

By: Finance Department  
Adopted: March 13, 2017  
Yes: Burney, Dryden, Graham, Harvey, Ledford, O'Barr  
No: None  
Absent: None

**City of Wasilla  
Resolution Serial No. 17-11**

**A Resolution Of The Wasilla City Council Authorizing The Mayor To Execute A Contract With Emjays Mobile Food Vending To Provide Concession Services At The Menard Center; And For The City To Receive \$5,448 For Concession Services For Twelve (12) Months.**

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WHEREAS, the Menard Center has a need for concession services; and

WHEREAS, the current concessionaire contract ends on April 30, 2017; and

WHEREAS, the contract would generate revenue for the Menard Center of approximately \$908 in fiscal year 2017 and \$4,540 in fiscal year 2018.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council authorizes the Mayor to execute a contract with EmJays Mobile Food Vending to provide Concession Services; and

BE FURTHER RESOLVED, the City of Wasilla shall receive \$5,448 for concession services for twelve (12) months.

ADOPTED by the Wasilla City Council on March 13, 2017.

  
BERT L. COTTLE, Mayor

ATTEST:

  
JAMIE NEWMAN, MMC, City Clerk

[SEAL]

CITY OF  
**WASILLA**  
 • ALASKA •

**CITY COUNCIL LEGISLATION STAFF REPORT**

**Resolution Serial No. 17-11: A Resolution of the Wasilla City Council authorizing the Mayor to execute a contract with EmJays Mobile Food Vending to provide Concession Services at the Menard Center; and for the City to receive \$5,448 for concession services for twelve (12) months.**

Originator: April Dwyer, Purchasing  
 Date: 2/24/2017

Agenda of: 3/13/2017

Route to:	Department Head	Signature	Date
	Chief of Police		
	Public Works Director		
X	Recreation Services Director		3-6-17
X	Finance Director		3-3-17
X	Deputy Administrator		3/6/17
X	City Clerk		3/3/17

Reviewed by Mayor Bert L. Cottle:  3/06/2017

**Fiscal Impact:** X yes or  no      **Funds Available:**  yes or  no

**Account name/number:**  
 Sports Complex – Concession      340.4500.347.50.02      \$5,448

**Attachments:** Resolution Serial No. 17-11 (1 page)  
 RFP 0120-0-2017/AD Proposal Combined Score Sheet (1 page)

**Summary Statement:** In accordance with WMC 5.08.120, on January 20, 2017, the City of Wasilla issued Invitation to Bid 0120-0-2017AD for Concession Services at the Menard Center.

Two proposals were received; EmJays Mobile Food Vending (EmJays) and MYHouse. A committee of four scorers (Director of Recreation Services, Event Production & Facility Supervisor, Finance Controller, and the Executive Assistant to the Mayor) scored the proposals based upon approach/methodology, experience, and references. Based upon the criteria, EmJays scored the highest with 238.5 total points (see attached).

**Recommended Action:** Adopt resolution 17-11.

City of Wasilla  
 RFP Scoring Sheet  
 RFP No.0120-0-2017/AD  
 Concession Services  
 Due: February 17, 2017 @ 4pm

Proposals received from: EmJays MYHouse

1 Proposal received on time?	YES	YES
2 Is there 1 original proposal marked "MASTER"?	NO	NO
3 Is there 4 identical copies?	NO	YES
4 Is the Cost Proposal separate from Narrative Proposal?	YES	YES
5 Is the RFP completed and signed?	YES	YES

Scoring for: EmJays MYHouse

1 Approach and Methodology (35 points)

Evaluator 1	31	21
Evaluator 2	25	10
Evaluator 3	30	12
Evaluator 4	30	20

2 Experience and Qualifications (15 points)

Evaluator 1	14	13
Evaluator 2	10	5
Evaluator 3	10	14
Evaluator 4	12	7.5

3 References (10 points)

Evaluator 1	9.5	5
Evaluator 2	8	4
Evaluator 3	9	5
Evaluator 4	10	10

Total of all Scores Without Cost: 198.5 126.5

4 Proposed Monthly Fee (40 points)

The highest proposed monthly fee will receive the maximum number of points allocated to their proposal. The fee points are awarded based on the following formula. Fee of Evaluated Proposal x Maximum Points/Highest Proposed Fee = Points

Total of all Scores With Cost: 238.5 165.5