



1140 Umpqua College Rd  
Roseburg, OR 97470

**SOLICITATION**

**REQUEST FOR PROPOSAL No. 1516-02**

**CAFETERIA FOOD & MANAGEMENT SERVICES**

RFP Issue Date	August 13, 2015
Advertise RFP	ORPIN and UCC 8/13/15, Roseburg Newspaper 8/16/15
Facility Walk-Through	8/19/15
Final Date for questions	8/24/15
RFP Due	8/31/15
Notice of Award	9/10/15
Open for Business	September 28 <sup>th</sup> , 2015

**NOTICE OF REQUEST FOR PROPOSALS:**

NOTICE IS HEREBY GIVEN that UMPQUA COMMUNITY COLLEGE, Roseburg OR, acting by and through its Governing Board, hereinafter referred to as the "College", will receive sealed proposals for the award of a contract for the following:

**INTRODUCTION:**

This RFP is issued by Umpqua Community College, 1140 Umpqua College Road, Roseburg, OR 97470. Founded in 1964, UCC is located in Douglas County in the Umpqua Valley near Roseburg Oregon. It offers Associate Degrees and Specialized Certifications in many disciplines covering a broad range of Academic Programs, as varied as its Toyota T-TEN Automotive Technician Certification program, and the Southern Oregon Wine Institute. Current full and part time enrollment of 4,500 students are registered for ongoing classes. UCC employs 55 full- and approximately 200 part-time Faculty in addition to the 175 full-time and 85 part-time employees among Management, Administrative and Classified Staffing groups.

The purpose of this Solicitation is to obtain Proposals from qualified Firms interested in leasing facilities and providing UCC with **Cafeteria Food and Management Services**. Services shall be provided from the existing single Cafeteria location in the College's LaVerne Murphy Student Center. Floor plan of the existing space is attached as **Exhibit A**.

The Vendor will provide quality and cost-effective food and beverage service to a diverse population of students and staff. The service shall consist of well-balanced hot and/or cold Breakfast and Lunch menu items that include healthy options that accommodate alternative dietary requirements as needed, snack foods and beverages.

*This RFP does **not** include Catering Services, provided on or off Campus. It does **not** include the College's educational Culinary Arts program and its weekly lunch offerings at the College "Bistro". Vending Machine Services located on the College campus are **not** included and will remain in the control of the College. The College Book Store retains the right to display and sell convenience type snack foods and beverages, including Espresso Coffee Drinks.*

Hours of operation shall be approximately 7:00 am to 3pm, (unless otherwise agreed to), Monday through Friday during Fall, Winter, and Spring Terms and Monday through Thursday during the Summer Term.

Equipment in place shall remain the property of the College. The College will maintain equipment to the extent that normal wear and tear require it. It will be the responsibility of the Provider to maintain, repair and/or replace any equipment damaged or broken as a result of Provider or Provider's employees' negligent action with equipment of equal or greater quality. Replacement of equipment shall only be made with the prior approval of the College. The College shall be notified of any equipment malfunction or needed repair within 24 hours of discovery. Equipment available is listed on **Exhibit B**, incorporated herein by this reference.

The Provider will be responsible for all Property taxes levied on the portion of the building leased by the Provider if applicable. All applicable Property taxes shall be paid before the taxes become delinquent by law.

The College will be responsible for and will maintain existing fire system including semi-annual service and testing. Further, the College is responsible for and will pay all utilities associated with operating the cafeteria and equipment.

### **MANDATORY WALK-THROUGH**

Interested parties are required to participate in a mandatory walk through of the facility to be held at **10:30am on August 19<sup>th</sup>, 2015**. Please call **541 440 7648** to confirm your attendance and receive location directions.

### **This RFP includes the following:**

RFP:	Pages 1 through 9
Exhibit A:	Floor Plan of Existing Cafeteria/Kitchen Space
Exhibit B:	Equipment available for use by Provider
Exhibit C:	Quote Submittal Form

### **GENERAL INFORMATION**

- 1. Definitions.** This solicitation is issued pursuant to Oregon's Community College Rules of Procurement and ORS 279B.055 and 279B.060. The term "College" throughout this solicitation means UCC and the term "Proposer", means the person or Firm that submits an offer in response to this Solicitation. The term "Provider" means the Proposer(s) awarded a contact as a result of this Solicitation.
- 2. Solicitation Review.** Proposers must carefully review this document and are responsible for knowing and understanding the terms and conditions included in or applicable to this solicitation. Unless defects, ambiguities, omissions, or errors are brought to the College's attention by noon on the fifth day prior to Closing, protests or appeals based on such defects, ambiguities, omissions, or errors received after issuance of the Notice of Intent to Award will not be considered.
- 3. Offer.** Pursuant to Oregon Administrative Rule, (OAR) 137-47-0310, a submission in response to this solicitation is the Proposer's Offer to enter into a Contract. By signing and returning the Offer, the Proposer acknowledges he/she has read, understands and agrees to be bound by the terms and conditions contained in this document. The Offer is a "Firm Offer", and must be held open by the Proposer for the College's acceptance for at least 30 (thirty) days. The College's Award of a Contract constitutes acceptance of the Offer and binds a Provider to the contract. The Proposer must not make its Offer contingent upon the College's acceptance of any terms or conditions, (including specifications) other than those contained in this solicitation.
- 4. Offer Preparation.** Pursuant to OAR 137-47-0400, failure to submit Offers in accordance with the provisions of this document may be grounds to declare the Offer as non-responsive. Proposers must:
  - Provide the College with all required or requested documents and descriptions.
  - Initial and date any corrections or erasures to their Offer.
  - Identify whether the Proposer is/is not a "resident Proposer" as defined in ORS 279A.120(1).
  - Provide certification of nondiscrimination in obtaining any required subcontractors in accordance with ORS 279A.110(4)
  - Provide written acknowledgement of the receipt of all addenda
  - All bids shall be written in English, typed and single-spaced with font size not smaller than 10 point.

## **SUBMISSION REQUIREMENTS:**

Proposals will be accepted by Hard-Copy, PDF attached to email, and by FAX, and *must be received* at UCC's Finance Department Office. All submittals received on time as per instructions will be considered. Late submittals will be considered as non-responsive and returned un-opened.

**Time/Date: *Prior to: 3:30 PM, Pacific Time, Monday August 31st, 2015***

### **Delivery Method:**

#### **US Mail or Hand Deliver Hard Copy to:**

Finance Office, Lockwood Hall  
Umpqua Community College  
1140 Umpqua College Road  
Roseburg Oregon 97470  
Attn: **Jules DeGiulio**, Finance/Purchasing

#### **Email .pdf to:**

[purchasing@umpqua.edu](mailto:purchasing@umpqua.edu)  
[jules.degiulio@umpqua.edu](mailto:jules.degiulio@umpqua.edu)

#### **Fax to:**

**541 440 7707**  
Attn.: Jules DeGiulio, Finance/Purchasing

- Direct all pre-submittal questions to **Jules DeGiulio**, Finance/Purchasing, at the email address above or by direct telephone at **541 440 7648**.

RFP Documents can be obtained from the College's website: [www.umpqua.edu/purchasing](http://www.umpqua.edu/purchasing). Click **Request for Proposals** and **Solicitation No. 1516-02**. Each proposal must conform and be responsive to the RFP Documents, including but not limited to, the Scope of Work and all Terms and Conditions. Documents are also accessible through ORPIN: [www.orpin.oregon.gov](http://www.orpin.oregon.gov).

*The College reserves the right to (1) reject any proposal not in compliance with all prescribed public solicitation procedures and requirements, (2) add to the price proposal by non-resident offerers and increase equal to the percent preference that the non-resident offerer's home state would give its in-state offerers, (3) reject for good cause any or all proposals that are not in the best interest of the College, (4) waive informalities in the proposals, (5) share the award among two or more vendors if such proposals are seen to best serve the College, and (6) select the proposal which is discerned to be in the best overall interest of UCC.*

## **SCOPE OF WORK**

The College's cafeteria kitchen facilities and food services operation is located in the Campus Center Building on campus. The cafeteria food services operation shall provide students, faculty and staff with a variety of popular menu items, consistent food quality, fast service and good value in an attractive setting. In addition, the operation shall be designed to be self-supporting and able to generate income to both the Provider and the College.

The College reserves the right to award this proposal to meet the best financial interest of the College. There are opportunities to bid for a partial or for all of the services listed.

To enable Cafeteria service, Proposers should demonstrate ability to provide the best mixture of service, quality, food variety, facility and equipment improvements, and financial incentives. The College is offering a contract for a two (2) year period, with the right to renew for three (3) additional years, if mutually agreed upon by both parties. The College is especially looking for proposals from bidders who have experience operating food service operations in a high-energy theme setting. The College envisions this to be either:

1. A branded food service operation, where the Contractor has employees working within a franchise operation or
2. A food Services operation managed by a Contractor, who oversees subcontracted food services operations or
3. A traditional food service operation managed by the Contractor, or
4. A combination of the above.

The College is seeking to partner with a Provider with a commitment to, and track record of customer service. Pleasant and courteous staff and leaders who understand that the College desires a team approach with the Provider and who is willing to demonstrate professional responsibility to customer service issues is desired. Keywords are friendly, cooperative, willing, able, determined, and dependable.

The proposal responses must endeavor to include all information requested in this RFP and must be presented in accordance with the format specified.

Cafeteria services shall be open on all weekdays during the academic year. No services are required on Saturdays, Sundays, and designated Holidays. Meal types include Breakfast, Lunch, Snacks, and Beverages. Specific daily hours of operation shall be mutually agreed upon and set by the College and are expected to be roughly 7:00am to 3pm daily.

The College expects that Provider will continually improve the quality of the dining experience, including vigorous maintenance. Changes to the internal space, beyond updated and accurate signage will require College approval. All operations must be maintained in a neat and orderly fashion.

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

- Disseminate information and feature displays which serve to educate consumers in becoming better informed and in developing healthier eating habits.
- Employ environmentally sound practices which will further the College's efforts in recycling, and water, wastewater and utility conservation.
- The College will look favorably on a Provider who actively works to reduce wastes and recycles. Styrofoam products should be used only on a minimal basis.
- Provide ease of payment by accepting credit and debit cards for purchase.
- Provide a good working environment for their employees.
- Endeavor, whenever possible, to employ students enrolled at the College.
- Participate in the College's web page to advertise menus, daily specials and convey important information to the College at large.

**REQUIREMENTS & RESPONSIBILITIES: DRAFT RESPONSES TO MATCH THE ALPHA/NUMERIC BELOW:**

1. If the Proposer will provide a service that requires them to be a franchise, the Proposer shall state, and support said statement in a manner acceptable to the College, that Proposer is or can become a franchise.
2. Explain in detail your operating plan, including but not limited to:
  - a. Days and hours of service.
  - b. Outline any programs for specialized services, either on a continuing or promotional basis.
  - c. Provide menu cycles, if applicable, and how often changes may occur.
  - d. Provide description of how you will market your product to the College's students, faculty, and staff.
  - e. Provide organizational chart and job descriptions for the cafeteria operation.
  - f. Provide the estimated number of on-site employees, management and hourly, by position, hours, and pay-rate.
  - g. Provide a resume for the key manager; describe the minimum experience required for a management position and briefly describe training program for management personnel. College reserves the right to approve the Supervisor assigned to the day-to-day operations.
  - h. Describe your intentions regarding the use of student employees.
  - i. You may include any pertinent operational information not requested in this section.
  - j. Describe your plans to keep the kitchen and dining areas clean.
3. Provide a contract implementation schedule. The College's goal is to open Monday Sept 28<sup>th</sup>, 2015. If this is unreasonable, include in your bid the soonest achievable opening date you can provide.
4. State how long the Bid prices are guaranteed for from the date of Bid closing. A minimum of 30 days is required.

5. The Bid must meet all legal requirements, be nondiscriminatory and provide for compliance with all pertinent federal, state, and local requirements (e.g., ADA, FLSA, EEO/AA, etc)
6. Provide a sample menu of items with portions and proposed prices that reflect customer value.
7. Furnishing utensils, plates, cups, napkins, and related small-wares is the responsibility of the Provider.
8. Furnishing Food Preparation Materials, such as cook pots, pans, ladles, cutting/chopping boards, knives, etc., is the responsibility of the Provider.
9. The Provider shall be responsible for cleanliness of the kitchen, including facilities and fixed equipment, and in the preparation, serving, and dining areas. This includes bussing and cleaning tabletops in the dining area during the normal course of business and transporting any refuse generated to the refuse collection area.
  - THIS IS THE RESPONSIBILITY OF THE PROVIDER; **NOT** A SERVICE PROVIDED BY THE COLLEGE.

The College does retain the responsibility for its daily custodial service, which in the case of the Dining area, means wiping down all hard surfaces, sweeping the entire floor, and straightening the chairs.

Sanitation that is less than the highest standard will be unacceptable. Negligence to sanitation will result in contract default on the Provider's behalf. The College will perform spot checks.

Operations must meet State of Oregon Health Department requirements for Food Service.

10. When an event is scheduled by the College that requires use of the Cafeteria seating area, cleaning the tables and chairs will be the responsibility of the College. These events will not require sharing of equipment designated to, or owned by, the Provider. When a College event does overlap specified Cafeteria hours and requires some use of the Dining area, the event will be communicated to the Provider's management for planning purposes.
11. The cost of all utilities and services, such as water, sewer, electric, gas, garbage, pest control, and similar charges is the responsibility of the College.
12. Describe the sanitation and food handling procedures in place to comply with city/county/state regulations and your program to train and reinforce these standards, including but not limited to:
  - a. A copy of the record of ratings from the Health Department for current and previous food operations for the past three (2) years including most recent.
  - b. A sample of Proposer's checklist used during internal inspections.
  - c. Frequency of internal inspections.
  - d. Position(s) of individual(s) responsible for maintaining sanitation and safety, and their certifications.
  - e. List and provide copies of any notices, citations, warnings, etc., for sanitary or code infractions issued against your company within the past three (2) years.
  - f. Describe measures to be undertaken regarding safeguarding facilities and food products.
13. The cafeteria location shall be used by Provider for the purpose of providing food and beverage services only.
14. Coffee Service furnished by the Provider, shall be limited to the Cafeteria location.
15. The Provider may use existing space and equipment as detailed in **Exhibit A and B**.
16. The College will consider renovations by the successful Provider which will improve service and/or make the operation more efficient. These may be minor and/or cosmetic in nature or more significant and may be included in the submitted proposal or as recommendations during the term of the eventual contract.
17. Financial Arrangements. Supply your best price quote to cover the monthly lease payment. The College will consider all proposals and will look favorably on those proposals containing a minimum monthly rent fee of **\$600 or some combination of a determined minimum rent plus % of gross sales**, as offered and/or negotiated and agreed to. The College will consider all proposals.

## **Statistical information:**

The Kitchen Food Prep & Service areas combine to approximately **1250 Sq ft** of dedicated space. Included are prep, cooking, serving, warming, cashier, dry storage, and office areas. In addition, there is **80 sq ft** of dishwasher space and **560 sq ft** of walk-in refrigerator and walk-in freezer space that is shared as is the large industrial ice machine. The general seating area is **2820 sq ft** complete with tables and chairs for a maximum capacity of **196**. An outlined floor plan is shown in **Exhibit A**.

### **FY 15/16 School Terms are:**

Fall:	9/28/15 to 12/12/2015
Winter:	1/04/16 to 3/19/16
Spring:	3/28/16 to 6/10/16
Summer 16/17:	TBD

### **Enrollment:**

FTE Students:	=	4,500
Academic Programs	=	69

### **Faculty and Staff:**

Faculty:		
Full Time	=	55
Part Time	=	200
Staff, Administrative/Classified/Management:		
Full Time	=	161
Part Time	=	83

### **Historical Annual Cafeteria Sales**

FY 12/13	=	\$216,456.31
FY 13/14	=	\$172,843.14
FY 14/15	=	\$167,040.42
Food items	=	67%
Beverages	=	33%

## **SPECIAL TERMS AND CONDITIONS**

1. **Acceptance, Negotiation and Award** – College intends to negotiate an Agreement with Provider whose Proposal, in the sole judgment of the College evaluation committee, is most advantageous to the College.

All Proposals should be submitted to the College with the most favorable terms possible from the standpoint of financial and technical capability. College reserves the right to accept other than the highest lease rate and/or commission proposal, to reject any or all Proposals, and to waive any irregularities or requirements of the Proposal selection procedures explained in the RFP Documents. This RFP shall not be construed to create an obligation on the part of the College to enter into an Agreement nor shall it serve as a basis for a claim for reimbursement of expenditures related to the development of a Proposal. Upon selection of Provider, College and Provider will execute an Agreement which sets forth the terms and conditions of the parties' rights and obligations.

2. **Organization of Proposal** – Information requested must be furnished completely, in compliance with the instructions.

Proposals shall be submitted in an organized manner, on 8-1/2"x11" paper, printed on one or two sides and consist of **one (1) original stapled and two (2) copies**, one copy being a **.pdf**. All copies are to be organized according to the following parts in the following order:

### **Section 1** – Identification & Information Sheet, on your letterhead which includes:

- Legal entity to whom contract will be awarded if you are the successful Provider:
  - Firm Name, Address, Principle Place of Business and Telephone Number
- Name(s), Address(es) and Telephone Number(s) of Principal Officer(s)
- Legal Status of Provider and Year Entity was Established
- Proof of authorization to operate within the State of Oregon
- Federal Employer ID Number
- Primary Contact Information: Name, Address, Email Address, Telephone Number, Fax Number
- All required State and Federal Regulatory Licenses, Certifications or Permits.

### **Section 2** – Scope of Work Responses

### **Section 3** – Proposal

- Lease/rent cost and % of Sales or other offer as appropriate.
  - Must be provided on attached Quote Submittal Form, **Exhibit C**.

### **Section 4** – Appendix

- Banking Information, including
  - Bank name, address and telephone number
  - Name and title of individual most familiar with your account
- Copy of Owner's Background
- Copy of most recent fiscal year Financial Statement to include balance sheet, income statement and statement of cash flow. This shall remain confidential and may be attached to proposal.
- Proof of insurance coverage as required.

Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are neither necessary nor desired.

3. **Insurance** – The Provider shall secure, pay the premium for, and keep in force until the expiration of the contract and any renewal thereof, the following insurance coverage:
  - (1) General Liability Insurance providing limits for not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate. Insurance should show proof of automobile and property damage coverage.
  - (2) Workers Compensation insurance as provided for under Oregon State Statutes covering all employees.
4. **Pricing of Goods and Services** – The pricing of goods and services shall be determined by Provider subject to approval of the College. Prices must be at least as competitive as those food establishments in the surrounding neighborhood in order to attract students, faculty and staff. Selling prices and portion size shall be firm for at least one (1) year after the commencement of Agreement. All requests for pricing increases or decreases will be presented in writing to the District thirty (30) days prior to the desired date of implementation of such pricing change.

5. Convenience Sales at Campus Book Store – The College Book Store shall continue to sell a variety of convenience foods, mainly snacks and beverages, including espresso coffee drinks.
6. Health Department Ratings - Provider will respond to required, periodic Health Department visits and shall remedy findings within thirty (30) days of written notice by Health Department. Health Department notices will be provided to the College immediately following the Health Department visit. The successful Provider will be required to post the report in the area of their operation.
7. Licensing and Operational Laws and Regulations - Successful Provider will be expected to operate cafeteria food services in compliance with applicable licensing and operational laws and regulations, including but not limited to:
  - a. Department of Health regulations
  - b. Accepted accounting practices
  - c. Insurance requirements
  - d. Fair employment practices
  - e. Lawful wage and hour practices
  - f. Occupational Safety and Health requirements
  - g. Americans with Disabilities Act
  - h. Family Leave Policy
  - i. Affirmative Action Policy
8. Delivery System - Provider shall furnish quick, economical, and competitive delivery systems which are responsive to student, faculty and staff.
9. Wages - Provider must pay its employees at least minimum wage as established by the State of Oregon.
10. Period of Performance - This is the term of the initial Agreement and any subsequent extension. Should the incumbent Provider wish to vacate the Agreement prior to its term, the College will negotiate the conditions in good faith with the Provider.
11. Date of Award and Initiation of Service – This Agreement is expected, but not guaranteed, to be awarded by the College no later than September 10, 2015. Service shall begin on or about September 28, 2015.
12. Request for Information – Communications of a general nature may be made in any fashion. Requests for clarification or interpretation of the RFP Documents are best made publically at the Mandatory Walk through but may be made by email until **4pm August 24, 2015**. All questions and answers will be posted on the College Website: <http://www.umpqua.edu/request-for-proposals> and on **ORPIN by 4:00pm August 25, 2015**. Direct questions to:

Jules DeGiulio, Purchasing Administrator  
Umpqua Community College  
1140 Umpqua College Road, Roseburg, OR 97470  
Email: [jules.degiulio@umpqua.edu](mailto:jules.degiulio@umpqua.edu)  
Phone: 541 440 7648  
Fax: 541 440 7707
13. Site Visits – The College, at its discretion, may visit the site of an operation presently serviced by a Proposer. If a site visit is desired by the College, this exercise will be considered part of a separate evaluation and finalists being considered will be contacted specifically for this purpose. The Proposer may be requested to give an oral presentation to the visiting committee at the site visit.
14. Award – Award will be made to the Proposer whose offer is deemed most advantageous to District.
15. Qualifications of Proposer – Offers will be considered from responsible Proposers who have a minimum of 3 years' experience with other food services facilities and preferred if similar in size and scope to those of the College.
16. Sublet - The Provider shall not sublet any portion of the facility to another party without the express written approval of the College.



## **PROPOSAL EVALUATION**

The College will examine and evaluate each proposal, taking into consideration the following criteria. The College may consider additional factors. This list is not ranked in any order of importance. The method by which proposals are assessed shall be at the sole discretion of the College.

Proposals will be reviewed and scored by an evaluation committee consisting of College representatives and students. Upon completion of the evaluations, the committee will make a recommendation to the College President, who will rule on the final award

### **Criteria for Award of Contract (partial listing, not in order of priority):**

- A. Complete Company Information, Qualifications, & Scope of Work:
  - a. Provide all particulars regarding your company. The College will view favorably years of industry experience as well as that providing to environments roughly equivalent to the College's, herein described. The College wishes to partner with an organization with a proven track record of Customer Service and excellent health department record, who can provide quality food to our Students and Staff.
  - b. Provider Staff experience and longevity as indicated by management resumes and/or other data. To this end, provide a cover letter of intent summarizing your understanding of the Scope of work and abilities to perform such work. This letter must be signed by an official authorized to make such commitments and enter into a contract with the College.
  - c. Provide documentation of insurances and all licenses required by the State of Oregon to perform the duties required by the services to be provided.
  - d. Include a properly executed IRS form W-9.
- B. References:
  - a. Furnish a representative client listing of up to three (3) current clients that the College may contact (include the name, phone number and email address of the current primary contract representative and the date the account was acquired).
- C. Operation and Services Provided:
  - a. Outline plan to provide everyday food services for students, staff, faculty and guests in the cafeteria, Include proposed cafeteria menu with portion and pricing information.
  - b. Menu offerings should cover Breakfast, Lunch, Snacks and beverages. College will consider variety and quality and prefer a Proposer with ability to provide vegetarian offerings in addition to the more standard Cafeteria or Franchise fare.
  - c. Item portions and cost data should favorably compare with Roseburg and Douglas County areas.
- D. Quality Assurance & Sanitation Safety:
  - a. Describe your experience in maintaining quality of product and cleanliness of facility including any inspection protocol you will implement and check-list you will use. Describe your recycling protocol.
  - b. Report any Department of Health infractions/citations received in the past 12 months.
- E. Financial Capability & Stability
  - a. Provide a Balance Sheet, Income and Cash flow Statements for your most recent fiscal year. College will perform business background check including D&B and BBB.
- F. Financial Proposal
  - a. Your bid for monthly lease payment, % Sales, or other financial offer to the College.
- G. Creative Ideas
  - a. Submit any creative ideas you believe will work especially well at UCC, your process for implementation of such ideas, and what assistance from the College would be necessary to effect a successful outcome. How might you increase student interaction with Cafeteria activities, particularly with student government and/or special campus activities?

**EXHIBIT A**  
-  
**CAFETERIA FLOOR PLAN**  
**RFP 1516-02**

**See separate .PDF Floor Plan that is labeled and attached. Work space areas are outlined in yellow and titled.**

**Dedicated areas include:**

- Cashier
- Warming
- Serving
- Prep and Cook areas, Stoves and Tables as noted
- Dry Storage and Office space toward SE corner of floorplan
- Dining Area, tables and chairs to capacity of 196

**Shared areas include:**

- Walk in Fridge
- Walk in Freezer
- Dishwashing area in NW corner of floorplan
- Ice Machine

**EXHIBIT B**  
-  
**AVAILABLE EQUIPMENT LIST**  
**RFP 1516-02**

**Dedicated to the Cafeteria Provider:**

50# gas deep fryers	=	2 ea
48" griddle (flat top grill)	=	1 ea
44" two shelf food warmer	=	1 ea
Hot dog warmer	=	1 ea
6-burner gas ranges with oven	=	2 ea
36" counter top retail refrigeration cases	=	2 ea
Single door reach in refrigerator	=	1 ea
Single door reach in Freezer	=	1 ea
Microwave, large	=	1 ea
Convection oven (stacked one on the other)	=	2 ea

**Shared with Campus Catering, Culinary, & Book Store**

Ice Machine	=	1 ea
Large Counter Top Mixers	=	4 ea
Deli Slicer	=	1 ea
Walk in Cooler Space	=	1 ea
Walk in Freezer Space	=	1 ea
Dishwasher/Sanitizer Dispenser	=	1 ea
shared cost of replacement chemicals		

**Supplied by the Provider:**

Coffee and Soft Drink Dispensers	=	as needed
Cash Register, preferably 2 ea	=	as needed

**EXHIBIT C**  
**RFP No. 1516-02**

**QUOTE SUBMITTAL FORM**

**PROPOSED TOTAL MONTHLY LEASE/RENT PAYMENT: \_\$**\_\_\_\_\_

**Calculated % of Gross Sales, (if offered):** \_\_\_\_\_

**Other Financial Consideration, (if offered):** \_\_\_\_\_

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Company Officer:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date