



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER AND TITLE: 1819-06 Food Services

PLACE OF OPENING: BARLOW HALL – BUSINESS OFFICE
CLACKAMAS COMMUNITY COLLEGE
19600 MOLALLA AVENUE
OREGON CITY, OR 97045

DATE AND TIME OF OPENING: April 11, 2019 at 2:00 pm

**VOLUNTARY
PRE-PROPOSAL CONFERENCE:** March 19, 2019 at 11:00am
Community Center Cafeteria

TO BE OPENED BY: ELIZABETH COLE
PURCHASING AGENT
(503) 594-3086

NO FAXED OR ELECTRONIC PROPOSALS WILL BE ACCEPTED

PURCHASING DEPARTMENT
19600 Molalla Avenue
Oregon City, OR 97045-7998
Phone: 503-594-3086
Fax: 503-722-5879
Email: elizabethc@clackamas.edu

REQUEST FOR PROPOSALS
1819-06 Food Services

SECTION 1. GENERAL INFORMATION

1.1 Legal Advertisement

Clackamas Community College
REQUEST FOR PROPOSALS
RFP1819-06: Food Services
Proposals due **Thursday April 11, 2019 at 2:00pm**

CLACKAMAS COMMUNITY COLLEGE invites proposals from qualified and experienced Licensed (CCB) Vendors (herein after, “Responder”, “Proposer”, “company”, "firm", "provider", or "Vendor") to provide food services.

Proposal documents and specifications will be available on http://www.clackamas.edu/Request_for_Proposals.aspx or at the office of the Purchasing Agent, Barlow Hall – Business Office, Clackamas Community College, 19600 Molalla Avenue, Oregon City, Oregon 97045, or by calling (503) 594-3086.

There will be a **Voluntary** Pre-Proposal meeting **Tuesday March 19, 2019 at 11:00am**. Meet at Community Center Cafeteria, 19600 Molalla Avenue, Oregon City, OR 97045.

Sealed proposals will be accepted at the PURCHASING DEPARTMENT located in the Business Office, Barlow Hall, Room 208, 19600 Molalla Avenue, Oregon City, Oregon 97045 until **April 11, 2019 at 2:00 p.m.**

Proposals will be reviewed in closed session.

The College reserves the right to reject any proposal not in compliance with all prescribed public procurement requirements, and to reject for good cause any or all proposals upon finding that it is in the public interest to do so.

No proposal will be received or considered unless fully complete in the manner provided in the proposal documents and advertisement for proposals.

Elizabeth Cole
Purchasing Department

1.2 Description of the College

Clackamas Community College is an accredited public two-year institution offering comprehensive programs in college transfer, professional technical training, continuing education and developmental learning skills. Formed in 1966, the College is a fiscally independent municipal corporation, governed by a seven-member Board of Education elected by zones. The college employs approximately 1,000 employees, and enrolls about 8,800 full-time students annually. The College has one large café at the Oregon City campus that provides the majority of food service to students on a daily basis. The College has a bookstore that sells convenience food items.

1.3 Responsibilities of Proposers

Clackamas Community College follows the Oregon public contracting code, ORS 279 and related regulations, as modified by the College's local contract review board. Certain purchases go through a prescribed bid/quote/proposal process. (For the purposes of this document, "bid", "quote" and "proposal" may be used interchangeably.) A Request for Proposals (RFP) allows the College to evaluate vendors' proposals using criteria in addition to or instead of price.

As a bidder, you are expected to submit bids that are accurate, complete, and contain all terms and conditions which you feel are necessary. If, after submitting your bid, you find changes are necessary, you may change or withdraw your bid any time up to the time of the bid opening. However, after the opening, the bid may not be changed or altered in any way. If accepted, your bid/quote/proposal is considered a binding contract that you, as the bidder, will be expected to honor. No bidder may withdraw his/her bid after the time set for the opening, or before award of the contract, unless said award is delayed for a period exceeding 60 days. If for any reason you do not perform, the College can be expected to take whatever action it feels appropriate, including but not limited to removal of your name from future bid lists.

Proposers shall provide five (5) copies of their proposal and all attachments. One must be clearly designated "original" on the exterior and contain all required signatures. An electronic copy must be submitted.

All proposals must be sealed in an opaque envelope and addressed as follows:

Clackamas Community College
Attention: Elizabeth Cole, Purchasing
Barlow Hall – Business Office
19600 Molalla Avenue
Oregon City, OR 97045

In addition, the name and address of the bidder, and the proposal number and title as it appears on the cover page of these specifications must appear on the outside of said envelope (i.e. RFP1819-06 Food Services)

All proposals must be received at the Purchasing Department of Clackamas Community College, Barlow Hall – Business Office, no later than the date and time of opening specified in this document. It is entirely the responsibility of the proposer to ensure that their proposal is received at the above location prior to the time of opening. Proposals which are received after the time of opening will not be considered and will be returned to the proposer, unopened.

Submit only one proposal for consideration. Multiple proposals will be deemed non-responsive.

Facsimile transmissions or electronic submissions will not be accepted.

1.4 Submittal Acceptance

Submittals will be judged on the completeness and quality of content as described in this Request for Proposals. Only those submittals that contain complete information as required by these specifications will be considered for evaluation.

1.5 Right of Award or Rejection

Submission of a response shall indicate to the College that the proposer accepts all the terms and conditions contained in this RFP and associated documents. It is understood that all submittals shall become a part of the public file on this matter without obligation to College. The College may reject any submittal that does not comply with all the prescribed submission procedures and requirements in this Request for Proposal, and may, for good cause, reject any or all submittals, or any part of a submittal, upon a finding that it is in the public interest to do so.

1.6 Inquiries

Questions that arise during preparation of the RFP shall be submitted in writing (“writing” includes Fax and E-mail) to:

Elizabeth Cole, Purchasing
Fax: 503-722-5879
Email: elizabethc@clackamas.edu.

All questions must be received by the Purchasing Agent no later than Wednesday March 20, 2019 at 5:00 PM. All questions and answers thereto shall be provided to all Vendors via fax or email on Friday March 22, 2019 at 5:00PM.

1.7 Response Format

Each submittal shall list a responsible person and telephone number where that person can be reached if contact is necessary during the RFP review.

The proposal response forms which are a part of these specifications must be completed and returned. If you need additional space for your response, please attach pages, and number your responses to match the question numbers.

The signature sheet must be signed with ink as follows:

- 1.7.1 In the case of an individual bidder, by such individual.
- 1.7.2 In the case of a partnership, the name of the partnership must appear on the proposal sheet, and it shall be signed in the name of the partnership by at least one partner.
- 1.7.3 In the case of a corporation, the corporation name must appear on such proposal; and it shall be signed by the president or other officer who is authorized to submit bids for the corporation. There shall be set forth under the signature of such officer the name of the office they hold or the capacity in which they act for the corporation.

1.8 Schedule of Events

Advertisements for Proposals	March 8, 2019
Voluntary Pre-Proposal Meeting	March 19, 2019
Last Date for Questions	March 20, 2019
Date Questions to be answered	March 22, 2019
Proposals Due	April 11, 2019
Interviews (if needed)	TBD
Anticipated Award Date	May 1, 2019
Contract Effective Date	July 1, 2019

1.9 Contract

- 1.9.1 The term of the contract shall be three (3) years, commencing July 1, 2019, and may be renewed, at the option of the College, for up to two additional one-year periods.
- 1.9.2 The successful proposal and all terms and conditions contained in this Request for Proposals will be made part of the contract.
- 1.9.3 The management of this contract for the College will be the direct responsibility of the Campus Services.
- 1.9.4 The contract may be cancelled by either party, upon written notice delivered by Certified Mail 90 days prior to the chosen cancellation date.
- 1.9.5 In the event that the Vendor fails to carry out or comply with any of the terms and conditions of the contract, the College reserves the right to demand remedy of any failure or default within ten (10) days. In the event that the Vendor fails to remedy the failure or default within the specified period, the College shall have the right to cancel and terminate the contract without additional notice.

1.10 Interpretation of Specifications

No officer or employee of Clackamas Community College has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications without written approval from the Purchasing Office.

1.11 Prohibition of Alternations

Proposals which are incomplete or conditioned, or which contain any erasures, alternations, addition of items not called for in the itemized proposal, or that contain irregularities of any kind, which are not in conformity with the law may be rejected.

1.12 Acceptance of Conditions

Each bidder, by the submission of a proposal, assents to each and every term and condition set forth anywhere in these specifications and agrees to be bound thereby.

1.13 Resident Bidder

All bids must contain a statement as to whether the bidder is a resident bidder as defined in ORS 279A.120. It is understood that, in the selection of equipment and supplies listed herein, preference will be given articles manufactured or produced within the State of Oregon, price and quality being equal, and time required for delivery being satisfactory to the College.

1.14 Equal Employment Compliance Requirement

By submitting this proposal, the bidder certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws, shall be supplied to the College upon request for purposes of investigation to ascertain compliance with such acts, regulations and orders.

1.15 Audit of Books and Record

The College, through its representatives, shall have access at all reasonable times to the books and records of the Vendor and sub-vendors so far as they relate to the contract and the performance of the work.

1.16 Departures from Terms of Contract

No direction or approval given by the College or any representative of the College which deviates in any respect from the specifications or other contract documents shall be valid or recognized unless and until the same is reduced to writing and issued in the form of a written order over the signature of the Vice President of College Services.

1.17 Non-Assignability

Neither the Contract nor any interest of the Vendor therein can be transferred to any other person or persons without the written consent of the College, and any such attempted transfer shall be utterly void and may be treated by the College as a willful failure or refusal on the part of the Vendor to perform the Contract according to its terms and conditions.

1.18 Subcontracting

All subcontracting shall be subject to the approval of the College. The Vendor shall be wholly responsible for the performance of all sub-vendors and for their acts and omissions, and those of persons either directly or indirectly employed by them, to the same extent as for the acts and omissions of persons directly employed by the Vendor, and the fact that sub-vendors are subject to the approval of the College shall not affect the Vendor's responsibility in this regard. Nothing contained in the contract documents shall be construed to create any contract between the College and any sub-vendor.

1.19 Prohibited Interests

No official of the College who is authorized in such capacity and on the behalf of the College to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction or material supply contract, or any subcontract in connection with the furnishing of items or service for the College, shall become directly or indirectly interested personally in this contract or any part thereof. No officer, employee, architect, attorney, engineer, or inspector of or for the College who is authorized in such capacity and on behalf of the College to exercise any legislative, executive, supervisory, or other similar functions in connection with the construction or in any part thereof, items, contract, subcontract, insurance contract, or any other contract pertaining thereto, shall become directly or indirectly interested personally in this contract or any part thereof.

1.20 Reservations

The Board of Education of Clackamas Community College herein expressly reserves the following rights:

- 1.20.1 To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the College. The College does not intend to award a contract solely on the basis of any response made to this request for proposals or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the College.
- 1.20.2 To reject any or all proposals as permitted by Oregon Statute, Oregon Community College Rules of Procurement or Administrative Rule.
- 1.20.3 To consider the competency and responsibility of bidders and of their proposed sub-vendors in making the award.
- 1.20.4 In the event any bidder or bidders to whom the contract is awarded shall default in executing said formal contract or in furnishing a satisfactory Performance Bond within the time and in the manner herein specified, to re-award the contract to another bidder or bidders as provided by statute.
- 1.20.5 In the event only one proposal is received, the Purchasing Agent may, at their election, return the proposal unopened.
- 1.20.6 To make the award based on its best judgment as to which Vendor will provide services which best meets the College's needs and expectations.
- 1.20.7 To make such changes or corrections in plans, specifications, or quantities as it may deem necessary prior to the proposal opening. Vendors will be notified of such changes in writing by addenda mailed to the address on file in the College's Purchasing Department.
- 1.20.8 To cancel the contract upon written notice at any time the College, in its sole judgment, determines that the Vendor is not meeting the needs of the College.

1.21 Evaluation

The College's proposal evaluation committee will review all proposals submitted and may make on-site visitations to Vendors' current locations and/or confer with selected clients of Vendor. The evaluation committee may also schedule interviews with one or more Vendors, where Vendor may make a brief presentation and answer any questions the committee may have.

1.22 Incurred Costs

Neither the College nor its Board of Directors are liable for any costs incurred by a Vendor in the preparation of the RFP or attending an oral interview.

1.23 Protest Procedures

1.23.1 Solicitation Protest

Prospective Vendors may submit a written protest, or request for change, of particular solicitation provisions, specifications or contract terms and conditions to the college no later than seven calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request, and any

proposed changes to the solicitation provisions, specification, or contract terms and conditions. No protest against selection of a Vendor or award of a Vendor contract, because of the content of solicitation provisions, specifications or contract terms and conditions shall be considered after the deadline established for submitting such protest.

1.23.2 Selection Protest

Every Vendor who submits a bid in response to an RFP shall be informed of the proposer to whom the Vendor has been awarded. A Vendor, who has submitted a bid and claims to have been adversely affected or aggrieved by the selection of a competing Vendor, shall have seven calendar days after receiving the notice of selection to submit a written protest of the selection to the College Purchasing Agent. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked Vendor eligible for selection, i.e., the protester must claim that all other Vendors were ineligible for selection because their bids were non-responsive or the Vendors non-responsible. The College shall not consider a selection protest submitted after seven calendar days from the notice of selection.

1.23.3 Protest Review

The Purchasing Agent shall have the authority to settle or resolve a written protest submitted in accordance with sections 1.23.1 and 1.23.2. The Purchasing Agent shall promptly issue a written decision.

1.23.4 Protest Submission

All protests submissions shall be clearly identified and submitted to:

Elizabeth Cole
Purchasing
Barlow Hall – Business Office
Clackamas Community College
19600 Molalla Avenue
Oregon City OR 97045
Phone 503-594-3086

1.24 Insurance Requirements

1.24.1 Vendor shall secure, at Vendor's expense and keep in effect during the term of any Contract, **Worker's Compensation Insurance** in compliance with OR 656.017, which requires subject employers to provide Oregon worker's compensation coverage for all their subject workers.

1.24.2 Vendor shall secure, at Vendor's expense and keep in effect during the term of any Contract, **Comprehensive General Liability Insurance** with a combined single limit, or the equivalent, of not less than

___\$200,000 ___\$500,000 X\$1,000,000 ___\$2,000,000

each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the CCC, and their divisions, officers and

employees are Additional Insured but only with respect to the Vendor's services to be provided under this Contract.

- 1.24.3 Vendor shall secure, at Vendor's expense and keep in effect during the term of any Contract, **Automobile Liability Insurance** with a combined single limit, or the equivalent, of not less than Oregon Financial Responsibility Law (OR 806.060),

___ \$200,000 ___ \$500,000 X \$1,000,000

each incident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

- 1.24.4 **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Vendor or its insurer(s) to CCC.

- 1.24.5 **Certificates of Insurance.** As evidence of the insurance coverage required by this Contract, the Vendor shall furnish acceptable insurance certificates to CCC prior to issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insured. Insuring Companies or entities are subject to CCC acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to CCC. The Vendor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

1.25 **Other Government Agency Participation**

Pursuant to ORS279A.200 to ORS279A.225 and CCR.205, the bidder submitting this proposal agrees to extend the same terms, conditions and pricing to all qualified regional public agencies and members of the POCC (Participating Oregon Community Colleges). Quantities stated in this proposal reflect Clackamas Community College only. Each participating agency will execute its own contract with the lowest responsible/responsive bidder for its requirements. Participants may not make material changes to the contract terms, conditions or prices.

Any proposer, by written notification included with their proposal may decline to extend the prices and terms of this proposal to any, and/or all public agencies. Checking the box under the signature line on the last page of this proposal constitutes written notification.

SECTION 2. SCOPE OF WORK

It is the College's desire to contract with one firm capable of successfully providing dining and catering services for a period of three (3) years, utilizing the facilities located in the Community Center Building. The Vendor(s) will be responsible for providing all labor, including management, supplies, materials, and additional equipment (excluding built-in fixtures) necessary to provide the services as specified herein and in the proposal response.

CCC is seeking proposals from established food service companies that have a successful record of providing quality food and dining services to comparable institutions or organizations. However, the College will not limit this opportunity to companies that traditionally serve school systems. The College is very interested in proposals from Vendors who can think and produce outside of the traditional school dining experience box and can offer the College interesting, inventive, high quality and cost-effective dining solutions for its students, faculty, and staff. The food service program should complement and enrich the educational experience enjoyed both by students and staff.

Further, the College desires a Vendor who will work as a member of the College team to create healthy, positive, and profitable food service solution for the entire campus food and beverage needs.

a. Customer Service Driver Operation:

The College is seeking to partner with a Vendor who has a commitment and solid track record of customer service. Pleasant and courteous staff members and leadership who understands that the College desires a team approach with the Vendor and who are willing to demonstrate professional responsibility to customer service issues are desired.

b. Expected Teamwork:

The successful food services Vendor will be expected to participate collaboratively in the college community by:

1. Remaining responsive to suggestions, concerns, and changing needs of the students and staff; this means that the proposer would work towards a yes answer/solution when a new idea is proposed by CCC staff.
2. Promoting healthful eating habits and offerings; including healthier options and fresher food choices;
3. Employing environmentally sound practices;
4. Regional and ethnic food offerings;
5. Providing a good working environment;
6. Reviewing and adapting services/offerings in response to feedback from customer surveys;
7. Cooperatively co-existing with the vending services Vendors, the College's Campus Services Department, the college bookstore, and other operators with whom the College may have contracts. This includes a future potential pilot to allow intermittent food truck to provide food options on campus.
8. Allowing large food donations to the Cougar Cave for students and not counting it against food service exemptions that are limited by food service providers. Vendor will work with the College to incorporate donated food

items into the menu for the event(s); Vendor will allow for this conversation and food integration.

c. Student/Staff Demand:

Our students and staff require diverse, healthy and fresh food offerings, as well as high quality food at reasonable prices that is often in the “quick to eat” or “grab-n-go” category. The College expects that a diverse and changing menu will be provided with seasonal updates and attention paid to special holidays. Proposals should include a plan to address the food needs of students as the number one customer, but also include ideas on how to satisfy the faculty and staff of the college.

There should also be reasonable accommodations for students with food allergies. Please refer to http://www.ada.gov/lesley_university_sa.htm for more information.

d. Facilities:

The College expects that the Vendor will work to assure the quality of the dining experience, including vigorous maintenance in food preparation areas and café seating area to assure notably clean and sanitary conditions. Utilities will be provided by the College at no cost to Vendor. Vendor is not allowed to use facilities for food production for clients other than the College, unless specifically allowed by the College. The terms of this arrangement would need to be negotiated with the Vendor and incorporated into the contract.

e. Mission:

It is the College’s intention that the food services program should complement the College’s educational mission and to serve the students and staff. To accomplish this, the Vendor is requested to:

- Disseminate information and feature displays which serve to education consumer in becoming better informed and in developing healthier habits. E.g., nutritional requirements, nutritional content of food served, deception packaging and labeling of food products, etc.
- Employ environmentally sound practices which will further the College’s efforts in recycling, and water and energy conservation.
- In consideration of the environment, the College supports minimizing waste and increasing recycling efforts. The Vendor will conserve energy, reduce and recycle waste via zero-waste food preparation and dining practices, source reduction, decreased use of disposable plastic-ware, organic material composting and recycling.
- Provide a positive working environment for their employees.
- Endeavor to employ students enrolled at the College whenever possible.

f. Catering:

Vendor may provide catering services to College on campus as requested. The average amount spent on catering by the College over the last two years is \$160,000. Pricing will be based on the annually negotiated selling prices. Vendor will be flexible and work with customers who have a defined or fixed budget. Vendor will have first right of refusal for catering of all College events (paid for

with College funds/resources), non-College events and College co-sponsored events. A College co-sponsored event is one in which an outside entity partners with the College to provide the event. The college will be allowed 25 exemptions for first right of refusal over an academic year. The Vendor will allow additional exemption requests to be submitted, and Vendor will determine if the exemption request is approved. Vendor will provide a listing of approved exemption requests to the contract administrator in real time, so as soon as approved. Vendor will work to provide variety in terms of the catering menu.

g. Marketing and Website:

By August 1 of each calendar year, Vendor shall submit to the contract administrator for their prior approval, its marketing plan for the upcoming academic year. The College reserves the right to require withdrawal of any advertising or marketing item at any time. Vendor may not distribute any bulk advertising or marketing materials to the CCC community via any medium without prior consent from the College. Proposer shall provide samples of marketing materials or promotional opportunities used at other similar food service operations under their control as part of the RFP response.

Vendor shall host and support, at its sole expense, a dining services website specific to the CCC account. The site must be updated regularly and include menus, dining location, pricing, special programs, nutritional information, catering information with sample menus, frequently asked questions, operating hours, staff directory, and other important information. The website shall have an café ordering interface for customers, and the proposer should address how they will accommodate pre-payment for café orders.

h. Assessment:

The College expects Vendor to have and use sophisticated assessment tools that monitor customer satisfaction. Vendor shall be responsible for conducting semi-annual program assessments to determine customer satisfaction regarding food quality, pricing and related areas. At a minimum of once per year Vendor will conduct assessment for both general campus food service and campus catering. Results will be shared with the designated College employee within two weeks of completion of the assessment. The Vendor should provide recommendations to the contract administrator regarding adjustments they need to make based on assessment data. Proposers are asked to provide examples of past assessment methodologies used at similar food service operations under their control and any results or actions taken due to the assessment outcomes.

i. Forms of Payment:

Vendor shall provide convenient payment options to customers, including (at a minimum), cash, debit cards, master card and visa credit cards, apple pay, and google pay. Catering sales to internal departments may be charged directly to departmental accounts. The Vendor has the option of accepting checks for catering sales to non-College customers, when the services are billed directly to those non-College customers. The Vendor will address the concept of a student meal plan program that functions independently from the college, as part of their proposal.

j. Pricing:

The selling prices to be charged in College's dining outlets shall be reasonable and competitive with prices charged in comparable establishments for comparable products, similarly prepared, and of like quality and quantity. Proposed catering and a la carte prices must be submitted to the Contract Administrator for approval by August 1st of each year. Mid-year price increases are greatly discouraged and will be granted only for extraordinary reasons. Vendor shall not increase prices or reduce portions without the written approval of the College.

k. Menu Specifications:

The food ordering process and menus should be incredibly clear to customers entering the café. Menus will be updated regularly and prominently posted in the dining areas and made available via allowable college communication mediums

The purchase of food, supplies, and equipment shall meet requirements of the United States Department of Agriculture (USDA), and National Sanitation Foundation (NSF). In the absence of grade labeling, the Vendor shall provide CCC, upon request, with package labeling codes or industry accepted grade equivalent standard to verify the minimum grades specified are being provided.

The College reserves the right to review invoices to ensure that contract specifications are being met. The Vendor shall provide the College with unlimited access to any records, such as recipes, production methods, product specifications, menus and foods issued to determine that specifications were met.

The following minimum food specifications are established and shall be maintained:

- Beef and Veal, USDA Choice or better
- Ground beef/beef patties, USDA Choice or better and 100% all beef, and fat content may not exceed 20%
- Port and Lamb, USDA Grade #1
- Poultry, USDA Grade "A" or better
- Fish and/or Seafood, USDA inspected and regulated
- Frankfurters/Hot Dogs, minimum eight (8) per pound, all meat, no filler
- Eggs and Dairy Products, USDA Grade "A"
- Frozen Foods, USDA Grade "A" Fancy or better
- Fresh Fruits and Vegetables, USDA #1 Quality
- Canned Goods, USDA Grade "A" Fancy
- Fresh Produce, USDA #1 Quality
- Processed Lunch Meats, "All Meat" or Turkey Product

Bakery items shall be baked fresh on campus and delivered fresh daily; Vendor shall avoid the sale of previously frozen bakery items in the café or for catering.

l. Staffing Plan:

The Vendor will provide an estimated staffing plan needed to carry out the management and operation of the Cougar Café and catering services as part of their RFP response.

m. Financial Information:

The Vendor shall provide to the Contracts Administrator:

- A profit and loss statement for each operating unit, as well as a consolidated one for all operations by the tenth (10th) calendar day of each month for the preceding month in a format acceptable to the College.
- Any other financial information pertaining to the dining services program that the College may request from time to time.
- The Vendor shall keep the books and records for the dining and catering program in accordance with Generally Accepted Accounting Principles (GAAP) and the highest standards employed for its industry.
- The Vendor's books and records for the dining and catering programs will be audited annually by independent accountants with knowledge and experience in the industry and who are acceptable to the College. The audit will be performed at Vendor's sole expense and it will be provided to the College within one-hundred and twenty (120) calendar days after the end of the Vendor's fiscal year.

n. Capital Improvements:

The College shall own all permanent improvements made to the dining facilities by Vendor. Vendor shall participate in developing plans to add or renovate food service areas when such additions or renovations are feasible and agreed upon by the College. No renovations, additions, or alterations may be made to the dining location without prior written approval from the College.

m. Furniture, Fixtures & Equipment (FFE)

FF&E currently used for the café is owned by the College, and will be provided for Vendor's use at no cost. Repair or maintenance of College-owned items will be at the College's expense; however, Vendor will replace at its expense any College-owned equipment made inoperable by Vendor's neglect or abuse.

SECTION 3. PROPOSAL SPECIFICATIONS

3.1 Submission Requirements

Please provide the information specified below. Additional information is welcome but not required. The total length of the proposal, including attachments, should not exceed 15 double-sided pages including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of the proposer's response. Resumes of the key team individuals proposed to be involved in this project, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the 15-page limit.

A. Creative Proposals:

The College views this as an opportunity to enhance the College food service program. The College is soliciting proposals from Vendors who realize the potential of our student population and are eager to help create an interesting, atmosphere with multiple and diverse offerings.

The successful proposer will illustrate how often they will change the menu to provide diversity of offerings; this includes seasonal offerings and weekly specials in the café and through catering. The successful proposer will identify how they will incorporate ethnic food choices into their menu and how frequently. The successful proposer will identify ways to increase variety of vegetarian, gluten-free and allergen-free food.

The successful proposer will address how they would provide buffet-style bars for foods such as salads, tacos, pizza, bowl/burrito/wrap, morning oatmeal.

The successful proposer will be responsive to the affordability needs of students in terms of how they price and portion items. The college is interested in seeing proposers who are responsive to students requesting smaller portions that cost less, such as half-orders at a reduced rate.

B. Hours of Operation:

Hours of operation are expected to be based on the needs of the stakeholders of the College including students, faculty, staff and guests. Instruction at the College is delivered based on an academic year comprised of four terms. Appendix A details the significant dates of the 2019-2020 academic calendar and includes holidays and mid-term breaks for students and faculty. Note – the College administrative staff is on site throughout the calendar year.

CCC would like the café open as follows:

- 7:00 a.m. – 6:00 p.m. every weekday except during the 11-week summer term and on college holidays.
- 7:00 a.m. – 6:00 p.m. Monday – Thursday during the summer term.

If Vendor believes other hours of operation should be considered, Vendor should provide their recommendation, along with the appropriate grounding/assessment data.

C. Equipment:

As part of the proposal response, the Vendor shall address any deficiencies they see in the existing facilities and equipment. The Vendor shall include a listing of

any permanent equipment to be purchased and/or remodeling of facilities necessary to successfully implement the proposed food services.

D. Sustainability:

Proposer will address how they would adopt, accommodate and promote sustainable food service practices, such as compostable/biodegradable containers and flatware, bring-your-own-container, eco-friendly packaging, donations of leftover food to students.

E. Streamlining Service and Payment Options

Proposer will address how they might offer and structure student meal plans, pre-paid cards, and how to accept food stamps as a form of payment.

The successful proposer will demonstrate what systems they will put into place to address morning and lunchtime waits for services such as the coffee line, the grill line, and checkout line. The successful proposer should address online pre-order and pre-pay functionality, order-and-pay kiosk, and increased part-time staff during peak times. The wait times for morning coffee/espresso should be addressed, perhaps through a separate checkout line.

The successful proposer will identify a measurable standard for wait times in their proposal.

3.2 Information Required

1. Cover Letter

a. Vendor Information

- 1) Provide name, address, telephone number, fax number, email and website for the Vendor.
- 2) Provide single point of contact with phone number and email address.

2. General Quality and Innovation of Food Service Program (30 points)

- Relevant experience and qualifications of proposed staff
- Sample menus and proposed service schedule
- Proposed marketing plan
- Considerations for responsible environmental policy and practices

Ability to thrive in College environment and partner with students, faculty and staff to provide a positive and innovation food service program.

3. Demonstrated Expertise/Capability to Provide Quality Program (20 points)

- Staff resources / training program / human resources practices
- Special skills, management resources, or unique services that enhance overall food service operations
- Past experience in food operations management
- Client reference list

4. Financial Information (20 points)

- Sample menu pricing and possible specials examples
- Proposed retail commission rate to be paid to the College
- Sample College event catering pricing

- Proposed College event catering commission rate to be paid to the College
 - Proposed budget
- Sample monthly financial report (e.g. QuickBooks, etc.) (see template in Exhibit D)

5. Ability to Work with the College as it undergoes growth (15 points)
 - Operational flexibility and growth capability
 - Proposed plan for growth over the contract period
 - Coordination with college on redesign of Community Center
6. Vendor's Qualifications (15 points)
 - Number of years in business / operation
 - Ability to meet or exceed requirements in the scope of work
 - Financial stability of company

3.2.1 Submission Format

Cover Sheet

Index

Tab/Divider 1: General Quality and Innovation of Food Service Program

Tab/Divider 2: Demonstrated Expertise/Capability to Provide Quality Program

Tab/Divider 3: Financial Information

Tab/Divider 4: Ability to Work with the College as it undergoes growth

Tab/Divider 5: Vendor's Qualifications

Tab/Divider: Attachments

- a. Exhibit A: Signature Sheet
- b. Exhibit B: Certification of Non-Discrimination

Proposer's information must be presented in format order noted above and all matrixes and/or forms must be used as graphically issued and filled out completed.

3.2 Confidential Information

The proposal must identify any confidential information that the Vendor contends is exempt from disclosure under ORS 192.501 or 192.502. The College will endeavor in good faith to honor appropriate requests for exemption from disclosure, but the College reserves exclusive discretion to determine whether information qualifies for a statutory exemption. The College's obligation under this Section shall survive the selection of the Vendor.

SECTION 4. EVALUATION CRITERIA

4.1 General Information

A. CCC will award a contract to the Vendor(s) whose proposal would be most advantageous to CCC. CCC reserves the right to reject any or all proposals upon a finding that it is in the public interest to do so.

B. A Vendor Selection Committee will be appointed to evaluate the proposals received. Each of the criteria listed in subsection 4.2, Proposal Evaluation and Ranking, will be evaluated by CCC for the purpose of ranking proposals.

4.2 Evaluation Criteria

Considerations for determining whose proposal is the most qualified and advantageous to CCC based on the evaluation of value and experience meeting criteria outlined in the RFP and listed below:

- 4.2.1 General quality and innovation of food service program
- 4.2.2 Demonstrated expertise/capability to provide quality program
- 4.2.3 Financial information
- 4.2.4 Ability to work with the College as it undergoes growth
- 4.2.5 Vendor qualifications

4.3 Scoring Process

Each of the evaluation criteria has been assigned a weighted number. Members of the evaluation committee will separately score each proposal in each of the evaluation criteria.

The evaluation committee will meet and discuss the individual evaluation committee member's score. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee's discussion will result in the consolidated short list from this the pool of Vendors will be selected to be on-call for electrical services to be performed at Clackamas Community College.

4.3.1 Summary of Scored Evaluation Criteria

Scored Evaluation Criteria

- | | |
|---|-----------|
| a. General quality and innovation of food service program | 30 points |
| b. Demonstrated expertise/capability to provide quality program | 20 points |
| c. Financial information | 20 points |
| d. Ability to work with the College as it undergoes growth | 15 points |
| e. Vendor qualifications | 15 points |

Total Points	100 points
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