



and

STAFF REPORT

AGENDA NO: 9g

MEETING DATE: October 6, 2025

To: Honorable Mayor and City Council

Date: October 6, 2025

From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307

Subject: Adoption of a Resolution Rejecting All Proposals for the Lease of the Greyhound Bus Depot and Authorizing Staff to Re-advertise the Lease of the Greyhound Bus Depot

RECOMMENDATION

Staff recommends that the City Council adopt a resolution rejecting all the proposals for the lease of the Greyhound Depot and authorizing staff to re-advertise the lease of the Greyhound Bus Depot ("Depot").

BACKGROUND

The City-owned Depot complex, which is located at 1080 Howard Avenue, includes the Depot structure and an adjacent landscaped area. For many years, the City leased the Depot to a sandwich shop owner. More recently, City staff has used the building as office space. Since City staff no longer needs the space, the City wishes to lease the Depot to generate revenue.

In May 2025, staff opened the Request for Proposals (RFP) submission period for the lease of the Depot. The RFP provided specific instructions to the prospective tenants regarding the minimum information that must be included in any RFP response, including the formatting of the responses, as well as pertinent data about the Depot facility.

DISCUSSION

The RFP submission period closed on June 26, 2025, and the City received four submissions by the deadline. A staff committee comprising City Manager Goldman, City Attorney Guina, Finance Director Yu-Scott, and P&R Director Glomstad reviewed the proposals.

Two of the proposals did not meet the criteria outlined in the RFP and were therefore eliminated from the process. City Manager Goldman and P&R Director Glomstad met with the two remaining prospective tenants.

After discussion, staff recommends rejecting all proposals, revising the RFP, and re-advertising the lease of the Greyhound Bus Depot in order to generate additional interest in the lease of the Depot and thereby increase the number and type of proposals from which to select.

FISCAL IMPACT

The fiscal impact is minimal, comprising staff time to re-advertise the lease and review the proposals.

Exhibit:

- Resolution