September 27, 2005

To: John Szerlag, City Manager

From: John M. Lamerato, Assistant City Manager / Finance and Administration
Cindy Stewart, Community Affairs Director
Jeanette Bennett, Purchasing Director

Re: **Agenda Item** - Standard Purchasing Resolution 3: Option to Renew – Banquet Services

RECOMMENDATION

On October 21, 2002, the Troy City Council approved a three-year contract to provide Banquet Services with an option to renew for three additional years to the San Marino Club, the highest scoring bidder, as a result of a Best Value process (Resolution #2002-10-570-E9). The Community Affairs Department recommends exercising the three-year option under the same prices, terms, and conditions.

The San Marino Club (Ron Vendittelli, General Manager) has indicated a desire to continue the contract at the same prices, terms, and conditions as the original contract for three years expiring August 31, 2008 (letter attached). Prices are $39.00 per plate for the two (2) appreciation banquets and $20.00 per plate for the employee holiday party.

BACKGROUND

Due to the Best Value process used in evaluating this Request for Proposal, a market survey was not done since the City sets the cost per meal including gratuity. Quality is a major component of this contract and the San Marino Club has been able to consistently deliver a quality product for our annual banquets as well as offer available dates for the events.

BUDGET IMPACT

This contract establishes the banquet services for the City of Troy Board & Committee Appreciation Banquet (February), Volunteer Fire Fighters Appreciation Banquet (May) and Employee Holiday Party (December). Funds for these services are available in Accounts #748.7881, #337.7882 and the holiday party through commissions from the vending machines and employee ticket sales.

San Marino Club

1685 Big Beaver Rd.
Troy, MI 48083
Ph: (248) 689-4615
Fax: (248) 689-0379

August 23, 2005

City of Troy
Community Affairs Department
500 W. Big Beaver
Troy, MI 48084

Attn: Cindy Stewart
Community Affairs Director

Dear Cindy,

In regards to our conversation earlier today, please use this letter as confirmation that the San Marino Club will honor all prices, terms, and conditions of the original contract for an additional three years with the City of Troy for banquet services.

If you should need any additional information, please feel free to contact me.

Thank you,

Ron Vendittelli
General Manager

E-8 Acceptance of Permanent Easements for Watermain – Rochester Road Watermain Replacement South of Maple Road

Resolution #2002-10-570-E-8

RESOLVED, That the permanent watermain easements from the following listed properties are hereby **ACCEPTED**:

Sidwell #	Owner	Address
20-34-201-034	Rochester Enterprises	1099 Rochester Road
20-34-201-032	A&M Properties	997-999 Rochester Road
20-34-201-065	Manabal Rochester Road	1121-1133 Rochester Road
20-34-201-014	Donald V. Troelsen	1395 Rochester Road
20-34-201-057	LRB Properties	1291 Rochester Road; and

BE IT FURTHER RESOLVED, That the City Clerk is hereby directed to record said documents with the Oakland County Register of Deeds, a copy of which shall be attached to the original Minutes of this meeting.

E-9 Standard Purchasing Resolution 8: Best Value Process Award – Banquet Services

Resolution #2002-10-570-E-9

RESOLVED, That a three-year contract, with an option to renew for three additional years, to provide banquet services is hereby **AWARDED** to the San Marino Club, the highest scoring bidder, as a result of a Best Value process which the Troy City Council determines as being in the public interest at $39.00 per plate for two (2) Appreciation Banquets and $20.00 per plate for the Employee Holiday Party.

BE IT FURTHER RESOLVED, That the contract award is contingent upon contractor submission of properly executed proposal and contract documents, including insurance certificates and all other specified requirements.

E-10 Approval of Conditioned Purchase Offer for Right-of-Way, Livernois Sidewalk Gap Completion and Water Main Projects – Sidwell #88-20-03-101-008

Resolution #2002-10-570-E-10

RESOLVED, That the Agreement to Purchase right-of-way between the City of Troy and Sarmad Y. Hermiz and Aida E. Hermiz, having Sidwell #88-20-03-101-008 is **APPROVED** for the Livernois Sidewalk Gap Completion and Water Main Projects in the amount of $20,290.00, plus closing costs.

October 14, 2002

TO: Honorable Mayor and City Council

FROM: John Szerlag, City Manager
John M Lamerato, Assistant City Manager/Finance & Administration
Jeanette Bennett, Purchasing Director
Cindy Stewart, Community Affairs Director

SUBJECT: Standard Purchasing Resolution 8: Best Value Process Award – Banquet Services

RECOMMENDATION

On July 24, 2002, two (2) proposals were opened for a three-year contract for Banquet Services with an option to renew for three additional years. Ten proposals were mailed to prospective bidders in Troy that were obtained from the Chamber of Commerce's website of banquet / meeting facilities accommodating the expected number of participants for each event. It is respectfully recommended that a contract be awarded to the **San Marino Club**, the bidder providing the best value with a final weighted score of **100.** Unit prices were established in the request for proposal at $39.00 per plate for two (2) Appreciation Banquets and $20.00 per plate for the Employee Holiday Party. Also, the San Marino Club was the only facility that had dates available for all three events. If approved by Council, this proposal shall be awarded to the recommended bidder contingent upon submission of proper contract and proposal documents, including insurance certificates and all specified requirements.

SELECTION PROCESS

A best value approach addresses ability, experience, and quality issues leading to a successful contract and reduction in risk of poor service for high profile banquet services for the Fire Fighter Appreciation Banquet, Boards & Committee Appreciation Banquet, and Employee Holiday Party. The award recommendation was based upon the vendor offering the best combination of a variety of factors including date availability, menu selections, cleanliness, selection taste, physical appearance, professional competence, and table decorations/ linens.

The prices were established by the City based upon the prices paid for these events over the past three years and the current budget. This allowed an evaluation of the quality issues surrounding a banquet function. The establishment of price to evaluate quality issues was also used on the P&R Department's trophy and awards bid that garners the best "bang for the buck" spent. After the bid opening, staff called the Northfield Hilton to inquire why they did not submit a proposal. Their response was that the price established was too low and they did not want to commit to a multi-year contract.

SUMMARY

After completing the evaluation process, San Marino Club received the highest recommendations from the committee. The San Marino Club's attributes found by the rating committee include professional staff both administrative and service, central location, easier access to parking, wider variety of entrée choices, more aesthetically pleasing atmosphere; and their staff is attentive to detail, flexible, and works well with City staff.

BUDGET

Funds are available from the operating budget in the Community Affairs Department. Although the City does not pay for the employee holiday party, it was added to the RFP to establish dates for all City functions and make the entire package more attractive to the facilities. The employee holiday party is funded through profits from the vending machines and employee ticket sales.

10 Proposals Sent
2 Proposal Responses Received

EXECUTIVE SUMMARY
BANQUET SERVICES

STATISTICS:

- **10 RFP documents sent to prospective bidders**
- **Locations were Troy facilities that were found on the Chamber of Commerce's website for banquet/ meeting facilities that could hold the expected number of people attending City events including the Boards/Committees Appreciation Banquet, Fire Appreciation Banquet, and Employee Holiday Party**
- **2 responses were received**
- **Per plate prices were set for the process based upon previous prices paid in order to determine the best value (banquet package) for price paid**
- **The San Marino Club was the highest rated facility offering dates for all three listed events. Petruzzello's provided dates for one event, the Boards / Committees Appreciation Banquet.**

Both bidders submitted a proposal and met minimum qualifications. They received the indicated final scores:

COMPANY	SCORE
San Marino Club	100
Petruzzello's	80

SITE VISIT EVALUATION - SCORE:

Raters:	1	2	3	AVERAGE
Vendors:				
1. San Marino Club	100	100	100	**100**
2. Petruzzello's	75	91	75	**80**

CITY OF TROY RFP 02-32

Opening Date -- 7/24/02
Date Prepared -- 8/2/02

BID TABULATION
RFP FOR HALL/BANQUET SERVICES

FIRM NAME:		SAN MARINO CLUB	PETRUZZELLO	
PROPOSAL ONE $39/PLATE: FILLED OUT	(Yes or No)	YES	YES	
PROPOSAL TWO $39/PLATE: FILLED OUT	(Yes or No)	YES	NO	
PROPOSAL THREE $20/PLATE: FILLED OUT	(Yes or No)	YES	NO	
AWARD: DISCOUNT FOR ALL BANQUETS:		BLANK	BLANK	
INSURANCE:	Can meet	XX	XX	
	Cannot meet			
TERMS:		BLANK	BLANK	
WARRANTY:		BLANK	BLANK	
EXCEPTIONS:		BLANK	BLANK	

PROPOSAL: Provide Three (3) Year Requirements of Hall/Banquet Services with an Option to Renew for Three (3) Additional Years

ATTEST:
MaryAnn Hays
Cindy Stewart
Linda Bockstanz

Jeanette Bennett
Purchasing Director

G:RFP 02-32 HALL-BANQUET SERVICES

MINUMUM REQUIREMENTS / SITE VISIT EVALUATION – HALL / BANQUET SERVICES (OPERATOR)

RATER 1

VENDORS										
NAME: ADDRESS: CITY/ STATE/ ZIP: PHONE / FAX NUMBER: OBJECTIVES:	A			B			C			
MINIMUM REQUIREMENTS Pass / Fail	**INFORMATION**	**Pass/ Fail**		**INFORMATION**	**Pass/ Fail**		**INFORMATION**	**Pass/ Fail**	
1. Date Availability									
2. Menu Selections									
3. Capacity Boards, Etc. Appreciation (275) Fire Appreciation (350) Employee (275)									
4. INSURANCE									
5. Cleanliness **COMMENTS** Bathrooms Dining Room Guest Receiving Area Food Prep Areas									
OBJECTIVES WEIGHTED CRITERIA	**INFORMATION**	**Pass/ Fail**	**RATING** 0 -> 25	**INFORMATION**	**Pass/ Fail**	**RATING** 0 -> 25	**INFORMATION**	**Pass/ Fail**	**RATING** 0 -> 25
1. TASTE / TYPE OF SELECTIONS **COMMENTS**									
2. Physical Appearance **POSITIVE /** **NEGATIVE**									
3. Professional Competence **POSITIVE /** **NEGATIVE**									
4. Table Decorations / Linens **POSITIVE /** **NEGATIVE**									

RATINGS: 25 = MAXIMUM; 0 = LOW **PERFECT SCORE: 100 POINTS** **G:/RatingForm – Banquet Services 07-02.doc**

AMERICAN POLISH CULTURAL CENTER
2975 E MAPLE
TROY MI 48083

ELKS LODGE OF TROY
1451 E BIG BEAVER RD
TROY MI 48083-1968

MSU MANAGEMENT EDUCATION CENTER
811 W SQUARE LAKE ROAD
TROY MI 48098

NORTHFIELD HILTON
ATTENTION: RANDY ANNIS CATERING
5500 CROOKS ROAD
TROY MI 48098-2898

PETRUZELLOS
6950 ROCHESTER
TROY MI 48085

SAN MARINO CLUB
1685 E BIG BEAVER
TROY MI 48083-2020

SKATE WORLD OF TROY
2825 E MAPLE
TROY MI 48083

SOMERSET INN
2601 WEST BIG BEAVER ROAD
TROY MI 48084

TROY MARRIOTT
200 W BIG BEAVER
TROY MI 48084

WALSH COLLEGE
3838 LIVERNOIS
TROY MI 48083