

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: November 17, 2016**

SUBJECT: Café / Coffee Bar - Services and Management - Prescott Valley Public Library

SUBMITTING DEPARTMENT: Management & Library

PREPARED BY: Ryan Judy, Deputy Town Manager
Stuart Mattson, Library Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: A) Contract for Services – Linda Auston (DBA Open Book Café & Coffee House),
B) Proposed Menu

SUMMARY BACKGROUND: The Town of Prescott Valley recently conducted a search for a new concessionaire to operate and manage the Café / Coffee Bar service in the lobby area of the Library.

After advertising, the Town received one response to a Request for Proposals. At the August 18, 2016 Council meeting, Council directed staff to advertise again in hopes of generating more interest. Staff updated the RFP and again promoted the opportunity, working with the Chamber of Commerce to generate more publicity.

After advertising in the Daily Courier and outreaching to several local businesses, the Town received three responses, two from vending machine companies and one from a “live” café vendor. A committee of staff met to review the proposals and we are recommending that a contract be signed with Linda Auston (DBA Open Book Café & Coffee House). Ms. Auston is the owner/operator of the Blackboard Café in Prescott Valley. We are proposing a one year contract with two one year extension opportunities.

OPTION ANALYSIS: The Council may vote to:

- 1.) Award the Café / Coffee Bar Concessionaire contract to Linda Auston (DBA Open Book Café & Coffee House), **OR**
- 2.) Reject all submittals, **AND/OR**
- 3.) Direct staff to pursue other options

ACTION OPTION: Motion to approve award of the Library - Café / Coffee Bar Concessionaire contract to Linda Auston (DBA Open Book Café & Coffee House), **OR** Motion not to award this contract for services. **VOTE**

RECOMMENDATION: Staff recommends approval of Library - Café / Coffee Bar Concessionaire agreement to Linda Auston (DBA Open Book Café & Coffee House).

FISCAL ANALYSIS: The concessionaire will return 10% of gross sales of her products to the Town as a fee for utilizing the space.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____