



**City Council Meeting**

**Item #9. Update on the Santa Clara Convention Center Transition Activities and Work Efforts**

**May 21, 2019**



**City of Santa Clara**  
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**Food and Beverage Operations  
Request for Proposal (RFP) for the  
Santa Clara Convention Center**

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## Request for Proposal (RFP)

- A Request for Proposal for Food and Beverage Operations for the Santa Clara Convention Center was released on May 13, 2019.
- The final agreement will be between the City and the selected food and beverage vendor.
- Will follow the same procurement strategy and process utilized for the RFP for the management and operation of the Convention Center:
  - Procurement Process Integrity and Conflict of Interest Guidelines; E-Procurement tool BidSync; Reference to the City's Worker Retention Ordinance is included in the RFP document; timeline allows for submission of Best and Final Offer, Notice of Intended Award, and a 10-day protest period.

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## RFP Overview

- Evaluation will be structured in two phases
  - Phase 1: Based on the firm's operating experience, innovation, and proposed solution
  - Phase 2: Will evaluate the quality of the proposal through oral presentations and menu/food sampling
- Five-member evaluation team comprised of subject matter experts from inside and outside the City
- Evaluation team will be advised by Jones Lang LaSalle (JLL)

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## RFP Goals

- Operate a first-class, high-quality, food and beverage operation at the Convention Center
- Serves to implement initiatives that support the City's priorities

## Desired Outcomes

- Initial five-year contract term
- Extensive experience in food and beverage operations and deployment of staffing
- Innovation in the delivery of quality, cost effective products in all aspects of the operation that differentiates Santa Clara from other competitors
- Approach to financial structure and commitment to capital investment or ongoing investment
- Commitment to exemplary customer service and high-quality products

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## RFP Timeline

| Event                                                             | Date                       |
|-------------------------------------------------------------------|----------------------------|
| RFP Released on BidSync                                           | May 13, 2019               |
| Mandatory Pre-Proposal Conference (tour of the Convention Center) | May 24, 2019<br>2:00 p.m.  |
| Proposals Due                                                     | June 24, 2019<br>1:00 p.m. |
| Proposal Evaluation Complete                                      | June 13, 2019              |
| Oral Presentations                                                | Week of July 29, 2019      |
| Notice of Intended Award Issued / Commence 10-day Protest Process | August 14, 2019            |
| Finalize Contract                                                 | August 16, 2019            |
| City Council Approval of Contract                                 | September 24, 2019         |

- New Agreement anticipated to begin October 1, 2019
- Incorporates a 90-day transition period (if necessary)
- Vendor assumes full food and beverage operations January 1, 2020.

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