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Agenda Item # _____

AGENDA REPORT SUMMARY

Meeting Date: February 13, 2024

Subject: Community Center Café RFP - Update

Prepared by: Jaime Chew, Recreation Manager

Reviewed by: Manny A. Hernandez, Parks & Recreation Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. RFP Letter

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None – Update

Summary:

On January 16, 2024, the Parks & Recreation department released a request for proposals for café services at the Los Altos Community Center. The deadline to submit proposals is February 20, 2024.

Staff Recommendation:

Receive update

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



Subject: Community Center Café RFP - Update

Purpose

The City Council requested an update on the status of the Request for Proposals (RFP) for the Los Altos Community Center Café. The RFP was released on Tuesday, January 16, 2024, with the deadline to submit by 5pm on Tuesday, February 20, 2024.

Background

The Los Altos Community Center opened in October of 2021. Included in the build of the new Community Center is a space near the main entrance that is electrically equipped to function as a small café. In the planning of the Community Center, the vision for that space was to have a contracted vendor, that specializes in café type food and drink sales, activate that space to make food and refreshment products available for the public to purchase.

Discussion/Analysis

Finalizing the RFP for café services began in October 2023 and was completed in early December 2023. The RFP was released on January 16, 2024, and is posted to the city's bid and proposal website, <https://bids.losaltosca.gov/>. The deadline to submit a proposal is February 20, 2024. The RFP indicates that interested service providers are required to send a representative to a preproposal meeting at the Los Altos Community Center on February 6, 2024, at 11am. In addition, their submitted business plan should include project staffing which outlines key project team members, and to describe and explain any staffing that may utilize underserved communities if applicable.

The move in and start of operation is unknown until a vendor is selected. Responses to the RFP will not be public until after the contract is awarded.

Recommendation

Receive staff update on Community Center Café.