

SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Request for Proposal Food Service Operations

March 6, 2002

Multi-year Agreement

San Mateo County Community College District

Request for Proposal

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SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

NOTICE INVITING PROPOSALS FOR FOOD SERVICE OPERATION

Background

The San Mateo County Community College District is seeking proposals from qualified vendors to provide comprehensive food and dining services for its three colleges, Skyline College in San Bruno, Cañada College in Redwood City, and the College of San Mateo in San Mateo. The District serves the educational needs of the San Mateo County Peninsula, as well as residents of San Francisco and neighboring counties.

Enrollment

The academic and vocational programs offered by the colleges are designed to meet the educational needs of the community through thousands of courses offered at convenient times on the three college campuses. The enrollment for the 2001-2002 year follows:

| Summer 2001 | Students | Evening Students | Full-time Students | Part-time Faculty | Full-Time Faculty & Staff |
|---------------------|----------|------------------|--------------------|-------------------|---------------------------|
| Cañada | 3,323 | 1,846 | 5 | 109 | 140 |
| CSM | 5,992 | 1,979 | 93 | 187 | 329 |
| Skyline | 6,189 | 2,831 | 13 | 158 | 232 |
| Chancellor's office | | | | | 136 |
| Fall 2001 | Students | Evening Students | Full-time Students | Part-time Faculty | Full-Time Faculty & Staff |
| Cañada | 5,736 | 2,379 | 1,221 | 109 | 140 |
| CSM | 11,749 | 4,184 | 2,956 | 187 | 329 |
| Skyline | 8,439 | 4,017 | 2,100 | 158 | 232 |
| Chancellor's office | | | | | 136 |
| Spring 2002 | Students | Evening Students | Full-time Students | Part-time Faculty | Full-Time Faculty & Staff |
| Cañada | 6,217 | 2,530 | 1,269 | 109 | 158 |
| CSM | 11,882 | 4,759 | 2,782 | 187 | 350 |
| Skyline | 9,217 | 4,239 | 2,112 | 158 | 252 |
| Chancellor's office | | | | | 154 |

Enrollment at the District increased 4.6% between Fall of 2000 and Fall of 2001 and again 9.5% between Fall of 2001 and Spring of 2002.

Current Food Service Operations

The District currently holds food service contracts with GDS for College of San Mateo and Skyline College and with Mini-Café Enterprises for Cañada College. The contract with GDS expires at the end of the District’s fiscal year, June 30, 2002. GDS owns a kiosk at College of San Mateo, which they lease to Lee Brothers. Rental income is derived in this arrangement. The contract with mini-Café will expire on July 26, 2002.

The District has a five-year contract with Pepsi for beverage vending services and with Action Vending for snack vending. These contracts expire on December 31, 2006. The College of San Mateo Associated Student Body offer specialty coffee and breakfast items at a student-run coffee shop called the International Café. In addition, the District contracts with a several catering companies to serve both formal and informal catering activities.

Scope

It is the District's desire to contract with one or more firms capable of successfully providing comprehensive food and dining services at each of the three colleges. 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 food services as specified herein and in the proposal response. Vendors may elect to submit a proposal for all three or any one or more of the College campuses.

Sales

| | 1999 Sales 2000 Sales 2001 Sales | Catering Revenue | Rental Income |
|----------------|---|--------------------------------|----------------------------------|
| Cañada | 1999—July-Dec: \$52,822 2000—Jan-April: \$33,464 | | |
| CSM | 1999--\$217,182 2000--\$179,542 2001--\$146,638 | \$1621 \$25,352 \$11,638 | \$15,000 \$30,000 \$29,500 |
| Skyline | 1999--\$182,733 2000—\$184,626 2001--159,652 | 8345 \$4146 6610 | -- -- -- |

Note: Rental income is paid to GDS by Lee Brothers for the CSM kiosk operation.

Pre-Proposal Conference

Each Vendor submitting a proposal shall be responsible for inspecting the existing facilities and equipment. The Vendor shall attend the pre-proposal conference scheduled for **Wednesday March 20, 2002 at 9 a.m.** The meeting will convene at the College of San Mateo in the Staff Dining Room, Building 5. The College is located at 1700 West Hillsdale Boulevard in San Mateo. Following the pre-proposal conference will be a tour of the food service facilities at Skyline and Cañada.

Due Dates

Eight (8) copies of the Vendor's proposal and all accompanying documentation and related materials must be received by **April 10, 2002 at 2 p.m.** in the Department of General Services, San Mateo County Community

College District, 3401 CSM Drive, San Mateo, CA 94402. Indicate "RFP # 86422 Enclosed" on the lower left corner of the envelope.

It is the District's desire to complete contract negotiations with the successful vendor(s) before **Tuesday June 11, 2002**. The contract will be presented for confirmation at the June 26, 2002 San Mateo County Community College District Board meeting. The food services should be fully operational at each of the colleges at the start of the Fall semester, which begins on August 19, 2002.

Award

The District reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal or in the proposal process. Award of the contract(s) by the Board will be based upon a comprehensive review and analyses of the proposal(s), which best meet the needs of the college communities. The District will be the sole judge of the suitability of the proposed food services and the Vendor shall abide by its decision.

Bidders may not withdraw a bid for a period of one hundred and twenty (120) days after the date set for the opening of bids. The San Mateo County Community College District is an equal opportunity, affirmative action employer.

DISTRICT-WIDE COLLEGE FOOD SERVICE REQUIREMENTS AND SPECIFICATIONS

Introduction

The San Mateo County Community College District is seeking proposals from established food service companies that have a successful record of providing food and dining services to comparable institutions. The District will not limit this opportunity to companies that traditionally serve school systems. **In fact the District is very interested in proposals from vendors who think outside of the traditional cafeteria box and who can offer the District 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.

The District and the Colleges are seeking to change the nature of food service, as it is known today in the San Mateo County Community College District. The vendor should have the capability to vastly improve the diversity and quality of food offerings, to directly increase traffic and therefore revenue available to the District and to the Vendor. The District is interested in proposals that address capital improvements to the cafeteria facility and offer creative seating solutions. We want a vendor who will work as a member of the San Mateo County Community College team to create a vibrant and profitable food service solution.

Creative Proposals

The District is encouraging creative bid proposals and views this as an opportunity to spice up and improve the District food service program. Potential vendors should consider satellite operations inside or outside the cafeteria itself with a proper mix of food choices. For example, these sites may prepare fresh food, serve food made in the commissary, or may serve food purchased from outside sources such as Krispy Kreme donuts or Noah's bagels. The satellite posts may serve specialty products, ethnic cuisine, and may contain a regular outside grille station or other items. The vendor may use the existing commercial kitchen facilities as a place to produce food for the cafeteria and for satellite operations. Proposals that include satellite fast-food operations providing quick and cost effective food solutions will be considered favorably.

In addition to a straightforward cafeteria and satellite proposal for general food service, the District is looking for proposals from vendors who have experience operating multi-site food court operations in a high-energy theme setting. We envision that each campus may house either:

- a branded food court, where the vendor has employees working within a franchise operation, or
- a food court managed by a firm, who oversees various subcontracted food court operators, or
- a combination of traditional cafeteria with satellite operations and a food court set up.

Customer Service Driven Operation

The District is seeking to partner with vendors who have a commitment and a track record of customer service. Pleasant and courteous staff members and leaders who understand that the District desires a team approach with the vendor and who are willing to demonstrate professional responsibility to customer service issues are desired. The keywords are friendly, cooperative, willing, able, determined and nice.

Expected Teamwork

The successful food services vendor will be expected to participate in the college community by: interacting with the College Food Services Advisory Committees **at regular meetings**; remaining responsive to the suggestions, concerns and changing needs of the students and staff; promoting healthful eating habits; employing environmentally sound practices; providing a good working environment; and, cooperatively co-existing with the student-operated café(s) and the vending services vendors.

Proposal to Include

Each proposal shall include general information about the vendor and its operating philosophy in addition to a complete description of the program designed to meet each College's individual needs as described herein, including but not limited to:

- Samples of menu items and prices
- Hours of operation &
- Catering menus and pricing
- Proposed satellite & remote Kiosk operations
- Facility improvement plans
- Staffing plans
- Management team and culinary background information
- Promotion techniques
- Operational flexibility
- Other information the Vendor's team considers important to our decision making process.

Partnership with the Colleges

In addition to the above, the Colleges expect the vendors to include in their proposals several tax deductible, in-kind contributions in the form of complimentary hosting of college gatherings, such as awards banquets, student receptions, President's forums, scholarships or other agreed upon events. Examples of such events are listed in the College's letters, which follow this section. The exact amount of in-kind contributions is negotiable but should be part of the Vendor's proposals.

Contract Dates

The food service program must be available while classes are in session, including final exams week. The Vendor(s) should open during peak hours when high demand exists, as well as those hours during which services of a lesser scope are required. Exact hours will be determined before the contract is awarded. The chart below summarizes the availability of the commercial kitchens at each college:

| Campus | Location | Start Date |
|---------|-----------|-------------------------------------|
| CSM | Cafeteria | July 1, 2002 |
| CSM | Kiosk | July 1, 2002 Negotiable, GDS owned. |
| Cañada | Cafeteria | July 26, 2002 |
| Skyline | Cafeteria | August 9, 2002 |

Because of the short turnaround required at Skyline College and because the Cañada College contract expires in the middle of their Summer Session, arrangements will be made between the incumbent vendors, GDS & Mini-Café Enterprises and the successful vendor to make the facilities available for transition, as necessary.

Issues with food court proposal

The San Mateo County Community College District recently won a bond campaign providing \$207 million to improve campus facilities. Part of this funding will be used to create new student center space that will incorporate the food service operation. Skyline and College of San Mateo student center buildings are slated for construction in 2005, while the Cañada student services building should be completed within a five-six year period by 2008. Therefore it may prove untimely to invest capital into facilities upgrades, especially at the Skyline & CSM campuses.

Given this information, the District still is soliciting proposals from Vendors who realize the potential of our student population and are eager to help create an interesting, internal atmosphere with multiple food court options. As such, any proposal for food court management should include facilities improvement ideas, with an understanding that the burden of most of the construction costs will be borne by the vendor. As a trade-off to the inconveniences of future construction, the District and the Colleges are willing to consider a five-year contract for food court proposals, which will allow the Vendor(s) to recoup their investment over time and allow them to participate in the design programming for future SMCCCD food service space.

Student/Staff Demand

Our students and staff require quality food at reasonable prices. The students desire food that is quick to eat and in the grab-n-go category. They may purchase a quick pre-made wrapped sandwich, a good stir fry, sushi, burrito, noodle soup or a burger with fries. After lunch the students generally leave the campus to go to work or home. The staff may desire more healthy prepared food. 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 colleges.

Produce from District farmland

The District owns property in Half Moon Bay and has a farming contract with Iacopi Farms. As part of its interest in the food service program, the District has negotiated an agreement with Mr. Iacopi. The farm will supply the District food service vendors with a portion of the crops grown on the leased District property. Size and content of crops will vary by season, and delivery arrangements will be agreed upon by Mr. Iacopi and the successful vendor (s).



Existing Food Service

Currently contracted food services are provided on a daily basis Monday through Friday outside of the college's cafeteria in a food counter area located in Building 5. There is a food preparation and serving area (full-service commercial kitchen) measuring approximately 2,500 square feet. The informal dining area is approximately 8,400 square feet. Within the food dining area there are currently seven vending machines. The current food service provider uses a food counter area in front of the cafeteria. This contract is in effect through July 26, 2002.

Contracted Food Services Desired

The college would like to remove the existing (exterior to the cafeteria) food counter area (inclusive of steel frame and accordion doors) in order to contract with a food service provider who will use the full service commercial kitchen and service area in the cafeteria.

To meet the needs of its students, faculty and staff, Cañada College requires quality food services at a reasonable price. As an educational institution, the college believes its food service should contribute to its educational mission and objectives. Well-balanced, nutritional meals as well as convenience and grab and go items should be included in the daily menu. Sample menu items should include, but not necessarily be limited to:

- Soup and salad bar with fresh fruits, pasta and green salads, and low fat/nonfat dressings
- Baked potatoes with a variety of stuffing's
- Nonfat frozen yogurt and ice cream
- Made-to-order and pre-wrapped deli sandwiches
- Burritos, tacos and other easy to grab-n-go items
- Pizza & calzones
- Hamburgers, chicken burgers, turkey burgers and veggie burgers;
- Low-fat, hot entrees
- Specialty and ethnic foods, e.g., Latin, Asian, pasta dishes, steamed vegetables and vegetarian dishes.

The College desires a menu/product mix, which serves both students seeking low priced/grab-and-go items and faculty and staff desiring finer dining selections.

Hours

Classes are offered Monday through Friday starting at 8am and ending at 10pm. There are a few classes on weekends. The food services, as outlined herein, should be available to the college community at all times when classes are in session, Monday through Thursday from 8:00a.m. to 8:00 p.m., and from 8:00 a.m. to 2:00 p.m. on Fridays during the Fall and Spring semesters. Operating hours for summer sessions and during breaks can be negotiated, but will need to be in service on at least a part-time basis for all instructional days.

Enrollment

Current enrollment at the College is 3,687 day students and 2,530 evening students (total = 6,217). In addition the college community includes faculty, staff and administrators of about 250 people.

Recycling

The College is interested in participating in recycling efforts for glass, aluminum, plastic and paper products, and requires that vendor refrain from using non-recyclable/non-biodegradable, Styrofoam or similar products.

Satellite Operations

In addition to the comprehensive food services offered in the cafeteria, the College desires a second foodservice kiosk and coffee cart on campus. Location, hours and food selection can be negotiated with the college.

Catering

The college also desires a variety of catering services. The college needs catering for lunches, fairs, sporting events, theater events and other campus events. The following is a representative sampling of the annual events the vendor would be invited to submit proposals for catering services throughout the academic year:

| <u>Yearly events</u> | <u>Approximate number of people</u> |
|-----------------------------|--|
| COMMENCEMENT RECEPTION | 800 |
| HONORS RECEPTION | 110 |
| COLLEGE NIGHT | 350 |
| CAREER FAIR | 160 |
| TRANSFER FAIRS | 200 |
| ANNUAL FASHION EVENT | 500 |

Occasional events

- PRESIDENT'S RECEPTIONS
- ASSOCIATED STUDENT'S RECEPTIONS
- STAFF DEVELOPMENT LUNCHEONS
- CLASSIFIED COUNCIL RECEPTIONS
- EVENING COLLEGE RECEPTIONS

In addition the college contracts their facilities to local groups who will require catering.

College/Vendor Partnership

The College would like to work as a partner with the selected food service provider to best serve the campus for all related food services. The College requires the vendor to have a manager on campus supervising the operation. The College would like to co-sponsor campus-wide events and promotions with the vendor throughout the year. In addition, the College would like the vendor to:

- Sponsor a College scholarship in the amount of \$1000 annually.
- Co-sponsor the College's Annual Scholarship and Awards Dinner in May of each year providing a quality dinner for approximately 350 people. (NTE \$3,500 retail value products and service)

- Co-sponsor with Student Life and the Associated Students of Cañada College 4 barbeques annually. (NTE \$400 each in retail value products and services)
- Co-sponsor with the College President 4 barbeques annually for faculty, staff and managers. (NTE \$400 each in retail value products and services)

The College is willing to provide promotional support to the food service provider for regular services, catered events and special programs. This includes assisting with developing and updating a web page linked to the College's intranet to provide current information to the College community on weekly menus, operating hours, special promotions, catering menus and employment opportunities for students.

The College is seeking a minimum 3 year contract for food services and will consider a 5 year contract should the vendor agree to make capital improvements and upgrades to the current facility or add an additional kiosk or two for services. Please include such proposals in Cañada's individual proposal.

The College assures that all food service equipment in the commercial kitchen/cafeteria will be fully operational and in good repair by the commencement of Fall 2002 classes.



Background and Demographics

College of San Mateo is a comprehensive two-year community college offering Associate degree programs, vocational certificate programs and college/university transfer programs. Originally located in downtown San Mateo, the College moved to its current 134 acre campus in 1963. The College's thirty-four buildings are located across the entire campus.

The College of San Mateo currently serves 11,882 day and evening students and employs approximately 750 full-time and part-time faculty and staff.

Current Food Services Program

The main cafeteria is located in the College's Student Center (Building 5). The food preparation and service areas total approximately 4,500 square feet. Staff and student dining areas total 13,500 square feet. There are currently nine vending and video game machines in the dining areas, which are a part of a separate contract.

The satellite food services area, known as the Kiosko, is located in the center of the campus. The Kiosko area consists of a small modular food preparation facility, an exterior point of sales location, and adjacent outside tables. The modular food preparation structure is owned by the current food services vendor, and is not furnished by the District as a part of the new Food Services Contract. The utilities supplying the Kiosko are District owned, and will be furnished "as is" as a part of the contract. Any required utility improvements or upgrades considered to be necessary by the Vendor will be done, with the specific approval of the District, at Vendor expense.

The Associate Students of College of San Mateo operate the Café International which is located in the Student Services Center. This student operated coffee shop offers specialty coffees, beverages, pastries and dessert items. The College of San Mateo Bookstore sells a limited variety of candy, snack items and beverages.

Food Services Program Requirements

To meet the needs of its students, faculty and staff, College of San Mateo requires a basic comprehensive food services program at both the main cafeteria and a satellite operation at the Kiosko. The main cafeteria food services area should include the following types of food items:

- A basic breakfast menu including hot and cold items
- Soup and Salad Bar including fresh fruit
- Made to order and pre-wrapped deli sandwiches
- Hamburgers chicken, turkey burgers, veggie burgers and other made to order hot sandwiches
- Hot Entrees
- Pizza & calzones
- Daily specials and ethnic foods, i.e. tacos, burritos, pasta, Chinese dishes, etc.
- A variety of hot and cold beverages
- Snack & Dessert items

Kiosko

College of San Mateo would like to shift the emphasis of the Food Services Program from the main cafeteria area to the Kiosko. As noted above, the Kiosko structure is owned by the current Food Services Vendor. In the event of a change in Vendors, the Kiosko structure may or may not be purchased by the new Vendor. If the existing structure is purchased by a new Vendor, or is retained and operated by the current Vendor, it must be renovated and remodeled to *significantly* improve its appearance and attractiveness. If the structure is not purchased and a new structure is planned, it shall be of a size and construction that will be an improvement of the existing facility. A Catering Truck will not be an acceptable alternative to a modular structure.

The RFP response must include a detailed description of the renovation and improvements planned. The RFP response shall also address improvements in appearance to the general area immediately adjacent to the Kiosko structure that the Vendor intends to make at no cost to the District, i.e. tables, trash containers, lighting, etc.

The Kiosko food service area should include the following types of food items:

- Made to order and pre-wrapped deli sandwiches
- Hamburgers and other made to order hot sandwiches
- Burritos, tacos and other easy to grab-n-go items
- Pizza & calzones
- A variety of hot and cold beverages
- Dessert items
- Fresh fruit
- Snack items

Hours of Operation

The Main Cafeteria shall provide food services as indicated below during all Fall and Spring Semester days, including Finals Weeks, when classes are in session.

7:30 a.m. – 2:00 p.m. – Monday through Friday

The Kiosko shall be open for business as indicated below on all Fall Semester, Spring Semester and Summer Session days that classes are in session.

7:30 a.m. – 7:00 p.m. – Monday through Thursday

7:30 a.m. – 2:00 p.m. – Friday

Food Services Vendor Sponsored Events

The Food Services Vendor shall sponsor and provide in-kind catering services for the below specified College events. The value of in-kind services provided shall be retail catering prices.

- 1 Scholarship and Awards Banquet (In kind catering services valued at \$3,500)
- 6 Outdoor Student BBQ's (In kind catering services valued at \$400 per BBQ)
- 3 Faculty/Staff BBQ's (In kind catering services valued at \$400 per BBQ)

Relocation of Food Services

During the term of the contract, it is likely that the District will commence a major remodel of the Student Services Building. This remodeling project will require that the entire Student Services Building be vacated for an extended period. The Main Cafeteria Food Services Program will require relocation to a District provided temporary facility. The cost of relocating to the temporary facility will be a Vendor responsibility.



Background and Demographics

Skyline College is a comprehensive two-year community college that offers Associate of Arts and Associate of Science degrees as well as university transfer and vocational programs. The College was built on a 111-acre site in San Bruno overlooking the Pacific Ocean. Skyline's convenient location in North San Mateo County attracts students from various North County cities such as South San Francisco, Daly City, San Bruno, and Pacifica, as well as San Francisco.

The culturally and ethnically diverse student population is comprised largely of non-professional, working adults, many of whom are single parents. The majority of students holds part-time jobs and is on limited incomes; therefore, a need for wholesome, economical food exists. There are over 400 faculty and staff members employed at Skyline.

Today, Skyline's enrollment is 9217, with large populations of Asian, African American and Latino students. The student population reflects the demographics of the urban neighborhoods surrounding Skyline College. The students are proud of their individual heritages, and are very environmentally aware and health conscious. The climate is coastal and cool most of the time, lending itself to increased indoor student activity. For students and staff who take public transportation or car pool the campus food service is their only option because our campus location is isolated from other food service providers.

Existing Food Services

The cafeteria facilities at Skyline College are centrally located in Building 2, 3rd floor. (See Exhibit 4, Skyline College map). The food processing and preparation area measures approximately 2,600 square feet. The informal dining area is approximately 5,200 square feet. Within the food dining area there are currently eight vending machines.

The cafeteria is open Monday through Thursday from 7:30 a.m. to 2 p.m., 5:00pm to 9:00pm and from 7:30 a.m. to 1:00 p.m. on Fridays. Currently the food services Vendor is providing specialty coffee service near the College Theatre during the same hours as cafeteria food services are offered, Monday through Friday.

Contracted Food Services Desired

To meet the needs of its students, faculty and staff, Skyline College requires simple, yet comprehensive food services that include, but are not necessarily limited to:

- Hot and cold breakfast items
- Daily specials and ethnic foods, e.g., Filipino, Chinese, Mexican, South and Central American, as well as Japanese dishes.
- Soup and salad bar with fresh prepared fruits, pasta and green salads, and low fat dressings
- Baked potatoes with a variety of stuffing
- Hamburgers chicken, turkey burgers, veggie burgers and other made to order hot sandwiches

- Burritos, tacos and other easy to grab-n-go items
- Pizza & calzones
- Made-to-order and pre-wrapped deli sandwiches
- Hamburgers and chili
- Hot entrees, both microwave and hot-food specials
- Non-fat frozen yogurt and ice cream

Kiosk

Like the other campuses, Skyline wishes to establish a Kiosk Operations on the campus grounds to provide the students another option for quick grab-n-go products. This Kiosk will operate longer hours than the cafeteria and weekend hours during the semesters. The Kiosk will provide the Vendor with extra business opportunities that do not currently exist today. It is expected that the winning vendor will provide an appropriate facility for this auxiliary food service. The exact location and hours of the Kiosk will be determined during contract negotiations.

Coffee Operation

In addition, Skyline wishes to establish a walk up or drive through coffee operation on the grounds of the College. This coffee outlet would exist in a high traffic area to maximize service and sales to the college and to the vendor. Skyline expects the vendor to provide an enclosed coffee bar to supply this service. The College and the District reserves the approval rights for specification and architectural design of the coffee building. The location and design of the coffee hut and hours of this operation will be negotiated at contract time.

Hours

The food services, as outlined herein, should be available to the college community while the college is open. **See the attached 2002-2003 academic calendars, for dates classes are in session.** Food services must be provided Mondays through Thursdays from 7:30 am to 9:00 pm and Fridays form 7:30 am to 2:00pm. Since classes are offered on Saturdays at Skyline we would prefer a vendor who is willing to provide food services on Saturdays from 7:30 am to 2:00 pm as well. Food service operation must be offered through the conclusion of the semesters, including finals week.

The following is a representative sampling of the types of events the Vendor would be invited to cater throughout the academic year:

| <u>Yearly events</u> | <u>Approximate number of people</u> |
|-----------------------------------|-------------------------------------|
| GRADUATION RECEPTION | 1,600 |
| EXPANDING YOUR HORIZONS BREAKFAST | 1,400 |
| HONORS RECEPTION | 600 |
| WELCOME BACK RECEPTION | 100 |
| FACULTY BREAKFAST | 75 |
| SPEECH TOURNAMENT LUNCHEON | 75 |
| NEW FACULTY RECEPTION | 25 |
| CAREER FAIR BREAKFAST AND LUNCH | 75 |
| TRANSFER DAY LUNCHEON | 75 |

Occasional events

PRESIDENT'S RECEPTIONS
ADVISORY COMMITTEE RECEPTIONS
ASSOCIATED STUDENTS' RECEPTIONS
PHYSICAL EDUCATION BANQUETS
AUTOMOTIVE DEPARTMENT AWARDS BANQUET
ALUMNI ASSOCIATION RECEPTIONS
GALLERY RECEPTIONS
COMMUNITY ORGANIZATION EVENTS

Partnership

Skyline College is looking for a vendor who is willing to give back to the students and campus community. We are looking for a vendor who is willing to contribute to the college's scholarship program and sponsorship for campus events through donations of food and beverages. Types of sponsored events may include Scholarship Banquet, Associated Students BBQ's and Faculty and Staff Luncheons.

Food Service Proposal Summary

The intent of the above pages is to give the bidders enough information about the District's expectations to adequately provide us with an exciting food service proposal. What follows are the necessary legal specifications that accompany any contract proposal between the District and the Vendor(s). It is essential that the Vendor(s) read this information carefully and ensure that you can comply with the requirements set forth.

Additionally, the vendor will find a Proposal form, which should be completed and returned with the RFP.

VENDOR'S RESPONSIBILITIES

General Obligations

1. Cost of Operation

- a) Food products and kitchen supplies.
- b) Taxes, insurance, and labor, including wages, benefits, Social Security tax, Workers' Compensation and unemployment insurance.
- c) All linens, towels, and laundry service, and disposable supplies including paper plates, cups and utensils.
- d) Uniforms.
- e) Routine sanitation and cleaning of kitchen and service equipment necessary to the operation of food services.
- f) Replacement of District china, glassware, silverware and other small items as agreed upon at time of inventory.
- g) Telephone expenses and office supplies.
- h) Transportation and vehicle costs required for food service operation.
- i) Vendor will abide by all District contracts regarding food and beverage products; in particular vendor will agree to carry Pepsi products, as specified in our vending contract. The Pepsi contract is a five-year contract and expires on December 31, 2006.

2. Mission

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

- Disseminate information and feature displays which serve to educate consumers in becoming better informed and in developing healthier habits, e.g., nutritional requirements, nutritional content of foods served, deceptive packaging and labeling of food products, etc.
- Employ environmentally sound practices which will further the Colleges' and the District's efforts in recycling, and water and utility conservation.
- In consideration of the environment, the District supports and in fact is mandated by the state to cut wastes and comply with recycling efforts.
- Provide a good working environment for their employees.
- Endeavor to employ students enrolled at the Colleges whenever possible.
- Participate in the District's web page to advertise catering menus, daily specials and convey important information to the District at large.

3. Catering

Vendor(s) will provide a full & creative catering menu for college events. The Colleges reserve the right to work with the Vendor on catering menu and to collaboratively determine catering pricing. The Vendor shall be given consideration to cater college-sponsored events as described herein. Major events may be bid between two catering vendors and the chosen food service Vendor. In the event that the colleges are dissatisfied with catering options of the Vendor, the colleges may enter into catering contracts with catering companies, other than the selected food service Vendor.

However, the winning Vendor will be given the opportunity to bid and is encouraged to bid on all college; district or foundation sponsored catering events. The Vendor should be in an enviable position for gaining catering business and will promote the food service business at large, if catering is executed to high level of professionalism and culinary taste and presentation. In addition to on-site catering, the Vendor must be able to provide catering for college, district and foundation sponsored events on off-site locations. The District, as represented by official student clubs and college activities, reserves the right to hold food sale fundraisers.

4. Cleanliness

The Vendor shall be responsible for cleanliness of the kitchen, including facilities and fixed equipment, preparation and serving areas. **This includes the bussing and cleaning of table tops in the main cafeteria dining areas.** Sanitation grades, less than grade A, will be unacceptable and negligence to sanitation will result in contract default on the Vendor's behalf. The auxiliary committee is charged with the task to examine sanitation reports and perform spot checks on the Vendor. The Vendor shall be responsible for the keeping an area of 30 feet around any satellite services facilities clean and free of debris.

5. Accounting

The Vendor shall be responsible for collection, retention and accounting of all monies from sales in the food service operation. The Vendor shall maintain financial procedures and record keeping in accordance with generally accepted accounting principals, and shall make said financial records and supporting documents available for inspection, reproduction and audit by the District at its request.

The Vendor shall maintain separate records for the three colleges, and shall remit to the District, monthly payments or commissions identified by Colleges, by the tenth (10th) calendar day following the close of each month.

The accounting period for the operation of food services shall be July 1 - June 30, and all accounting records and statements will be based upon that period. The Vendor shall supply the District, the college business offices and the VP of Student Services at each college with a Profit and Loss Statement for each College, and copies of audited annual financial statements. For the first year these reports should be presented monthly.

6. International Café

As noted herein, the College of San Mateo has a student-operated cafe as part of the instructional program. The District will negotiate with the winning Vendor at contract to prevent duplication of specialty products sold by the International café. The Vendor and the students operating the cafe will jointly use limited portions of the food preparation area, storage and serving facilities. Provisions to accommodate this joint use will be negotiated and included in the final contract.

7. Auxiliary Services Advisor Committee

Each College has established a College Auxiliary Services Advisory Committee, whose function is to maximize customer satisfaction with auxiliary operations, including food services. The College Committee will evaluate the food services and catering options offered to meet the continuing needs of the college community and shall provide feedback to the District Auxiliary Services Advisory Committee. On a quarterly basis, the Vendor must participate in the College and/or District Committees to hear suggestions and concerns regarding its service. The Committees shall participate in developing policies

for the food-service operation, quality control, and menu offerings of the food services Vendor. The effort to constantly improve the quality and pricing of the food service program shall be deemed a collaborative effort between the Colleges and the Vendor.

8. Vendor Self Improvement

In addition, the Vendor shall conduct a specific and continuing program of inquiry and evaluation through campus meetings and "how did we do?" comment cards to determine the level of satisfaction of the students and the college community with the food services offered. The results of this inquiry and evaluation process shall be shared with the College and District Auxiliary Services Advisory Committees and the District contract administrator on a regular basis.

9. Licensing

The Vendor shall comply with all Federal, State and local health and sanitation regulations, and licensing requirements relating to personnel and maintenance of the kitchens, dining rooms, storage areas, clothing, etc.

It is expressly understood that the Vendor assumes sole responsibility of observance of, and so observes and complies with all provisions of Federal, State, and local laws governing or relating to the operation of food services.

10. Fair Labor Standards

The Vendor agrees to comply with all Federal, State and local regulations governing or relating to conditions of employment for its employees, including, but not limited to, the Fair Labor Standards Act, the Employee-Right-to-Know Program, Americans with Disabilities Act, and the Employee Injury and Illness Prevention Program.

As required of all District employees, employees of the Vendor(s), prior to being assigned to work under this contract, shall be ~~finger printed and tested free from tuberculosis~~. The Vendor's employees shall at all times abide by the District's Rules and Regulations while on the District's premises.

11. Fidelity Bond

The Vendor shall obtain and keep in effect, a ten thousand dollar (\$10,000) blanket fidelity bond covering each employee during the term of the contract.

12. Liquidated Damages

Food services shall be implemented and fully operational at each of the Colleges for the beginning of the Fall semester in August, 2002. If the food services are not fully operational by this time, it is understood that the District will suffer damage. It is agreed that Vendor shall pay to District as fixed and liquidated damages, and not as a penalty, the sum of five-hundred dollars (\$500.00) per day for each calendar day of delay until the food services program is fully operational as specified herein. Vendor and his surety shall be liable for the amount thereof.

The Vendor shall not be charged liquidated damages because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Vendor including, but not restricted to: acts of God or of public enemy; acts of Government; acts of District or anyone employed by him, or acts of

another Vendor in performance of a contract with the District; fires; floods; epidemics; quarantine restrictions; strikes; freight embargoes; or, unusually severe weather. Vendor shall within three (3) days of the beginning of any such delay (unless the District grants a further period of time prior to date of final settlement of the contract) notify the District in writing of causes of delay; thereupon the District shall ascertain the facts and extent of delay and grant extension of time for implementation of food services when, in its judgment, the findings of fact justify such an extension. In case of a continuing cause of delay, only one claim is necessary.

13. Assignment

The Vendor shall not assign this contract or any part thereof without prior written consent of the District.

14. Promotion

In no instance will the District/College name be used by the Vendor in connection with any advertising or promotion *without the specific written permission* of the District.

15. Legal Entity Change

Should a change be contemplated in the name or nature of the Vendor's legal entity, the Vendor shall first notify the District in order that proper steps may be taken to have the change reflected in the contract documents.

16. Termination

In the event the Vendor fails to carry out or comply with any of the terms and conditions of the established contract, then the District may, without prejudice to any other right or remedy, serve written notice upon him and his surety of intention to terminate this contract, such notice to contain the reasons for such intention to terminate, and unless within ten (10) days after the service of such notice such condition shall cease or such violation shall cease and satisfactory arrangements for the correction thereof be made, this contract shall upon the expiration of said ten (10) days, cease and terminate.

In such case, it shall be incumbent on the Vendor to continue operation until relieved by a subsequent food service Vendor chosen by the District (not to exceed ninety (90) days). The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the District.

17. Insurance requirements

During the term of the contract, the Vendor shall maintain, at his sole expense, minimum insurance coverage as follows:

- a. Comprehensive General Liability Insurance including coverage for Premises/Operations, Products/Completed Operations, Independent Vendors, Contractual and Personal Liability at a combined single limit of \$2,000,000 per Bodily Injury and Property Damage, and;
- b. Comprehensive Automobile Liability Insurance covering owned, hired and non-owned vehicles at a combined single limit of \$2,000,000 per Bodily Injury and Property Damage.
- c. In lieu of a and b above, the Vendor at his option may carry a combination policy including Comprehensive General Liability and Comprehensive Automobile Liability Insurance with a combined single limit of not less than \$2,000,000 per occurrence on Bodily Injury and Property Damage.

- d. Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

The Vendor's insurance carrier must be approved by the District and carry an "A" rating.

18. Proof of Insurance

Proof of insurance shall be delivered to the Department of General Services prior to the contract beginning date.

- a. Certificates and insurance policies shall include the following clause:
"This policy shall not be canceled or reduced in required limits of liability or an amount of insurance until notice has been mailed to the District. Date of cancellation or reduction may not be less than thirty (30) days after date of mailing notice."
- b. Certificates of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, and cancellation and reduction notice.
- c. Certificates of insurance shall clearly state that the District and its officers, agents, employees and servants are named as an additional insured under the policy described and that such insurance afforded thereby to the District, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the District, or its officers and employees have other insurance or self-insurance against a loss covered by such a policy, such other insurance shall be excess insurance only. Vendor shall provide District with the endorsement to the policy that names District as additional insured.

19. Indemnification

The Vendor, at its expense, shall indemnify the District from and defend or settle any claim or action brought against the District to the extent that it is based on a claim that any services furnished hereunder infringed any patented or unpatented invention, copyright, trademark, service mark, trade secret, process, article, appliance manufactured or used or other legally protected proprietary right. The Vendor shall pay all costs, fees (including attorneys' fees) and damages which may be incurred by the District for any such claim or action or settlement thereof.

20. Taxes

The Vendor assumes complete liability for all taxes applicable to the operations, income and transactions of the Vendor. The District shall not be liable and will not make reimbursement to the Vendor for any tax imposed either directly or indirectly upon the Vendor by any authority by reason of the contract or otherwise.

The Vendor recognizes and understands that the contract may create possessor interest subject to property taxation and that the Vendor may be subject to the payment of property tax levied on such interests.

INFORMATION TO VENDORS

- 1) **Definitions.** The District, the Colleges and the Vendor are those named as such in the contract documents and are referred to as if each were of the singular number and masculine gender.
- 2) **Preparation of Proposal.** The District invites proposals on the form attached to be submitted to the Department of General Services at the San Mateo County Community College District by **2:00 p.m. on April 10, 2002**. All proposals shall be submitted in sealed envelopes bearing on the outside the name and address of the Vendor and the designation "Bid #86422 Enclosed". It is the sole responsibility of the Vendor to see that his proposal is received in proper time.
- 3) **Signature.** The proposal must be signed in the name of the Vendor and must bear the signature in longhand of the person or persons duly authorized to sign the proposal on behalf of the Vendor.
- 4) **Erasures.** The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the persons signing the proposal.
- 5) **Examination of Site and Contract Documents.** Vendors shall be required to attend the pre-proposal conference scheduled for 9:00 a.m. on Wednesday March 20, 2002, after which the cafeteria facilities at each of the colleges will be toured. Each Vendor shall visit the cafeteria facilities at the colleges and fully acquaint himself with the conditions, difficulties and restrictions under which the services are to be provided. The failure or omission of any Vendor to receive or examine any contract document, form, instrument, addendum or other document or to visit the site and acquaint himself with conditions there existing shall in no way relieve any Vendor from any obligation with respect to his proposal or to the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.
- 6) **Additional Site Visits.** Vendors are encouraged to *re-visit* each of the Colleges after the pre-proposal conference and tour to familiarize themselves with the student populations, the existing facilities and the conditions under which the services are to be performed. Vendors are asked to advise the Colleges as to when they will be visiting the campuses so that arrangements may be made to have personnel available to assist the vendors and answer questions. The personnel to contact at each campus will be provided to Vendors at the pre-proposal conference.
- 7) **Equipment.** As part of the proposal response, the Vendor shall address any deficiencies 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 implement the proposed food services. While the cost and provision of these items are not to be included in the base proposal, they will be considered during the review of proposals and addressed during contract negotiations.
- 8) **Facilities.** The District and the colleges expect that vendor will work to improve the quality of the dining experience, including redesign the of the interior space. Some funding from the District cafeteria fund may be used to assist in this redesign, but the District & the colleges will consider proposals that include improvements favorably. In addition any satellite or Kiosk operations, in particular newly constructed facilities must meet the approval of the District. The kiosk operations should be architecturally interesting and constructed in a nature to encourage al fresco dining,.

- 9) **Withdrawal of Proposals.** Any Vendor may withdraw his proposal either personally or by written request at any time prior to the scheduled closing time for the receipt of proposals.
- 10) **References.** The Vendor shall include with its proposal response a minimum of five (5) customer references from educational or comparable institutions for which it has successfully provided food and dining services for a minimum period of three (3) years. The references shall include the following, minimum information: firm name, contact name, complete address, email address and telephone number, type of service provided, and length of contract.
- 11) **Subcontractors.** If the Vendor proposes sub-contracting any portion of the services proposed, the Vendor shall include references from comparable institutions for which the subcontractor has successfully provided food and dining services. Vendor may not subcontract its obligations under this Contract without District's prior written consent. Vendor shall indicate the name and location of the place of business of each subcontractor who will perform services to the Vendor. Vendor shall ensure that the food services provided by subcontractor meet with the high standards anticipated herein, and shall provide verifiable evidence of subcontractor's qualifications for proposed services. Vendor shall remain liable for the full performance of the provisions of the Contract, notwithstanding any such subcontract.
- Vendor agrees that before any subcontractor begins work on the premises it will provide District with a Certificate of Insurance verifying that the insurance required pursuant to Paragraphs 17 and 18 of the General Conditions is in full force and effect.
 - Vendor agrees that it will secure and provide to District prior to the subcontractor beginning work on the premises, a statement evidencing said subcontractor's contract to comply with all terms of the Contract and a copy of the Vendor's contract with the subcontractor, which contract shall contain a provision incorporating by reference the terms and conditions of the Contract.
- 12) **District visits to Vendors.** Prior to final contract award, District reserves the right to visit the facilities of Vendor-provided, customer references to observe Vendor's or subcontractor's food services in operation.
- 13) **Project Schedule.** The successful Vendor will be required to prepare and furnish to the District, prior to the execution of the contract, a progress schedule for the District's approval to be made part of the contract. The schedule shall indicate in detail the estimated time-line for completion of all phases of work under the contract to have food services fully operational at each of the colleges for the beginning of the Fall semester, **August 19, 2002.**
- 14) **Contract Terms & Conditions.** By submission of a proposal, Vendor agrees to abide by the terms and conditions of the proposal and contract documents. Any exceptions by the Vendor shall be clearly noted in the proposal response and alternate language shall be proposed therein. Any and all agreements, forms, etc. that the Vendor would require the District to sign and approve in the event of the award of contract must be included with the proposal response.
- 15) **Evidence of Responsibility.** As part of the proposal, the Vendor shall submit satisfactory evidence showing the Vendor's financial resources, contracted food service experience, organization and plant facilities, and management and human resources available for the performance of the contract.
- 16) **Interpretation of Documents.** If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications, general conditions or other contract documents, or finds discrepancies in, or omissions from the specifications, he/she may submit to the District a written request

for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of the contract documents. No person is authorized to make any oral interpretation of any provision in the contract documents to any Vendor, and no Vendor is authorized to rely on any such unauthorized oral interpretation. Such requests shall be in writing and directed to:

Rick Bennett, Director of General Services, San Mateo Community College District, at
bennetr@smccd.net.

Mailing address: 3401 CSM Drive San Mateo, Ca 94402 Phone: 650-358-6752

17) Proposal Evaluation Criteria. Proposals will be evaluated according to criteria related to each specific college's needs, and the willingness of the Vendors to partner with each college. We will consider the quality and variety of the menu, student/staff satisfaction measurement methods, the company's qualifications such as management, staffing, financial stability, and the financial terms and conditions of the proposal. In addition we will evaluate how each company proposes to improve the existing facilities. The following criteria for evaluation are to be considered illustrative and not exclusive:

- i) The quality, nutritional value, comprehensiveness, variety, ethnicity and cost of the menu items proposed.
- ii) The proposed hours of operation at the main cafeteria facilities, any satellite operations, or kiosks proposed.
- iii) The proposed menu selection, method of delivery and hours of operation for satellite service operators and off-peak hour's service.
- iv) The proposed staffing plans for each of the College cafeterias, including the commitment of on-site Management.
- v) The credentials of unit management personnel, including the Vendor's background and any culinary education.
- vi) Comprehensive evaluation of financial terms and conditions, including the proposed commission schedule and financial contribution offered to cover cost of pro-rated utilities (electricity, gas, and water) for operation of food services.
- vii) Vendor's proposed method of self-evaluation to insure the food services program continues to meet the changing needs of the college community.
- viii) Vendor's projected schedule for implementation of food services by August 19, the beginning of fall session 2002.
- ix) The responses of former and current clients in terms of expectations, delivery of services, quality of food services and staff, compliance with State and local health regulations, adherence to schedule, ability of vendor's management to converse verbally and in writing with people of diverse cultures, and general overall satisfaction with Vendor performance.
- x) Financial stability of the company and the financial capability to perform a contract of the scope required.
- xi) Previous experience of the Vendor and each specified subcontractor in providing food services similar in nature and scope to other comparable agencies.
- xii) Catering menu pricing and offerings.
- xiii) Ability to execute short notice events.
- xiv) Proposed facility improvements.

18) Workers' Compensation. In accordance with the provisions of Section 3700 of the Labor Code, the Vendor shall secure the payment of compensation to his employees. The Vendor shall sign and file with

District the following form. The form of such certificate is included as part of the contract documents and shall be submitted by the Vendor with the proposal response.

- 19) **Non-responsive Proposals.** Proposals submitted by firms that do not satisfactorily meet the above criteria may be rejected as non-responsive and may not be considered for an award.
- 20) **Forfeiture for Failure to Execute Contract.** In the event the Vendor to whom an award is made fails or refuses to execute the contract within 10 calendar days from the date of receiving notification that he is the Vendor to whom the contract is awarded, the District may award the contract to another Vendor, or may call for new proposals.
- 21) **Non-Discrimination.** The San Mateo County Community College District is an equal opportunity/affirmative action employer. By submission of a proposal, the Vendor certifies that he is in compliance with the Equal Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act, the American Disabilities Act, and any other Federal or State laws and regulations related to Equal Employment Opportunity and Affirmative Action. In addition, the Vendor agrees to require like compliance by any subcontractors employed by him.
- 22) **Contract Term** The contract term is three (3) years with negotiable extensions annually for two (2) additional years, provided the Vendor's performance under the contract has been satisfactory to the District and the colleges. Proposals can be drafted and will be considered for periods longer than three years if the Vendor(s) is willing to invest capital to improve the campus cafeteria facilities and establish a food court operation, or to establish several satellite or kiosk locations. The contracts beginning dates have been discussed earlier in this document and will be dependant on several factors at each college. The Vendor should keep in mind the future construction and possible location changes. The contract shall be cancelable by either party upon giving six (6) month written notice prior to the end of the term of the contract.
- 23) **Response & Award** Bid response shall be made on company letterhead and signed by the appropriate company officials. The Proposal form (page 26) should also be returned with the bid. This form can be entered online and printed for physical signature. Both shall be received into the Dept of General Service, 3401 CSM Drive, San Mateo, CA 94402 no later than **2pm Wednesday April 10.**
- 24) **Contract Award.** The District reserves the right to reject any or all proposals, or to waive any irregularities or informalities in any proposals or in the process. Subject to the right to reject any and all proposals, the District reserves the right to a) award the entire contract to one Vendor, or b) award separate contracts for food services at each College or at any combination of the three Colleges. The planned date for a decision on the 2002 RFP for food services will be made no later the week of June . The necessary board approval will take place on Wednesday June 26, 2002, with the award taking place on June 27.

DISTRICT & COLLEGE'S RESPONSIBILITIES

1. The District & each college shall provide, as mutually agreed, the space and facilities reasonably required by the Vendor for the efficient operation of its food services, all of which shall be and remain the sole property of the District & the Colleges. The District & the Colleges shall provide all necessary keys to insure the Vendor's supervisory personnel have adequate access to the food service and preparation areas.
2. Each College shall name an administrative liaison to function as the Vendor's primary contact for daily operations. In addition, the District shall designate one administrator who has final responsibility for administration of the contract and resolution of any disputes.
3. The District & the Colleges reserve the right to have designated representatives review, inspect and evaluate the operation and condition of the food service and facilities at any time with respect to the quantity, quality, grades and nutritional value of food proposed for purchase, the methods of service, the prices of menu offerings, the hours of service, and sanitation and maintenance of facilities and equipment, all of which shall be maintained at levels satisfactory to the District & the Colleges. The District & the Colleges shall have input on the menu cycle and selection, both for the food service menu and the catering menu. We reserve the right to approve any changes in menu or schedule other than those mentioned in this contract.
4. The District & the Colleges will furnish services of the maintenance staff, as required for the proper maintenance and repair of facilities and the fixed equipment used in the operation thereof. In addition, the District & the Colleges shall provide custodial services, garbage/trash removal, and pest control/exterminator service
5. The District & the Colleges shall be responsible for maintenance and repair of the building and of all plumbing, heating, air conditioning, and electrical systems necessary to the operation of the building. The District will provide care of the outside areas and periodically wash and clean the exterior windows, walls, and interior windows in the kitchen and dining areas.
6. The District & the Colleges shall make major capital purchases, replacements or additions, to the buildings as is necessary at the discretion of the District & the Colleges.
7. The District & the Colleges reserve the right of authorized Administrative Services personnel, or authorized representatives thereof, to conduct unannounced audits of cash control procedures, and financial reporting practices of the Vendor.
8. The District & the Colleges are responsible to ensure that all food service equipment is operational at start-up and throughout the term of the contract.

EXHIBITS ATTACHED

Proposal Form, Non-Collusion Affidavit, Workman's Comp Form
College Maps

Copies of this RFP can be obtained by emailing requests to districtbids@smccd.net.

PROPOSAL FORM AND STATEMENT OF COMMISSION

To: The San Mateo County Community College District, acting by and through its Governing Board, herein called the "District."

1. Pursuant to and in compliance with your Notice Inviting Proposals and the other documents relating thereto, the undersigned Contractor, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract and the cost of providing services where the services are to be offered, and with the specifications, general conditions and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, management, materials, supplies, utensils, expendable equipment, and transportation services necessary to perform the contract and implement in a professional manner all of the work required in connection with:

Provision of Food Services for College(s) as Proposed Herein

All in strict conformity with the specifications, general conditions and other contract documents on file at the Department of General Services of said District, and to make monthly commission payments to the District in the amount of _____ % of net sales (gross sales less sales tax), or _____ per year for CSM, _____ per year for Skyline and _____ per year for Cañada, whichever is greater.

2. Attached to and by this reference hereby made part of this proposal are the following items:
 - a) Overview of Contractor's company, including statement of operating philosophy, and background information such as financial resources, experience, organization and plant facilities, and management and human resources available for the performance of the contract.
 - b) Creative proposals of the Contractor's food service program recommendations for each College, including, but not limited to: menu items; prices; hours of operation; satellite services; kiosks; food court proposals; and events catering.
 - c) Staffing and management plan at each college cafeteria for which food service provision is proposed, preferably including an organization chart of contractor's management team and key personnel.
 - d) Statement of Contractor's philosophy and intentions to participate in the college community by: interacting with the College Food Services Advisory Committees; remaining responsive to the suggestions, concerns and changing needs of the students and staff; promoting healthful eating habits; employing environmentally sound practices; providing a good working environment; promoting employment of students; and, cooperatively co-existing with the student-operated café(s) and the vending services Contractor.
 - e) Statement detailing the commission to be paid to the colleges.

- f) Plan to comply with corporate sponsorship programs. Details of how the Contractor is willing to forge a partnership with each college and the amount of in-kind contributions to which the Contractor will commit.
- g) Contractor's recommendations for additional equipment and/or remodeling of facilities necessary to successfully implement food service operations.
- h) Contractor's summary of the capital improvements they are willing to make on behalf of the District.
- i) Contractor's proposed method for determining the level of customer satisfaction and securing customer input, including customer comment cards, specifically as possible citing successful programs at other institutions.
- j) Contractor's ability to cite verifiable examples of successful programs at comparable institutions through client references.
- k) Pro-forma copy financial statements to be submitted to the District with copies of applicable commission checks or rental payments.
- l) Statement of Contractor's compliance with the terms and conditions of the proposal and contract; any exceptions by the Contractor shall be clearly noted and Contractor shall include proposed alternate language. Any and all agreements, forms, etc. that the Contractor would require the District to sign and approve in the event of the award of contract must be included with the proposal response.
- m) List of subcontractors who will perform services to the Contractor in performance of the contract. Information is to include company Name, location of business and customer references.
- n) Statement of financial contribution offered to cover cost of utilities (electricity, gas, and water) for operation of food services.
- o) Additional information deemed appropriate by Contractor to emphasize the features of the proposal which make it unique and different, and why the District should select the proposal.
- p) Agree to liquidated damages section.

3. It is understood that the District reserves the right to reject any proposal. This proposal shall remain open and not be withdrawn for a period of one-hundred and twenty (120) days.

4. It is understood and agreed that if written notice of the acceptance of this proposal is mailed, faxed, or delivered to the undersigned after the opening of the proposal, and within the time this proposal is required to remain open, or at any time thereafter before this proposal is withdrawn, the undersigned will execute and deliver to the District a contract in the form attached hereto in accordance with the proposal as accepted, and that he will also furnish and deliver to the District the **Performance Bond and Certificates of Insurance, as specified, all within 10 calendar days after receipt of notification of award**, and that the implementation of services under the contract shall be completed and fully operational by

the undersigned Contractor, if awarded the contract, for the beginning of the Fall semester in August, 2002.

6. All notices or other correspondence should be addressed to the undersigned at the address stated below.

7. The names of all persons interested in the foregoing proposal as principals are as follows:

Name:

Name:

(IMPORTANT NOTICE: If Contractor or other interested person is a corporation, state the legal name of corporation, also the names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state the true name of firm, also the names of all individual co-partners composing the firm; if the Contractor or other interested person is an individual, state first and last names in full.)

Note: If Contractor is a corporation, the legal name of the corporation shall be set forth below together with the signature of authorized officers or agents and the document shall bear the corporate seal; if Contractor is a partnership, the true name of the firm shall be set forth below together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Contractor is an individual, his signature shall be placed below.

Name:

Address:

Name:

Address:

Proper Name of Contractor

Date:

By

(Signature of Contractor)

Street Address:

City, State, Zip:

Telephone Number:

Contractor's Seal:

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

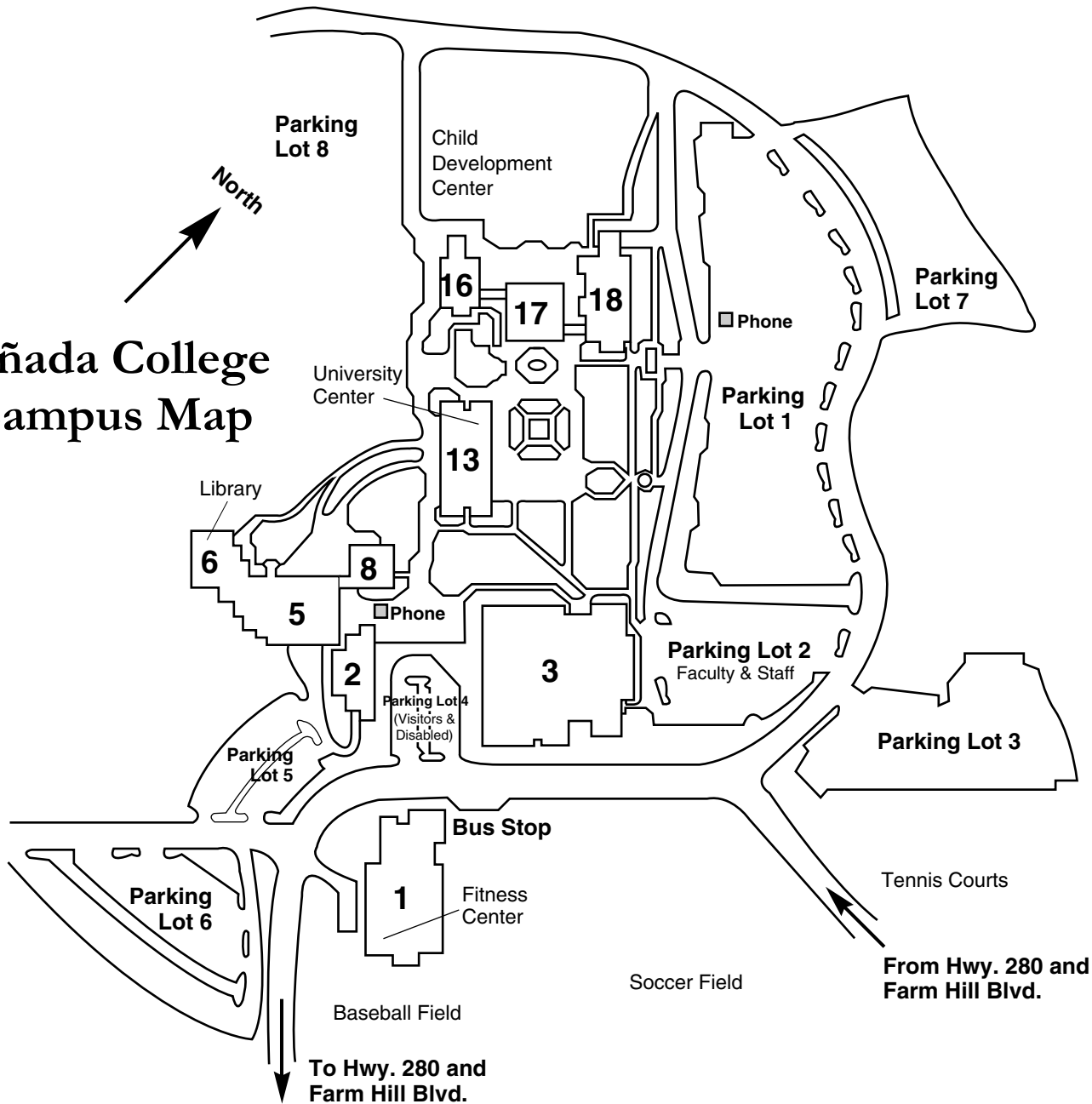
I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

The above form must be executed by the Contractor and returned with the RFP.



Cañada College Campus Map



North

Parking Lot 8

Child Development Center

16

17

18

Phone

Parking Lot 7

University Center

Parking Lot 1

13

Library

6

8

5

Phone

2

3

Parking Lot 2
Faculty & Staff

Parking Lot 4
(Visitors & Disabled)

Parking Lot 3

Parking Lot 5

Bus Stop

Parking Lot 6

1

Fitness Center

Tennis Courts

Soccer Field

Baseball Field

From Hwy. 280 and Farm Hill Blvd.

To Hwy. 280 and Farm Hill Blvd.

2002-2003 ACADEMIC CALENDAR

FALL 2002

| JULY 2002 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| AUGUST 2002 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2002 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| OCTOBER 2002 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| NOVEMBER 2002 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER 2002 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| JANUARY 2003 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SPRING 2003

| FEBRUARY 2003 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| MARCH 2003 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| APRIL 2003 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| MAY 2003 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SUMMER 2003

| JUNE 2003 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| JULY 2003 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| AUGUST 2003 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |



EVENING ONLY RECESS



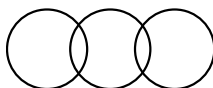
FLEX DAY



DECLARED RECESS



FINAL EXAMS DAY AND EVENING



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

Academic Calendar 2002-2003

FALL SEMESTER 2002 (87 Total Days, 84 Instructional Days including 5 Final Days, plus 3 Flex Days)

| | | |
|--|-----------|---|
| August | 14, 15,16 |Faculty Flex Days (No Classes) |
| August | 19 |Day and Evening Classes Begin |
| August | 30 |Last Day to DROP Semester Length Classes With Eligibility for Partial Refund |
| August | 30 |Last Day to ADD Semester Length Classes |
| August | 31 |Declared Recess |
| September | 1 |Declared Recess |
| September | 2 |Labor Day (HOLIDAY) |
| September | 9 |Census Day |
| September | 13 |Last Day to DROP Semester Length Classes Without Appearing on Record |
| October | 4 |Last Day to Apply for Degree – Certificate |
| November | 9 & 10 |Declared Recess |
| November | 11 |Veterans' Day (HOLIDAY) |
| November | 15 |Last Day to WITHDRAW from Semester Length Classes |
| November | 27 |Declared Recess – Evening Courses ONLY |
| November | 28 |Thanksgiving Day (HOLIDAY) |
| November | 29 & 30 |Declared Recess |
| December | 1 |Declared Recess |
| December | 12-18 |Final Examinations (Day and Evening Classes) |
| December | 18 |Day and Evening Classes End |
| December | 24, 25 |Declared HOLIDAYS |
| December | 31 |Declared HOLIDAY |
| Floating Winter Holiday (Mutually Agreed Upon Paid Holiday During Recess Period for all Classified/Administrators/Manager) | | |

SPRING SEMESTER 2003 (88 Total Days, 87 Instructional Days including 5 Final Days, plus 1 Flex Day)

| | | |
|----------|---------|--|
| January | 1 |Declared HOLIDAY |
| January | 13 |Day and Evening Classes Begin |
| January | 18 & 19 |Declared Recess |
| January | 20 |Martin Luther King Jr. Day (HOLIDAY) |
| January | 27 |Last Day to DROP Semester Length Classes With Eligibility for Partial Refund |
| January | 27 |Last Day to ADD Semester Length Classes |
| February | 3 |Census Day |
| February | 6 |Last Day to DROP Semester Length Classes Without Appearing on Record |
| February | 13 |Last Day to Apply for Degree – Certificate |
| February | 14 |Lincoln's Birthday (HOLIDAY) |
| February | 15 & 16 |Declared Recess |
| February | 17 |Presidents' Day (HOLIDAY) |
| April | 14-20 |Spring Recess |
| April | 18 |Friday of Spring Recess (Declared HOLIDAY) |
| April | 23 |Last Day to WITHDRAW From Semester Length Classes |
| May | 17-23 |Final Examinations (Day and Evening Classes) |
| May | 23 |Day and Evening Classes Close |
| May | 24 & 25 |Declared Recess |
| May | 26 |Memorial Day (HOLIDAY) |
| May | 27 |***Faculty Flex Day (No Classes) |

***This Flex Day may be taken as an **Optional Individual Professional Activity Day** during the academic year, either before or after the semester, on weekends, or recess periods, **excluding** days of instruction, Monday through Friday. Faculty who are unable or choose not to attend an **Optional Individual Professional Activity** may participate in a scheduled Flex Day activity on May 27, 2003.

SUMMER SESSION 2003

| | | |
|--------|-------|---------------------------------------|
| June | 16 |Day & Evening Classes Begin |
| July | 4 |Independence Day (HOLIDAY) |
| July | 5 & 6 |Declared Recess |
| July | 25 |Six Week Session Classes Close |
| August | 8 |Eight Week Session Classes Close |

Approved by the Board of Trustees on 10/24/01