

**CARL SANDBURG COLLEGE**  
**Galesburg, Illinois**

**Campus Food Service Program**

Total Offer \$ see attached

**Bids Due: (2:00 pm) November 2, 2022**

Company BJK Roastery, LLC dba Innkeeper's Coffee

Address 80 N Seminary St. Galesburg, IL 61401  
(Street, City, State, Zip Code)

By Benjamin Ketchum or Jessica Ketchum, authorized agent

Date 11/2/2022 Telephone Number 309 351-9698

Fax Number N/A E-mail address coffee@innkeeperscoffee.com

**Vendors must return this form with the proposal.**

NON-COLLUSION AFFIDAVIT

(Complete and Submit with Bid.)

STATE OF ILLINOIS )  
COUNTY OF KNOX ) ss

BENJAMIN P. KETCHUM being duly sworn, says that he/she is  
CO-OWNER of BJK ROASTERY LLC.  
(Sole owner, member of firm, corporate official) (individual, firm or corporate name)

aka TINKER'S COFFEE which has by the enactment of this document affirmed that he/she, in the preparation of the bid estimates, has not entered into any verbal and/or written agreement with any of the other bidders or their agents for the specific purpose of fixing bid estimates to benefit him/her-self or the firm he/she represents.

Certification: The Undersigned Bidder certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of government in the State of Illinois, nor has the Bidder made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the Bidder committed bribery or attempted bribery on behalf of the Bidder and pursuant to the direction or authorization of a responsible official of the Bidder. The Undersigned Bidder further certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid-rotating.

Signature Benjamin Ketchum

Subscribed and sworn to me this 2nd day of Nov. A.D. 2022.

Teresa L. Irons (seal)  
Notary Public



Carl Sandburg College  
Galesburg, Illinois 61401

**VENDOR'S CERTIFICATION**  
(Must be returned with proposal)

BJK Roastery, LLC dba Innkeepers, as part of its proposal for providing  
(Name of Contractor/Vendor)  
a bid for Campus Food Service, for Carl Sandburg College, hereby certifies that said contractor/vendor complies with specifications listed below for that of a responsible bidder.

**Responsible bidder** means a bidder who meets all the vendor specifications, the following applicable criteria, and submits evidence of such compliance:

- (1) All applicable laws prerequisite to doing business in Illinois, such as, but not limited to Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of Article 33E of Chapter 38 of the Illinois Revised Statutes.
- (2) Evidence of compliance with
  - a. Federal Employer Tax Identification Number or Social Security Number (for individuals).
  - b. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- (3) Certificates of insurance indicating the following coverage's: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
- (4) Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades as covered in the Act.

BY: Jessica Ketchum DATE: 11/2/2022

November 2, 2022

Carl Sandburg College  
Mr. Cory Gall, Vice President of Administrative Services  
2400 Tom Wilson Blvd  
Galesburg, IL 61401

Innkeeper's Coffee located in Galesburg, Illinois would like to be considered for your Campus Food Service Contract. Innkeeper's Coffee was founded in 1998 by Mike Bond and Johan Ewalt, and has been a staple in the community since. In 2021, Ben Ketchum and Jessica Ketchum took ownership of Innkeeper's Coffee and have continued to operate in the same manner as it was founded. Jessica Ketchum came into this business after working in this restaurant, and others, throughout her life. She then went on to complete a Bachelor's Degree in business and accounting and has held other positions in the investments industry. Ben Ketchum has learned all aspects of this business since taking over in 2021, as his previous experience and education is in the healthcare field. Our business references are as follows:

Bruce McCance - Area Manager and Consultant for Performance Food Group -  
Bruce.McCance@pfgc.com

Doug Gibb - Director for Hospice Compassus, Catering Customer - doug.gibb@hospicecom.com

Trent Cox - Vice President for F&M Bank - Trent.Cox@thefmbank.com

After visiting the space on October 19, 2022, our proposal includes the following.

We propose to operate in the Cyber Cafe Monday thru Thursday from 7:30 AM to 10:00 AM offering our Breakfast Menu, Beverage Menu and Snacks/Dessert Menu that you can find attached. Our staff would then begin preparations for lunch service and take their mandated lunch break. We would then reopen in the Cyber Cafe from 11:00 AM until 2:00 PM offering all items outlined in the menus attached. Dependent on sales from the morning, some items from the Breakfast Menu may no longer be available during the lunch period. As well, if our staff has Lunch Menu items ready and available prior to reopening at 11:00, Lunch Menu items may be purchased prior to 11:00 AM, however, this is not guaranteed. We would use all food service areas (Cyber Cafe and The Loft) in the preparation of food service.

We understand that these hours and this one location may not be inclusive of all of the needs of the faculty, staff and students. As we are able to better evaluate the demand, we will make adjustments to our schedule. If we find that it would be more beneficial to operate out of The Loft, or to operate both locations, we will make adjustments accordingly working with Administrative Services on any changes. If it is the agreement of both parties for us to proceed with full operations out of The Loft, our proposal would include that Carl Sandburg College be responsible for upgrades to the cafeteria

space, including paint, lighting and added/replaced seating. Innkeeper's would be responsible for all signage at both locations.

Our proposal also includes exclusive catering privileges. You can see our catering menu outlined in the attachment. We are eager to work with your faculty, staff and students to ensure that all campus events are catered successfully. With this considered, we will work with the faculty, staff and students on the needs or requests for their events. If the event host would like to provide a specialized menu that is not included on our catering menu, we are happy to work with them to provide the items that they are looking for, or will work with a subcontractor that can provide the requested items for the event. For example, if a campus group was hosting a formal dinner and wanted to provide a multiple course meal including steak and seafood options, we would accommodate this request. In this situation, we would work with the event coordinator and outside organizations to ensure that the need is met through a subcontractor, as well, we would approve pricing with both parties. We do understand that any subcontracting would require written approval and agreement, and are happy to follow this requirement. It is our understanding that the college would reserve the right to use outside vendors for catered events. Our proposal is that when outside catering is needed, Carl Sandburg College informs Innkeeper's and gives Innkeeper's first rights to the catered event. If it is in agreement of both parties, Carl Sandburg College can retain independent, outside catering services.

In regards to the Maintenance, Equipment and Cleaning policies found on the RFP description and listed below:

**"MAINTENANCE OF EQUIPMENT AND FACILITIES-**

The premises and all equipment, utensils, furniture, and fixtures are owned by the college. The equipment and fixtures will be maintained by Carl Sandburg College throughout the like of the agreement in good working condition, satisfactory to the lessee and free and clear of liens, mortgages, and encumbrances, unless otherwise agreed to by the lessee. The food service manager and designated employees must be familiar with the operation of all machines used within the food service facilities. Carl Sandburg College will be responsible for pest control services and exhaust hood duct cleaning.

**CLEANING** All cleaning and sanitizing of the kitchen areas to include counters and services for cooking and serving will be done by the Contractor. Trash removal, grease removal, grease trap cleaning, inspections, etc. are the responsibility of the College. Floors behind serving counters, in store rooms, and in the kitchen area, will be cleaned by the College daily. The College will be responsible to bus and clean the cafeteria tables and clean up spills during normal hours of operation. Cafeteria and catering trash will be removed by the College from the serving and eating areas as trash cans become full. The dining areas (not the kitchen areas) will be regularly cleaned by Carl Sandburg College's custodial staff. A decision as to the cleanliness of these areas shall be under the jurisdiction of Carl Sandburg College and must conform to all local, city, county and state health regulations. "

We are in agreement with these conditions for day to day operations. In addition to these conditions, we propose that Carl Sandburg College be responsible for a full and deep cleaning of all food service areas prior to Innkeeper's beginning service. In the current state of the food service areas, we are concerned that the cleanliness would not pass a food and health inspection and do not want to begin food service until we are able to operate in accordance with all local, city, county and state health regulations.

Innkeeper's personnel and management team would consist of all currently employed staff. Our Kitchen Manager, Felicia Dunn would work alongside Ben Ketchum and Jessica Ketchum on the management and execution of this food service contract. As well, we would promote Innkeeper's staff member, Hannah Prentice, to be the onsite coordinator and manager. Hannah Prentice would work daily onsite. As well, we would assign additional members of our staff to work onsite. A full listing of our staff is available upon request.

Innkeeper's retains an experienced accountant that completes all necessary financial reporting. She will provide Carl Sandburg College with financial reporting for the operations related to this contract. Innkeeper's agrees to compensate Carl Sandburg College with 5% of the net income/profit from their operations at Carl Sandburg College alone, this amount will be paid semi-annually on June 30th and December 31st. **BJK Roastery, LLC dba Innkeeper's Coffee will not pay any commissions or provide financial reporting for any operations or transactions that take place outside of Carl Sandburg College.**

In addition to the equipment already provided, Innkeeper's requests that Carl Sandburg College be responsible for the following:

Added Reverse Osmosis filter on the water line in the Cyber Cafe (approximate cost - \$1,500)

Refrigerated Countertop Display Case (approximate cost - \$600)

Commercial Combo Coffee and Tea Brewer (approximate cost - \$1,200)

Panini Press (approximate cost - \$250)

Added Reverse Osmosis filter on the water line in The Loft, **only if it is the agreement of both parties to begin serving in The Loft** (approximate cost - \$1,500)

Innkeeper's will provide other equipment, as needed. A list of all Innkeeper's property will be provided to Administrative Services monthly.

<b>Breakfast Menu (7AM-10AM)</b>	
Item	Price
Assorted Breakfast Pastries	\$2-\$4.50
Yogurt Parfait	\$3.00
Assorted Bagels	\$2.50
Baked French Toast	\$4.00
Quiche Lorraine	\$6.50
Vegetarian Quiche	\$5.00
Coffee Cup Egg Scramble	\$3.50*
Hard Boiled Eggs	\$3.00
Toast	\$2.00
Innkeeper's Housemade Granola (Hot or Cold)	\$2.50
Oatmeal***	\$2-\$3

<b>Dessert/Snack Menu (All Hours)</b>	
Item	Price
Protein Granola Balls	\$3.00
Fruit Cup with Dip	\$3.00
Assorted Fresh Fruit	\$1.00
Cheese and Meat Cup	\$3.00
Assorted Crackers and Candy	\$1.00
Gum/Mints	\$0.50
Cookies	\$2.00
Cake Bars	\$2.75
Dessert Mousse Cups	\$3.50
Assorted Chips	\$1.00
Hummus with Vegetables and Pita Chips	\$4.00

<b>Lunch Menu (11AM-2PM)</b>	
Item	Price
Pizza Bagel	\$8.00
Ham and Swiss Panini (Hot or Cold)	\$7.50
Groovy Bagel Melt	\$7.75
Turkey and Swiss (Hot or Cold)	\$7.50
Chicken Salad Croissant	\$7.50
Chicken Salad Bowl	\$8.00
Seasonal Salad	\$9.50
Mediterranean Sunflower Salad	\$8.50
Vegetable Protein Salad	\$8.50
Seasonal Soup	\$4.50
Hot Entrée**	\$9.00
BLT Sandwich	\$7.00

<b>Beverage Menu (All Hours)****</b>		
Item	Small	Large
Hot Coffee	\$ 2.00	\$ 3.00
Iced Tea	\$ 2.50	\$ 2.75
Hot Tea	\$ 2.50	\$ 2.75
Smoothies	\$ 5.15	\$ 5.80
Frozen Mocha	\$ 5.60	\$ 6.25
Frozen Latte	\$ 4.90	\$ 5.45
Protein Smoothie	\$ 5.60	\$ 6.25
Iced Latte	\$ 4.25	\$ 4.95
Iced Mocha	\$ 4.95	\$ 5.60
Frozen Hot Chocolate	\$ 4.95	\$ 5.80
Iced Chai Latte	\$ 4.80	\$ 5.40
Frozen Chai Latte	\$ 5.60	\$ 6.25
Iced Matcha Latte	\$ 5.10	\$ 5.80
Frozen Matcha Latte	\$ 5.60	\$ 6.25
Cold Brew	\$ 4.15	\$ 4.75
Signature Iced Coffee	\$ 4.15	\$ 4.75
Italian Soda	NA	\$ 3.50
French Soda	NA	\$ 3.75
Milk	\$ 2.30	NA
Chocolate Milk	\$ 3.00	NA
Assorted Bottled Beverages	Market Price	
Café Au Lait	NA	\$ 4.00
Iced Caramel Macchiato	\$ 6.00	\$ 6.75

\*Scramble add-ins are an additional cost.

\*\*Hot Entrée will be a rotating item, examples include baked pasta, baked potato, chicken pot pie, shepherd's pie, etc.

\*\*\*Pricing based on seasonal flavor add-ins

\*\*\*\*Based on the provided survey results regarding specialty beverages, we are proposing to not operate a full espresso machine. If we find that a full espresso menu would be of value, we will add additional drinks at that time. Hot drinks are 12 or 20 ounces, iced drinks are 16 or 24 ounces. Various flavors available to be added to any drink for additional cost

## Catering Menu

Any item listed on our Breakfast, Lunch, Snack, Dessert or Beverage menu is available for catering. Catering would be charged on a per person basis with a 5% discount from the price listed on the daily menu. The menu below reflects the appropriate catering cost. All of these items are available as a "boxed lunch" style or in family/group style on platters/trays.

As well, Innkeeper's Coffee can accommodate most catering menu requests. Contact Jessica Ketchum for pricing and options.

A small sampling of the options available are listed below. Once beginning the contract term with Carl Sandburg College, Innkeeper's Coffee will work with Administrative Services to complete a formal menu that meets the needs of the faculty, staff and student groups that can be disbursed campus-wide.

<u>Daily Items Available for Catering</u>	
Assorted Breakfast Pastries	\$2-\$4.50
Yogurt Parfait	\$2.85
Assorted Bagels	\$2.38
Baked French Toast	\$3.80
Quiche Lorraine	\$6.18
Vegetarian Quiche	\$4.75
Coffee Cup Egg Scramble	\$3.33
Hard Boiled Eggs	\$2.85
Toast	\$1.90
Innkeeper's Housemade Granola (Hot or Cold)	\$2.38
Oatmeal (Seasonal Flavors)	\$2-\$3
Pizza Bagel	\$7.60
Ham and Swiss Panini (Hot or Cold)	\$7.13
Groovy Bagel Melt	\$7.36
Turkey and Swiss (Hot or Cold)	\$7.13
Chicken Salad Croissant	\$7.13
Chicken Salad Bowl	\$7.60
Seasonal Salad	\$9.03
Mediterranean Sunflower Salad	\$8.08
Vegetable Protein Salad	\$8.08
Seasonal Soup	\$4.28
BLT Sandwich	\$6.65
Protein Granola Balls	\$2.85
Fruit Cup with Dip	\$2.85
Assorted Fresh Fruit	\$0.95
Cheese and Meat Cup	\$2.85
Assorted Crackers and Candy	\$0.95
Gum/Mints	\$0.48
Cookies	\$1.90
Cake Bars	\$2.61
Dessert Mousse Cups	\$3.33
Assorted Chips	\$0.95
Hummus with Vegetables and Pita Chips	\$3.80

<u>Additional Items Available for Catering</u>	
Taco Bar	Market Price
Pasta Bar	Market Price
Pork Entrée	Market Price
Chicken Entrée	Market Price
Beef Entrée	Market Price
Hot Sandwiches	Market Price
pulled pork, pulled chicken, sloppy joes, etc.	
Shepherd's Pie	Market Price
Chicken Pot Pie	Market Price
Baked Potato Bar	Market Price
Salad Bar as Entrée	Market Price
Soup, Salad, and Sandwich	Market Price
Meat and Cheese Tray	Market Price
Charcuterie Spread	Market Price
Fruit Tray for 30	Market Price
Vegetable Tray for 30	Market Price
Shrimp Cocktail Tray	Market Price
Dessert Platters	Market Price
Cake, cheesecakes, specialty desserts, cookies, etc.	
Sides	Market Price
Various salads and hot sides	
Coffee Box for a Group	\$30
Coffee by the Gallon	\$15/gallon