



Interoffice Memorandum

March 31, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Matt Suedmeyer, Manager II, Parks and Recreation Division
407-836-6202

SUBJECT: Selection of Contractor, Request for Proposals, Y22-153-AV, Management and Operation of Cypress Grove and Guest House for Weddings, Corporate Events and Other Occasions

RECOMMENDATION:

Selection of Big City Catering, Inc. to provide Management and Operation of Cypress Grove and Guest House for Weddings, Corporate Events and Other Occasions, Request for Proposals, Y22-153-AV.

Request authority for the Procurement Division to negotiate and execute a contract with a total estimated revenue of \$672,000 for a three-year term. Further request authorization to renew the contract for two additional one-year terms.

The proposal was evaluated by the Procurement Committee on March 30, 2022. Commissioner Christine Moore was assigned to the Procurement Committee.

PURPOSE:

This contract provides revenue, management, and operation of the Cypress Grove and Guest House.

APPROVALS:

The Parks and Recreation Division and Business Development Division concur with this recommendation.

REMARKS:

Two proposals were received in response to this Request for Proposals (RFP). It is projected that revenue collected for the renewal terms to be approximately \$144,000 for year four and \$120,000 for year five.

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The Procurement Committee evaluated the proposals in accordance with the criteria set forth in this RFP. The proposal from Pave Wedding and Vacations, LLC scored too low for Board consideration.

Big City Catering, Inc., meets all specifications and other requirements of the RFP.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - March 30, 2022

Y22-153-AV, MANAGEMENT AND OPERATION OF CYPRESS GROVE AND GUEST HOUSE FOR WEDDINGS, CORPORATE EVENTS AND OTHER OCCASIONS

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV Sub (B)	SDV Prime(B)	Schedule of Revenues	Total Weighted Points
Weighted Value	15	25	15	10	10	5	10	5	25	120

(B) Indicates Bonus Points (Maximums Bonus Points Above)

Big City Catering, Inc.	60.00	112.50	60.00	50.00	25.00	0	0	0	125.00	432.50
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INTEROFFICE MEMORANDUM

March 30, 2022

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y22-153-AV / Management and Operation of Cypress Grove and Guest House for Weddings, Corporate Events and Other Occasions

APPROVED: *Heena Ferguson*

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

- 1. Big City Catering, Inc.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*None			

*The Schedule of Sub-Contracting – M/WBE Participation and Letter of Intent (LOI) Forms state "N/A" Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 53%
 Total WBE Workforce: 38%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation and SDV Letter of Intent (LOI) Forms state “N/A” Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

*The Dislocated Worker form states “N/A” Therefore, the evaluator cannot assess dislocated worker bonus points

Total Bonus Points: 0
(Includes SDV & Dislocated workers)

2. Pave Weddings and Vacations, LLC
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Queen B’s Royal Cleanings, L.L.C.	AFAF	24%	Janitorial Services

Total M/WBE Participation Proposed: 25%
M/WBE Sub consultant participation Weighted Score: 25

Total M/WBE Workforce: 43%
Total WBE Workforce: 57%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 50

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

*The Schedule of Sub-Contracting – SDV Participation and SDV Letter of Intent (LOI) Forms were not submitted with the proposal. Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0