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Your Institution
Your city, State

Request for Proposals
Food Service Operation

March 2005

I. General Background

History of Your Institution
One page

II. Mission Statement

Mission Statement of your institution

Additional information about the College is available on our web
homepage – web site address

III. Minimum Requirements

1. Food Service provider shall be responsible for the operation of the Food Service Facilities including (a) performing all buying and record keeping functions; (b) employing and training food service employees; (c) furnishing supervisory personnel to establish and maintain the operation at a high standard; and (d) instituting reliable food cost control methods. Provider shall maintain the Food Service Facilities in a sanitary condition and must comply with all applicable health codes and copies of inspections must be sent to the Vice President for Business and Finance upon receipt.
2. Food Service provider shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or age, nor shall provider discriminate against the handicapped, disabled, or veterans. Provider shall take affirmative action to insure that, to the extent possible, eligible persons are employed, and that employees are treated, during employment, without discrimination because of their race, color, religion, sex, national origin, age, handicap, disability, or veteran status.
3. Food Service provider will provide food service for the Client in the following designated areas which are provided by the Client:
 - The Food Court (located in Student Center)
 - The Cellar (in separate facility on residence hall quad)
 - Catering as requested
4. Food Service provider shall purchase, prepare, serve and sell, on a profit and loss basis, food, food products and beverages in the Client's designated areas of service. Food and beverages shall be prepared and made available for sale in quantities sufficient to meet anticipated demand. Food quality must meet or exceed U.S.D.A. nutritional requirements. Provider must offer sufficient variety, choice and options as mutually agreed upon by provider and client.
5. The hours of service will be determined by mutual agreement between provider and client. Alterations or adjustments in these hours of service will be mutually agreed upon by the client's representative and provider's on-site Director of Food Service.
6. Provider and the client shall agree on all menu items (including portions, sizes and grade choices) and their retail prices, which thereafter shall not be changed without the prior written consent of

the client's representative. Such pricing will be reviewed and agreed upon in writing at least once a year or more often if markets dictate.

Provider shall prepare timely, but at least monthly, holiday, theme, and ethnic menus for approval by the client and consistent with the client's understanding of appropriate variety, choice and quality. Provider will provide special event dinners during the school year and premium entrée night once each week.

7. Provider will provide a declining balance plan. At the beginning of the Fall and Spring semesters, students will deposit money with the client for use in a declining balance plan. The students will be allowed to choose one of three plans: light, medium or hearty. Students selecting the medium or hearty plans will be eligible for refunds consistent with the client's guidelines for refunds related to those plans.

Items purchased by the students will be recorded by provider. Provider will bill the client for such charges. The client will pay the provider utilizing amounts previously deposited by the students.

8. The provider will purchase, prepare and serve food products and beverages as required for special occasions, special guests, or not-routine meetings. The charge for such meals will be predetermined between the provider and the client. Pricing for such meals will be reviewed and agreed upon in writing at least once a year or more often if markets dictate.
9. Provider will provide the services of a registered dietitian, who will work with the client and students to meet dietetic concerns of the students and food service customers.