

Brazosport College
Request for Proposal
RFP 2019.01
Food Service

PROPOSAL DUE DATE: Sealed proposals for Food Service will be received until **Wednesday, April 17, 2019 at 3:00 p.m. (CST)**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Brazosport College reserves the right to reject any and all proposals and to waive any irregularities. Brazosport College does not accept late or misdirected proposals.

APPLICATION PROCESS & PROCEDURES: Please provide 3 original and complete bound proposals in response to this Request for Proposal. Proposals should be sent as per the Proposal Due Date & Delivery Instructions and should include:

1. Summary: Provide a brief executive summary of your firm.
2. References: Provide three business references of current or previous customers.
3. Technical Proposal: Provide a comprehensive proposal for services of the Brazosport College food service operations. Include a description of the food/dining services program and catering program, also include sample menus and pricing.
4. Management Proposal: Provide the resumes for all management staff and proposed labor staff for your food services program.
5. Financial: Provide a cost proposal that includes proposed fee(s) to be paid to Brazosport College.
6. Requirements, Certifications, and Affidavits: Provide the following:
 - a. Business Identification Form – Attachment A
 - b. Proof of Insurance (general liability, automotive liability, workers compensation, etc.)
 - c. State and Local permits (must obtain prior to contract date)
 - d. Conflict of Interest Questionnaire (Form CIQ)
 - e. Felony Conviction Notice

Information and documents regarding this RFP can be found on the Brazosport College website at:
<https://www.brazosport.edu/faculty-and-staff/employee-services/business-services/purchasing/>

PROPOSAL DELIVERY: Clearly reference the due date, hour, and RFP name on the sealed envelope. Sealed proposals should be mailed or hand delivered to:

Brazosport College
Cara Green, Procurement Specialist
RFP 2019.01 Food Service
500 College Drive, C-127
Lake Jackson, TX 77566

*Brazosport College will not accept electronic versions of proposals. They must be mailed or hand delivered. We are not responsible for any US mail delays and will not take any proposals received after due date and time.

**Please note that Brazosport College will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

OVERVIEW: Brazosport College herein referred to as “College” is seeking proposals from qualified food service firms interested in submitting competitive proposals for management and operation of the College food services operations.

Those submitting proposals under this RFP are herein referred to as “Responding Party”. The Responding Party will furnish evidence that they can operate a cash sales operation for a community college of 4,200 credit students and manage the catering function for a corporate training facility. In addition, furnish evidence of catering for events of between 10 and 500 persons.

The Responding Party will be expected to provide breakfast and lunch daily and catering services as needed with offerings that include a variety of nutritious choices, including vegetarian options, and regional and world cuisines made with local ingredients when possible.

BACKGROUND: Brazosport College is an undergraduate Community College that serves more than 4,200 students. Located on 156 acres of beautifully landscaped grounds in Lake Jackson, Texas, we have served as the school of choice for students in southern Brazoria County since 1968. The College offers four-year degree programs in Industrial Management and Health Services Management. The College also offers two-year degree and certificate options in a variety of career fields, as well as courses in major fields of study, which will transfer to four-year schools. The healthcare program at the College offers ADN and LVN opportunities.

The College campus has expanded in recent years. Additions include the BASF Center for Process Technology, the Dow Academic Center, the Byron & Sandra Sadler Health Professions/ Science Complex, a new Student Pavilion, a revitalized library and, most recently, the welding building and the Freeport LNG Crafts Academy. With its growth have come a variety of accolades. In 2012 and 2014, the Aspen Institute ranked the College among the top 10 community colleges in the nation. Other awards include Safest College Campus in Texas, as well as a Top 10 Beautiful Yet Affordable College Campus in the nation.

The College continued commitment to student success drives initiatives to assist students in attaining their goals. Partnership programs between the college, community and local industry leaders are steered by the College Foundation to help ensure student success.

CURRENT FOOD SERVICE INFORMATION: The College consists of (11) buildings. There are currently two locations that provide food services to students, faculty, and staff, as well as campus guests and visitors. Refer to campus map in Attachment D. These locations include:

1. The Commons

Located on the main floor of BC Central, the Commons (kitchen approx. 4500 sq. ft. and dining area approx. 5500 sq. ft.) offers a range of hot food items, made-to-order sandwiches and grilled menu options. In addition, the location offers coffee and cold beverages.

Current Operating Hours

Breakfast: Monday – Friday
7:30 a.m. – 9:30 a.m.

Lunch: Monday – Thursday
11:30 a.m. – 1:30 p.m.

2. Courtyard Grill

Located in the Sadler Health Professions/ Science Complex, the Courtyard Grill (approx. 1000 sq. ft.) offers made-to-order sandwiches and grilled menu options.

Current Operating Hours

Monday – Thursday
10:30 a.m. – 7:00 p.m.

In addition, the current food service contractor provides catering services for the Center for Business and Industry Training (CBIT), the Dow Academic Center (DAC), The Clarion and College departments and outside agencies renting or using College facilities.

GENERAL REQUIREMENTS AND SPECIFICATIONS

Each Responding Party is invited to present their services and abilities for an objective review. Experience, menu quality and variety, service and compensation to the College will be important considerations in the award of this contract.

MENU, PRICING, AND HOURS OF OPERATION: The Responding Party and the College shall agree on all menu items and prices for both retail and catering, and operating hours for each location. The Responding Party will publish an annual menu that includes, at minimum, a description of offerings, serving sizes, and associated prices. The College expects the Responding Party to make recommendations based on their experience in operating food service programs, but the College reserves the right to make final decisions. Any pricing changes from the annual menu will need to be approved with a 30 day notice.

CALENDAR: For guidance, the College will provide the Responding Party with an annual academic calendar at the beginning of each fiscal year which shall be subject to modification by mutual agreement.

PURCHASES: The Responding Party shall make all purchases in their own name and shall not attempt to bind the College to contractual agreements.

CATERING: Catering services are needed by the College (except vending services, bookstore and concession sales) as part of its comprehensive food service program. The Responding Party should clearly identify whether their proposal includes catering services. The Responding Party will publish an annual menu that includes, at minimum, a description of catering offerings, serving sizes, and associated prices.

SERVICE: The Responding Party will develop and implement a comprehensive evaluation plan of services offered. The plan should include biannual internal and external evaluations of menu items (including diversity of offerings and serving sizes), pricing, and customer service.

PERSONNEL: The Responding Party shall assume full responsibility for the actions of its management personnel, hourly personnel, any other employees or personnel (i.e., contractors, subcontractors, consultants, professionals, and volunteers) while performing any service on College premises. Accordingly, the Responding Party agrees to take all necessary measures to prevent injury and loss to persons or property located on College premises. The Responding Party shall be responsible for all damages to people or property caused by the Responding Party or any of its agents or employees.

INDEMNIFICATION: The Responding Party shall indemnify, defend and hold harmless the College, its regents, officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the Responding Party, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this contract.

APPLICABLE HEALTH CODES AND PERMITS: The Responding Party will be responsible for securing all necessary permits required by state and local jurisdictions.

CONTRACT TERMS & CONDITIONS

OBLIGATIONS: In addition to the written general requirements and specifications, a Responding Party officer or representative attesting to acknowledgment, understanding, and compliance with all applicable terms, conditions and requirements, must sign all required written proposal documentation. The individual signing the documentation must have the authority to commit and obligate the Responding Party for all terms and conditions as stated.

INSURANCE REQUIREMENTS: Please provide proof of the following insurance as a minimum:

General Liability	\$1,000,000
Vehicle Liability	\$250,000
Workers Compensation	\$100,000

The insurance requirements also apply to any subcontractor in the event that any work is sublet. The Responding Party is responsible to insure that the subcontractor meet the minimum insurance requirement limits according to the law.

INDIVIDUAL/CONTRACTOR ELIGIBILITY: All submittals shall include the names of the individuals or contractor and all education or certifications, respectively, that apply to the competencies desired by this RFP.

AMENDMENTS TO THE PROPOSAL: If it becomes necessary to revise any part of this RFP package or if additional information is necessary to clarify any provision(s), the revision and/or additional information will be provided to the Responding Party via email and/or posted on the College website.

INCURRED EXPENSES: The College shall not be responsible for expenses incurred by a Responding Party in the preparation and submission of a proposal. This provision also includes any costs involved in preparing an oral presentation of the proposal.

CONTRACTOR INFORMATION/SIGNATURE: In compliance with this RFP and to all conditions imposed herein and hereby incorporated by reference, all respondents offer and agree to furnish the services and goods in accordance with the sealed proposals or as mutually agreed upon by subsequent negotiation.

CONTRACT PERIOD AND RENEWAL: The selected Responding Party will contract with the College for a period of 5 years. Any renewal of the Food Service contract will be at the sole discretion of the College.

OPEN RECORDS: The College is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Section 552). Responses to the RFP are subject to release as public information unless specific parts of the response are excepted from public disclosure under the Act. The Responding Party must stamp in bold red letters the term “CONFIDENTIAL” or “PROPRIETARY” on every page the Responding Party claims should be considered as such. The Responding Party will be deemed to have knowledge of this law and an understanding of how it affects their proposal.

CONFLICT OF INTEREST NOTIFICATION: Persons submitting a response to this RFP must comply with all applicable laws, ordinances, and regulations including the provisions of the State of Texas Government Code Chapter 176. The person submitting a response to this RFP must complete and submit as applicable under the law a Conflict of Interest Questionnaire (CIQ) in a format approved by the Texas Ethics Commission. The CIQ form is to be submitted along with the submittals.

A copy of the CIQ form can be found at the Texas Ethics Commission website. Consult with your own legal counsel regarding the law. If a Conflict of Interest does not exist, please put N/A at the top of the form and sign. If a Conflict of Interest Form is not provided, please provide a memorandum as to the reasoning. Failure to follow the requests of this RFP will result in immediate disqualification from consideration.

SELECTION CRITERIA FOR FOOD SERVICE: CRITERIA AND WEIGHT

Technical Proposal	50%
Project Approach/Methodology	
Quality of Service Plans	
Project Deliverables	
Management Proposal	35%
Project Team Structure/Internal Controls	
Staff Qualifications/Experience	
Experience of the Firm	
Financial Proposal	15%
Quality of Financial Proposal	
Proposed Fee Structure	

SELECTION PROCESS: Brazosport College staff will review proposals and make selections based on information submitted. Submit additional specialty information as an attachment. Any submittal that fails to provide required information as listed under the Application Process & Procedures will be automatically disqualified from selection. The RFP review staff will make a recommendation to the Board of Regents once contract negotiations have been completed.

QUESTIONS: All inquiries for information regarding this solicitation should be directed in writing to: Ginger Wooster, Director, Business Services at ginger.wooster@brazosport.edu. Any attempts to contact College personnel outside of this may result in disqualification.

Failure of the Responding Party to make appropriate inquiries, evaluate any special conditions, or verify requirements of this RFP shall not relieve the proposer of responsibility for fulfilling the contract in accordance with the terms of this RFP.

Attachment A

Business Identification Form

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the Company under which you do business
2. _____
Permanent main office address

City State Zip Code
3. _____
Phone No. Fax No.
4. _____
Email Address
5. Type of Organization: (Check all applicable)
____ Individually-Owned ____ Partnership ____ Corporation ____ Joint Venture
____ Non-profit ____ Private ____ Public ____ Minority-Owned ____ Female-Owned
6. If a corporation, enter the date of incorporation and the state in which incorporated:
Date: _____ State: _____
7. Identify number of employees: _____
8. Enter the number of years you have been in business under the present Name: _____
9. _____
Enter any other names your company has done business under.

Indicate the dates, locations and number of years for each.
10. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the Responding Party to a contract.

Name Title Tel #

ATTACHMENT B.

COST RESPONSIBILITY SUMMARY: The successful Responding Party respective operational responsibilities for providing and paying third party vendors directly for the following items are indicated as follows:

	<u>Responding</u> <u>Party</u>	<u>College</u>
Food	X	
Office supplies/stationery	X	
In-service training; materials/supplies	X	
Regular telephone service		X
Telephone long distance		X
Laundry	X	
*China/silverware/glassware replacement		
Cleaning/dishwashing supplies	X	
Menu paper and print	X	
Xeroxing	X	
Kitchen paper/plastic	X	
Marketing/merchandising materials	X	
Business licenses and permits (limited annually)	X	
Repairs to equipment as purchased services		X
Minor equipment replacement (electrical equipment under \$500 in value)		X
Major equipment replacement (electrical and non-electrical equipment over \$500 in value)		X
Utilities		X
Pest Control	X	
Employee physicals	X	
Garbage/trash removal		X
Postage	X	
Uniforms	X	
Armored car service	X	

*To be negotiated on a case-by-case basis.

**ATTACHMENT C.
CLEANING RESPONSIBILITIES**

	<u>Responding</u> <u>Party</u>	<u>College</u>
<u>Kitchen</u>		
Floors	X	
Walls	X	
Equipment	X	
Refrigerators and freezers	X	
Vents over cooking surfaces (daily cleaning)	X	
Vents over cooking surfaces (system cleaning)		X
Ceiling		X
Duct work		X
Light replacement		X
<u>Storage Areas</u>		
Floors	X	
Walls	X	
Ceiling		X
Shelving	X	
<u>Cafeteria</u>		
Serving line/equipment	X	
Serving line walls	X	
Serving line floor/tile	X	
Ceiling		X
<u>Dining Area **</u>		
Furniture	X	
Equipment		X
Floors/carpet	X	
Window/walls		X
Ceiling		X
Drapery		X
<u>Receiving Area</u>		
Pick-up/spot mop	X	
Daily cleaning	X	

**Responding Party personnel shall be responsible for removing trays, dishes and food from dining area tables, chairs or floors during the hours of operation, including wiping table tops and chairs as needed.

500 College Drive
Lake Jackson, Texas 77566
The College of Choice®



Attachment D Brazosport College Map



ATTACHMENT D

