






**MEMORANDUM
FINANCE DEPARTMENT**

TO: Ed Lavallee, City Manager 

THRU: Linda Senne, Finance Director 

FROM: Peter Boers, Procurement Manager 

DATE: June 2, 2017

MEETING DATE: June 13, 2017

SUBJECT: Approval of Ranking for Food Concession Services for the South Jetty/ Humphris Park

Background:

A Request for Proposals (RFP) for Food Concession Services for the South Jetty/ Humphris Park was distributed on March 11, 2017 via Onvia DemandStar, e-mailed to known vendors, and also available at City Hall. Four (4) proposals were received on April 14, 2017 from:

- 1) Robert Johnson / Bob's Twist & Shake
- 2) Dave Holland on behalf of the Jetty Blu Team
- 3) Charles Cyr / Burgundy Square Café / V-Town Bagels
- 4) Mitch and Maria Smielowitz / Mad Dogs Hot Dogs

On May 11, 2017 the Evaluation Committee met publicly (meeting notice attached) for a preliminary review of the proposals. The Committee did not rank or score the proposals at that time and elected to invite all four (4) proposers in for interviews and presentations on May 26, 2017 (Invitations attached). On May 26, 2017 the Evaluation Committee met with three (3) of the Proposers. The fourth, Mad Dogs Hot Dogs, withdrew their proposal from further consideration.

On May 30, 2017, the Evaluation Committee met again to score and rank the Proposals. The proposals have been analyzed and scored by Procurement and the Evaluation Committee in accordance with the criteria stated in the RFP, which included the following chart with points, awarded as follows:

Evaluation Criteria for Qualified Proposers (100 points total)

- (1) Ability of the Concessionaire(s) to perform the Scope of Services as stated in this Request for Proposal in the timeliest and efficient manner possible, - 20%
- (2) Legal, technical and financial capabilities of Concessionaire(s)- 10%
- (3) Experience of Concessionaire(s)- 20%
- (4) Local Preference – 10%
- (5) Compensation Plan – 40%

The Evaluation Committee scored the Proposals of the remaining Proposers; Bob's Twist & Shake, Jetty Blu Team, and Burgundy Square. Procurement scored points for the Compensation Plan, and Local Preference.

The remaining Proposers received final scores out of a possible 300 points per the criteria indicated in the RFP.

Proposer	Sum of Scores	Rank
Bob's Twist & Shake	289.0	1
Jetty Blu Team	275.5	2
Burgundy Square	209.7	3

Requested Action:

Based on the final scores, the Evaluation Committee recommends the City of Venice authorize Staff to negotiate a lease agreement with the top ranked Proposer, Bob's Twist & Shake. In the event that the City is not able to come to terms with the top ranked Proposer, then Staff will begin negotiations with the second ranked Proposer.

City Attorney Review:

Not applicable at this time.

Risk Management Review:

Not applicable at this time.

Funds Availability:

This action will not result in the expenditure of funds by the City.

Attachments

Cc: Linda Senne, Finance Director

NOTICE OF MEETING

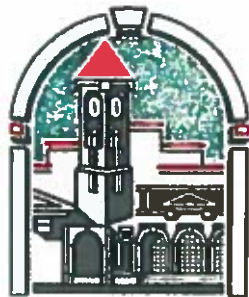
Members of the City of Venice staff shall meet on Thursday, May 11, 2017 beginning at 2:30 p.m. in Conference Room 106 of Venice City Hall, 401 West Venice Avenue, Venice, Florida 34285; to evaluate, discuss and rank the submittals received by the city in response to the Request for Proposals 3054-17: "Food Concession Services for the South Jetty/ Humphris Park".

The public is invited to attend this meeting and observe the City's staff member's work.

No stenographic record by a certified court reporter is made of this meeting nor will a verbatim record be prepared. Minutes will be written for the public record.

If you are disabled and need assistance, please contact the City Clerk's office at least 24 hours prior to the meeting.

Cc: bid file



"City on the Gulf"

CITY OF VENICE

401 W. Venice Avenue Venice, FL 34285

(941) 486-2626 Fax (941) 480-3031
Suncom: 516-4382

VIA E-MAIL

Bob Johnson
Bob's Twist & Shake
420 N. US 41 Bypass
Venice, FL 34285

May 11, 2017

RE: Presentations/Interviews for Request for Proposals 3054-17 S. Jetty
Concessions

Dear Mr. Johnson:

On behalf of the Evaluation Committee, it is my pleasure to inform you that your firm has been invited to participate in a 45 minute Presentation/Interview session on **Friday, May 26, 2017 at 1:00 PM**. This session will take place in the Conference Room 106, located at 401 W. Venice Avenue, Venice, FL 34285. You may arrive up to ten minutes early to set up as needed.

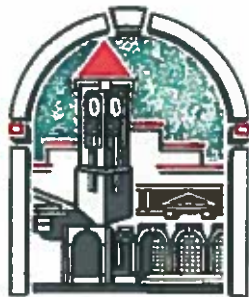
A laptop and projection screen are available in the conference room. Proposers must bring their presentation on a jump (thumb) drive. You may anticipate an audience of not less than three (3) individuals for this session.

IMPORTANT: Please make every effort to include, with your group, the member of your team who will function as the point of day-to-day contact for the City.

If you have any questions, please do not hesitate to contact me at (941) 882-7422 or by e-mail at pboers@venicegov.com. **Please confirm your attendance to the undersigned by email as soon as possible, but no later than 4:00 PM May 19, 2017.**

Sincerely,

Peter A. Boers, CPPB, CPPO, C.P.M.
Procurement Manager



CITY OF VENICE

401 W. Venice Avenue Venice, FL 34285

(941) 486-2626 Fax (941) 480-3031
Suncom: 516-4382

VIA E-MAIL

Alan Laskowski
Blu Island Bistro
625 S. Tamiami Trail
Venice, FL 34285

May 11, 2017

RE: Presentations/Interviews for Request for Proposals 3054-17 S. Jetty
Concessions

Dear Mr. Laskowski:

On behalf of the Evaluation Committee, it is my pleasure to inform you that your firm has been invited to participate in a 45 minute Presentation/Interview session on **Friday, May 26, 2017 at 1:45 PM**. This session will take place in the Conference Room 106, located at 401 W. Venice Avenue, Venice, FL 34285. You may arrive up to ten minutes early to set up as needed.

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Sincerely,

Peter A. Boers, CPPB, CPPO, C.P.M.
Procurement Manager



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401 W. Venice Avenue Venice, FL 34285

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May 11, 2017

VIA E-MAIL

Charles Cyr
Burgundy Square Café
227 Miami Avenue, Suite 1
Venice, FL 34285

RE: Presentations/Interviews for Request for Proposals 3054-17 S. Jetty
Concessions

Dear Mr. Cyr:

On behalf of the Evaluation Committee, it is my pleasure to inform you that your firm has been invited to participate in a 45 minute Presentation/Interview session on **Friday, May 26, 2017 at 2:30 PM**. This session will take place in the Conference Room 106, located at 401 W. Venice Avenue, Venice, FL 34285. You may arrive up to ten minutes early to set up as needed.

A laptop and projection screen are available in the conference room. Proposers must bring their presentation on a jump (thumb) drive. You may anticipate an audience of not less than three (3) individuals for this session.

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Sincerely,

Peter A. Boers, CPPB, CPPO, C.P.M.
Procurement Manager



CITY OF VENICE

401 W. Venice Avenue Venice, FL 34285

(941) 486-2626 Fax (941) 480-3031
Suncom: 516-4382

May 11, 2017

VIA E-MAIL

Mitch Smielowitz
Mad Dogs Hot Dogs
2059 S. Tamiami Trail
South Venice, FL 34293

RE: Presentations/Interviews for Request for Proposals 3054-17 S. Jetty
Concessions

Dear Mr. Smielowitz:

On behalf of the Evaluation Committee, it is my pleasure to inform you that your firm has been invited to participate in a 45 minute Presentation/Interview session on **Friday, May 26, 2017 at 3:15 PM**. This session will take place in the Conference Room 106, located at 401 W. Venice Avenue, Venice, FL 34285. You may arrive up to ten minutes early to set up as needed.

A laptop and projection screen are available in the conference room. Proposers must bring their presentation on a jump (thumb) drive. You may anticipate an audience of not less than three (3) individuals for this session.

IMPORTANT: Please make every effort to include, with your group, the member of your team who will function as the point of day-to-day contact for the City.

If you have any questions, please do not hesitate to contact me at (941) 882-7422 or by e-mail at pboers@venicegov.com. **Please confirm your attendance to the undersigned by email as soon as possible, but no later than 4:00 PM May 19, 2017.**

Sincerely,

Peter A. Boers, CPPB, CPPO, C.P.M.
Procurement Manager

NOTICE OF MEETING

Members of the City of Venice staff shall meet on Tuesday, May 30, 2017 beginning at 4:00 p.m. in Conference Room 106 of Venice City Hall, 401 West Venice Avenue, Venice, Florida 34285; to evaluate, discuss and rank the submittals received by the city in response to the Request for Proposals 3054-17: "Food Concession Services for the South Jetty/ Humphris Park".

The public is invited to attend this meeting and observe the City's staff member's work.

No stenographic record by a certified court reporter is made of this meeting nor will a verbatim record be prepared. Minutes will be written for the public record.

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Cc: bid file

PROPOSER	Evaluator 1	Evaluator 2	Evaluator 3	Total Points
Burgundy Square Café and V- Town Bagels, LLC	68.9	77.9	62.9	209.7
Robert L. Johnson/ Bob's Twist & Shake	95	96	98	289
David Holland on behalf of the Jetty Blu Team	97.5	93	85	275.5
Mad Dogs Hot Dogs				

EVALUATOR Summary

Signature _____

PROPOSER	Ability of the Concessionaire to perform the Scope of Services as stated in this Request for Proposal in the timeliest and efficient manner possible 20 Points	Legal, technical and financial capabilities of Concessionaire 10 Points	Experience of Concessionaire 20 Points	Compensation Plan 40 Points	Local Preference 10 Points	Total Points
Burgundy Square Café and V- Town Bagels, LLC	15	6	15	.04/.07 x 40 = 22.9	10	68.9
Robert L. Johnson/ Bob's Twist & Shake	20	10	15	.07/.07 x 40 = 40	10	95
David Holland on behalf of the Jetty Blu Team	17.5	10	20	.07/.07 x 40 = 40	10	97.5
Mad Dogs Hot Dogs						

EVALUATOR Evaluator 1

Signature

PROPOSER	Ability of the Concessionaire to perform the Scope of Services as stated in this Request for Proposal in the timeliest and efficient manner possible 20 Points	Legal, technical and financial capabilities of Concessionaire 10 Points	Experience of Concessionaire 20 Points	Compensation Plan 40 Points	Local Preference 10 Points	Total Points
Burgundy Square Café and V- Town Bagels, LLC	16	10	19	.04/.07 x 40 = 22.9	10	77.9
Robert L. Johnson/ Bob's Twist & Shake	19	10	17	.07/.07 x 40 = 40	10	96
David Holland on behalf of the Jetty Blu Team	16	10	17	.07/.07 x 40 = 40	10	93
Mad Dogs Hot Dogs						

EVALUATOR Evaluator 2

Signature

PROPOSER	Ability of the Concessionaire to perform the Scope of Services as stated in this Request for Proposal in the timeliest and efficient manner possible 20 Points	Legal, technical and financial capabilities of Concessionaire 10 Points	Experience of Concessionaire 20 Points	Compensation Plan 40 Points	Local Preference 10 Points	Total Points
Burgundy Square Café and V- Town Bagels, LLC	10	10	10	.04/.07 x 40 = 22.9	10	62.9
Robert L. Johnson/ Bob's Twist & Shake	20	10	18	.07/.07 x 40 = 40	10	98
David Holland on behalf of the Jetty Blu Team	15	10	10	.07/.07 x 40 = 40	10	85
Mad Dogs Hot Dogs						

EVALUATOR Evaluator 3

Signature



CITY OF VENICE
401 W. Venice Avenue Venice, FL. 34285

NOTICE OF ACTION

REQUEST FOR POPOSALS (RFP) # 3054-17

RFP TITLE: FOOD CONCESSION SERVICES FOR THE SOUTH JETTY/
HUMPHRIS PARK

SUBMITTAL DEADLINE: April 14, 2017

SUBJECT: NOTICE OF RECOMMENDED AWARD

Based on Evaluation Committee's review of proposals on May 30, 2017.
The City of Venice (City) has ranked proposers responding to the above
referenced RFP as follows:

Proposer	Sum of Scores	Rank
Bob's Twist & Shake	289.0	1
Jetty Blu Team	275.5	2
Burgundy Square	209.7	3

It is the City's intent to initiate contract negotiations with the top ranked
firm (**in bold font above**).

By: 
Peter A. Boers, Procurement Manager

Date: 05/31/2016