III. Organization and Management Approach

- A. Clear lines of responsibility so that City can rely on bidder to be responsive.
- B. Adequacy of proposed staffing plan to provide quality services.
- C. Qualifications and experience of key personnel assigned to sites.

IV. Proposed Contract Fee to City

- A. Percentage return to City.
- B. Dollar return to City.
- C. Reasonableness of proposed rent.

V. Financial Responsibility

- A. Demonstrated line of credit necessary to equip and operate the concession facilities.
- B. Proposed method of financing.
- C. Reasonableness of estimates of gross receipts and cash flow analysis.