



CITY COUNCIL ACTION REPORT

March 2, 2009

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Susan A. Leirstein, Purchasing Director
William Nelson, Fire Chief
Cindy Stewart, Community Affairs Director

SUBJECT: Contract Extension – Banquet Services

Background

- On October 21, 2002, Troy City Council approved a three-year contract to San Marino Club for banquet services with an option to renew the contract for three (3) additional years (Resolution #2002-10-570-E9). On October 17, 2005, the option was exercised for an additional three (3) year period (Resolution #2005-10-474-D1) under the same prices, terms, and conditions expiring August 31, 2008.
- San Marino Club has offered to extend the contract for our May 16, 2009, Fire Fighters Appreciation Banquet under the same prices, terms, and conditions as the original contract.
- The City of Troy currently enjoys a good business relationship with the San Marino Club and they offer quality products and services. San Marino has been very accommodating and after the May banquet, staff will solicit formal requests for proposals (RFPs) for future banquet services.

Financial Considerations

- Costs for the Fire Fighters Appreciation Banquet are included in the Fire Department budget, Account #101.336.337.7882.
- Due to expenditure reductions, the annual boards and committees banquet has been eliminated at an anticipated savings of \$15,000.00 per year.

Legal Considerations

- The Bulletin for Audits of Local Units of Government establishes guidelines in determining lawful and unlawful expenditures of public funds.
- Under the section – Retirement / Recognition Functions – it states:

March 2, 2009

To: Phillip L. Nelson, City Manager
Re: Contract Extension – Banquet Services

Legal Considerations - continued

“Retirement functions, gifts or plaques for employees or officials, *recognition dinners for volunteer fire fighters* or ambulance staff are usually not for a public purpose, therefore not an allowable expense.”

- It could be interpreted that since the appreciation banquet has been a long standing event supported by the community; its practice therefore, an implied benefit and an exception to generally unallowable expenditures.

Policy Considerations

- The City has sponsored an Appreciation Banquet for forty-two (42) years to recognize the service of our volunteer and on-call firefighters. (Outcome Statement III)

Options

- City management recommends City Council approve the contract extension with the San Marino Club to provide banquet services for the 2009 Fire Appreciation Banquet on May 16, 2009, under the same prices, terms and conditions as the original contract at \$39.00 per plate including gratuity.
- Troy City Council denies the contract extension.



February 18, 2009

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

Attn: Cindy Stewart
Community Affairs Director

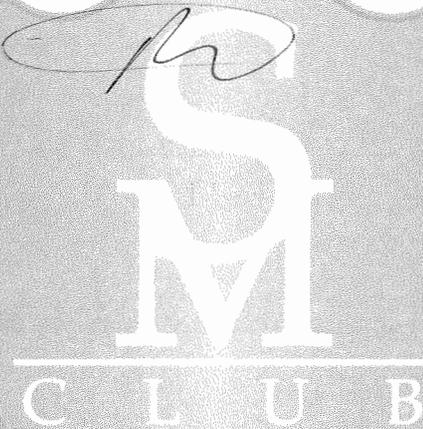
Dear Cindy,

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 from the expired banquet services contract for the Fire Fighter Appreciation Banquet on May 16, 2009.

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

Thank you,

Ron Vendittelli
General Manager



Resolution #2005-10-473
 Moved by Eisenbacher
 Seconded by Beltramini

RESOLVED, That the M-1 to R-2 rezoning request, located on the south side of Woodslee Street, east of Rochester Road, Section 27, being 600 square feet in size, is described in the following legal description and illustrated on the attached drawing:

T2N, R11E, SE ¼ of Section 27

Commencing at the southeast corner of said Section 27; thence N 00°08'14" E, 899.83 ft. (recorded as N 01°32'25"E); thence N 89°41'56" W, 166.92 ft. (recorded as N 89°41'56" W) to a point on the east line of Stumpf's Beech Grove Subdivision (Liber 32, pages 11 & 12 of Oakland County Plats); thence along said east line N 00°00'00" W, 123.01 ft. (recorded as N 01°24'11" E) to the Point of Beginning; thence continuing N 00°00'00" W, 120.00 ft.; thence S 89°45'00" E, 5.00 ft.; thence S 00°00'00"E, 120.00 ft.; thence N 89°45'00" W, 5.00 ft. to the Point of Beginning. Containing 600 sq. ft. of land, more or less, and subject to restrictions and easements of record.

BE IT FINALLY RESOLVED, That the proposed rezoning is hereby **GRANTED**, as recommended by City Management and the Planning Commission.

Yes: All-6
 No: None
 Absent: Howrylak

POSTPONED ITEMS:

D-1 Standard Purchasing Resolution 3: Option to Renew – Banquet Services

Resolution #2005-10-474
 Moved by Lambert
 Seconded by Beltramini

WHEREAS, On October 21, 2002, a three-year contract to provide Banquet Services with an option to renew for three additional years was awarded to the highest scoring bidder, The San Marino Club (Resolution #2002-10-570-E-9).

WHEREAS, The San Marino Club agrees to exercise the option to renew the contract for three additional years.

NOW, THEREFORE, BE IT RESOLVED, That the additional three-year option to renew the contract is hereby **EXERCISED** with the San Marino Club under the same contract prices, terms, and conditions expiring on August 31, 2008, at a per plate cost including gratuity of \$39.00 for the two (2) appreciation banquets and \$20.00 for the employee holiday party.

Yes: All-6
 No: None
 Absent: Howrylak

TO: John Szerlag, City Manager

FROM: John Lamerato, Assistant City Manager, Finance
Cindy Stewart, Community Affairs Director

SUBJECT: Agenda Item: Banquet Services Back-up Information

DATE: October 10, 2005

In response to City Council's questions related to the annual City Banquets, attached is information from other surrounding communities related to their policies. The total cost of our Fire Fighter Appreciation Banquet (\$22,000) and the Boards & Committee Appreciation Banquet (\$19,000) includes food, entertainment, gifts, printing of program and invitations, and mailing. The family-style dinner including soup, salad, entree, dessert and open bar is \$39. The cost for the dinner alone would be \$34. Of the ten proposals sent out three years ago to local banquet facilities, we only received two back (San Marino Club and Petruzzello's) and the latter facility did not have available dates for two out of three of our events.

City of Novi: They have an Appreciation Dinner. Invites are issued to employees, and people serving on commissions and committees. Approximately 350 attend. There's a sit-down dinner, cash bar only, music, dancing, framed certificates, and token gift.

City of Sterling Heights: They have appreciation banquets. Alcohol is not served (they used to serve red and white wines with dinner—no longer do that), but alcohol is available/cash bar. Last year, catering was approximately \$40 per plate and does NOT include the awards, etc. Last year, approximately 400 people attended and they spent about \$13,000.

City of Grosse Point Park: They have an annual Holiday Party for employees and Board/Committee volunteers. There is dinner, entertainment and open bar.

City of Beverly Hills: They have an annual banquet for Board/Committee volunteers with dinner, dancing and open bar.

City of Southfield: There is an appreciation PICNIC for members of Boards & Commissions, and also the presidents of the Neighborhood Associations. The picnic is held every other year (to save money). It is held at a pool and there is country band playing music. Dress is casual—jeans. BEER is served—from tapped kegs. They spend approximately \$10,000 for the event.

City of Royal Oak: There is no annual banquet because of budget constraints. There is no set policy, so if individual committees want do a small recognition—it's on their own (usually plaques for years of service).

City of Auburn Hills: There is no formal appreciation banquet. The City puts on an annual "Ice Cream Social" but ALL residents are invited, not just committee/board reps. Held on City grounds, but no official recognition ceremony. No alcohol.

City of Rochester Hills: They used to do an annual banquet. Have NOT in the last couple of years because of "regulations."

City of Ann Arbor: They do not do a formal recognition banquet. They have over 80 boards and commissions, so it's too cost-prohibitive.

City of Westland: They usually do some sort of annual dinner or other event in the fall. For example, last year's theme was a "drive-in" movie. They showed a film on a big screen, and served hot dogs and candy. About 300 show up. There is NO alcohol available.

City of Birmingham: They do a "Government Day Breakfast." They used to do a luncheon, but they get better turnout with the breakfast, about 125-150 attendees. Cost \$2,500 approximately. No alcohol.

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

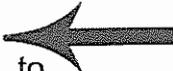
RESOLVED, That the permanent watermain easements from the following listed properties are hereby **ACCEPTED**:

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

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

CITY OF TROY
 BID TABULATION
 RFP FOR HALL/BANQUET SERVICES

RFP 02-32

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 Cannot meet	XX	XX	
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

**MINIMUM 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