

Issue Date: 2-3-12



**REQUEST FOR PROPOSALS #CC329-12**

**Casper College  
Campus Food Service Operations**

NOTICE IS HEREBY GIVEN that Casper College is accepting sealed proposals for our Food Service Operations on campus.

**SEALED PROPOSALS MUST BE IN THE POSSESSION OF THE CASPER COLLEGE PURCHASING DEPARTMENT BY NO LATER THAN:  
2:00 P.M. (our clock) March 7, 2012.**

Proposals will be opened at this time in **Room # 310 of the Gateway Bldg.**

Proposals received after the time and date specified **will not be considered** and will be returned unopened.

**Sealed proposals** must be sent or delivered in person to:  
(telephone, fax, or email proposals will not be accepted)

Casper College  
125 College Drive  
Casper, Wyoming 82601

Attn. Paul Christman, Purchasing Coordinator  
**Gateway Building Rm. #311A**

Please clearly mark the outside of your envelope:  
"Food Service - RFP #CC329-12"

**One (1) unbound original and six (6) copies** of your proposal should be provided. Original and copies must all be in a sealed envelope when delivered to the Purchasing Department.

The project description and scope noted in this RFP are somewhat flexible. We are open to any proposed ideas that may vary from what we have shown in this RFP. Although pricing is important, it will not be the only factor considered when evaluating proposals (see page 7).

Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders. The College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution.

**Refer questions to (email is preferred):**

**Paul Christman**

**[pchristman@caspercollege.edu](mailto:pchristman@caspercollege.edu)**

**Ph 307-268-2633**

**Or**

**In my absence please contact:**

**Debra Przybylowicz**

**[debbiep@caspercollege.edu](mailto:debbiep@caspercollege.edu)**

**Ph 307-268-2035**

Sincerely,

Paul Christman, CPPB  
Purchasing Coordinator

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## 1. GENERAL

- Expenses incurred in preparation, pre-bid meetings, job-site visits, proposal submission, presentations, demonstrations, submission of samples, etc. are the responsibility of the bidder and will not be reimbursed by the college.
- All changes or interpretations will be made by written addendum. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College.
- It is agreed and understood that responses to this RFP are considered to be working documents while they are under consideration and, as such, are not subject to official bid openings. **The only information released at the public opening of this RFP will be the names of the respondents.** Only after the evaluation committee makes an official recommendation of award will prices associated with the RFP be available as public record. The reason for this is to protect the bidder's prices in the event we would go into negotiations or ask for "best and final offers" from several bidders.
- All submittals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Submittals in their entirety cannot be specified as proprietary or confidential.
- Some bidders may be asked to give a presentation to the evaluation committee.
- By submitting this proposal, the bidder certifies under penalty of perjury that he/she has not acted in collusion with any other bidder or potential bidder.
- Casper College does not make advance payments for materials or services.
- All proposals shall be valid for a minimum of sixty (60) days from the bid due date.
- Successful bidder will be required to provide the following:
  - Signed contract
  - Proof of insurance
  - Wyoming workers compensation and unemployment insurance certificates
  - Required certifications and permits

**The following designations are used interchangeably:**

- Casper College, College and The College
- Contract and Agreement
- Evaluation Committee and Committee
- Proposal, Bid and Bid Proposal
- Contractor, Company, Firm, Bidder, and Vendor
- Request for Proposal and RFP

**Referenced Buildings and their Abbreviations:**

- Roberts Commons (RC)
- Student Union / UW-CC Building (UU)
- Gateway Building (GW)
- Wold Physical Science (PS)
- Liesinger Hall (LH)

**2. SCHEDULE OF ACTIVITIES:**

Activity	Date	Time (our clock)
Send out RFP	2-3-12	N/A
Pre-Bid Meeting / Site-Visit	2-22-12	1:30 pm
Last date for clarification inquires	2-29-12	5:00 pm
Proposal submission deadline/Proposal opening	3-7-12	2:00 pm
Bidder Presentations: Bidders may be allowed to give a presentation. Presentation time slots will be assigned by the Purchasing Coordinator.	Various	Various
Negotiations (if required)	Various	Various
Start Date	July 1, 2012	N/A

**3. PRE-BID MEETING / SITE VISIT – RECOMMENDED**

**1:30 PM February 22, 2012.** We will meet in the **Gateway Building Rm. #312A**. This meeting will be to clarify our expectations and answer any questions from prospective bidders. We will also offer a site-visit of the existing cafeteria and coffee bar / snack bar locations following the meeting. It is highly recommended that anyone who is interested in bidding on this contract attend this meeting and site-visit. The College reserves the right to reject proposals from companies who did not attend.

**4. PURPOSE, SPECIFICATIONS & SCOPE OF WORK****4.1 INTRODUCTION**

The objective of this RFP is to award our Food Services contract to a company that is capable of providing our students, faculty, staff and visitors with high quality food products combined with courteous and efficient service at reasonable prices.

The awarded company will operate and manage the cafeteria, coffee / snack bar locations in the GW building, LH building, PS building, and in the new UU building, special catering services, and related activities.

This company will purchase, prepare and serve food products on the campus and provide nutritionally balanced meals on such hourly schedules as may be agreed upon. They will also provide such food and food products as may be requested for meetings, receptions, banquets, conferences, etc.

**4.2 BACKGROUND**

Casper College is located in Casper Wyoming. The College Cafeteria is currently located in the Roberts Commons (RC) building on our campus. In March of 2012 we will begin building a new Student Union / UW-CC Building (UU) which will house the cafeteria on the first floor and a coffee / snack bar. The new building should be ready to occupy January of 2014. This building will be approximately 90,000 square feet. The cafeteria area has seating for 310 people. See drawings at the following:

**[ftp://Casper\\_College\\_SU:%20271110100@66.132.135.58/Casper%20College%20UU%20Building/FOOD%20SERVICE](ftp://Casper_College_SU:%20271110100@66.132.135.58/Casper%20College%20UU%20Building/FOOD%20SERVICE)**

**[ftp://Casper\\_College\\_SU:%20271110100@66.132.135.58/Casper%20College%20UU%20Building/Images](ftp://Casper_College_SU:%20271110100@66.132.135.58/Casper%20College%20UU%20Building/Images)**

*To access the project FTP sites above, copy and paste the link into your Windows Explorer address bar (not Internet Explorer).*

**See Attachment “A” for Detailed Specifications and Scope of Work**

## 5. PROPOSAL FORMAT

Please use this format to prepare your proposal:

- **Section #1 - Letter of Interest / Introduction:** This letter shall explain your overall desire to be awarded this contract and an introduction of your company and employees. The letter shall contain:
  - Name and address of your company
  - Name and contact information of the person who will be the principal contact
  - Name of person having authority to make formal commitments on behalf of your company
  - State whether the company is a corporation, partnership, individual, etc.
  - Describe your overall understanding of the project
- **Section #2 - Experience:**
  - Provide a detailed description of your company's overall capabilities, experience and approach in providing the scope of services described
  - Number of years your company has been in business
  - Contracts you have been awarded that are similar in nature
- **Section #3 - Qualifications of Key Personnel:**
  - Qualifications of those who will be involved in the scope of services
  - Certifications held by those who will be involved in the scope of services
- **Section #4 - References:** Similar contracts your company has been awarded.
  - Name of the Institution
  - Contact Person
  - Contact information
- **Section #5 – Quality Control / Safety**
  - Describe your company's management plan
  - Food grades / standards used by your company
  - Storage of food items, temperatures, length of time, etc.
  - Cooking times and temperatures for all food products
  - Sanitization and housekeeping details
  - Safety policies
- **Section #6 - Licenses:**
  - Proof of licenses and/or certifications held by your company that may be relevant.
- **Section #7 - Miscellaneous:**
  - Give a listing of the materials and services not shown in this RFP that you would expect the College to provide
  - Etc.
- **Section #8 - Pricing:** See Attachment #3 at the back of this RFP for details.

## 6. CLARIFICATIONS / QUESTIONS

- All requests for clarifications / questions must be emailed to Paul Christman, Purchasing Coordinator, at [pchristman@caspercollege.edu](mailto:pchristman@caspercollege.edu). The Purchasing Department will respond by email or issue an Addendum. The last day to submit a request for clarification or a question is February 29, 2012 at 5:00 PM local time.

## 7. ADDENDUMS

- All significant changes or corrections will be made by written addendum. In the event it becomes necessary to issue an addendum, it will be available on the Rocky Mountain Bid System web-site. To access this site go to [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)
- **Bidders shall not rely on any other changes or corrections.**

## 8. MODIFICATION OR WITHDRAWAL OF PROPOSAL

- A proposal that is in the possession of the Purchasing Office may be **altered or withdrawn** by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening. Telephone or verbal alterations or withdrawals of a proposal will not be accepted. Proposals may not be altered or withdrawn after the proposal opening.

*NOTE: If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our purchasing department prior to proposal opening.*

- Erasures or changes on the proposal must be initialed by the person signing the proposal.

## 9. DEVIATIONS OR SUBSTITUTIONS

- Any deviation or substitution from the specifications or scope of work must be noted in detail in your proposal or the signature page. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item offered and or the entire proposal.

## 10. EVALUATION CRITERIA

Proposals will be evaluated by a committee. Evaluation will be on, but not limited to, the following criteria (not necessarily in priority order):

- **Pricing:** Includes meal plan prices, price escalation control, commissions to the College, value added incentives, etc. Although pricing is important, the bidder with the most favorable pricing may not necessarily be awarded the contract.
- **Meets Criteria/Qualifications:** The vendor has met the terms, criteria, and qualifications that are viewed to be necessary and or essential components of this proposal in the opinion of the evaluation committee.
- **Experience:** Specialized experience and competence in performing similar services including staff members who will be involved. How long the Food Service Company and its personnel have worked in this or related fields. How many contracts has this company done in the past that are similar in scope.
- **Reputation:** Information acquired through references and other sources available to Casper College.
- **Value-Added Concepts:** Items, ideas or services that are not listed in this RFP that may provide measurable value by increasing efficiency and/or reducing costs. The willingness of the company to invest in this operation and demonstrate commitment to building our campus as a market.
- **Etc:** Other miscellaneous criteria.

## 11. AWARD OF CONTRACT

- If awarded, it is anticipated the award will be made by late March, 2012.
- If awarded, the award will be made to the company whose proposal will be the most advantageous to Casper College, considering, but not limited to, the Evaluation Criteria shown above.
- Negotiations and “best and final offers” may be a part of the award process at the option of the college.
- A formal contract will be signed for this project. The selected Contractor and the College will decide what contract form will be used before the award is finalized.

- Awarded company must comply with all Federal, State, and Local laws, statutes, ordinances, codes, etc.
- The company who is awarded this contract will be considered an “Independent Contractor” and not an employee of the college.
- Consideration of the factors enumerated herein and the award, if any, shall be at the sole discretion of Casper College.

**12. CONTRACT REQUIREMENTS & TERM**

- The contract services shall begin July 1, 2012 and continue for a period of five (5) years, unless otherwise terminated, with an option to renew on a year by year basis each year for five (5) additional years. The maximum contract period will be ten (10) years. Any yearly renewals after the first five year period will be at the option of Casper College.
- Awarded company is prohibited from sub-contracting, assigning, transferring, the contract, its rights, title or interest therein or its power to execute such agreement without the prior written consent of Casper College. All approved assignments or other transfers referred to herein must abide by the provisions of the agreement.
- The contract may be terminated by the College without penalty with sixty (60) days written notice, if the vendor repeatedly fails to perform in accordance with the terms and conditions of the contract. The cancellation would only be after a reasonable number of attempts have been made to resolve the problem(s).
- The contract may be terminated by the College without penalty if funds are not appropriated or allocated the College by governmental entities that are necessary, in the sole discretion of Casper College, to complete the terms of the contract.
- Awarded company will be required to provide proof of liability insurance, worker’s compensation and unemployment insurance.

**13. INVOICING AND PAYMENTS**

- Invoices totaling \$500 or more will be approved once each month at the Casper College Board meeting. This meeting is normally held the third Tuesday of each month. Completed invoices must be in the possession of accounts payable the Wednesday before the third Tuesday to be considered for payment.
- **All invoices must be forwarded to: Casper College, Accounts Payable, 125 College Drive, Casper, WY 82601. No late fees will be paid by the College.**

**14. POSTING OF AWARD**

- Casper College will post all final bid results on the Rocky Mountain Bid System website. To access this site go to [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)

**15. INSURANCE**

The company who is awarded this contract shall provide evidence in the form of a certificate of insurance showing the following minimum coverage and limits (see note below):

Commercial General Liability	
Each Occurrence	\$1,000,000
Personal Injury/Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Business Automobile	
Combined Single Limits	\$1,000,000

**All certificates will name Casper College as additional insured.**

Note:

Above coverage and dollar limits are required unless otherwise negotiated and agreed upon by Casper College and the awarded bidder.

**SIGNATURE / COMMENTS PAGE**

The undersigned, being familiar with the bidding conditions and instructions, hereby proposes to provide professional services and materials in accordance with the requirements stipulated. If you are not in agreement with, or cannot abide by any of the conditions or instructions on this proposal, it must be noted in the bidder comments section below. If there are no comments noted, it is assumed you and the company you are representing are in total agreement.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Bidders Name/Title

\_\_\_\_\_  
**Authorized Signature**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

Received Addendums: (please initial only if addendums were issued)

\_\_\_\_\_ #1    \_\_\_\_\_ #2    \_\_\_\_\_ #3    \_\_\_\_\_ #4    \_\_\_\_\_ #5    \_\_\_\_\_ #6

Bidder Comments: (attach additional pages if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT #1**  
**PURPOSE, SPECIFICATIONS & SCOPE OF WORK**

**1. SCOPE OF WORK / SPECIFICATIONS**

1.1 GENERAL

- The awarded company will operate and manage the cafeteria, coffee / snack bar locations in the GW building, LH building, PS building, and in the new UU building, special catering services, and related activities.
- Meal services must meet at a minimum the dining needs of the residential student population and include at least three full meals on weekdays and two full meals on weekends. They should cover the traditional breakfast, lunch and dinner meal periods on weekdays and brunch and dinner on weekends. Hot food and fresh preparation options are required at all meal times.
- Options for kiosk, carts, or other service sales on campus may be separately operated to serve the needs of students, faculty, staff, and visitors, pending review and approval by the College.
- The food service program should include:
  - Cycle menus to include all serving stations, e.g., hot food, deli, grill, salad, dessert, etc. Vegetarian and vegan entrees should be identified and proposer should be prepared to provide sample recipes
  - Meal plan options
  - Grab and go options or boxed meal options
  - Hours of operation that meet changing needs of the patrons
  - Venue or station décor
  - Serving stations/themes
  - Projected revenue and expenses (these projections will allow the College to consider the impact of various options)
- The College will be constructing a new UU building with a cafeteria / dining facility and a coffee / snack bar as noted earlier in this RFP. It is anticipated that the successful Food Service Company will review the current and future locations and make appropriate recommendations if required. The willingness of the bidder to assist with costs of any proposed changes will be a consideration for award. The College will maintain and operate the building structure, common areas and systems (electric, water, gas, HVAC, security).

1.2 SERVICE STANDARDS SPECIFICATIONS

- Temperature: Hot foods are to be served hot and cold foods are to be served cold as per standard guidelines and general practices.
- Any food appearing discolored, unappealing or not in a proper state of freshness shall not be served.
- Serving stations and bars are to be well stocked throughout the entire posted serving times. The last customer is to be offered the same range of choice as the first.
- Certain food accompaniments shall automatically be served with some dishes and placed in the condiment section.
- Display and serving areas shall be clean, sanitary, orderly, and attractive at all times. Any spillage or soiled spots shall be removed promptly from counters, steam table pans, general serving and dining areas and floors.

### 1.3 FOOD PROCUREMENT STANDARDS SPECIFICATIONS

- Food purchased by the Food Service Contractor for use at the College shall meet or exceed all USDA, Federal, State and Local standards.
- All meat cuts shall be in accordance with U.S.D.A. I.M.P. specifications. Include the grades that will be used if you were awarded this contract. All other food items shall be of comparable quality.
- Purchase of food, supplies and equipment shall meet requirements of the United States Department of Agriculture (USDA), Food and Drug Administration (FDA) and National Sanitation Foundation (NSF). In the absence of grade labeling, the Food Service Contractor shall provide the College with package labeling codes or industry accepted grade equivalent standard to verify the minimum grades specified are being provided.
- The Food Service Contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storage and inventory of all foods and direct supplies, and shall pay for all food and direct supplies related to food production service and management applicable to this contract. Any quantity purchase commissions shall be clearly identified and credited to the food cost.
- The Food Service Contractor shall take under advisement the wishes of the College regarding product and brand preferences, use of state of Wyoming products and in-state vendors when costs are not significantly increased.

### 1.4 ACCEPTABLE FOOD PREPARATION STANDARDS SPECIFICATIONS

#### 1.4.1 General

- The general policy shall be to do on-site preparation of food items, utilizing batch cooking as close to time of service as possible. Cook-to-order or progressive cooking should be the normal method of operation; staggering the preparation of food whenever possible so that nutritional value, temperature and overall quality can be maintained during serving hours. Minimization of pre-prepared food items is desirable. The Food Service Contractor's on-site management must have the ability to alter recipes for reduction of certain ingredients especially salt, fat, and sugar.

#### 1.4.2 Frozen Meat Products

- Ground beef patties shall not be grilled in the fully frozen state. They shall be cooked to the required minimum temperature required by standard polices.
- Recipes standardized for quality, yield, cooking procedures, serving containers, utensils, and portion size shall be used in all production units.
- Leftover foods shall be kept to a minimum and refrigerated as necessary in shallow pans after each meal, properly covered, labeled with product name and date and used promptly. All leftovers which require refrigeration shall be stored in one location, labeled and dated. Leftovers cannot be frozen and shall be served as an extra selection within 24 hours. Under no circumstances should leftovers be used to replace any approved menu selection.

#### 1.4.3 Bakery Products

- Bakery items made on premises are preferred. Pre-prepared mixes and dough are permissible, but every attempt should be made to provide products that are "homemade."
- Sandwich breads, hamburger and hot dog buns, bagels, English muffins and other such items may be purchased from commercial bakeries.

#### 1.4.4 Misc.

- Vegetable shortening rather than animal shortening must be used for food prepared on site. The Food Service Contractor is strongly encouraged to purchase food prepared with vegetable shortening and oil. If this is not possible, then it must be clearly labeled as containing animal fat when the food is served.
- Vegetarian and vegan menu items should not be cooked in the same fat, sauce or other cooking medium (to include the use of grill top and deep fat fryers) as the non-vegetarian and vegan items.

#### 1.5 NUTRITIONAL AWARENESS AND SUPPORT PROGRAMS

- Contractor should provide support and awareness programs for nutritional and dietary planning. Such a program should be multi-faceted providing for direct assistance, printed materials and self-educational tools.
- Provision and posting of nutritional analysis, by portion, of each menu item, indicating amount of calories, fat (animal fat must be clearly identified), sodium, sugar, carbohydrates, etc. This information must be posted in a designated location by the serving area of the food items and should be made available far enough in advance of meal to allow for decision making and planning by patrons.
- Recipe files shall be available for customer review of nutrition information.
- When use of a certified Nutritionist is needed, especially in working with students with special dietary needs or allergy concerns, the Food Service Contractor should make efforts to adapt to such needs wherever possible.

#### 1.6 INSPECTIONS

- The College reserves the right to periodically conduct, announced or unannounced, inspections, evaluations, and request changes in the food service operation and condition of the dining service and facilities at any time with respect to quality, quantity and production of all food items, hours of meal service, prices, safety, sanitation and maintenance of the facilities and equipment to bring them to levels satisfactory to the College.
- Applicable Inspectors from all state and local authorities and the College shall have complete cooperation from the Food Service Contractor. When state and local authorities arrive for inspection, the College shall be notified and, whenever practical, shall be present for the inspection. A copy of the inspection report shall be transmitted by the Food Service Contractor to the College within seventy-two (72) hours of receipt. Within five (5) working days, the Food Service Contractor shall provide the College with a written report of corrective action. In the event that corrective action is a joint responsibility, the Food Service Contractor shall notify the College of its responsibility in the matter and shall work with the College in the implementation of such action. Inspections and evaluations shall be conducted so as not to interfere with the normal operation of the dining service function.

#### 1.7 RETAIL SNACK BAR AND OTHER GENERAL OPERATION SPECIFICATIONS

- Operations should provide for “fast food”, short order grill (possibly in student union) or other snack or light meal options as part of their service plan.
- General food and preparation standards detailed for the main dining hall service will apply to all food service operations and areas.
- **We are interested in learning about any nationally known “branded” fast food or coffee bar agreements that you may have available.**

## 1.8 CATERING AND BANQUET OPERATION SPECIFICATIONS

- This is an “exclusive rights” service opportunity that is required of the Food Service Contractor and should allow for increased marketing and revenue. Catering specifications will be somewhat unique to the various requests.
- The Food Service Provider shall be responsible for a thorough and complete catering service, including but not limited to: initial marketing; receipt of orders; preparation of the service; delivery of the service; necessary clean-up; equipment/materials and resources required to complete the service; billing/collection of the service; customer surveys; and most importantly, providing professional customer service.

## 2. FOOD SERVICE POLICY

- The College presently offers five (5) meal plans and provides meals on a cash basis in a student cafeteria.
- The first meal covered by the board plan in each regular semester will be lunch on the day the residence halls open. The last meal covered by the board plan for the regular semesters will be dinner on the day of graduation.
- Students living in the College’s residence housing are required to purchase a meal plan. Students may not discontinue a meal plan as long as they remain enrolled during a semester, except in the case of marriage or circumstances which are determined by the College to be beyond the student's control.
- Commuting students, faculty, staff, and visitors represent a market that may be underdeveloped. Effective outreach efforts coupled with appealing atmosphere in the campus food service operation and competitive pricing or payment options may attract a portion of the College community to the campus food services program.
- There are several programs on campus in the summer that will require food services. Flexibility to offer catering services or even normal retail or dining services during all or peak parts of this period is a potential marketing opportunity.
- Payment for the services to residence hall students will be paid by the College in multiple payments over the span of the applicable semester. The Food Service Contractor will be required to implement a system and track the services to students. A system that will provide for the option for prepaid and/or cashless transactions for the other diners is highly desired. The Food Service Contractor should report a summary of the meals service (by plan type) and daily proceeds to the College Business Services Office each month to assist us in planning and evaluating the effectiveness of the food service operations.
- The College issues an ID card to all students, faculty and staff that must be worn or kept on their person while on campus. The College is willing to adapt this card or work with other options in support of this cashless capability for food services.
  - Provide options for students, faculty, staff and visitors.
  - Provide options for evening, weekend and summer sessions.
  - Provide convenient grab and go options at various campus locations that meet busy and varied schedules.
  - Provide flexible meal plans that offer seamless dining to students.
  - Provide catering that satisfies the needs of the campus community as a whole and provides for the opportunity to service off-campus catering requests.
  - Recognize and use local producers and suppliers where possible.

- It is the responsibility of the bidder to inventory and assess any equipment currently within the assigned areas as to the functionality and maintenance status. Such equipment will be provided on a loan basis during the contract period upon request. The Food Service Contractor will be responsible for the maintenance and upkeep of the equipment.
- Casper College retains full control and decision making authority on any proposed modifications to the equipment, building or specific spaces.

### **3. FIRE AND SAFETY**

- Accident prevention and safety education shall be used by the Food Service Contractor. Proper instructions on the use of equipment and food handling techniques shall be provided in the promotion of a safe and accident free environment.
- The Food Service Contractor shall immediately report fires, unsafe conditions and security hazards to the College. The Food Service Contractor shall immediately fix and report any citations for unsafe conditions to the College.
- The College shall furnish and maintain fire suppression equipment, fire extinguisher equipment and supplies, and the Food Service Contractor shall notify the College immediately after every use of this equipment.

### **4. SECURITY**

- The College shall provide general security to the campus locations occupied by the Food Service Contractor. It is agreed that the campus locations assigned to the Food Service Contractor are for use solely to fulfill the Food Service Contractor's duties and that the Food Service Contractor shall at all times keep College facilities secured. The Food Service Contractor is responsible for maintaining the College's standard of security during those times the College's portion of the facility is closed. The Food Service Contractor shall be responsible for any theft or loss of College property that occurs as a result of the Food Service Contractor's failure to provide adequate security under these circumstances.
- The Food Service Contractor shall be responsible for any keys or key cards or locking devices provided to the Food Service Contractor at the onset of the contract. The Food Service Contractor shall be responsible for the cost of replacement of lost keys, and if the College determines that keys lost by the Food Service Contractor could compromise campus security, the Food Service Contractor shall be responsible for all costs associated with re-keying or re-securing designated locations. The Food Service Contractor may request the College to re-key the facilities prior to the commencement of the Contract, or at any time during the duration of the contract, however, any costs of such re-keying shall be the sole responsibility of the Contractor.
- The Food Service Contractor shall be responsible for immediately reporting to the College, via Campus Security and to the College contract representative, any known facts related to losses incurred as a result of break-ins to the premises or facilities. The Food Service Contractor shall be responsible for reporting to the College any accidents involving staff and customers or adverse behavioral incidents involving staff or patrons which occur in or around the premises.

### **5. HOUSEKEEPING / SANITATION**

- The Food Service Contractor shall provide daily housekeeping, cleaning, preventive maintenance, and sanitation service, which includes necessary commercial equipment and supplies, for all assigned food service areas. These areas shall include, but not be limited to, production and serving areas, dining rooms, snack bars, refrigerators, freezers,

receiving and storage, trash and garbage, employee rest rooms, offices, hallways and stairs used by the Food Service Contractor.

- In addition, the Food Service Contractor will maintain the dining room throughout the service hours to include wiping down tables, cleaning spills, emptying trash, and keeping the dining room neat and clean.
- The College will provide general housekeeping services to the facility at the same level supplied to any other administrative building, including light cleaning, dusting, vacuuming and cleaning the public restrooms.
- The Food Service Contractor shall develop, implement and update cleaning and sanitation schedules for all equipment and areas as assigned in accordance with applicable federal, state and local rules and regulations. Cleaning must be sufficient to provide protective maintenance against unnecessary deterioration, and provide a clean and neat appearance. Upon review and approval by the College, schedules shall be posted and implemented within 30 days of the beginning of the contract.
- The Food Service Contractor shall be responsible for:
  - Routine daily sweeping, mopping and buffing non-carpeted floors, vacuuming and spot cleaning carpets and furniture;
  - Routine weekly cleaning of the hoods, filters and pipes leading from the area;
  - Providing, cleaning and maintaining an adequate inventory of table linens, employee uniforms, aprons, towels and other related dining service items.
- The College shall be responsible for:
  - Periodic stripping and sealing or waxing of floors and shampooing carpeted areas and furniture;
  - Periodic cleaning of draperies, blinds, ceilings and outside windows, air distribution devices and light fixtures, including maintenance and replacement of light bulbs; and
  - Cleaning hood ducts, plenums and related units and fans.
- College breaks:
  - When the dining service areas are closed for College breaks, these areas shall be left in a clean and ready-for-inspection condition. The College reserves the right to perform work schedules related to heavy duty cleaning or general/annual maintenance tasks as the need dictates.

## **6. FOOD HANDLER CERTIFICATES**

- The Food Service Contractor shall be responsible for providing food handler certificates and/or medical examinations as required by law and shall make such records available for review upon the College's request.
- The Food Service Contractor's employees shall follow general food service industry established hygiene practices in the handling of food. The Food Service Contractor shall not allow employees with known illnesses, open sores or other symptoms to work. Any contagious disease such as (but not limited to) hepatitis must be reported immediately to the College. The Food Service Contractor's employees, suppliers and/or vendors entering College premises shall adhere to all College personnel policies, procedures, safety regulations, and to any applicable Federal, State of Wyoming, Natrona County, and City of Casper codes, rules, and regulations.
- The Food Service Contractor's employees shall on a daily basis be: professionally dressed in appropriate attire that is clean and free from holes, tears, and frayed material; clean shaven, neat and tidy in their appearance; and shall be in accordance with professional food service established practices for a dress code.

**7. LICENSES, PERMITS, AND TAXES**

- Successful firm shall secure and pay for all federal, state, and local licenses and permits required for this project and provided for herein. Casper College will cooperate with successful firm in obtaining all licenses and permits and will execute such documents as shall be reasonably necessary or appropriate for such purposes.
- Successful firm shall pay for any and all taxes and assessments attributable to this project and provided herein including but not limited to sales taxes, excise taxes, payroll taxes, and federal, state, and local income taxes. Casper College does not reimburse for taxes.

**8. OTHER**

- The College shall not guarantee an uninterrupted supply of water, steam, electricity, gas, heat and/or air conditioning. However, it shall be diligent in restoring service following an interruption. The College shall not be liable for any product loss which may result from the interruption or failure of any such utility services.
- The College provides phone and networking service to campus. The College will provide and pay for local service, while the Food Service Contractor will be responsible for all long distance charges. The Food Service Contractor agrees to such rates and to approve payment for such services.
- The Food Service Contractor shall be responsible for all costs and maintenance of insect and pest control in all assigned areas for production, service and storage. A schedule of frequency of service shall be provided to the College.
- The College will provide for the removal of trash and garbage from the designated receptacles. The Food Service Contractor shall be responsible for transporting all waste from its assigned areas to the appropriate receptacles. The Food Service Contractor shall cooperate with the College in minimizing disposal costs. Storage of refuse and recycling should be in appropriate containers and in unobtrusive areas of the facility, not in production or dining areas.
- Potential contractors are asked to submit a summary evaluation on the current food service facility/equipment regarding the condition/status as it relates your proposal and a list of any additional or replacement equipment that would be necessary to implement your proposal plans/concepts.
- If any additional equipment will be required to provide the services specified, state by whom and how the equipment would be acquired in relation to final ownership of this property.
- Provide a description of your capacity to provide assistance in short and long-range planning of facilities, equipment and services.
- Awarded contractor shall comply with all applicable laws, ordinances, rules and regulations relating to Food Service sanitization, safety and health, and shall maintain all necessary licenses and permits.

**ATTACHMENT #2**  
**MISCELLANEOUS FACTS**

**1. FACTS ABOUT THE COLLEGE AND THE COMMUNITY**

The campus population consists of approximately:

- 392 full-time employees (excluding adjunct faculty and temporary employees)
- 4,426 total students – Fall 2011 semester (see break-down below)
  - 3,585 FTE
  - 2085 full-time
  - 2341 part-time
- The campus covers 200 acres and has a total of 30 buildings
- The city of Casper has a population of approximately 55,000 people.

**2. CURRENT CAFETERIA & COFFEE BAR SCHEDULES****Cafeteria:**

Monday – Friday 3-meals each day

- Breakfast hours 7:00 AM - 9:00 AM (Monday-Friday)
- Lunch hours 11:00 AM – 1:00 PM (Monday-Friday)
- Dinner hours 4:45 PM – 6:45 PM (Monday-Thursday) 4:45 PM – 6:00 PM (Friday)

Saturday – Sunday 2-meals each day

- Brunch hours 12:00 Noon – 1:00 PM (Saturday – Sunday)
- Dinner hours 5:00 PM – 6:00 PM (Saturday – Sunday)

**Coffee Bars:**

- 7:30 AM – 1:00 PM (Monday – Friday)

**3. MEAL PLAN COUNTS**

Residence Hall Students are required to pick one meal plan A, B, C or D. Meal Plan E is not available to Residence Hall Students.

Board plan “A”	19 meals per week
Board plan “B”	15 meals per week + \$80 Flex Dollars
Board plan “C”	10 meals per week
Board plan “D”	10 meals per week + \$80 Flex Dollars
Opt. Board plan “E”	5 meals per week

<b>Meal Plan</b>	<b>2012 SP</b>	<b>2011 FA</b>	<b>2011 SP</b>	<b>2010 FA</b>	<b>2010 SP</b>	<b>2009 FA</b>
A	100	117	76	88	N/A	N/A
B	106	129	104	114	104	118
C	89	65	61	57	46	50
D	74	77	46	50	46	41
E	6	9	8	6	N/A	N/A
15 meal plan no longer offered	N/A	N/A	N/A	N/A	56	60
20 meal plan no longer offered	N/A	N/A	N/A	N/A	81	134
<b>Totals =</b>	<b>375</b>	<b>397</b>	<b>295</b>	<b>315</b>	<b>333</b>	<b>403</b>

## 4. HOUSING COUNTS

<b>Housing #</b>	<b>2012 SP</b>	<b>2011 FA</b>	<b>2011 SP</b>	<b>2010 FA</b>	<b>2010 SP</b>	<b>2009 FA</b>
New Res Hall	365	375				
Bailey			129	137	119	142
Morad			142	144	123	143
McIntire					90	115
<i>Sub-Total =</i>	<b>365</b>	<b>375</b>	<b>271</b>	<b>281</b>	<b>332</b>	<b>400</b>
Wheeler	23	25	47	44		
Wheeler Apts					12	17
Civic Apts	11	11	12	17	13	14
Thorson Apts	7	7	7	9	9	10
<i>Sub-Total =</i>	<b>41</b>	<b>43</b>	<b>66</b>	<b>70</b>	<b>34</b>	<b>41</b>
<b>Totals =</b>	<b>406</b>	<b>418</b>	<b>337</b>	<b>351</b>	<b>366</b>	<b>441</b>

**ATTACHMENT #3**  
**PRICING SECTION**

**1. PRICING REQUIREMENTS**

**1.1 PRICING INFORMATION**

- The meal plans should be developed in concert with expected product mix in various venues to assure high participation and efficient use of facilities. The pricing plan should include a daily cost for more traditional plans as well as a cost per semester along with any regulations with regard to meals used per day/week, and policies regarding meals remaining at the end of a week, term or academic year.
- Prices submitted in the proposal document shall be the prices put into effect for the first year of the subsequent contract.
- After the first contract year, requests for price adjustments for the ensuing year(s) will be considered by the College no later than August 1st of the respective calendar year for all food service operations. The College reserves the right to review and approve all proposed price increases related to Campus Food Services.
- When there is an emergency situation, temporary price adjustment requests will be considered for such changes where a dramatic cost differential exists.
- Requests for price increases by the Food Service Contractor during the annual adjustment process must be accompanied by proper written documentation which supports such increase(s).
- Request for increases in the plan meal rates will be based upon the local, state and national barometers.
- The Consumer Price Index for “All Food” category should be used to justify the increase in food cost.
- U.S. Department of Labor Regional Statistics for labor cost increase in similar job categories should be used to justify the increase in labor costs.
- All regular (non-emergency) pricing/rate increases go into effect between the summer and fall semesters.
- Pricing will be approved through an annual contract addendum effective for the next year.
- Submit pricing for the existing meal plans you are proposing for the college. This will serve as the benchmark for evaluating the submitted proposals. Bidders are encouraged to submit pricing plans for alternate meal plans which are creative yet realistic.

**1.2 CASH PRICE OPTIONS**

- Food Service Contractor must be prepared to offer cash “gate” prices for (casual) meals in main dining room service for the first year as follows:
  - Breakfast
  - Lunch
  - Dinner
- Proposed menu offerings and pricing for all other venues and services, including same catering services, should be provided for review.

**1.3 SALES COMMISSION PLAN**

- A commission payment will be paid to the College for revenue derived from the food service operations. Please explain the commission you are offering in detail in the pricing section of your proposal.

**1.4 VALUE ADDED SERVICES / MATERIALS**

- Any services or materials that may offered to the College should be noted in the pricing section of your proposal.

**2. PROPOSED PRICES**

Please give us pricing (prices you will charge the college) and commission percentages for our existing meal plans and events as shown below. The awarded bidder's proposed prices and percentages will be in effect for one full year starting July 1, 2012. Board Plan A-E prices for students have already been set for Fall 2012 and Spring 2013 semesters. If your proposed prices are higher than what we determine is reasonable in comparison to our pre-established Fall 2012 / Spring 2013 student pricing, you may be asked to negotiate. Assume semesters are 109 days for bidding purposes.

**PRICES:**

Board plan "A" \$ \_\_\_\_\_ per day  
 This plan has 19 meals per week

Board plan "B" \$ \_\_\_\_\_ per day  
 This plan has 15 meals per week + \$80 Flex

Board plan "C" \$ \_\_\_\_\_ per day  
 This plan has 10 meals per week

Board plan "D" \$ \_\_\_\_\_ per day  
 This plan has 10 meals per week + \$80 Flex

Opt. Board plan "E" \$ \_\_\_\_\_ per day  
 This plan has 5 meals per week

Guest Meals - Breakfast \$ \_\_\_\_\_ ea

Guest Meals - Lunch \$ \_\_\_\_\_ ea

Guest Meals - Dinner \$ \_\_\_\_\_ ea

**COMMISSIONS:**

Guest Meal Sales \_\_\_\_\_ %

College-Sponsored Functions \_\_\_\_\_ %

Third Party Functions \_\_\_\_\_ %

College-Sponsored Conferences \_\_\_\_\_ %

Third Party Conferences \_\_\_\_\_ %

Prepaid Cash Meal Program \_\_\_\_\_ %

*Please explain your commission plan in detail.*

*Note: Commission percentages should be based on the sale amount excluding sales tax.*

**Alternate Proposals:**

**Bidders may propose several options along with the plans we have noted for meal plans, commissions, days of operation, number of meals per day, snack bar operations, etc.**