



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: May 2, 2023

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Ben E Keith Company, for the supply of food and concessions at the Water Works Park and Civic Center Pool concession stands for the Parks and Recreation Department; providing for the expenditure of funds therefor; and providing an effective date (RFP 7854-02 – awarded to Ben E Keith Company, for one (1) year, with the option for two (2) additional one (1) year extensions, in the total three (3) year not-to-exceed amount of \$363,000.00).

INFORMATION/BACKGROUND

Historically, the concession stands at the Water Works Park have been operated by Parks and Recreation Department (PARD) staff since the park opened in 2003. The Civic Center Pool concession stand has been operated by PARD since 2007. The concession stands offer food and refreshments during public swims and special events. A three-year history of concessions expenditures is as follows for Water Works Park and the Civic Center Pool:

FY 2017-2018	\$49,850.09
FY 2018-2019	\$55,500.89
FY 2020-2021	\$70,370.13
FY 2021-2022	\$84,021.17

PARD staff will be opening the Tidal Wave Concession Stand for Summer 2023 for extended park hours from 11 am - 7 pm. The stand was closed during the Summer of 2021 due to damage from the 2021 winter storm. With the extension of park operation hours to coincide with lunch and dinner times, staff is preparing for an increase in sales and expenditures for FY 2023-2024. Staff based the contract amount on an estimate from previous history and an anticipated increase in costs due to eco-friendly supplies.

Contracting out for concession supplies is a common practice in the aquatics industry. It allows the organization to receive the most competitive pricing and the efficiency of on-site delivery. The concession stands at the Water Works Park and the Civic Center Pool operate with a goal of a minimum of one hundred percent cost recovery. Data gathered from previous fiscal years confirm that operations at the concession stands have been a profitable venture for the City.

Request for Proposals was sent to 39 prospective suppliers of this item. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. One (1) proposal was received and references were checked to ensure the vendor can provide

the services requested in the Scope of Work. The department is awarding the contract to Ben E Keith Company.

NIGP Code Used for Solicitation:	375, 380, 385
Notifications sent for Solicitation sent in IonWave:	39
Number of Suppliers that viewed Solicitation in IonWave:	8
HUB-Historically Underutilized Business Invitations sent out:	7
SBE-Small Business Enterprise Invitations sent out:	21
Responses from Solicitation:	1

RECOMMENDATION

Award a contract with Ben E Keith Company, for the supply of food and concessions at the Water Works Park and Civic Center Pool concession stands for the Parks and Recreation Department, in a one (1) year, with the option for two (2) additional one (1) year extensions, in the total three (3) year not-to-exceed amount of \$363,000.

PRINCIPAL PLACE OF BUSINESS

Ben E Keith Company
Fort Worth, TX

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for two (2) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

These food and concessions items will be funded from 207002.6390 and 411160.6390. Requisition #159833 has been entered into the Purchasing software system in the amount of \$89,000. The budgeted amount for this item is \$363,000.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Monica Martin, 940-349-8808.

Legal point of contact: Marcella Lunn at 940-349-8333.