

# MEMORANDUM

Date: August 14, 2015

From: Cynthia Castro

Subject: RFP 2015-189-06-03 (Shoe Shine Concession)

To: Martha Salazar

On Thursday, August 13<sup>th</sup> I met with Yolanda Velasquez (Purchasing) and with Daniel Flores (Bldg and Grounds) about the proposed location for the abovementioned vendor (Shoe Shine Concession). The location previously discussed is outside of the current concession stand area which is located right across from the County Clerk's office.

After further discussion, it was brought to my attention that situating the shoe shine concession at this said location would cause some safety concerns due to this area being located by an egress.

Moreover, we walked around the premises and found an area by the 2<sup>nd</sup> lobby elevator which has a nook area where there is currently a bench that is situated there. Mr. Flores mentioned that this location would be functional because there is no egress at this location. Therefore, this location would be the ideal spot for the proposed shoe shine concession. Mr. Flores and his team also mentioned that on the back side of that particular wall (where the bench is currently located) there is an outlet ready for use and has the adequate voltage needed for Shoe Shine Concession.

After reviewing all the facts and information concerning the location in question, I spoke with my supervisor (Erika Reyna) and we both agree with Mr. Flores' suggestion to place the Shoe Shine Concession stand in the nook area located by 2<sup>nd</sup> lobby elevator on the first floor of courthouse.

Should you have any concerns or recommendations for an alternative or preferable location please feel free to contact us. It is our understanding that currently no other areas are being recommended and Mr. Flores' recommendation meets all the requirements.

Cc: Erika Reyna  
Daniel Flores  
Yolanda Velasquez