



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: July 6, 2015

MEMO TO: Craig Taylor, Chair
Education Cultural Resources and Public Affairs Committee

S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: James E. Ballowe, Director
Facilities

SUBJECT: Approval of Solicitation of Statements of Qualifications for a Sole Provider Catering License Agreement at the Greenbelt Cultural Center

RECOMMENDATION: Policy Direction to approve solicitation of Statements of Qualifications (SOQ) from qualified food and beverage providers to provide food, beverage and catering concessions at the Greenbelt Cultural Center pursuant to a Sole Provider License Agreement.

BACKGROUND: Currently, the District operates the Greenbelt Cultural Center's events with in-house staff. When food and beverages are served at an event, the event sponsor may use one of several approved food and beverage providers. Generally, a food and beverage provider at such an event does not provide significant coordination services, so District staff coordinates the event, which is labor intensive. Also the District, rather than the food and beverage provider, incurs all of the building expenses associated with that event, such as maintenance and utility expenses. Food and beverage providers at Greenbelt provide no income to the District other than a small one-time permit fee to be put on the preferred provider list. Without a sense of ownership, there is no desire for providers to promote or market Greenbelt in their business plans because it is neither an economical nor efficient way to do business.

The goal of this request for SOQ's would be to find a food and beverage provider that would develop, promote, market, manage and operate a year-round catering operation at Greenbelt for meetings and events. Using a sole provider for these services would provide a greater economic advantage for the District and the provider. The District would generate license fee revenue from room license fees and a percentage of food and beverage sales and would realize immediate savings in maintenance, utility and personnel costs.

Staff is seeking policy direction authorizing it to solicit statements of qualifications from interested parties and to negotiate a new license agreement with the most qualified provider. The new license agreement would require a positive recommendation by the Finance and Administrative Committee and approval by the Board of Commissioners.

REASON FOR RECOMMENDATION: Committee approval is requested prior to issuance of the Request for Statement of Qualifications.

REVIEW BY OTHERS: Chief Operations Officer and Director of Finance

FINANCIAL DATA: The District's goal would be to receive license fee revenue from the catering operator of the Greenbelt Cultural Center while incurring less personnel and operational expenses.

PRESENTER: James E. Ballowe