



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

**CITY COUNCIL AGENDA ITEM**

Date: July 17, 2019

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
John M. Lamerato, Interim Financial Services Director  
Lisa Burnham, Accounting Manager  
MaryBeth Murz, Purchasing Manager  
Elaine Bo, Recreation Director  
Brian Goul, Assistant Recreation Director

Subject: Award Standard Purchasing Resolution 8 – Best Value Award - Preferred Caterer/Restaurant List for the Troy Community Center

**History**

- A service offered to residents when renting space at the Community Center is the option to use Catering Services.
- *Encore Catering* was awarded the Catering contract in May of 2011.
- *Encore Catering* requested to be relieved of the catering contract in July of 2013.
- *Kosch Catering* also responded to the original request for proposal in February of 2011 and agreed to assume the contract on August 1, 2013.
- *Kosch Catering*, the City's current caterer requested a renewal for five additional years.
- The current contract is expiring July 31, 2019.
- Although the relationship with *Kosch Catering* has been successful, many renters have expressed an interest in and actually requested additional catering and food options.
- Since currently *Kosch Catering* has had exclusive catering rights on Saturdays for all rentals; it is being recommended to offer a variety of caterers.
- It is anticipated that room rental and usage will increase with a variety of catering food options being offered which will lead to additional revenue.

**Purchasing**

On July 11, 2019, a bid opening was conducted as required by City Charter and Code in order to Pre-Qualify Caterers and develop a Preferred Caterers List. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info). Four (4) responses were received. Below is a detailed summary of potential suppliers:

|  |     |
|--|-----|
| <b>Companies notified via MITN</b>         | 211 |
| Troy Companies notified via MITN           | 7   |
| Troy Companies - Active email Notification | 6   |
| Troy Companies - Active Free               | 1   |
| <b>Companies that viewed the bid</b>       | 14  |
| Troy Companies that viewed the bid         | 16  |

*MITN* provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of



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### **Purchasing (continued)**

The Request for Proposal was also directly emailed to fifteen (15) local caterers and restaurants.

There are four (4) qualified Caterers:

|                             |                     |
|-----------------------------|---------------------|
| Sedona Taphouse             | Troy, MI            |
| Kosch Catering              | Rochester, MI       |
| Crank's Catering            | Shelby Township, MI |
| Granite City Food & Brewery | Troy, MI            |

The purpose of this solicitation process was to qualify caterers/restaurants in order to develop a Preferred Catering List to be offered when Community Center space is rented.

### **Financial**

Preferred Caters will pay the City a license fee for each private event catered at the Troy Community Center which will be predicated on 10% for all food and non-alcoholic beverages only sold or served.

### **Recommendation**

City management recommends the approval of the Pre-Qualified Preferred Caterers/Restaurants List as detailed above to be offered for room rentals at the Community Center for three (3) years with an option to renew for 2 additional years. City management also requests the ability to update the Pre-Qualified Preferred Caterers/Restaurants List when in the best interest of the City and the Community Center.

CITY OF TROY  
 BID TABULATION  
 PREFERRED CATERING SERVICES FOR TROY COMMUNITY CENTER

|              |                 |                |                     |                             |
|--------------|-----------------|----------------|---------------------|-----------------------------|
| Vendor Name: | Sedona Taphouse | Kosch Catering | Crank's Catering    | Granite City Food & Brewery |
| City:        | Troy, MI        | Rochester, MI  | Shelby Township, MI | Troy, MI                    |

**CATERERS MUST HAVE THE FOLLOWING MINIMUM QUALIFICATIONS TO BE CONSIDERED FOR FURTHER EVALUATION**

| <b>EXPERIENCE</b>   |        |                  |   |   |   |
|---|--------|------------------|---|---|---|
| Minimum of five years of continuous experience in the development, management, and operation of a high quality food service business, and be well-established and financially sound, with managerial and staffing resources necessary to maintain a successful operation. | Y or N | Y                | Y | Y | N |
| Minimum of three years of experience and licensure to serve alcoholic beverages, if applicable.   | Y or N | Y                | Y | Y | N |
| Minimum of three years of experience providing off-premise food and catering sales and services in the greater Detroit area   | Y or N | Y                | Y | Y | Y |
| <b>ABILITIES</b>  |        |                  |   |   |   |
| Able to designate a permanent account manager to handle Troy Community Center referrals and be present at the initial meeting with the client   | Y or N | Y                | Y | Y | Y |
| Demonstrated a range of menu choices for breakfast, lunch, dinner, receptions, buffet, sit down and children's meals.   | Y or N | Y (No breakfast) | Y | Y | Y |
| <b>LICENSES &amp; QUALIFICATIONS</b>  |        |                  |   |   |   |
| Fully licensed  | Y or N | Y                | Y | Y | N |
| Provided Address of caterer's main brick and mortar kitchen (should be within (25) miles from the Troy Community Center)  | Y or N | Y                | Y | Y | Y |
| Provided a photocopy of the most recent health permit covering the kitchen.   | Y or N | Y                | Y | Y | Y |
| <b>CONTRACT REQUIREMENTS</b>  |        |                  |   |   |   |
| Insurance   | Y or N | Y                | Y | Y | Y |
| Contract Forms  | Y or N | Y                | N | Y | Y |
| Cost of Services - Provided 3 proposals w/ cost breakdown   | Y or N | Y                | Y | Y | Y |
| References  | Y or N | Y                | Y | Y | Y |

ATTEST:  
 \_\_\_\_\_  
 Elaine Bo  
 \_\_\_\_\_  
 Kristine Kallek  
 \_\_\_\_\_  
 S. Riesterer  
 \_\_\_\_\_  
 J. Ahlstrom

\_\_\_\_\_  
 Mary Beth Murz,  
 Purchasing Manager



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## Preferred Caterer/Restaurant List

|                             |                     |
|-----------------------------|---------------------|
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