



Request for Proposal:  
Campus Food Service Operations

Request for Proposal Number:  
#CC564-22

PROPOSAL DUE DATE AND TIME:  
February 8, 2022 – 2:00 P.M. Mountain Time

Request for Proposal Opening:  
February 8, 2022 – 2:00 P.M. Mountain Time

Non-Mandatory Site Visit:  
January 27, 2022 – 1:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE: Shane Pulliam  
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## SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which are applicable to both the singular and plural thereof. The terms can be used interchangeably.

**Addendum:** Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bid documents or the related procurement documents.

**Bid / Bid Form:** The price and/or form that is submitted to the college to fulfill the request for proposal.

**Bidder / Firm:** The company/vendor that is submitting a bid.

**Contract:** An agreement between Casper College and the bidder that includes a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, as well as the bidder's response to the RFP.

**Contractor:** The Company awarded a contract or PO for this Bid.

**Evaluation Committee / Stakeholders:** Casper College hired contractors or employees that have an interest in the project.

**Purchase Order / PO:** A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.

**Request for Proposal (RFP) / Proposal:** This formal publicly released document outlining a need and inviting businesses to submit bids to fulfill our request.

**Schedule of Values:** A start to finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.

**Specifications / Scope of Work:** Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.

## SECTION 2: Instructions to Bidders and Bid Requirements

### 1. General Conditions:

- 1.1. The Procurement Department will receive proposals for providing Food Service to the Casper College Campus. Proposals are due no later than **2-8-2022, 2:00 P.M. Mountain Time.**
- 1.2. Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantages any competing bidders.
- 1.3. Casper College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather the proposal that is felt to be in the best interest of the institution. Although pricing is important, it will not be the only factor considered when evaluating proposals
- 1.4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.
- 1.5. Casper College will ensure that minority business enterprises are afforded full opportunity to submit proposals. Casper College will not discriminate on the grounds of age, race, color, sex, creed, religion, national origin, or disability status. In addition, the successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.

- 1.6. The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
- 1.7. All proposals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Wyoming Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.

## 2. Preparation of Proposals

- 2.1. Bidders are encouraged to examine all documents, specifications, scope of work or drawings, addendum(s), and attend scheduled site visits associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations and/or verbal communication resulting from the use of incomplete proposal documents.
- 2.2. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (see *SECTION SIX*) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
- 2.3. Any deviation or substitution from the specifications, scope of work or drawings must be noted in detail and attached to the bid form. Complete specifications must be attached for any deviations or substitutions offered. In the absence of a specifications deviation statement and accompanying specifications, the bidder shall be held accountable for full compliance with the RFP specifications.
- 2.4. Failure to submit a specification deviation statement and accompanying specifications, if applicable, may be grounds for rejection of the item(s) offered and or the entire proposal.
- 2.5. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.
- 2.6. Proposal prices must include all material, labor, installation, removal and proper disposal of existing materials, bonds, insurance, profit, and delivery (FOB) Casper College, Casper WY. Include a copy of material and labor warranties when applicable. In case of error in the extension of prices in the proposal, unit prices will govern.
- 2.7. If applicable, please submit a schedule of values with each payment application in your proposal package. The schedule of values will need to be agreed upon by the bidder and Casper College. Paying invoices will be based upon the bidder successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services. Casper College prefers the AIA G702 format.

- 2.8. Expenses incurred in proposal preparation, pre-bid meeting, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by Casper College.

3. Pre-Proposal Meeting and Job Walk

- 3.1. A non-mandatory pre-proposal meeting will be held on 1/27/2022 at 2:00 pm mtn time. The meeting location will be the Gateway Building room 312 on the Casper College Campus. After the meeting is concluded a job walk will begin for potential bidders to view the work site.
- 3.2. This meeting and job walk are non-mandatory but it is strongly recommended that bidders view the job-site(s) before bidding.
- 3.3. Casper College stakeholders will be present at the pre-proposal meeting to answer any questions with respect to interpretation or clarification of this proposal. If these interpretations or clarifications are deemed essential / material, an addendum will be issued to all websites the RFP is posted.
- 3.4. All Bid Documents will be available free of charge at [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing) and [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)

4. Submission / Modifications / Withdrawals / Late Bids

- 4.1. Sealed proposals should be accompanied by the attached Casper College – Bid Form and signed by the proper official of the firm. All sealed proposals must be in the possession of the Casper College Procurement Department representative by due date and time. Any proposal that this not sealed or in possession of the representative by the due date and time will be rejected.
- 4.2. On the Bid Form the prices will need to include all costs to complete the items out lined on the Bid Form and in the proposal. This is including but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, peridium, tax, shipping, and removal and proper disposal of existing materials.
- 4.3. Sealed Proposals must be mailed or hand delivered to:  

Attention: Procurement Department GW #311  
Casper College  
125 College Drive  
Casper, WY 82601
- 4.4. Clearly mark on the outside of your sealed proposal “Campus Food Service Operations #CC564-22”.
- 4.5. A proposal that is in the possession of the Procurement Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening.
- 4.6. Modifications must be initialed by the person signing the proposal.

- 4.7. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Procurement department prior to proposal opening.
- 4.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
- 4.9. If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.
- 4.10. Telephone, fax, or electronic submittals will not be accepted.

5. Questions About the RFP / Addendums

- 5.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.
  - Shane Pulliam, Director of Procurement
  - 125 College Drive
  - Casper, WY 2601
  - Phone: (307) 268-2633
  - Fax: (307) 268-2880
  - Email: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)
- 5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 2/1/2022 2:00 pm mountain time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addendums within 1 business day from the above date and time.
- 5.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the Casper College Procurement Department. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College. The addendum(s) will be posted on [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) and [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing).
- 5.4. Bidders are responsible for checking these sites before submitting their proposal. All issued addendums should be acknowledged on the bid form.

6. Bid Opening

- 6.1. A public bid opening of each bid received will be conducted on date: 02/8/2022 at 2:00pm mountain time. The location will be room 312 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.
- 6.2. Each firm submitting a bid agrees that their Bid shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this Bid.

7. Award and Contract Information:

- 7.1. A formal Contract will be issued by Casper College for this project. The contract between Casper College and the successful bidder will include the wording contained in the formal written contract, the request for proposal, addendums (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the bidder's response to the request for proposal.
- 7.2. The bidder expressly warrants to Casper College that it has the ability, expertise, and required legal credentials to perform the contract if awarded. In doing so it shall use the highest standards of professional workmanship.
- 7.3. Awarded bidder is prohibited from subcontracting, assigning, transferring, the contract its rights, title or interest therein, or its power to execute such a contract to any other firm without the prior written consent of Casper College.
- 7.4. In the event that the successful bidder decides not to accept the contract, Casper College reserves the right to grant the contract to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.

8. Required Documentation for Awarded Proposal

- 8.1. The bidder who is awarded this proposal shall provide a certificate of insurance showing the following minimum coverage and limits with Casper College as a named additional insured. This will need to be on file with the procurement department before work can begin.

Commercial General Liability	
Each Occurrence	\$1,000,000
Personal Injury/Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Business Automobile	
Combined Single Limits	\$1,000,000

- 8.2. Current State of Wyoming Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the procurement department before work can begin.
- 8.3. Approval of the insurance by Casper College shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
- 8.4. In the event that the successful firm shall fail to maintain and keep in force Comprehensive General Bodily Injury and Property Damage Liability Insurance, Workers' Compensation Coverage, and other insurance coverage's, as hereinabove provided, Casper College shall have the right to cancel and terminate the Contract forthwith and without notice.

9. Qualifications of Bidder

- 9.1. The bidder may be required to submit three (3) letters of reference from past projects that are similar to the work described by the specification of the request for proposal. These projects will need to be completed within the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.
- 9.2. The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. Casper College will cooperate with the successful bidder in obtaining all licenses and/or permits. The successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

10. Laws and Regulations

- 10.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all Casper College policies.
- 10.2. Applicable Wyoming State Statutes
  - Casper College shall apply the following State of Wyoming Statutes to this proposal if applicable.
    - ◆ W.S. 16-6-101 through 121 titled "Public Property – Public Works and Contracts"
    - ◆ W.S. 16-6-201 through 206 titled "Preference for State Laborers"
    - ◆ W.S. 16-6-701 through 708 titled "Construction Contracts with Public Entities"
- 10.3. The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

11. Environment, Health, and Safety

- 11.1. The bidder agrees to indemnify and hold Casper College harmless for any release of toxic wastes or hazardous material, and / or any violation of laws or regulations of the EPA or DEQ that is caused by the bidder.
- 11.2. The bidder shall provide Casper College with a current copy of all applicable Safety Data Sheet (SDS) for each chemical, material, or product used during the performance of this scope of work.
- 11.3. Bidder shall not dispose of any hazardous waste on campus. The bidder is responsible for off-site hazardous waste disposal, and any associated costs, fees, or permits associated with such disposal.
- 11.4. The successful bidder shall take reasonable and proper care of Casper College property, facilities and equipment under its care, custody, and control in a manner which shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.
- 11.5. The bidder shall be responsible for implementing safety measures for the protection of their employees, students, Casper College employees, and members of the public during all phases of the contract work.



**SECTION 3: Schedule of Activities**

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	1/10/2022	N/A
Site Visit (recommended)	1/27/2022	1:00 pm
Last Date for clarification inquiries	2/1/2022	2:00 pm
Proposal submission deadline/Proposal opening	2/8/22	2:00 pm
Presentations	Week of 2/21/2022 to 2/25/2022 Will be Scheduled	N/A
Project Award	Week of 2/28/2022 (estimated)	N/A

**SECTION 4: SPECIFICATIONS AND SCOPE OF WORK**

• **INTRODUCTION**

- The objective of this RFP is to award our Food Services contract to a company that is capable of providing our students, faculty, staff and visitors with high quality food products combined with courteous and efficient service at reasonable prices.
- The awarded company will operate and manage the cafeteria, coffee / snack bar locations in the GW building, LH building, and UU building. Additional service such as special catering services, and related activities will also be provided by the company.
- This company will purchase, prepare and serve food products on the campus and provide nutritionally balanced meals on such schedules as may be agreed upon. They will also provide such food and food products as may be requested for meetings, receptions, banquets, conferences, etc.

• **BACKGROUND**

- Casper College is located in Casper Wyoming. The College Cafeteria is currently located in the Student Union / UW-CC Building (UU) which houses the cafeteria and a coffee / snack bar on the first floor. This building is approximately 90,000 square feet. The cafeteria area has seating for 310 people.

• **GENERAL**

- The awarded company will operate and manage the cafeteria, coffee / snack bar locations in the GW building, LH building, and in the UU building, special catering services, and related activities.
- Meal services must meet at a minimum the dining needs of the residential student population and include at least three full meals on weekdays and two full meals on weekends. They should cover the traditional breakfast, lunch and dinner meal periods on weekdays and brunch and dinner on weekends. Hot food and fresh preparation options are required at all meal times.

- Options for kiosk, carts, food trucks, meal delivery, or other service sales on campus may be separately operated to serve the needs of students, faculty, staff, and visitors, pending review and approval by the College.
- The food service program should include:
  - Cycle menus to include all serving stations, e.g., hot food, deli, grill, salad, dessert, etc.
  - Vegetarian, vegan, and gluten free entrees should be identified and proposer should be prepared to provide sample recipes
  - Meal plan options
  - Grab and go options or boxed meal options
  - Hours of operation that meet changing needs of the patrons
- The College will maintain and operate the building structure, common areas and systems (electric, water, gas, HVAC, security).
- **SERVICE STANDARDS SPECIFICATIONS**
  - Temperature: Hot foods are to be served hot and cold foods are to be served cold as per standard guidelines and general practices.
  - Any food appearing discolored, unappealing or not in a proper state of freshness shall not be served.
  - Serving stations and bars are to be well stocked throughout the entire posted serving times.
  - Certain food accompaniments shall automatically be served with some dishes and placed in the condiment section.
  - Display and serving areas shall be clean, sanitary, orderly, and attractive at all times. Any spillage or soiled spots shall be removed promptly from counters, steam table pans, general serving and dining areas and floors.
- **FOOD PROCUREMENT STANDARDS SPECIFICATIONS**
  - Food purchased by the Food Service Contractor for use at the College shall meet or exceed all USDA, Federal, State and Local standards.
  - All meat cuts shall be in accordance with U.S.D.A. I.M.P. specifications. Include the grades that will be used if you were awarded this contract. All other food items shall be of comparable quality.
  - Purchase of food, supplies and equipment shall meet requirements of the United States Department of Agriculture (USDA), Food and Drug Administration (FDA) and National Sanitation Foundation (NSF). In the absence of grade labeling, the Food Service Contractor shall provide the College with package labeling codes or industry accepted grade equivalent standard to verify the minimum grades specified are being provided.
  - The Food Service Contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storage and inventory of all foods and direct supplies, and shall pay for all food and direct supplies related to food production service and management applicable to this contract. Any quantity purchase commissions shall be clearly identified and credited to the food cost.
  - The Food Service Contractor shall take under advisement the wishes of the College regarding product and brand preferences, use of state of Wyoming products, and in-state vendors when costs are not significantly increased.

- **ACCEPTABLE FOOD PREPARATION STANDARDS SPECIFICATIONS**
  - **General**
    - The general policy shall be to do on-site preparation of food items, utilizing batch cooking as close to time of service as possible. Cook-to-order or progressive cooking should be the normal method of operation; staggering the preparation of food whenever possible so that nutritional value, temperature and overall quality can be maintained during serving hours. Minimization of pre-prepared food items is desirable. The Food Service Contractor's on-site management must have the ability to alter recipes for reduction of certain ingredients especially salt, fat, and sugar.
  - **Frozen Meat Products**
    - Ground beef patties shall not be grilled in the fully frozen state. They shall be cooked to the required minimum temperature required by standard polices.
    - Recipes standardized for quality, yield, cooking procedures, serving containers, utensils, and portion size shall be used in all production units.
    - Leftover foods shall be kept to a minimum and refrigerated as necessary in shallow pans after each meal, properly covered, labeled with product name and date and used promptly. All leftovers which require refrigeration shall be stored in one location, labeled and dated. Leftovers cannot be frozen and shall be served as an extra selection within 24 hours. Under no circumstances should leftovers be used to replace any approved menu selection.
  - **Bakery Products**
    - Bakery items made on premises are preferred. Pre-prepared mixes and dough are permissible, but every attempt should be made to provide products that are "homemade."
    - Sandwich breads, hamburger and hot dog buns, bagels, English muffins and othersuch items may be purchased from commercial bakeries.
  - **Miscellaneous**
    - Vegetable shortening rather than animal shortening must be used for food prepared on site. The Food Service Contractor is strongly encouraged to purchasefood prepared with vegetable shortening and oil. If this is not possible, then it must be clearly labeled as containing animal fat when the food is served.
    - Vegetarian and vegan menu items should not be cooked in the same fat, sauce or other cooking medium (to include the use of grill top and deep fat fryers) as the non-vegetarian and vegan items.
    - Menu items that contain common allergens (shellfish, gluten, peanuts, etc....) will be clearly labeled. When cooking with these common allergens there will be no cross contamination with other food that are being prepared.
- **NUTRITIONAL AWARENESS AND SUPPORT PROGRAMS**
  - Contractor should provide support and awareness programs for nutritional and dietary planning. Such a program should be multi-faceted providing for direct assistance, printed materials and self-educational tools.

- Provision and posting of nutritional analysis, by portion, of each menu item, indicating number of calories, fat (animal fat must be clearly identified), sodium, sugar, carbohydrates, etc. This information must be posted in a designated location by the serving area of the food items and should be made available far enough in advance of meal to allow for decision making and planning by patrons.
- Recipe files shall be available for customer review of nutrition information.
- When use of a certified Nutritionist is needed, especially in working with students with special dietary needs or allergy concerns, the Food Service Contractor should make efforts to adapt to such needs wherever possible.
- **INSPECTIONS**
  - The College reserves the right to periodically conduct, announced or unannounced, inspections, evaluations, and request changes in the food service operation and condition of the dining service and facilities at any time with respect to quality, quantity and production of all food items, hours of meal service, prices, safety, sanitation and maintenance of the facilities and equipment to bring them to levels satisfactory to the College.
  - Applicable Inspectors from all state and local authorities and the College shall have complete cooperation from the Food Service Contractor. When state and local authorities arrive for inspection, the College shall be notified and, whenever practical, shall be present for the inspection. A copy of the inspection report shall be transmitted by the Food Service Contractor to the College within seventy-two (72) hours of receipt. Within five (5) working days, the Food Service Contractor shall provide the College with a written report of corrective action. In the event that corrective action is a joint responsibility, the Food Service Contractor shall notify the College of its responsibility in the matter and shall work with the College in the implementation of such action. Inspections and evaluations shall be conducted so as not to interfere with the normal operation of the dining service function.
- **RETAIL SNACK BAR AND OTHER GENERAL OPERATION SPECIFICATIONS**
  - Operations should provide for “fast food”, short order grill or other snack or light meal options as part of their service plan.
  - General food and preparation standards detailed for the main dining hall service will apply to all food service operations and areas.
  - We are interested in learning about any nationally known “branded” fast food or coffee bar agreements that you may have available.
- **CATERING AND BANQUET OPERATION SPECIFICATIONS**
  - This is an “first right of refusal” service opportunity that is required of the Food Service Contractor and should allow for increased marketing and revenue. Catering specifications will have somewhat unique to the various requests.
  - The Food Service Provider shall be responsible for a thorough and complete catering service, including but not limited to: initial marketing; receipt of orders; preparation of the service; delivery of the service; necessary clean-up; equipment/materials and resources required to complete the service; billing/collection of the service; customer surveys; and most importantly, providing professional customer service.

- **FOOD SERVICE POLICY**

- The College presently offers four (4) meal plans and provides meals on a cash basis in a student cafeteria.
- The first meal covered by the board plan in each regular semester will be breakfast on the first day of class. The last meal covered by the board plan for the regular semesters will be dinner on the day of graduation.
- Students living in the College's residence hall are required to purchase a meal plan. Students may not discontinue a meal plan as long as they remain enrolled during a semester, except in the case of marriage or circumstances which are determined by the College to be beyond the student's control.
- Commuting students, faculty, staff, and visitors represent a market that may be underdeveloped. Effective outreach efforts coupled with appealing atmosphere in the campus food service operation and competitive pricing or payment options may attract a portion of the College community to the campus food services program.
- There are several programs on campus in the summer that will require food services. Flexibility to offer catering services or even normal retail or dining services during all or peak parts of this period is a potential marketing opportunity.
- Payment for the services to residence hall students will be paid by the College in multiple payments over the span of the applicable semester. The Food Service Contractor will be required to implement a system and track the services to students. A system that will provide for the option for prepaid and/or cashless transactions for the other diners is highly desired. The Food Service Contractor should report a summary of the meals service (by plan type) and daily proceeds to the College Business Services Office each month to assist us in planning and evaluating the effectiveness of the food service operations.
- The College will issue an ID card to all students, faculty and staff. The College is willing to adapt this card or work with other options in support of this cashless capability for food services.
- It is the responsibility of the bidder to inventory and assess any equipment currently within the assigned areas as to the functionality and maintenance status. Such equipment will be provided on a loan basis during the contract period upon request. The Food Service Contractor will be responsible for the cleaning, general maintenance and upkeep of the equipment.
- Casper College retains full control and decision-making authority on any proposed modifications to the equipment, building or specific spaces.

- **FIRE AND SAFETY**

- Accident prevention and safety education shall be used by the Food Service Contractor. Proper instructions on the use of equipment and food handling techniques shall be provided in the promotion of a safe and accident free environment.
- The Food Service Contractor shall immediately report fires, unsafe conditions and security hazards to the College. The Food Service Contractor shall immediately fix and report any citations for unsafe conditions to the College.
- The College shall furnish and maintain fire suppression equipment, fire extinguisher equipment and supplies, and the Food Service Contractor shall notify the College immediately after every use of this equipment.

- **SECURITY**

- The College shall provide general security to the campus locations occupied by the Food Service Contractor. It is agreed that the campus locations assigned to the Food Service Contractor are for use solely to fulfill the Food Service Contractor's duties and that the Food Service Contractor shall at all times keep College facilities secured. The Food Service Contractor is responsible for maintaining the College's standard of security during those times the College's portion of the facility is closed. The Food Service Contractor shall be responsible for any theft or loss of College property that occurs as a result of the Food Service Contractor's failure to provide adequate security under these circumstances.
- The Food Service Contractor shall be responsible for any keys or key cards or locking devices provided to the Food Service Contractor at the onset of the contract. The Food Service Contractor shall be responsible for the cost of replacement of lost keys, and if the College determines that keys lost by the Food Service Contractor could compromise campus security, the Food Service Contractor shall be responsible for all costs associated with re-keying or re-securing designated locations. The Food Service Contractor may request the College to re-key the facilities prior to the commencement of the Contract, or at any time during the duration of the contract, however, any costs of such re-keying shall be the sole responsibility of the Contractor.
- The Food Service Contractor shall be responsible for immediately reporting to the College, via Campus Security and to the College contract representative, any known facts related to losses incurred as a result of break-ins to the premises or facilities. The Food Service Contractor shall be responsible for reporting to the College any accidents involving staff and customers or adverse behavioral incidents involving staff or patrons which occur in or around the premises.

- **HOUSEKEEPING / SANITATION**

- The Food Service Contractor shall provide daily housekeeping, cleaning, daily/weekly manufacturer recommended upkeep, and sanitation service, which includes necessary commercial equipment and supplies, for all assigned food service areas. These areas shall include, but not be limited to, production and serving areas, dining rooms, snack bars, refrigerators, freezers, receiving and storage, trash and garbage, offices, hallways and stairs used by the Food Service Contractor.
- In addition, the Food Service Contractor will maintain the dining room throughout the service hours to include wiping down tables, cleaning spills, emptying trash, and keeping the dining room neat and clean.
- The College will provide general housekeeping services to the facility at the same level supplied to any other administrative building, including light cleaning, dusting, vacuuming and cleaning the public restrooms.
- The Food Service Contractor shall develop, implement and update cleaning and sanitation schedules for all equipment and areas as assigned in accordance with applicable federal, state and local rules and regulations. Cleaning must be sufficient to provide protective maintenance against unnecessary deterioration, and provide a clean and neat appearance. Upon review and approval by the College, schedules shall be posted and implemented within 30 days of the beginning of the contract.

- The Food Service Contractor shall be responsible for:
  - Routine daily sweeping, mopping and buffing non-carpeted floors, vacuuming and spot cleaning carpets and furniture;
  - Routine weekly cleaning of the hoods, filters and pipes leading from the area;
  - Providing, cleaning and maintaining an adequate inventory of table linens, employee uniforms, aprons, towels and other related dining service items.
- The College shall be responsible for:
  - Periodic stripping and sealing or waxing of floors and shampooing carpeted areas and furniture;
  - Periodic cleaning of draperies, blinds, ceilings and outside windows, air distribution devices and light fixtures, including maintenance and replacement of light bulbs; and
  - Cleaning hood ducts, plenums and related units and fans.
- College breaks:
  - When the dining service areas are closed for College breaks, these areas shall be left in a clean and ready-for-inspection condition. The College reserves the right to perform work schedules related to heavy duty cleaning or general/annual maintenance tasks as the need dictates.
- **FOOD HANDLER CERTIFICATES**
  - The Food Service Contractor shall be responsible for providing food handler certificates and/or medical examinations as required by law and shall make such records available for review upon the College's request.
  - The Food Service Contractor's employees shall follow general food service industry established hygiene practices in the handling of food. The Food Service Contractor shall not allow employees with known illnesses, open sores or other symptoms to work. Any contagious disease such as (but not limited to) hepatitis must be reported immediately to the College. The Food Service Contractor's employees, suppliers and/or vendors entering College premises shall adhere to all College personnel policies, procedures, safety regulations, and to any applicable Federal, State of Wyoming, Natrona County, and City of Casper codes, rules, and regulations.
  - The Food Service Contractor's employees shall on a daily basis be: professionally dressed in appropriate attire that is clean and free from holes, tears, and frayed material; neat and tidy in their appearance; and shall be in accordance with professional food service established practices for a dress code.
- **LICENSES, PERMITS, AND TAXES**
  - Successful firm shall secure and pay for all federal, state, and local licenses and permits required for this project and provided for herein. Casper College will cooperate with successful firm in obtaining all licenses and permits and will execute such documents as shall be reasonably necessary or appropriate for such purposes.
  - Successful firm shall pay for any and all taxes and assessments attributable to this project and provided herein including but not limited to sales taxes, excise taxes, payroll taxes, and federal, state, and local income taxes. Casper College does not reimburse for taxes.

- **OTHER**

- The College shall not guarantee an uninterrupted supply of water, steam, electricity, gas, heat and/or air conditioning. However, it shall be diligent in restoring service following an interruption. The College shall not be liable for any product loss which may result from the interruption or failure of any such utility services.
- The College provides phone and networking service to campus. The College will provide and pay for local service, while the Food Service Contractor will be responsible for all long-distance charges. The Food Service Contractor agrees to such rates and to approve payment for such services.
- The College shall be responsible for all costs and maintenance of insect and pest control in all assigned areas for production, service and storage.
- The College will provide for the removal of trash and garbage from the designated receptacles. The Food Service Contractor shall be responsible for transporting all waste from its assigned areas to the appropriate receptacles. The Food Service Contractor shall cooperate with the College in minimizing disposal costs. Storage of refuse and recycling should be in appropriate containers and in unobtrusive areas of the facility, not in production or dining areas.
- Potential contractors are asked to submit a summary evaluation on the current food service facility/equipment regarding the condition/status as it relates your proposal and a list of any additional or replacement equipment that would be necessary to implement your proposal plans/concepts.
- If any additional equipment will be required to provide the services specified, state by whom and how the equipment would be acquired in relation to final ownership of this property.
- Provide a description of your capacity to aid in short and long-range planning of facilities, equipment and services.

## **PRICING REQUIREMENTS**

- **PRICING INFORMATION**

- The meal plans should be developed in concert with expected product mix in various venues to assure high participation and efficient use of facilities. The pricing plan should include a daily cost for more traditional plans as well as a cost per semester along with any regulations with regard to meals used per day/week, and policies regarding meals remaining at the end of a week, term or academic year.
- Prices submitted in the proposal document shall be the prices put into effect for the first year of the subsequent contract unless otherwise negotiated.
- After the first contract year, requests for price adjustments for the ensuing year(s) will be considered by the College no later than December 1st of the respective academic year for all food service operations. The College reserves the right to review and approve all proposed price increases related to Campus Food Services.
- When there is an emergency situation, temporary price adjustment requests will be considered for such changes where a dramatic cost differential exists.
- Requests for price increases by the Food Service Contractor during the annual adjustment process must be accompanied by proper written documentation which supports such increase(s).



- Request for increases in the plan meal rates will be based upon the local, state and national barometers.
- The Producer Price Index for “All Food” category should be used to justify the increase in food cost. Casper College will consider another index that is reasonably appropriate.
- U.S. Department of Labor Regional Statistics or Employment Cost Index for labor cost increase in similar jobcategories should be used to justify the increase in labor costs.
- All regular (non-emergency) pricing/rate increases go into effect between the summer and fall semesters.
- Submit pricing for the existing meal plans you are proposing for the College. This will serve as the benchmark for evaluating the submitted proposals. Bidders are encouraged to submit pricing plans for alternate meal plans which are creative yet realistic.
- **CASH PRICE OPTIONS**
  - Food Service Contractor must be prepared to offer cash “gate” prices for (casual) meals in main dining room service for the first year as follows:
    - Breakfast
    - Lunch
    - Dinner
  - Proposed menu offerings and pricing for all other venues and services, including some catering services, should be provided for review.
- **SALES COMMISSION PLAN**
  - A commission payment will be paid to the College for revenue derived from the food service operations. Please explain the commission you are offering in detail in the pricing section of your proposal.
- **VALUE ADDED SERVICES / MATERIALS**
  - Any services or materials that may offered to the College should be noted in the pricing section of your proposal.

**FACTS ABOUT THE COLLEGE AND THE COMMUNITY**

- The campus population consists of approximately:
  - 344 full-time employees
  - 151 adjunct instructors
  - 37 part time employees
  - 205 student employees
- 3,509 Total students – Fall 2021 semester
  - 1,519 full-time
  - 1,984 part-time
- The campus covers 200 acres and has a total of 28 buildings
- The Casper College Ranch campus covers approximately 167 acres
  - There are 6 buildings
- The city of Casper has a population of approximately 58,000 people.

**CURRENT CAFETERIA AND COFFEE BAR SCHEDULES**

- Cafeteria:
  - Monday – Friday 3 meals each day
    - Breakfast hours 7:00 AM - 9:00 AM (Monday-Friday)
    - Continental Breakfast: 9:00 AM – 10:00 AM (Monday-Friday)
    - Lunch hours 11:00 AM – 1:00 PM (Monday-Friday)
    - Continental Lunch: 1:00 PM – 2:00 PM (Monday-Friday)
    - Dinner hours 4:45 PM – 6:45 PM (Monday-Thursday) 4:45 PM – 6:00 PM (Friday)
  - Saturday – Sunday 2 meals each day
    - Brunch hours 11:30 AM – 1:30 PM (Saturday – Sunday)
    - Dinner hours 4:45 PM – 6:45 PM (Saturday – Sunday)
- Coffee Bars:
  - 7:30 AM – 2:00 PM (Monday – Friday)
- **MEAL PLAN COUNTS**
  - Residence Hall Students are required to pick one meal plan A, B, or C. Meal Plan D is not available to Residence Hall Students, but is available to students living in on-campus apartments, as well as commuter students and faculty/staff. Meal plan E is a special meal plan provided for College employees (Campus Security, Student Life, etc.)
    - Board plan “A” Block 285 + \$100 Flex Bucks
    - Board plan “B” Block 200 + \$150 Flex Bucks
    - Board plan “C” Block 165 + \$175 Flex Bucks
    - Board plan “D” Block 65 + \$50 Flex Bucks

Meal Plan	2021 FA	2021 SP	2020 FA	2020 SP	2019 FA	2019 SP
A	88	105	131	94	101	48
B	104	59	79	64	75	121
C	179	139	136	157	141	114
D	25	15	20	10	6	6
Totals =	397	318	366	325	322	289

**HOUSING COUNTS**

Housing #	2021 FA	2021 SP	2020 FA	2020 SP	2019 FA
Res Hall	373	307	365	291	312
Wheeler Apts	36	36	36	30	30
Civic Apts	12	12	12	12	9
Thorson Apts	8	8	8	8	8
Totals =	429	363	421	341	359

- Additional Meal plan (Plan “E”) is a meal plan provided at no charge to the college. It includes a meal for the Campus Police, Director of Student Life, Resident Hall Coordinator, and Student Activities Coordinator.

- **Info on the ECLC**
  - Casper College has the Early Childhood Learning Center (ECLC) on our campus. This center accommodates children ages 1 year to 6 years old. There are four classrooms (infant, toddler, and two preschool). The ECLC participates in the State of Wyoming Child and Adult Care Food Program (CACFP) and all meals will have to comply with this program.
  - The ECLC provides lunch to students and staff Monday – Friday
  - The ECLC operates on a 9 month a year schedule.
  - Currently the ECLC publishes and works off of a five-week rotating menu
  - 52 Students and 10 Staff
  
- **PROPOSED PRICES**
  - Please give us pricing (prices you will charge College) and commission percentages for our existing meal plans and events as shown below. The awarded bidder's proposed prices and percentages will be in effect for one full year starting July 1, 2022. Board Plan A-D prices for students have already been set for Fall 2022 and Spring 2023 semesters. If your proposed prices are higher than what we determine is reasonable in comparison to our pre-established Fall 2022 / Spring 2023 student pricing, you may be asked to negotiate. Assume semesters are 110 days each, for bidding purposes.
  
  - Prices
    - Board plan "A" \$\_\_\_\_\_per day Block 285 + \$100 Flex Bucks
    - Board plan "B" \$\_\_\_\_\_per day Block 200 + \$150 Flex Bucks
    - Board plan "C" \$\_\_\_\_\_per day Block 165 + \$175 Flex Bucks
    - Board plan "D" \$\_\_\_\_\_per day Block 65 + \$50 Flex Bucks
  
    - Guest Meals - Breakfast \$\_\_\_\_ea
    - Guest Meals - Lunch \$\_\_\_\_ea
    - Guest Meals - Dinner \$\_\_\_\_ea
  
    - Recruitment Event(s) \$\_\_\_\_ea
  
  - Commissions:
    - Guest Meal Sales \_\_\_\_\_%
    - College-Sponsored Functions \_\_\_\_\_%
    - Third Party Functions \_\_\_\_\_%
    - College-Sponsored Conferences \_\_\_\_\_%
    - Third Party Conferences \_\_\_\_\_%
    - Prepaid Cash Meal Program \_\_\_\_\_%
  
    - Please explain your commission plan in detail.
  
  - ECLC Prices
    - \$\_\_\_\_\_per day
    - \$\_\_\_\_\_sack lunch
  
  - Note: Commission percentages should be based on the sale amount excluding sales tax.
  
- Alternate Proposals: Bidders may propose several options along with the plans we have noted for meal plans, commissions, days of operation, number of meals per day, snack bar operations, etc.

- **Contract Term**
  - Casper College is seeking a cost-efficient proposal to provide services as defined in this RFP, for an initial five-year period. Following the initial term of the contract Casper College may opt to renew the contract for five one-year terms renewal periods.

## PROPOSAL FORMAT

- Please use this format to prepare your proposal:
- **Section #1 - Letter of Interest / Introduction:** This letter shall explain your overall desire to be awarded this contract and an introduction of your company and employees. The letter shall contain:
  - Name and address of your company
  - Name and contact information of the person who will be the principal contact
  - Name of person having authority to make formal commitments on behalf of your company
  - State whether the company is a corporation, partnership, individual, etc.
  - Describe your overall understanding of the project
- **Section #2 - Experience:**
  - Provide a detailed description of your company's overall capabilities, experience and approach in providing the scope of services described
  - Number of years your company has been in business
  - Contracts you have been awarded that are similar in nature
- **Section #3 - Qualifications of Key Personnel:**
  - Qualifications of those who will be involved in the scope of services
  - Certifications held by those who will be involved in the scope of services
- **Section #4 - References:** Similar contracts your company has been awarded.
  - Name of the Institution
  - Contact Person
  - Contact information
- **Section #5 – Quality Control / Safety**
  - Describe your company's management plan
  - Food grades / standards used by your company
  - Storage of food items, temperatures, length of time, etc.
  - Cooking times and temperatures for all food products
  - Sanitization and housekeeping details
  - Safety policies
- **Section #6 - Licenses:**
  - Proof of licenses and/or certifications held by your company that may be relevant.
- **Section #7 - Miscellaneous:**
  - Give a listing of the materials and services not shown in this RFP that you would expect the College to provide
  - Please list dining alternatives that your company has to offer and the estimated cost to provide these alternatives such as food truck(s), franchise agreements, etc.
- **Section #8 - Pricing:** Please fill out and attach SECTION SIX: BID FORM.

## SECTION 5: EVALUATION METHODOLOGY

### 1. Overview:

- 1.1. Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this request for proposal. Proposals will be evaluated by all Casper College stakeholders. The evaluation committee is made up of members representing the project subject expertise.

### 2. Evaluation Criteria:

- 2.1. Proposals will be evaluated on, but not limited to, the following criteria (not necessarily in priority order).
  - Proposals will be evaluated by a committee. Evaluation will be on, but not limited to, the following criteria (not necessarily in priority order):
  - **Pricing:** Includes meal plan prices, price escalation control, commissions to the College, value added incentives, etc. Although pricing is important, the bidder with the most favorable pricing may not necessarily be awarded the contract.
  - **Meets Criteria/Qualifications:** The vendor has met the terms, criteria, and qualifications that are viewed to be necessary and or essential components of this proposal in the opinion of the evaluation committee.
  - **Experience:** Specialized experience and competence in performing similar services including staff members who will be involved. How long has the Food Service Company and its personnel have worked in this or related fields? How many contracts has this company done in the past that are similar in scope?
  - **Reputation:** Information acquired through references and other sources available to Casper College.
  - **Value-Added Concepts:** Items, ideas or services that are not listed in this RFP that may provide measurable value by increasing efficiency and/or reducing costs. The willingness of the company to invest in this operation and demonstrate commitment to building our campus as a market.
  - **Etc.:** Other miscellaneous criteria.

Shane Pulliam



Casper College  
Director of Procurement

## SECTION 6: BID FORM

<i>Casper College - Bid Form</i>			
<b>Campus Food Service Operations RFP #CC564-22</b>			
Qty	UOM	Description	Price
1	EA	BOARD PLAN "A" PER DAY BLOCK 285 + \$100 FLEX BUCKS	
1	EA	BOARD PLAN "B" PER DAY BLOCK 200 + \$150 FLEX BUCKS	
1	EA	BOARD PLAN "C" PER DAY BLOCK 165 + \$175 FLEX BUCKS	
1	EA	BOARD PLAN "D" PER DAY BLOCK 65 + \$50 FLEX BUCKS	
1	EA	GUEST MEALS - BREAKFAST	
1	EA	GUEST MEALS - LUNCH	
1	EA	GUEST MEALS - DINNER	
1	EA	RECRUITMENT EVENTS(S)	
1	EA	ECLC PRICES PER DAY	
1	EA	ECLC PRICES SACK LUNCH	
Qty	UOM	Commissions	Percentage
1	EA	GUEST MEALS SALES	
1	EA	COLLEGE SPONSORED FUNCTIONS	
1	EA	THIRD PARTY FUNCTIONS	
1	EA	COLLEGE SPONSORED CONFERENCES	
1	EA	THIRD PARTY CONFERENCES	
1	EA	PREPAID CASH MEAL PROGRAM	
<b>Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____</b> (initial only if addendums were issued)			
<b>Bidder Information:</b>		<b>Comments:</b>	
Bidder Name:		Mailing Address:	
City:	State:	Zip:	
Phone Number:		Fax:	
Bidders Name (print):		Title:	
Signature:		Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.			