

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: November 18, 2024

**Topic:**

Approve a Service Agreement with Every-Bellies Catering, LLC for alcohol beverage services for City of Tomball festivals (RFP 2024-14) and authorize the City Manager to execute any and all documents related to the purchases.

**Background:**

Every-Bellies was selected through the Request for Proposals process (RFP 2024-14), which allowed for interested parties to submit their qualifications and proposal to act as the primary vendor for the sale of beer and wine at City festivals. It was anticipated that this service would involve serving as the primary vendor for alcohol beverage services for a maximum of six (6) festivals during the calendar year, depicted below.

Event Name	Event Month
Choo-Choo Chowdown (new event)	March
Rails and Tails Mudbug Festival	April
July 4 <sup>th</sup> Celebration and Street Festival	July
GroovFest	September
Depot Day and Fall Fest	October
Deck the Depot Tree Lighting	December

The RFP required that respondents include prior festival experience, references, percentage of gross festival revenue to be paid to the City following an event over the first \$1,000 in profit, description of proposed vending space, and proof of TABC certified servers.

The RFP was advertised as required by Chapter 252 of the Texas Local Government Code and was sent to local restaurants/vendors that could potentially fulfill the requirements or had shown interest in serving as the vendor. The RFP was requested by two vendors, Cisco’s Salsa Company and Every-Bellies. The City received one proposal from Every-Bellies.

The submitted proposal meets all requirements in the defined scope of work and City staff recommends awarding a service agreement to Every-Bellies Catering, LLC for an initial term of one (1) Year, with two (2) additional renewal options.

**Origination:** Project Management

**Recommendation:**

Staff recommends approving a Service Agreement with Every-Bellies Catering, LLC for alcohol beverage services for City festivals.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Meagan Mageo Approved by \_\_\_\_\_  
Staff Member Date City Manager Date