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March 30, 2005

Dear :

Your Institution is seeking a contractor for its food service operations and inviting food service management companies to submit responses to its Request for Proposals (RFP) describing their range of services and qualifications for providing food and catering service to the College to operate its food services in accordance with the terms, conditions, and specifications that are attached. Responses will be accepted until 5 p.m. CST, Friday, April 15, 2005. Responses shall be delivered in a sealed envelope to me at:

Mailing Address:
Your Institution

or

Physical Address:
Your Institution

Proposals will be reviewed and contractors contacted for interviews by Monday, May 2, 2005. The College reserves the right to reject proposals.

All companies should be aware that the College is particularly interested in assessing salary and benefit packages available to non-supervisory employees (chefs, cooks, line service workers, cleaning staff, etc.) as well as furlough policies related to seasonal holiday closings.

Since 1993 the College has operated the food service areas with a contracted food service provider on a declining balance meal plan with an annual meal plan budget of approximately \$2,225,000 per year and \$350,000 - \$400,000 in catering. The College houses almost 85% of the student body and serves approximately 1000 meal plan students (3000-3500 meals daily) during the Fall and Spring terms, and approximately 245 meal plan students during Summer School. During the January Interim Term many students participate in off campus internships and study abroad programs. Our catering service averages catering 4-15 events daily including weekends and serves anywhere from a small group of four to larger groups of 700.

Your company has been selected as a potential provider of services to Your Institution because of your reputation of developing and maintaining cooperative working relationships with your clients. We hope that you will respond to the RFP as we seek to determine specific qualifications and characteristics your company possesses relative to the food service needs of the College. If you have questions about any aspect of this request, please call me at phone number. We look forward to receiving your response.

Sincerely,

Vice President for Business and Finance

Enclosure