



# Memorandum

**Date:** June 25, 2019

**To:** Diane Palmer Boeck – Director of Procurement and Project Management

**From:** Mark Jarrell, Plano Event Center Manager

**Subject:** Award Recommendation 2019-0302-C – Professional Food Service Personnel for Plano Event Center

The Plano Event Center contracts out for professional food service personnel including waiters, bartenders, stewards, and concession workers to service catered functions. The current contract is nearing expiration so a solicitation for services was released.

The Plano Event Center recommends awarding the 2019-302-C Professional Food Service Personnel contract to SMB Staffing LLC. SMB Staffing LLC is the lowest responsive, responsible bidder. The Department believes they are capable of fully meeting the requirements of the contract as specified in the bid documentation.

The contract term is one year with three annual renewals at the City's discretion for a maximum of four years. The total award of this contract, estimated at \$1,085,200, anticipates exercising all contract option years for a full four-year term. FY 18-19 estimated at one month for \$22,608 anticipates the contract beginning September 1, 2019. FY 19-20, estimated at \$271,300, will be the first full year of the contract. FY 20-21 and FY 21-22 are also estimated at \$271,300 and FY22-23 (based on eleven remaining months) is estimated at \$248,692.

Should approval be denied, it would not be possible for Plano Event Center to service large catered events and there would be a loss of food and ancillary services revenues.