

# MANATEE COUNTY GOVERNMENT SOURCE SELECTION

<b>SUBJECT</b>	BACVB Catering Service	<b>DATE POSTED</b>	Date Posted on mymanatee.org 03/12/2012
<b>PURCHASING REPRESENTATIVE</b>	Deborah Carey-Reed, 941/749-3074	<b>DATE CONTRACT SHALL BE AWARDED</b>	March 17, 2012
<b>DEPARTMENT</b>	Bradenton Area Convention and Visitors Bureau	<b>CONSEQUENCES IF DEFERRED</b>	N/A
<b>SOURCE RECOMMENDATION</b>	Request for Proposals #12-0544DR	<b>AUTHORIZED BY</b>	Melissa A. Wendell Purchasing Official Date: <i>[Signature]</i> 3/12/2012

## ACTION DESIRED

Authorization to execute this revenue Agreement for Catering Services with Milan Catering and Event Design, LLC (Chef Roberta), Sarasota, Florida, for one year with an option to renew for four additional years at the monthly commission payments to the County of:

12% of total gross receipts less sales taxes for Catering Events

18% of total gross receipts less sales taxes for Concession Services

7% of total gross receipts less sales taxes for Off-Site Catering (when using the County kitchen)

7% of total gross receipts less sales taxes for Self-Promotion Events (County will give 75% off location rental cost)

County sponsored events at 35% discount off caterer's regular set menu pricing (not subject to commission)

## ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Manatee County Code of Laws

## BACKGROUND/DISCUSSION

- This is a revenue generating Agreement for a professional catering service to provide food service operations (includes ordering, preparing, and serving food and beverages, and servicing the concessions) for customers of the Convention and Visitors Bureau. This is not an exclusive contract, customers have the option of providing their own caterer (qualified and approved by the County).
- 12/01/2011 to 12/28/11 Appropriate procurement procedures were followed. Four (4) Manatee County and fifteen (15) local caterers were solicited; one proposal was received.
- 01/20/12 Selection Committee convened and evaluated the sole proposal was responsive to the County's requirements, and in many areas exceeded the County's qualifications.
- Milan has performed catering services at the CVB for public customers as well as County-sponsored events. CVB has experienced firsthand the professionalism and the accommodating attitude of the owner and the employees. They have demonstrated exceptional qualifications, ample staff resources, positive food reviews, and customer service and planning.
- The Bradenton Area Convention and Visitors Bureau will manage this Agreement.

### ATTACHMENTS: (List in order as attached)

None

### INSTRUCTIONS:

N/A

### COST

Revenue (No statistical data available to formulate estimate)

**SOURCE (ACCT# & NAME)** N/A

**COMMENTS** N/A

**AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)** N/A