

CARL SANDBURG COLLEGE  
GALESBURG, IL  
REQUEST FOR PROPOSAL CAMPUS FOOD SERVICE

Carl Sandburg College, Galesburg, Illinois is issuing this request for proposal (RFP) to designated and interested contractors with the intent of selecting an on-campus food service provider. Carl Sandburg College currently has two on campus locations for food service, and offers in house catering for events held on campus.

Carl Sandburg Community College, District #518, Galesburg, IL is one of the approximately 45 Community Colleges in the state of Illinois. There is a head-count of approximately 1700 students along with 250 faculty and staff. The college is situated in a semi-rural setting approximately one mile from the nearest restaurant.

PROPOSAL INSTRUCTIONS

The proposal must include a brief description of your firm, including; history, ownership, experience with food service operations, three business references with contact information, proposed menu (regular and catering) with pricing, and whether the proposal is for the full operation including catering, or for a specific part of the operation. Any special requirements, such as build outs, equipment, etc. must also be noted in the proposal.

Contractors shall submit three (3) copies of each proposal, addressing all issues noted in the RFP, and shall submit such proposal in a sealed envelope marked: Carl Sandburg College Food Service RFP, and addressed to Mr. Cory Gall, Vice President of Administrative Services, 2400 Tom Wilson Blvd, Galesburg, IL 61401. Proposals may be mailed or be dropped off at the Administrative Services desk on the main Carl Sandburg College campus. Contractor is responsible for all costs in the preparations of the proposal(s).

The full Request for Proposal can be found on the Business Services link of the Carl Sandburg College website at [www.sandburg.edu/About/Business-Services/index.html](http://www.sandburg.edu/About/Business-Services/index.html), click on request for information/proposals link. Contractors are responsible for all issues noted in the full RFP available on the website. **Deadline for the receipt of proposals is 2:00 p.m. November 2, 2022.** Proposals will be opened at that time in room E200 on the Carl Sandburg College main campus in Galesburg, IL. Proposals received after that date and time will not be accepted or considered. Fax or telephone proposals will not be accepted. Changes to the proposals will not be accepted or considered after the proposal deadline. Carl Sandburg College reserves the right to reject any or all proposals or parts of the proposals. A mandatory pre-proposal conference will be held on **October 19, 2022 at 2:00 p.m. in Room E200** on the Carl Sandburg College main campus in Galesburg, IL. Contractors will be provided an opportunity to ask questions and receive clarification at that time. A tour of the facilities will be conducted following the conference. Any questions should be directed to Mr. Cory Gall, Vice President of Administrative Services at 309-341-5273.

BID FORMS

All required forms (Standard Bid Form, Vendor Certification, and Non-Conclusion Affidavit) must be submitted with the proposal and all areas of the required forms must be complete and signed where applicable.

EVALUATION OF PROPOSALS

Proposals will be evaluated by Carl Sandburg College based upon the Contractor's demonstrated ability to provide services that appear to be in the best interest of Carl Sandburg College, its students, faculty and staff,

and not solely on financial considerations. Carl Sandburg College reserves the right to reject any and all proposals or to waive any irregularities as it deems beneficial to the College.

#### CONTRACTOR QUALIFICATIONS

Contractor must provide a summary of the firm's ability to provide food services to Carl Sandburg College. This summary must include current food service operations by the Contractor, years in business, years providing catering service if applicable, and any other information regarding business operations that would support the proposal. A business resume is preferred. Contractors must list three references and authorize Carl Sandburg College to contact them. The listing must include name, address, telephone number and contact person for each reference.

#### SUBCONTRACTING

Primary interest in the business activity of providing food service and catering must be provided by the Contractor contracting with the College. Subcontracting of any part of this proposal may be allowed only if the Contractor requests and the College agrees to the service in writing provided prior to subcontracting for the service.

#### CONTRACT TERM

The successful Contractor must be willing to enter into a contract for a minimum 3 year term. The successful bidder will start services no later than the first day of classes, January 2023.

#### PRICES

The proposal must include a proposed menu with prices. Prices for items stated in this proposal would be expected to be firm initial prices for a basis of consideration and comparison of proposals. All food and beverages must be competitively priced.

#### BEVERAGE CONTRACT

Carl Sandburg College currently has a contract with Atlantic Bottling Inc. in Rock Island, IL for exclusivity of Coke products on all of our campuses. That contract will expire of May 31, 2023. The successful Contractor will only be allowed to furnish Coke products, and must purchase such products from Atlantic Bottling Company directly. Carl Sandburg College will notify the Contractor of any changes to the contract with Atlantic Bottling Company.

#### 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.

### WORKFORCE

The Contractor must supply a work force sufficient to provide the necessary services included within this proposal. The contractor shall comply with all Equal Opportunity Employment practices and shall not discriminate based on race, color, age, creed, sex, national origin, or provisions of the American's with Disabilities Act (ADA).

The contractor must insure that all its employees, at all times, while on duty at Carl Sandburg College, be dressed appropriately and within the requirements of all health codes. The Contractor must ensure that all its employees meet Federal, State, County, and City health and food handlers' safety standards, and the number of employees required to hold food service sanitation certificates be adhered to at all times, and those certificates updated when required to do so.

### UTILITIES

Carl Sandburg College will provide, at its expense, water, sewer, gas, electric, telephone (excluding long distance), and garbage removal service for the food service operation. The contractor must provide for garbage removal to the designated collection area. Other waste disposal including grease, oil and other regulated waste disposal that is not permitted by Carl Sandburg College's garbage collection service will be the responsibility of the Contractor working in conjunction with Carl Sandburg College for its proper disposal. The contractor must cooperate with any recycling programs developed at Carl Sandburg College. The Contractor will be charged on a monthly basis for any long-distance telephone calls through the Carl Sandburg College telephone system. The college will not guarantee an uninterrupted supply of water, electricity, gas, telephone, heat, and air conditioning. However Carl Sandburg College will be diligent in restoring services following any interruption. Carl Sandburg College will not be held liable for any loss which may result from the interruption or failure of any such utilities services.

### PERMITS AND LICENSES

The Contractor will demonstrate that it has the ability to obtain and pay for all required and necessary permits and licenses of governmental authorities and must take all steps necessary to keep them current and effective. The Contractor will be responsible for obtaining necessary inspections and certifications by government authorities and will be required to maintain the food service facilities in a clean, safe, and sanitary condition and to be in compliance with all applicable laws and regulations relating to food preparation and service.

## INSURANCE

The Contractor must procure Worker's Compensation Insurance or must maintain a system of worker's compensation self-insurance in conformance with applicable state law covering all Contractor employees who may be employed for any purpose connected with the operation, and must provide proof of such coverage or system. The workers compensation policy will contain a waiver of subrogation in favor of Carl Sandburg College. The Contractor must obtain and keep in force during the term of the contract, Commercial General Bodily Injury and Property Damage Liability Insurance with a per occurrence limit of not less the \$2,000,000.00 including, but not limited to, coverage for personal injury liability, property damage liability, blanket contractual liability, and products liability insurance, covering operations and activities of the Contractor included in the contract. Liability limit can be satisfied with an umbrella policy.

The contractor must deliver a certificate evidencing such policy or policies of Worker's Compensation and Liability coverage to Carl Sandburg College within thirty(30) days after execution of contract and annually thereafter. The insurance policy or policies must contain a covenant by the company issuing the same that they must not be canceled unless a thirty (30) day written notice of cancellation is given to Carl Sandburg College. The policy or policies must further contain an endorsement naming Carl Sandburg College as an additional named insured, but only with respect to operations of the Contractor under the contract. In the event that the Contractor fails to maintain comprehensive general bodily injury and property damage liability insurance and worker's compensation insurance as provided in the contract, Carl Sandburg College shall have the right to cancel and terminate the contract.

Carl Sandburg College and the Contractor agree to keep their respective property insured under standard "special form causes of loss" property insurance policies. And each party must waive all rights of recovery against the other to the extent such loss is covered under those policies regardless of the negligence of either party.

## TAXES

The Contractor will be responsible for payment of all taxes incurred by reason of the food service operation including, but not limited to, sales or retailer's occupation taxes; food or beverage taxes; payroll or unemployment taxes; social security or income withholding taxes; and any other applicable federal, state, or local taxes. If the Contractor becomes delinquent for payment of any of these taxes when due, it may be grounds for termination of the contract.

## COORDINATION OF FOOD SERVICE

The Contractor must agree to meet with the Vice President of Administrative Services for Carl Sandburg College on a monthly basis to update Carl Sandburg College on any current issues or new items of business.

## FOOD SERVICE

Contractor will have on-site food service capability, and service during normal weekdays and weekends when catering events are scheduled. Carl Sandburg College provides the following; a walk-in cooler and walk-in freezer, ovens, grill and stove, dishwasher, fryers, microwave, refrigerators, freezers, table and other items currently found in the kitchen areas. The Cyber café will have a refrigerator, cold and hot service tables,

microwave, dishwasher, beverage cooler, coffee machine, and other items. The Contractor is responsible for providing Carl Sandburg College with a list of items in the food service kitchen(s) that may be needed in addition to what is already provided. The College will furnish the exhaust system, and the fire suppression system for the exhaust hood in the Loft Café only. If additional exhaust system, and fire suppression system is needed, it must be indicated as such in the proposal, and will be negotiated between the successful Contractor and Carl Sandburg College. The maintenance of filters and semi-annual cleaning inspections for such exhaust hood are the responsibility of the College. The College will furnish the tables and chairs located in the Loft cafeteria dining room and the Cyber Cafe. The college will consider suggestions from the Contractor on upgrades to the Loft cafeteria or Cyber Café that may make it more comfortable and pleasing to our students and visitors. The successful bidder may choose to operate one or both of the College's foodservice locations.

#### CATERING SERVICES

Carl Sandburg College has several events scheduled throughout the year which require catering service. As such the Contractor must be available to provide such catering service to Carl Sandburg College as requested to do so. Carl Sandburg College reserves the right to use alternate services for certain events if Carl Sandburg College feels it is in the best interest financially or otherwise to do so. Please review the current catering menu provided at [www.sandburg.edu](http://www.sandburg.edu) under About, Business Services, Food Services, Catering Menu. Carl Sandburg College has a significant amount of chinaware, silverware, etc. for use in certain catered events. Please attach with proposal menus and prices for meals that you would propose for catered events. Include prices for extras, such as china/linen service etc.

#### PERSONNEL AND MANAGEMENT TEAM

The Contractor must submit the proposed management team and personnel with the proposal, and if such team is unknown at the time of proposal, the Contractor shall submit such record of personnel with 60 days of a successfully agreed upon contract. Carl Sandburg College reserves the right to sit in on interviews of the Contractor's management personnel that will be directing the operations at Carl Sandburg College and give input back to the Contractor on such interviews. All team members of the Contractor must be cleared to work on the campus, at catering events, or any event by Carl Sandburg College's Director of Public Safety by way of a back ground check to ensure the safety of its students, faculty and staff. The Contractor may choose to operate either or both the Loft and Cyber Café.