

THE BOARD OF COUNTY COMMISSIONERS

DURHAM, NORTH CAROLINA

Monday, July 2, 2001

AGENDA

1. **Citizen Comment Ralph McKinney**

Mr. Ralph McKinney has requested time on the agenda to make comments to the Commissioners.

2. **Consent Agenda**

- a. a. Consider Suspension of Rules for July 2, 2001 Work Session (vote to suspend rules in order to take action on several time-sensitive issues);
- b. b. Street Annexation Petition King William Court (Mayfair Subdivision Phase I) adopt the resolution to approve the addition of King William Court (Mayfair Subdivision Phase I) to the state's road maintenance system subject to the certification of eligibility by the appropriate officials of the NC Department of Transportation);
- c. c. Approval of the NC 54/I-40 Corridor Study (adopt the corridor study as presented by staff at the July 25, 2001 meeting);
- d. Appointment NCACC Annual Conference Voting Delegate (appoint Chairman Black as the voting delegate and Vice-Chairman Reckhow as the alternate for the annual conference);
- e. City-County Unified Development Ordinance Contract Authorization (authorize the Manager to execute a three-party agreement in conjunction with the City of Durham and Duncan Associates for the development of a Unified Development Ordinance in the amount of \$189,500); and
- f. f. Office of the Sheriff--Lease for Parkwood Volunteer Fire Department (authorize the execution of this lease with Parkwood Volunteer Fire Department for the Sheriff's south satellite station).

3. **Presentation by Capitol Link**

Capitol Link Inc. is a Washington area based public affairs consulting firm specializing in federal and state government relations. During its 12-year history, the firm has focused on serving the needs of state, county, and municipal governments; corporations and businesses; institutions of higher education; not-for-profit research centers; and other similar organizations. These are groups that regularly seek aid from the federal government in the form of legislative advocacy, regulatory relief, grants, loans, or direct appropriations from the U.S. Congress. The company was founded by former U.S. Congressman Mick Staton, who represented what is now the 2nd District of West Virginia, and has a number of seasoned lobbyists, including former U.S. Congressman Bill Cobey Jr., who represented North Carolina's 4th Congressional District. Notable clients include the City of Durham; the City of Mobile, Alabama; Madison County (Huntsville), Alabama; and the Federated States of Micronesia.

Resource Person(s): Mick Staton, Capitol Link, and Mike Ruffin, County Manager

County Manager's Recommendation: The Manager recommends that the Board receive the presentation, ask questions, and advise the staff if any additional information is needed in advance of contract consideration, which is to be placed on the Board's August 13, 2001 Agenda.

4. **Cafeteria Contract for the County Administrative Complex**

The Board is requested to authorize the County Manager to enter into a professional service contract for cafeteria services for the County Administrative Complex. The Request for Proposal (RFP) was developed to solicit requests for the cafeteria contract. The RFP was mailed to 41 potential vendors and advertised in the Carolina Times and the Durham Herald-Sun. This widespread distribution was undertaken in order to give small businesses in the Durham community an opportunity to compete for the new cafeteria contract. A pre-proposal conference was held May 10, 2001 to give potential vendors the opportunity to ask specific questions about the proposal.

Of the 41 vendors, four vendors submitted proposals on or before May 29, 2001. Of the four responses, two respondents did not submit all the information requested. Consequently, those proposals were considered nonresponsive. The food service committee, consisting of Durham County employees, was chosen to evaluate the two remaining responsive proposals. After deliberations, the committee unanimously chose The Thyme Table Inc.

The Thyme Table Inc., founded by Harry S. Monds Jr., has various food establishments located throughout the Durham community. This company has managed several successful restaurants and canteen food eateries in Durham since 1991. Their clients include Durham Technical College, Central Carolina Bank, Duke University, Durham County Government, etc. The Thyme Table is a minority-owned business in Durham and its proprietor, Mr. Monds, has 11 years of restaurant and catering experience. The vendor specified that part of the profits received from the company will be donated to the Durham Community Shelter for HOPE.

As specified in the RFP, the vendor is required to serve breakfast and lunch items on the ground floor of the County Administrative Complex from 7:00 a.m. to 3:30 p.m. Monday through Friday, excluding weekends and holidays. Under the terms of the new contract, the vendor is also required to submit revenues to the County. The vendor is required to pay \$500.00 dollars a month in rent. Additionally, the vendor has proposed to pay 8 percent of gross receipts on cafeteria sales and 10 percent of gross receipts on vending sales. The revenue from the percentages of gross receipts would be submitted to the County quarterly. The vendor would also be available to cater special affairs to County departments negotiated at reasonable prices.

Resource Person(s): Anthony Allen, Interim Purchasing Director, Yolanda Moore-Gaddy, Contracts Officer

County Manager's Recommendation: Authorize the County Manager to enter into a professional service contract with The Thyme Table Inc. for Cafeteria Services for the County Administrative Complex.