

STAFF REPORT

Date: February 12, 2025

To: Mayor and City Council

Through: Jackie Bryant, City Manager

Subject: Staff Report (For Possible Action): Approval and Award of R.F.P. #2025-05 and associated service agreement to Legacy Hospitality Group for the operation of the concession at the Reno Sports Complex. [Ward 1]

From: Danny Gleich, Recreation Manager

Department: Parks and Recreation

Summary:

The City manages the Reno Sports Complex to provide services to the public and to support economic vitality in the region. The City has contracted with a food/drink concessionaire to provide services during tournaments and regular league play. The existing agreement expires March 1, 2025 and staff followed state purchasing guidelines to secure a replacement contract. The proposed new agreement is for three years with two, one-year extensions. Based on the results of the bidding process, staff is recommending the contract be awarded to Legacy Hospitality Group.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?	X	
2. Is this item an agreement required based on an item previously approved by Council?	X	
3. Is this item included in the current budget approved and adopted by Council?	X	
Other Considerations		
What percent of the total City budget does this item represent?	0%	

Alignment with Strategic Plan:

Arts, Parks, and Historical Resources
Fiscal Sustainability

Previous Council Action:

Council most recently approved this contract agreement in February of 2022.

Background:

The City of Reno contracts with local vendors to provide concession services at the Reno Sports Complex. The operation of the Sports Complex lasts seven months during the spring, summer, and fall. Concession service is available for City athletic programs and local and national sporting tournaments that are held at the Sports Complex. The current contract expires on March 1, 2025. The City of Reno sent out an RFP for operation of the Sports Complex concession stand and placed on the Reno.Gov website as well as the online portal. The RFP was posted in the Reno Gazette-Journal December 5, 2024.

Discussion:

One vendor responded to the RFP: Legacy Hospitality Group.

Upon review of the proposals by staff, Legacy Hospitality Group has been selected as the vendor to provide this service based upon their proposal, knowledge and experience in this area. The agreement is an initial term of three years with a contract extension provision for two additional one-year period providing that the quality of products and/or service levels remain adequate.

Financial Implications:

The City of Reno set the monthly fees for the vendor at a rate of \$5,000.00 per month of operation, June through October. In addition, Concessionaire shall pay an amount equal to twenty percent (20%) of gross sales that exceed Ten Thousand Dollars (\$10,000.00) per month, June through October, within five (5) calendar days after providing the financial records required pursuant to this Agreement. All payments shall be timely made to the City of Reno Parks and Recreation Department. If for any reason this payment is not made timely, in addition to a late fee of Fifty Dollars (\$50.00), Concessionaire shall pay interest at a rate of ten percent (10%) per annum on all amounts past due. The selected vendor is also required to pay 2% of gross sales each month to the State of Nevada Bureau of the Blind and Visually Impaired Business Enterprises Program. Funds are deposited to a Parks and Recreation revenue account in the General Fund.

Legal Implications:

Legal review completed for compliance with City procedures and Nevada law.

Recommendation:

Staff recommends Council award Legacy Hospitality Group a three-year agreement to operate the concession stand at the Reno Sports Complex.

Proposed Motion:

I move to approve staff recommendation.

Attachments:

Reno Sports Complex Concession Agreement
RFP Submission
RFP Award Letter