

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: June 28, 2012**

**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

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**ATTACHMENTS:** A) Contract for Services – CakeWorks Library Café

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**SUMMARY BACKGROUND:** The Town of Prescott Valley conducted a search for a new concessionaire to operate and manage the Café / Coffee Bar service in the lobby area of the Library in the fall of 2011. An award was made to a new concessionaire on November 17, 2011 based on the following criteria:

1. Meeting minimum qualifications.
2. Highest percentage of gross sales return to the Town.

Due to various factors, the concessionaire was not successful and asked to be released from the contract, per the release provision in the agreement.

Staff approached the second high bidder and they were interested in taking over the operation. Staff is now proposing that we enter into an agreement with CakeWorksAZ, which will conduct business as the CakeWorks Library Café. Per the bid documents and contract for services, CakeWorks will return 22% of their gross sales back to the Town.

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**OPTION ANALYSIS:** The Council may vote to:

- 1.) Award the Café / Coffee Bar Concessionaire contract to CakeWorks AZ, **OR**
- 2.) Reject all submittals, **AND/OR**
- 3.) Direct staff to pursue other options

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**ACTION OPTION:** Motion to approve award of the Library - Café / Coffee Bar Concessionaire contract to CakeWorks AZ, OR motion not to award contract for services. **VOTE**

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**RECOMMENDATION:** Staff recommends approval of Library - Café / Coffee Bar Concessionaire to CakeWorks.

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

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved  Denied  Tabled/Deferred  Assigned to \_\_\_\_\_