

**Muskegon Community College  
Request for Proposal  
Food Service Operation with Catering Services AND/OR  
Vending Machine Service Operation**

**REQUEST FOR PROPOSAL**

Muskegon Community College (MCC) is seeking and accepting proposals for Food Service Operation with Catering Services AND/OR Vending Machine Service Operation to evaluate all possible options for the food service program at Muskegon Community College.

Sealed proposals will be received by either mail or personal delivery until **Monday April 20, 2017 at 1:30 p.m. EST**. Proposals received after the specified time will not be considered. Proposals shall be sealed and plainly marked on the outside of the envelope/box with **Food Service Operation with Catering Services AND/OR Vending Machine Service Operation** with name of firm submitting proposal. It is the sole responsibility of the proposer to assure that their proposal is received by Muskegon Community College prior to the time specified. One (1) original and five (5) identical copies, and an electronic copy should be submitted to the following address:

Muskegon Community College  
Attn: Amy James  
Room #1123  
221 S. Quarterline Rd.  
Muskegon, MI 49442

**BACKGROUND ON MUSKEGON COMMUNITY COLLEGE**

MCC was founded as Muskegon Junior College in 1926, and has been continually accredited by the Higher Learning Commission of North Central Association since 1929. The community college district was created via the Michigan Constitution of 1963 along with an elected Board of Trustees. The college moved to its current campus location, an Alden B. Dow designed facility that opened to the public in 1967.

In 1995, the Stevenson Center for Higher Education opened, comprising a consortium of Ferris State University, Grand Valley State University, and Western Michigan University, designed to increase access to educational opportunities for Muskegon residents. In 2010 the Outdoor Learning Lab, a focal point of green technology and center for MCC's new Alternative and Renewable Energy certificate program opened. The college is currently located on a 111-acre campus in Muskegon, with extension centers in Fremont, Grand Haven, Newaygo and Whitehall.

**PURPOSE**

Your response to the Request for Proposals will be used by Muskegon Community College to evaluate all possible options for the food service program at Muskegon Community College. These high quality services should be unique while being easily identified with the College’s heritage and tradition.

**PROJECT SCOPE DESCRIPTION AND TIMETABLE:**

It is the overall intent to provide students, faculty, staff, and patrons of Muskegon Community College with the highest quality products and the most courteous and efficient service possible. In addition, it is the College’s desire to provide quality food service and vending options at the most reasonable and economical prices possible.

Effective college community outreach efforts coupled with appealing atmosphere in the food service unit should satisfy and attract a significant portion of the College community to the food services program. Food services offered shall enhance the quality of life on the campus. The Contractor shall perform in such a way as to contribute to the prestige of the institution by providing the campus with a solid business operation. Successful food operations must gradually evolve (and not remain static) in order to continue to be successful. As a result, receptivity to new ideas should be demonstrated by the contractor’s staff. Food service management shall be alert to changing food service trends, new market forms of food, and changing diet patterns that evolve throughout the food service industry. With input from the institution, methods of food service merchandising, public relations, promotion and menu presentation in all operations should be continually reviewed to increase usage, improve service, and maximize potential revenues.

The food service program at Muskegon Community College should be designed with the following objectives in mind:

- Nutritionally sound meals
- Timely services
- Prices affordable to Muskegon Community College students
- Varied menu and vending selections
- A collegiate food service environment
- Efficient and sanitary facilities and machines
- Program of facility improvements
- Quality and innovative catering for college activities and special events
- Employee training and career development programs
- Maintenance of employee wages and benefits
- Highly trained and qualified professional staff
- Employment opportunities for students

As a starting point, the following preliminary timetable has been established for this RFP.

Walk-Through.....	April 6, 2017
Meet in the Library at 1:30 pm in Room LI67-LI69	
Proposals due.....	April 20, 2017
Oral Presentations/Demonstrations.....	April 26, 2017
Selection Made.....	May 5, 2017

## **PROPOSAL FORMAT**

In order to insure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. **Title Page:** The proposer should identify the RFP subject, ***which area you are serving (campus dining, catering and/or vending)***, the name of the company, local address, telephone number, name and title of contact person and date of submission.
2. **Table of Contents:** Provide clear identification of the material by section and by page number.
3. **Company History:** Information related to the company's qualifications and resources.
  - a. Briefly describe your company's history, number of employees and years in existence.
  - b. Provide details of your company's financial status and stability.
4. **Qualifications and Experience of Staff**
5. **References:** List at least three (3) client references. (See page 5)
6. **Required Forms:** Complete and sign all required forms (See page 6) and include a copy of your State of Michigan license.

## **GENERAL INFORMATION**

1. **Interview:** A proposer may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee amount originally proposed. If Muskegon Community College chooses to have presentations, they will schedule and notify the proposer(s) of the time and location of their presentation.
2. **Modifications:** Muskegon Community College reserves the right to request that the proposer modify the proposal to more fully meet the needs of the college.
3. **Request for Additional Information:** The proposer shall furnish such additional information if Muskegon Community College may require.
4. **Acceptance/Rejection/Modification to Proposals:** Muskegon Community College reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.
5. **On-site visit:** On April 6, 2017, the proposer will have the opportunity to clarify or ask questions on this RFP. Starting promptly at 1:30 p.m. eastern standard time, meeting in the Library, Room 167-L169 on the MCC Campus. This on-site visit will include a tour of the facility with an overview of the system and areas of concern.

## **EQUAL OPPORTUNITY NOTICE:**

Muskegon Community College continues to promote staff diversity, and is an equal opportunity employer. MCC does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, transgender status, political persuasion, disability, height, weight, veteran status, age or any other protected class in any of its educational programs, activities or employment. Minorities, women, veterans, and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation or assistance in applying for this position, please contact the Human Resources Office.

## **TERMS AND CONDITIONS/AGREEMENT**

1. **Term of Contract:** The contract, if awarded, will be for the entire engineering project.
2. **Termination:** The contract may be terminated by mutual consent of both parties or by Muskegon Community College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Muskegon Community College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination. Termination will take place within fifteen (15) days of notification.
3. **Manner of Performance:** The contractor will abide by all State and Federal Regulations on wages and hours of any employee. The contractor shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with Muskegon Community College. The contractor shall keep current all licenses and permits.

**MUSKEGON COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Food Service Operation with Catering Services AND/OR  
Vending Machine Service Operation**

**LIST OF REFERENCES**

***IMPORTANT: This form must be returned with the bid proposal form.***

1. Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

2. Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

3. Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name and Title \_\_\_\_\_

**MUSKEGON COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Food Service Operation with Catering Services AND/OR  
Vending Machine Service Operation  
PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of sixty (60) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/contractor and that the vendor/contractor is ready, willing and able to perform if awarded this bid/proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder/proposer interested in bid/proposal; and the undersigned executed this bidders/proposers certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Business \_\_\_\_\_

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_