RESOLUTION - ACTION REQUESTED 2020-638

MEETING: October 27, 2020

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Coulterville Visitors’ Center Agreement

RECOMMENDATION AND JUSTIFICATION:
Approve an Agreement with the Coulter Cafe and General Store for Operation of the Coulterville Visitors’ Center in an Amount Not to Exceed $23,400; and Authorize the Board of Supervisors Chair to Sign the Agreement.

Following a public bidding process, staff recommends awarding a contract to the Coulter Cafe and General Store for operation of the Coulterville Visitors Center effective November 1, 2020. Proposals were evaluated for completeness of materials, relevant experience, quality of references, approach to providing services and cost. The Coulter Cafe and General Store was the lowest bidder and offered a consistent approach to providing services, leading to its ultimate selection.

This agreement will ensure year-round visitor services are provided at the Coulter Cafe Friday - Sunday from 10:00 AM to 5:00 PM. This item is presented to the Board to allow for public comment, if there is any, that may result from the bid process or the transition to a new vendor for these services.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
A Request for Proposals (RFP) for operation of the Coulterville Visitors Center was issued on September 22, 2020. Four bids were received. The County Administrative Officer met with Supervisors Jones and Long to evaluate the proposals and select a proposal to recommend to the Board on October 7, 2020.

The County Administrative Officer executed an agreement with Nina Mimnaugh for operation of the Coulterville Visitors Center from July 1, 2019, to June 30, 2020, in the amount of $27,000. This agreement was terminated prior to completing the assigned term.

The County Administrative Officer executed an agreement with Nina Mimnaugh for operation of the Coulterville Visitors Center from July 1, 2018, to June 30, 2019, in the amount of $27,000.

The County Administrative Officer executed an agreement with Nina Mimnaugh for
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operation of the Coulterville Visitors Center from July 1, 2017, to June 30, 2018, in the amount of $27,000.

The County Administrative Officer executed an agreement with Nina Mimnaugh for operation of the Coulterville Visitors Center from April 1, 2017, to June 30, 2017, in the amount of $6,650.

On October 18, 2016, the Board of Supervisors adopted Resolution 16-548 approving a one-year agreement with Hotel Jeffery, Inc., for the operation of the Coulterville Visitors Center in the amount of $26,600. This agreement was terminated prior to completing the assigned term.

On October 27, 2015, the Board of Supervisors adopted Resolution 15-503, which renewed the contract with Hotel Jeffery, Inc., through September 30, 2016.

On October 14, 2014, the Board of Supervisors adopted Resolution 14-531 approving a contract with Sara Zahn for the operation of the Coulterville Visitors’ Center in the amount of $25,000. The name of the contractor was changed to Hotel Jeffery, Incorporated, with Resolution 14-617 on December 2, 2014.

On August 7, 2014, the Board of Supervisors gave direction to staff to solicit for an RFP for the operation of the Coulterville Visitors’ Center.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**
Do not approve the contract. The Coulterville Visitors’ Center may be closed or operated on a volunteer basis until a new vendor can be secured.

**FINANCIAL IMPACT:**
Sufficient funds have been budgeted in the Fiscal Year 2020-2021 budget.

**ATTACHMENTS:**
Coulterville Visitor Center (PDF)

**RESULT:** ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOWER: Marshall Long, District III Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey