

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: November 17, 2011**

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) “Steph’s Café Magic” Proposal - Stephanie Burkett
b) Contract for Services - Steph’s Café Magic

SUMMARY BACKGROUND: Town of Prescott Valley staff has completed a search for a new concessionaire to operate and manage the Café / Coffee Bar service in the lobby area of the Library. The search was based on a Request for Proposal process and three (3) applicants submitted proposals to the Town for review as reflected in Table 1 below. Selection of the Concessionaire was based on:

1. Meeting minimum qualifications.
2. The applicant that could provide the highest percentage of gross sales fees to the Town.

Town staff has reviewed the proposals and recommend award of the Concessionaire contract to Stephanie Burkett of Prescott Valley.

Table 1

RANK	APPLICANT	AFFILIATION	MET MINIMUM QUALIFICATIONS (YES / NO)	PERCENT OF GROSS SALES FEES TO TOWN
1	Stephanie Burkett	Self	Yes	25.0
2	Arlene Allen	CakeWorksAz	Yes	22.0
3	Francesco Buccieri	Sacred Bean	Yes	15.0

OPTION ANALYSIS: The Council may vote to:

- 1.) Award the Café / Coffee Bar Concessionaire contract to Stephanie Burkett, **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 Stephanie Burkett, **OR** motion to reject all submittals. **VOTE**

RECOMMENDATION: Staff recommends approval of Library - Café / Coffee Bar Concessionaire to Stephanie Burkett.

FISCAL ANALYSIS: Award of this contract will not have a negative cost impact to the Town. The concessionaire will provide revenue to the Town.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____