



CITY COUNCIL ACTION REPORT

February 19, 2007

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Susan A. Leirstein, Purchasing Director
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Award –
Community Center Catering

Background

- On January 16, 2007, requests for proposals (RFP) were received to provide catering services at the Troy Community Center.
- 75 vendors were notified via the MITN e-procurement website. Five (5) companies responded with one statement of no bid received.
- The RFP stated that the caterer with the highest rating would set the rate of return for all responsive caterers meeting minimum requirements.
- No other vendors were willing to accept the rate of return (18%) proposed by Sankofa Housing, the highest rated proposal.
- Groups using the Community Center will be allowed to use other caterers, but the user group will pay a service and cleaning fee and be required to adhere to the attached policy. (Exhibit 1)

Financial Considerations

- Based upon the return schedule of 18% of gross receipts, the Sankofa Housing proposal is the most beneficial to the City of Troy Community Center.

Legal Considerations

- RFP-COT-06-59 was competitively bid and all vendors were given the opportunity to respond with their level of interest in providing catering at the Community Center.
- The award recommendation is based on best return to the City, ability to provide service and menu selection.
- The contract award is contingent on the recommended bidder's submission of proper contract and proposal documents, insurance certificates, and all other specified requirements.

Policy Considerations

- By establishing catering services, the City will benefit from the highest rate of return while offering menu variety at competitive prices. (Goal II)

February 19, 2007

To: Phillip L. Nelson, City Manager
Re: Best Value Award – Community Center Catering

Options

- City management and the Parks and Recreation department recommends awarding a two-year contract for Community Center Catering with an option to renew for two (2) additional years to Sankofa Housing of Detroit, Michigan, the highest rated as well as offering the highest return, as a result of best value process with an 18% return on gross revenue.

Exhibit 1

Troy Community Center Food/Beverage Policy

Groups that would like to serve food or beverages at their events in the Troy Community Center have the following options:

1. Order from the Community Center “preferred” caterer(s). If a qualifying meal is ordered, the group will receive a 35% discount on the room rental charges (excluding labor) provided the following minimum conditions are met:
 - Qualifying food order must be \$5 or more per person
 - Group size of 20
 - Two hour room rental

2. Order from a caterer that is not “preferred”. Groups may hire another caterer to provide food and beverages but are subject to the following charges and conditions:
 - Cleaning Fee - \$30
 - Service Fee (per person) - \$.75 for breakfast, \$1 for lunch, \$2 for dinner (There is no service fee if beverage or snacks are served)
 - Breakfast items include bagels, muffins and pastries. Snack foods include pre-packaged non-perishable items and desserts.
 - Caterer must have valid kitchen license.
 - Caterer or group will not have access to the kitchen area.

3. Carry in food prepared from home, store or restaurant. Groups, with the exception of non-profit groups (see below) may bring in their own food and beverages but are subject to the following charges and conditions:
 - Cleaning Fee - \$30
 - Service Fee (per person) - \$.75 for breakfast, \$1 for lunch, \$2 for dinner (There is no service fee if beverage or snacks are served)
 - Breakfast items include bagels, muffins and pastries. Snack foods include pre-packaged non-perishable items and desserts.
 - Group will not have access to the kitchen area.
 - The food being served is only available to members of the group. It cannot be served to the public.

Other Information

1. Any non-profit tax exempt (501c) corporations, community/civic organizations, churches, fraternal bodies, educational units or government organizations that consist of at least 75% Troy residents in attendance are permitted to carry in food prepared from home without incurring the service fee and will be subject to the cleaning fee if the room does not pass a post event inspection.
2. Individuals visiting the Community Center may consume food brought from home or purchased at a restaurant without incurring a cleaning fee or service fee as long as the food is not being served for a group function. For example, a patron may eat their individual lunch anywhere in the facility.

Exhibit 1

3. The kitchen is not available for use by any group except by a “preferred” caterer who may use it in the process of staging their meal.



EXECUTIVE SUMMARY

Troy Community Center Caterers

STATISTICS:

- ◆ **Seventy-Five (75) Firms notified via the MITN e-procurement website**
- ◆ **Five (5) proposals were received**
- ◆ **All five (5) proposals qualified by passing the minimum requirements**
- ◆ **Sankofa Housing was the most qualified firm by receiving the highest weighted score**

The following bidders submitted a proposal and received the indicated final scores:

Firm	SCORE
Sankofa Housing	68
Cranks Catering & Food	55
Kosch Catering	45
Golden Spice	44
Emerald Food Services	38

Attachments:

- ✓ Weighted Final Scoring
- ✓ Evaluation Process



WEIGHTED FINAL SCORING
Troy Community Center Caterers

Final Score Calculation:

$$\begin{aligned}
 &40\% \times \text{Return Score (100 pt Base)} \\
 &35\% \times \text{Menu Score (100 pt Base)} \\
 &\text{15\%} \times \text{Sample Food Score (100 pt Base)} \\
 &\text{10\%} \times \text{Other (100 pt Base)} \\
 &75\% \qquad \qquad \qquad = \text{Final Weighted Score}
 \end{aligned}$$

In order to equate the price to the weighted evaluation process scoring, the prices had to be converted into a score with the base of 100.

Return Score: 40%

Vendors:	Weighted Criteria - Difference in Return 1-(High Return - Proposal Return) / high return] x available points
Kosch Catering	[1 - (18% - 6%)/18%] x 100 = 33
Cranks Catering & Food	[1 - (18% - 10%)/18%] x 100 = 56
Emerald Food Services	[1 - (18% - 3.50%)/18%] x 100 = 19
Golden Spice	[1 - (18% - 8%)/18%] x 100 = 44
Sankofa	[1 - (18% - 18%)/18%] x 100 = 100

Menu Score: 35%

	Raters:	1	2	3	AVERAGE
Vendors:					
Kosch Catering		86	96	93	92
Cranks Catering & Food		93	99	91	94
Emerald Food Services		78	88	91	86
Golden Spice		59	87	79	75
Sankofa		63	88	89	80

FINAL WEIGHTED SCORE:

VENDORS:	Kosch Catering	Cranks Catering & Food	Emerald Food Services	Golden Spice	Sankofa **
Score					
Price Score: (x .40) =	33 x .40 = 13	56 x .40 = 22	19 x .40 = 8	44 x .40 = 18	100 x .40 = 40
Menu Score: (x .35) =	92 x .35 = 32	94 x .35 = 33	86 x .35 = 30	75 x .35 = 26	80 x .35 = 28
Final Score:	45	55	38	44	68 **

** HIGHEST RATED VENDOR – RECOMMENDED AWARD



SELECTION PROCESS

CRITERIA FOR SELECTION

The identified City Committee will review the proposals. The City of Troy reserves the right to award this proposal to the company considered the most qualified based upon a combination of factors including but not limited to the following:

- A. Compliance with qualifications criteria
- B. Completeness of the proposal
- C. Financial strength
- D. Correlation of the proposals submitted to the needs of the City of Troy
- E. Any other factors which may be deemed to be in the City's best interest
- F. Evaluation Process

Phase 1: Qualifications Evaluation.

Bidders will be required to meet minimum established criteria in order to go to the second phase of the process. (Evaluation Sheet Proposal)

Phase 2: Menu Evaluation Process.

- o The City Committee will use a weighted scoring sheet to evaluate the required submitted menus.
- o Each Committee Member will calculate a weighted score.
- o The scores of the three Committee Members will be averaged into one score for each bidder for this phase of the process.

Phase 3: Food Evaluation Process (optional)

- o The City Committee will use a weighted scoring sheet to evaluate the submitted food samples.
- o Each Committee Member will calculate a weighted score.
- o The scores of the three Committee Members will be averaged into one score for each bidder for this phase of the process.

Phase 4: Return

Points for price will be calculated as follows:

FORMULA –

$[1 - (\text{High Return} - \text{Proposal Return}) / \text{high return}] \times \text{available points}$

The caterer with the highest rating will set the rate of return for all caterers.



Phase 5: Other (Optional)

Proposals may be assessed “Other” points for items not specified, but for which the Evaluation Committee deems as outstanding.

Phase 6: Final Scoring and Selection

The highest final weighted scored will be the caterer(s) recommended to the Troy City Council for Award.

40% x Return Score (100 pt. Base)	=	
35% x Menu Score (100 pt. Base)	=	=
15% x Sample Food Score (100 pt. Base)	=	=
<u>10% x Other (100 pt. Base)</u>	=	
100%		Final Weighted Score

Note: The City of Troy reserves the right to change the order or eliminate an evaluation phase if deemed in the City’s best interest to do so.

Opening Date -- 01/16/07
 Date Prepared -- 2/16/07

CITY OF TROY
 RFP TABULATION
 COMMUNITY CENTER CATERING

FIRM NAME:

	** Sankofa Housing	Crank's Catering &	Golden Spice
		Foodservice	Catering LLC
		Management	
CHECK #	55902098956	10890663	314187467
CHECK AMT	\$500.00	\$500.00	\$500.00

PROPOSAL: PROVIDE TWO YEAR REQUIREMENTS OF CATERING SERVICE AT THE TROY COMMUNITY CENTER WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS.

PROPOSAL:	CATERING SERVICES		
	Return Schedule: FULL SERVICE CATERING		
	Percentage of Gross Receipts	18%	10% 8%
INSURANCE:	Can Meet	XX	XX XX
	Cannot Meet		
INSURANCE VERIFICATION:	Y or N	Not Signed	Yes Yes
PAYMENT SCHEDULE:	Y or N	Yes	Blank Yes
	Marked as:	A-1	Function Sheet - 10 days
SITE REVIEW:	Reviewed the Sites	August 2006	1/11/2007 1/11/2007
	Did not Review Sites		
EXCEPTIONS:		None	None Blank
ACKNOWLEDGEMENT:	Y or N	Yes	Yes Yes
PROPOSED MENUS	Y or N	Yes	Yes Yes

NO BIDS:
AVI Foodsystems

**** BOLDFACE TYPE DENOTES BEST VALUE PROPOSAL**

ATTEST:
 Debra Painter
 John Hug
 Linda Bockstanz

 Susan Leirstein
 Purchasing Director

Opening Date -- 01/16/07
 Date Prepared -- 2/16/07

CITY OF TROY
 RFP TABULATION
 COMMUNITY CENTER CATERING

FIRM NAME:

Kosch Catering Corp	Emerald Food Services	
CHECK #	45482886	314159488
CHECK AMT	\$500.00	\$500.00

PROPOSAL: PROVIDE TWO YEAR REQUIREMENTS OF CATERING SERVICE AT THE TROY COMMUNITY CENTER WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS.

PROPOSAL:	CATERING SERVICES		
	Return Schedule: FULL SERVICE CATERING		
	Percentage of Gross Receipts	6%	3.50%
INSURANCE:	Can Meet	XX	XX
	Cannot Meet		
INSURANCE VERIFICATION:	Y or N	Yes	Yes
PAYMENT SCHEDULE:	Y or N	Yes	Yes
	Marked as:	Plan 1.2	Payment Schedule (10th of each month)
SITE REVIEW:	Reviewed the Sites	1/3/2007	XX
	Did not Review Sites		
EXCEPTIONS:		N/A	Blank
ACKNOWLEDGEMENT:	Y or N	Yes	Yes
PROPOSED MENUS	Y or N	Yes	Yes