

Request for Proposal

West Hills College Lemoore Food Service Operations



Return Proposal To:

[West Hills College Lemoore](http://www.whccd.edu)
Administration and Services, Building 100
Attention: Dawne Troth
555 College Avenue
Lemoore, CA

Contact Person:

Adriana Ochoa
adrianaochoa@whccd.edu

REQUEST FOR PROPOSAL

**FOR
FOOD SERVICE OPERATIONS**

Notice is hereby given that the West Hills Community College District, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to but no later than **2:00 P.M. (PST) on Wednesday, October 19, 2022**, sealed submittals for RFP: **West Hills College Lemoore-Food Service Operations**. Such submittals must be submitted in the format specified in the RFP, and received by West Hills College Lemoore, 555 College Avenue, Lemoore, CA 93245 (Attention Dawne Troth-Administration and Services Building 100). All documents and any addenda or notices related to this solicitation will be posted by the District on the Purchasing website at: <https://westhillscollege.com/district/departments/business-services/purchasing/>.

VOLUNTARY JOB WALK scheduled on October 5, 2022, 1:00 P.M. (PST) at the following location: West Hills College Lemoore, Golden Eagle Student Union, Building 900, 555 College Avenue Lemoore, CA 93245. Please send RSVP to Dawne Troth, dawnetroth@whccd.edu or 559-925-3221.

Each submittal must conform and be responsive to this invitation. The District reserves the right to reject any and all Proposals, or parts of any Proposal, and to waive any irregularities or informalities in any Proposal. All inquiries must be submitted in writing by the date and time noted under Project Specific Dates to Adriana Ochoa at adrianaochoa@whccd.edu.

WEST HILLS COMMUNITY COLLEGE DISTRICT

Adriana Ochoa
Administrative Assistant

Publication Dates:

1st: September 23, 2022
2nd: September 30, 2022

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NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the governing Board ("Board") of the West Hills Community College District ("District") is presently accepting Proposals for the following project ("Project"):

FOOD SERVICE OPERATIONS RFP

Sealed Proposals must be received by, but **no later than 2:00 P.M. (PST), October 19, 2022**. Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any questions as to changes to the content of this document, the District's copy shall prevail.

This RFP may be obtained from the District by contacting the District's Purchasing Department. The RFP is also available online at <https://westhillscollege.com/district/departments/business-services/purchasing/>. In the event this RFP is obtained through any means other than the District's distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

Bidders Submittal of Proposal. To facilitate the evaluation process, Bidders interested in this opportunity must submit two (2) hard copies of the Bidder's Proposal in typewritten or equivalent format, answering the questions and completing the form(s) that are furnished. Mistakes may be crossed out and corrections entered adjacent thereto, and such corrections must be initialed in ink by the person signing the Proposal. All proposals must be delivered in a sealed envelope clearly marked "**Food Service Operations RFP** to:

West Hills College Lemoore
Administration and Services, Building #100
Attention: Dawne Troth
555 College Avenue
Lemoore, CA 93245

EMAIL, US POSTAL SERVICE OR FAXED Proposals WILL NOT BE ACCEPTED.

PROPOSALS DELIVERED OTHER THAN THE ABOVE STATED ADDRESS, OR RECEIVED AFTER THE SCHEDULED SUBMITTAL DEADLINE, WILL BE REJECTED AND RETURNED UNOPENED TO THE BIDDER. It is the Bidder's sole responsibility to ensure that its Proposal, inclusive of any or all addendums, is received to the proper place by the proper date and time. Any Proposal received after the scheduled closing time for receipt of same will be returned to the Bidder unopened. Proposal may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFP prior to the scheduled closing time for receipt of Proposal. The award shall be subject to final contract documents and scope of work between the District and selected Bidder.

Bidders shall be bound to the pricing terms contained within their submitted Proposal, which shall remain in effect as stated until at least three (3) months after the due date for Proposal. Proposal shall be signed by an authorized individual or officer submitting the Proposal. If the Bidder is a corporation or limited liability company, the Proposal shall be executed by either the chairman of the board, president, or vice president, the secretary, or the chief financial officer.

Job-Walk. A voluntary job walk is scheduled to begin at 1:00 P.M. (PST) on October 5, 2022. Bidders are to meet at West Hills College Lemoore, Golden Eagle Student Union, Building 900,

555 College Avenue, Lemoore, CA 93245. **THIS JOB-WALK IS VOLUNTARY.** If you intend to participate, please RSVP to Dawne Troth, dawnetroth@whccd.edu or 559-925-3221.

Any questions and answers that occur during the voluntary job-walk will be developed into frequently asked questions (FAQ's) and posted onto the District's webpage.

Following the job-walk, all further questions are to be made in accordance with the Notice to Bidders and the Request for Proposal for Food Service Operations on page 2.

END OF SECTION

INTRODUCTION AND GENERAL OVERVIEW

The West Hills Community College District (the “District”) is within the California Community College System in Kings County. West Hills College Lemoore (WHCL) was the first new community college built in California in this century and opened in 2002. The campus earned college status from the Board of Governors in 2001 and full accreditation in 2006, giving the District two separate colleges (Lemoore and Coalinga), jointly governed by the West Hills Community College District. WHCL became the 109th community college in California. West Hills College Lemoore is a vibrant and exciting two-year community college offering Associate degree programs, vocational certificate programs and university transfer programs, serving the residents of Lemoore, Hanford, Armona and its surrounding communities. Measure E was passed in Lemoore in 2008, providing \$31 million in funding for several planned new buildings. The state-of-the-art Golden Eagle Arena opened in 2011, and the 23,000 Golden Eagle Student Union opened in 2016. To learn more about West Hills College Lemoore, visit the college’s website at <https://westhillscollege.com/lemoore/about/>.

PURPOSE OF RFP

The District is seeking proposals from established food service management companies that have a successful record of providing food services to comparable institutions and/or organizations. There is a strong interest in providers who can offer interesting, inventive, high quality and cost effective dining solutions for the students, faculty and staff. The food service program should complement and enrich the educational experience enjoyed by students and staff. The food service contract will also include an excellent opportunity for the Vendor to provide catering services to the college community as well as the Lemoore public community.

In addition to Food Services, the District is interested in soliciting for coffee and concession services. The bidder will have the opportunity to submit a proposal for Starbucks Kiosk Services (Additive #1) and a proposal for Concession Services for Golden Eagle Arena events (Additive #2), if they so choose to enhance the RFP package. These additional services are not required to respond to this RFP. A proposer may include none, one or both of these additives in their proposal.

The selected Bidder shall enter into a three-year contract effective January 2023, with service to begin on or around January 12, 2023. Thereafter, the parties may extend the term of the Agreement for two (2) successive one-year periods upon written agreement signed by both parties, for a total potential of five-years. The District shall consider each renewal on a year-to-year basis.

Project Specific Dates: The following table identifies the estimated dates/time frame for receipt, evaluation and award of this RFP. Please note the following key dates when preparing your responses:

RFP ACTIVITY	DATE & TIME (PST)*
Bid Advertisement Dates	1 st : 9/23/2022 2 nd : 9/30/2022
Job Walk (voluntary) West Hills College Lemoore, Golden Eagle Student Union, Building 900, 555 College Avenue, Lemoore, California 93245	10/5/2022 1:00 P.M.-2:00 P.M. (PST)
Last Day for Bidders to submit questions	October 7, 2022
Last Day for District to respond to questions	October 12, 2022
DEADLINE FOR PROPOSAL SUBMISSIONS	October 19, 2022-2:00 P.M. (PST)
Interviews (if applicable)	November 2, 3, & 4, 2022 - TENTATIVE
Anticipated Board Approval	November 28, 2022

*Dates may change with or without notice

Evaluation Criteria: The successful Bidder shall be contracted to perform the Work based on

its proposal's attention to the following, but not limited to, criteria:

- Responsiveness of proposal to RFP
- Bidder's qualification and experience
- References
- Quality and variety of proposed menu
- Offeror's management, staffing, financial stability, and financial terms
- Culinary education and credentials of proposed management
- Past experience and years of satisfactory service
- District's subjective assessment of how well they would be able to work with the Offeror

Proposal Interviews: The District may conduct individual interviews with one or more of the Bidders who submitted Proposals. The Bidders will be notified of the time and exact location in advance of any interview. The purpose of this interview is to confirm information provided in the Proposal submitted by the Bidders. This will also be another opportunity for the section committee to request additional clarifications. In these interviews, the Bidder may expand on the information provided in its key personnel present as the primary representatives during this process.

Cancellation of Solicitation: The District may cancel this solicitation at any time.

Contract Award: The District will select a Bidder that demonstrates to be the most responsive and responsible Bidder. Responsive refers to meeting the terms, conditions, requirements and specifications of this RFP. Responsible refers to those who can provide, for example, evidence and references that support a history of compliant contract performance and sound business operation. The District has the right to inspect the facilities, services areas, and business practices of all Bidders submitting offers prior to the award of this contract. The purpose of an inspection is to determine the Bidder's potential ability to perform under the terms of this Proposal.

Agreement: The form of Agreement, which the successful Bidder will be required to execute, is included in the RFP and should be carefully examined by Bidders. The Agreement will be executed in the following counterparts: the Agreement as shown in the sample herein; the RFP; the subsequent successful Proposal as accepted by the District, including all modifications thereof and duly incorporated therein; and the Purchase Order. All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include (not limited to): all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFP.

Conflict of Interest/Restrictions on Lobbying and Contacts: For the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contracts, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contracts with any member of the District's Governing Board, selection members, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the Bidder.

Limitations: The District reserves the right to contract with any Bidder responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to amend this RFP and the RFP process and to discontinue or re-open the RFP process at any time.

Right to Negotiate and/or Reject Proposal: Bidders understand that this RFP does not commit or obligate the District to accept any response submitted. The District reserves the right to accept or reject any or all of the responses, waive any irregularities, and to negotiate with selected Bidder(s) any price or provision, in part or in its entirety, whenever, in the sole opinion of the District, such action shall serve its best interests and those of the taxpaying public. The District further expressly reserves the right to postpone the Proposal opening date for its own convenience. The District intends to negotiate only with Bidders whose Proposal most closely meets the District's requirements. The Contract, if any is awarded, will go to the Bidder whose Proposal best meets the District's requirements and provides the greatest overall benefit to the District.

Preparation Expenses: The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP. The sole responsibility for compliance with the requirements of this RFP lies with each Bidder submitting a response. Each Bidder is solely responsible for costs in preparing a response to this RFP and any and all other activities associated with same.

Confidential and Proprietary Information: All materials submitted relative to this RFP will be kept confidential until such time as an award is made or the RFP is cancelled. At such time, all materials submitted must be made available to the public. All information contained in Proposal submitted may be subject to the California Public Records Act (California Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Bidder as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law. Financial statements are not subject to disclosure under the Public Records Act.

Errors/Discrepancies/Clarification/Information of RFP: Any errors, discrepancies, clarification or questions regarding information contained in this RFP should be immediately directed and submitted in writing to the District's Purchasing Office Contact-Adriana Ochoa at adrianaochoa@whccd.edu. Bidders are encouraged to submit their questions as soon as possible in order to give the District an opportunity to reply in a timely manner. Please see "Project Specific Dates" for specific deadline dates and times.

Bid Protest Procedure: Any bidder may file a bid protest. The protest shall be filed in writing with the District's Purchasing Office-Adriana Ochoa at adrianaochoa@whccd.edu not more than two (2) business days after the date of the bid opening. As an e-mail address has been provided and by filing the protest, protesting bidder consents to receipt of e-mail notices for purposes of the protest and protest related questions and protest appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based.

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

It is the desire of West Hills Community College District ("District") to contract with one firm capable of successfully providing food and catering services at the West Hills College Lemoore campus, in the Golden Eagle Student Union Building (900). The food service company will be

responsible for providing all labor, including management, supervision, supplies, materials and additional equipment (excluding built-in fixtures currently in place) necessary to provide food services as specified herein and in the proposal response.

The District is seeking proposals from established food service management companies that have a successful record of providing food services to comparable institutions. There is strong interest in providers who can offer interesting, inventive, high quality and cost effective dining solutions for the students, faculty and staff. The food service program should complement and enrich the educational experience enjoyed by students and staff.

The District is seeking to collaborate with a Vendor who has a commitment and a record of accomplishing outstanding customer service. Pleasant and courteous staff members and leaders who understand that the District desires a team approach with the Vendor and who are willing to demonstrate professional responsibility to customer service issues are desired. Keywords are friendly, cooperative, consistent, professional, determined and pleasant.

Our students and staff require quality food at reasonable prices. The student population needs food that is available quickly – grab-n-go, value pricing as well as healthy alternatives. Staff may desire healthier, prepared food. Catering for on campus events is handled through this area and must be innovative and creative to support both campus and community events. Proposals should address both student and staff needs and how they may be satisfied, as well as catering ideas to support the continual campus need. West Hills College Lemoore is an open campus and this also provides an excellent opportunity for a Vendor to provide catering to the Lemoore public community.

West Hills College Lemoore's contemporary Student Union provides an eatery seating area with approximately 175 seats and measures approximately 5,209 assignable square feet. The state-of-the-art Kitchen measures 3,736 assignable square feet, and provides a food court, dishwashing area, office, dry storage, restroom, cooking area, two walk-in freezers, custodial closet, and an exterior delivery dock.

- **OPTIONAL-Additive #1:** The District is also seeking a Vendor to provide beverage services at the existing Starbucks Kiosk in the Golden Eagle Student Union Building (900) during operating hours. If the selected Vendor declines to add this as part of their proposal, they agree to work cooperatively with a Vendor that is selected to operate the Starbucks Kiosk.
- **OPTIONAL-Additive #2:** The District is seeking a Vendor to provide concession services at Golden Eagle Arena Building (600) for all athletic and special events. Golden Eagle Arena, with a seating capacity of 2,400, is home to Men's and Women's Basketball, Women's Volleyball and Men's Wrestling Teams. Golden Eagle Arena is also utilized for large events like commencement and is available for the public to rent. Golden Eagle Arena Snack Bar is 493 assignable square foot with a 386 assignable square feet storage room.

Additive #1 and Additive #2 are not required to respond to this RFP. A proposer may include none, one or both of these additives in their proposal.

CURRENT AGREEMENTS

The District currently has a contract with PEPSI® for beverage vending services but is currently advertising for an exclusive contract. The selected Vendor must be prepared to adapt and work cooperatively with the selected beverage vendor should there be a change.

HOURS OF OPERATION

The Golden Eagle Student Union Cafeteria's current operating hours are as follows:
Fall semester, Spring semester, and Summer session

- Monday through Thursday from 7:30 A.M. to 5:30 P.M.
- Fridays from 7:30 A.M. to 2:00 P.M.

Catering services are often requested during semesters, summer session, as well as periods in-between. The college has an open campus and the community is welcome to utilize all food services. The selected Vendor will have an excellent opportunity to offer catering services to the Lemoore public community.

OPERATIONAL COSTS TO VENDOR

- a. Food products and kitchen supplies.
- b. Kitchen/Food Preparation/Food and Beverage/Utensils.
- c. Taxes, insurance, and labor, including wages, benefits, Social Security tax, Workers' Compensation and Unemployment Insurance.
- d. All linens, towels, and laundry service, and disposable supplies including biodegradable paper plates and plastic products including cups and utensils.
- e. Uniforms.
- f. Routine sanitation and cleaning of kitchen and service equipment necessary for the operation of food services.
- g. Chinaware, glassware, silverware.
- h. Telephone expenses and office supplies.
- i. Garbage and trash removal requirements.

Small-wares. All existing small-wares, catering props, and equipment are in place "as is" and unwarranted. Vendor will be responsible for replacement as needed. Cleaning of all equipment is the responsibility of the Vendor.

Beverages. Per West Hills Community College District [Administrative Procedure 3560-Alcoholic Beverages](#), no alcoholic beverages shall be kept, sold or served upon premises of the college with the exception of events approved by the Board of Trustees. The alcoholic beverage is for use pursuant to a license or permit obtained for the Board approved event and for which the principal attendees are members of the general public or invited guests and not students of the college.

All non-alcoholic beverages must be in compliance with the District's contractual agreement with the beverage provider (i.e., PEPSI®).

Food Service. The food service program should complement the college's educational mission "dedication to student learning and achievement by providing quality programs, pathways and services". In order to accomplish this effectively, the Vendor must provide:

1. On site food service manager with a Manager Serv Safe Certification.
2. Selection of products that meet the dietary needs of a diverse community.
3. Provide a good working environment for the staff. Employ student staff as part of the daily operations whenever possible.

Catering.

1. The Vendor must provide a full and creative catering menu for college events. The college reserves the right to work with the Vendor to collaboratively determine the menu and pricing.
2. Student clubs will be allowed to hold food/bake sale events as fundraisers.

Preventive Maintenance. The Vendor shall establish a preventive maintenance program for all food service equipment owned by the District. (i.e., preventive maintenance on refrigerators and freezers). At the expiration of the contract, all District equipment is to be surrendered to the college in good condition (wear and tear and acts of God excepted).

No new equipment shall be purchased by the District to replace or supplement what is currently available and in use at the cafeteria. Should the Vendor determine new equipment is necessary, they must work with the District Maintenance and Operations Director to ensure that proper power/gas is available to support the equipment. Maintenance on all equipment is the responsibility of the Vendor.

Cleanliness. The Vendor shall be responsible for the cleanliness of the kitchen, including facilities and fixed equipment, preparation and serving areas. This includes, sweeping and mopping if needed throughout the day of those same areas and cleaning microwaves daily. The District reserves the right to perform spot checks that ensure standards are being met.

The District will be responsible for removal of garbage and trash from the area designated by the Director of Maintenance and Operations, mopping scrubbing, and buffing of floors, and cleaning windows and walls, commonly referred to as "heavy cleaning", heavy maintenance, including cleaning of all duct work when necessary, replacement of light bulbs and periodic cleaning of light fixtures, and pest control, to include extermination services as requested by the Vendor's Manager.

Accounting:

1. The Vendor shall be responsible for the collection, retention and accounting of all monies from sales in the food service operation. The Vendor shall maintain financial procedures and record keeping in accordance with generally accepted accounting principles and shall make said financial records and supporting documents available for inspection, reproduction and audit by the District or its auditors at the District's request.
2. The Vendor shall maintain separate records for the individual services provided (catering, cafeteria) and shall remit to the District monthly payment, by the 15th of the following month a statement and check. The statement shall include gross sales, sales tax, and commission for each service for the month immediately preceding the date of the commission check.
3. The accounting period for food service operations shall match the District and be July 1- June 30. The Vendor shall supply the District P&L statements monthly.
4. Late Fee: If payment is not received within 45 days of due date, there will be a late fee of 10%. Continued failure to pay commission on due date, may result in termination of contract.
5. The Vendor shall have a mobile ordering and pay option.
6. The Vendor must accept credit cards and debit cards.
7. The Vendor shall provide itemized receipts to customers upon request.
8. The Vendor must provide their own networked point-of-sale system.
9. The Vendor shall allow College to purchase catering and meal cards via purchase orders.

Equipment. At the beginning of the contract and on an annual basis thereafter, the Vendor, with the participation and cooperation of the District's designated representative will conduct an inventory of equipment, small equipment on hand, and small-wares and the Vendor will assume the mutually agreed upon condition and count of these goods. Conversely, upon expiration or termination of the contract, a similar inventory will be conducted and the Vendor will be required to maintain the beginning inventory or bring the inventory back to the beginning level.

The District is responsible to ensure that all District-owned food service equipment is operational at start-up and for maintenance repair and replacement (except where such repair and

replacement are caused by the Vendor's negligence, willful misconduct, or misuse of the equipment).

Licensing/Governmental Regulations. The Vendor shall comply with all Federal, State and local health and sanitation regulations, and licensing requirements relating to personnel and maintenance of the kitchens, eating, storage areas, clothing, etc. It is understood that the Vendor assumes sole responsibility of observance of and so observes and complies with all provisions of Federal, State and local laws governing or relating to the operation of food service (and Starbucks Kiosk and Concession if Additive #1 and/or #2 are selected).

Vendor's Employees:

1. Vendor will provide the District with an on-site manager. Vendor's local office (if applicable) and an official designee of the District will approve the assigned on-site manager. The on-site manager shall not be changed more than one time per year unless agreed to by the District designee as well as the Vendor local office. Written notice, a minimum of 30 days, on either side requesting change is appropriate.
2. Vendor shall offer employment to student staff as part of daily operations, whenever possible.
3. The Vendor's employees shall at all times abide by the District's rules and regulations while on the District premises.
4. The Vendor shall require certification that food and beverage handlers under this contract have taken and passed a food handler's examination; the District shall not bear these costs.
5. Vendor shall maintain adequate staff for efficient service at all times.
6. Vendor shall use hiring practices acceptable to the District.
7. Vendor will ensure that staff may not solicit tips.
8. Vendor's manager shall have a valid Manager's Serv Safe Certificate.

DISTRICT RESPONSIBILITIES

The District shall provide, as mutually agreed, the space and facilities reasonably required by the Vendor for the efficient operation of its food services (and Starbucks Kiosk and Concession if Additive #1 and/or #2 are selected), all of which shall be and remain the sole property of the District. The District will provide keys to access necessary areas for food service preparation and service.

The District shall have a liaison for primary contact to conduct business. The College President has final responsibility for administration of the contract and resolution of any disputes.

The District shall be responsible for maintenance and repair of the building and of all plumbing, heating, air conditioning, and electrical systems necessary to the operation of the building. District staff will be responsible for bussing and cleaning of tables in eating areas.

The District and College reserves the right to have separate contracts with providers outside of the scope of this agreement.

COLLEGE DATA

Fiscal Year	Annual Café Sales (sales from 7/1-6/30)	Annual Headcount	Annual Staff	Comments
2017-2018	\$96,386.41	10,448	225	First year food service offered
2018-2019	\$305,363.29	10,628	243	
2019-2020	\$152,612.75	11,528	272	

2020-2021	\$7,438.23	10,716	225	COVID Closures
2021-2022	\$137,904.46	10,054	231	Service through May 2022

END OF SECTION

BIDDER INSTRUCTIONS

Format and Content. The Bidder's Proposal should fully state its experience and expertise referenced in the Scope of Work and Technical Specifications on Page 9, of this RFP. The submitted Proposal should be organized and indexed in a format noted below that ensures the District can easily review to effectively evaluate the Bidder's Proposal.

Please see additional instructions within the Notice To Bidders section, Page 4, of this RFP.

FORMAT TO CONSIST OF THE FOLLOWING:

- I. **Letter of Interest:** The individual who is authorized to bind the Bidder's business contractually, must sign the cover letter, which must accompany the Bidder's RFP response. This cover letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Bidder's firm. **An unsigned cover letter shall cause the Proposal to be rejected.** The cover letter must contain a statement that the Bidder acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record. The letter must also contain the following:
- a. The Bidder's name, address, e-mail, telephone, and facsimile number.
 - b. The name, title or position, and telephone number of the individual signing the cover letter.
 - c. A statement indicating the signer is authorized to bind the Bidder contractually.
 - d. The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
 - e. A statement to the effect that the Proposal is a firm and irrevocable offer, good for three (3) months.
 - f. A statement expressing the Bidder's willingness to perform the services as described in this RFP.
 - g. A statement indicating that all forms, certificates, and compliance requirements included in this RFP are completed and duly submitted in the Proposal response.
 - h. Provide any required License #, Permit #'s or Certifications and that said items are in good standing or if the successful Bidder, will be in good standing within 21 business days upon receipt of Notice to Proceed. *(Upon receipt of Notice to Proceed, successful Bidder must provide insurance and all licenses required within twenty-one (21) business days.)*
 - i. A statement expressing the Bidder's availability of staff, office locations, hours and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.

- II. **Table of Contents:** Include a detailed table of contents for all sections of the submittal.

Exhibit A

- III. **Qualifications Statement:** Bidders shall complete and submit the Qualifications Statement with its Proposal. Bids submitted without the Qualifications Statement shall be deemed non-responsive and will not be considered.

Exhibit B-Required Information/Documentation

- IV. **Food Service Program:** Bidders shall submit a Food Service Program with its Proposal per the guidelines in No. 5 of the Required Information/Documentation. Bids submitted without the Food Service Program shall be deemed non-responsive and will not be considered.
- V. **Staffing and Supervision:** Bidders shall submit Staffing and Supervision with its Proposal per the guidelines in No. 6 of the Required Information/Documentation. Bids submitted without the Staffing and Supervision shall be deemed non-responsive and will not be considered.
- VI. **Quality Assurance/Sanitation/Safety:** Bidders shall submit Quality Assurance/Sanitation/Safety with its Proposal per the guidelines in No. 7 of the Required Information/Documentation. Bids submitted without the Quality Assurance/Sanitation/Safety shall be deemed non-responsive and will not be considered.

VII. Licenses, Insurance, and Litigation: Bidders shall submit Licenses, Insurance, and Litigation per the guidelines in No. 8 of the Required Information/Documentation. *(Upon receipt of Notice to Proceed, successful Bidder must provide insurance and all licenses required within twenty-one (21) business days.)* Bids submitted without Litigation shall be deemed non-responsive and will not be considered.

VIII. Financial Capability: Bidder shall submit Financial Capability with its Proposal per the guidelines in No. 9 of the Required Information/Documentation. Bids submitted without the Financial Capability shall be deemed non-responsive and will not be considered.

Exhibit C

IX. Certificate of Non-Discrimination: Bidder shall submit a Certification of Non-Discrimination assuring that it will not discriminate in its hiring or employment practices on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, sexual orientation, gender, gender identity, gender expression, medical condition or physical or mental disability, or any other basis protected by law, in performing the work and services. Bids submitted without the Certificate of Non-Discrimination shall be deemed non-responsive and will not be considered.

Exhibit D

X. Non-Collusion Affidavit: Bidder shall submit the Non-Collusion Declaration with its Proposal. Bids submitted without the Non-Collusion Declaration shall be deemed non-responsive and will not be considered.

XI. Additional Materials:

- a. Bidders may include other materials that they feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP.
- b. Bidders are encouraged to include letters of reference and/or testimonials in their Proposal.

END OF SECTION

SUBMITTAL CHECKLIST

Bidders are encouraged to use the following checklist when preparing their Proposal. This checklist is provided to assist in the preparation of Bidder's submission. It is only intended as a guide.

- LETTER OF INTEREST**
- QUALIFICATIONS STATEMENT - EXHIBIT A**
- REQUIRED INFORMATION/DOCUMENTATION – EXHIBIT B**
 - **FOOD SERVICE PROGRAM**

- STAFFING AND SUPERVISION
 - QUALITY ASSURANCE/SANITATION/SAFETY
 - LICENSES, INSURANCE, AND LITIGATION
 - FINANCIAL CAPABILITY
- **CERTIFICATE OF NON-DISCRIMINATION - EXHIBIT C**
 - **NON-COLLUSION AFFIDAVIT - EXHIBIT D**
 - **ADDITIONAL MATERIALS (OPTIONAL)**

Exhibit A

QUALIFICATIONS STATEMENT

Company Name: _____

Business Address: _____

Mailing Address: _____
(if different than address above)

Telephone: _____ Fax: _____

Email: _____ Web Site: _____
(if applicable)

Type of Firm: Corporation: ___ Proprietorship: ___ Partnership: ___ Joint Venture: ___

Other (please describe): _____

Business License Number: _____

Number of years in business under firm name: _____

Full names of firm's owners (> 10% ownership), officers and managing employees:

Has the firm changed its name within the past 3 years? YES NO

If yes, provide former name(s):

Have there been any recent (within the last three years) changes in control/ownership of the firm? YES NO

If yes, explain: _____

Have officers or principals of the firm ever had their business license suspended or revoked for any reason? YES NO

If yes, please explain: _____

Name and title of person completing responsible for submission of this Proposal and the responses to this questionnaire:

Signature: _____ Date: _____

Name/Title: _____

Phone: _____ Email: _____

Exhibit B

REQUIRED INFORMATION/DOCUMENTATION

1. Respondent Information

- 1.1 Length of time Respondent has been in business providing Food Services: _____ years
- 1.2. Respondent Federal Tax ID No.: _____
- 1.3. Current number of employees: _____

2. Insurance.

2.1. Comprehensive General Liability Insurance.

Insurer: _____
 Current Policy No.: _____
 General Liability Insurance Broker:
 Address: _____
 Telephone No.: (____) _____
 Fax No.: (____) _____
 Contact Name: _____

2.2. Automobile Liability Insurance.

Insurer: _____
 Current Policy No.: _____
 General Liability Insurance Broker:
 Address: _____
 Telephone No.: (____) _____
 Fax No.: (____) _____
 Contact Name: _____

2.3. Workers' Compensation Insurance.

Insurer: _____
 Current Policy No.: _____
 Workers' Compensation Insurance Broker:
 Address: _____
 Telephone No.: (____) _____
 Fax No.: (____) _____
 Contact Name: _____

3. References. Complete the following to identify references. A minimum of three (3) references are required.

Name of Organization	Address	Telephone Number	Contact Name

4. Prior Food Services Experience. Provide the names and dates of service for which your organization provided Food Services *within the past five (5) years*.

Name of Organization	Address	Telephone Number	Contact Name

5. Food Service Program.

5.1. Dining Services

- 5.1.1. Outline plan to provide everyday food service for students, staff, faculty and guests in the cafeteria. Include proposed cafeteria menu with portion and pricing information.
- 5.1.2. Describe any special promotions, advertising, merchandising, special services, menu enhancements, marketing plan and other features proposed for the cafeteria.

5.2. Catering Services

- 5.2.1. Submit a catering guide to include three (3) potential menu ideas each for breakfast, lunch and dinner; include at least two pricing levels for each to detail the difference in buffet service, table service or delivery service.
- 5.2.2. Describe experience in catering, specifically with student groups as well as high-end Foundation events.

5.3. Quality of Food

- 5.3.1. Provide source of supply and length of supplier relationship.
- 5.3.2. Provide information indicating specific training given to staff on food preparation with specific emphasis on sanitation both at beginning of contract and throughout the entirety of contract.

6. Staffing and Supervision.

- 6.1. Indicate number of personnel proposed to staff District location.
- 6.2. List experience of proposed contract manager/site supervisor. Include current job description and resume.
- 6.3. Vendor will verify that personnel assigned to the District are citizens of the United States of America or individuals who have been lawfully permitted to work in the United States of America as evidenced by documentation from the Immigration and Naturalization Services.

7. Quality Assurance/Sanitation/Safety.

- 7.1. Submit a plan to provide quality assurance with respect to all aspects of the campus food program. The plan should include:
 - 7.1.1. Follow up process for customer complaints.
 - 7.1.2. Forecasting, merchandising, production and quality control techniques such as taste testing, temperature testing, sample recipes, identification and deletion/replacement of unpopular items.
- 7.2. Briefly describe the approach to sanitation and safety practices and the anticipated program to train and reinforce standards in the food service facility.
- 7.3. Outline the sanitation and safety self-inspection procedures for all food service operations at the District. Provide a sample checklist used during inspection.
- 7.4. Submit data to support existence and quality of programs with respect to providing a safe, sanitary (with emphasis on proper food handling), and secure food service environment.
- 7.5. Provide a brief description of policy/philosophy regarding environmental sustainability.

8. Licenses, Insurance, and Litigation.

- 8.1. Vendor selected by District will be required to provide documentation of insurance required, as well as all licenses required by the State of California to perform the duties required by the service to be provided. Upon receipt of Notice to Proceed, successful bidder must provide insurance and all licenses required within twenty-one (21) business days.
- 8.2. Submit a properly executed IRS Form W-9.
- 8.3. Indicate whether the Vendor has filed for bankruptcy within seven (7) years.
- 8.4. Disclose any instances of the Vendor receiving unsatisfactory ratings from the health department in the last 2 years.

9. Financial Capability.

9.1. Include a current Financial Statement (2021 calendar year or 2021/2022 fiscal year).

11. Accuracy and Authority.

The undersigned is duly authorized to execute this Qualifications Statement under penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Qualifications Statement.

The undersigned declares and certifies that the responses to this Qualifications Statement and Required Information/Documentation are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Respondent’s RFQ Response may be rejected by the District.

Executed this ___ day of _____ 20__ at _____
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

(Signature)

(Typed or written name)

EXHIBIT C

**CERTIFICATION OF NON-DISCRIMINATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

Bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Bidder shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, ____.

BIDDER _____

(Type or print complete legal name of Bidder)

BY _____

(Signature)

Name _____

(Type or print)

Title

EXHIBIT D

**NON-COLLUSION AFFIDAVIT
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH PROPOSAL**

STATE OF CALIFORNIA COUNTY OF _____

I, _____, being first duly sworn, deposes and says that I am
(Typed or Printed Name)

_____ Of _____, the party submitting the foregoing
(Title) (Vendor's Name)

Proposal ("the Vendor"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else to put in sham RFP, or to refrain from submitting this Proposal.
4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Vendor, or to fix any overhead, profit or cost element of the Proposal price or that of any other Vendor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Vendor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this _____ day of _____, 20____ at _____
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____

Date: _____

Attachment 1

FOOD SERVICE OPERATIONS AGREEMENT (DO NOT SIGN)

THIS AGREEMENT by and between WEST HILLS COMMUNITY COLLEGE DISTRICT (hereafter District) and _____ (hereafter Vendor) is entered into with a mutually agreed upon effective date of _____.

The District is authorized by Education Code Section 88004.5 to contract with food services management consulting firms and requires such food and beverage services.

Vendor is specially trained, experienced and competent to perform all required and necessary services of food and catering. The Vendor represents that it has the qualifications and ability to perform the food and catering services in a professional manner, without the advice, control, or supervision of the District. The Vendor's services will be performed, findings obtained, reports and recommendations prepared, if any, in accordance with generally and currently accepted principles and practices of its profession for services to California higher educational institutions.

In consideration of the mutual promises and covenants contained in this document, the District and Vendor agree as follows:

Article I – Scope and Responsibilities

1.1 Purpose

This Agreement sets forth the terms and conditions under which the District retains the Vendor to manage and operate the District's food and catering operations solely for the use of students, staff, invited guests and other persons designated by the District.

1.2 Scope

Vendor shall provide its services and expertise to the District for the total operation of the institution's food services programs at the West Hills College Lemoore Campus. Accordingly, the Vendor shall purchase, prepare and serve food or food products in the West Hills College Lemoore Cafeteria. Food shall be prepared in accordance with standard menu and nutritional requirements as directed by the District and in compliance with all provisions of law relating to health and cleanliness standards. The College reserves to itself the right and responsibility to review menus as to nutritional value and appropriateness. Sufficient quantities of menus shall be printed to allow posting at locations directed by the President of West Hills College Lemoore. The Vendor shall be responsive in its formulation of menus to such special dietary and ethnic food requirements as the District may designate; special holiday and theme menus shall be served at appropriate times of the school year or as designated by the District.

NOTE: WEST HILLS COLLEGE LEMOORE IS AN EXCLUSIVE PEPSI® CAMPUS. AT THE PUBLICATION OF THIS RFP, THE DISTRICT IS IN THE PROCESS OF ADVERTISING AN RFP FOR EXCLUSIVE BEVERAGE SERVICES. THE VENDOR MUST BE PREPARED TO WORK COOPERATIVELY WITH THE SELECTED BEVERAGE PROVIDER, WHICH MAY CHANGE BEFORE OR DURING THE CONTRACT PERIOD.

1.3 Instructional Use

Close cooperation with the appropriate instructional offices will be expected. Student meal tickets or voucher program will be established by the Vendor as required for the EOP&S program. The Vendor may negotiate with other programs to issue coupons or tickets as deemed necessary to expedite the flow of customers through the serving and payment lines.

1.4 Management

Recognizing that competent management of the food services operations of the College is essential to the success of such operation, the District and Vendor agree that selection and hiring of new staff by the Vendor shall be subject to review and acceptance by the District and that all staff shall undergo the necessary health and security checks required while working in an academic food environment.

Article II – Term

2.1 It is the desire of both the District and Vendor to enter into a long-term business relationship. To attain this objective, the following are mutually agreed upon:

- 2.1.1 The initial term of this Agreement shall be for a period three (3) years. Thereafter, the parties may agree to extend the term of the Agreement for two (2) successive one-year periods upon written agreement signed by both parties, for a total of five (5) years. The District shall consider each renewal on a **year-to-year** basis. Termination of the Agreement during the initial term or any renewal term shall be as otherwise provided in this Agreement.
- 2.1.2 Fiscal terms and arrangements are covered in Article III of the Agreement.

2.2 Termination for Convenience

The District and Vendor shall at all times have the option of terminating the contractual agreement by the giving of one-hundred and eighty (180) days written notice of intent to terminate.

2.3 Termination for Cause: Either party may terminate this Agreement immediately for cause. Cause shall include, without limitation, a material violation of this Agreement by either party or if a party becomes insolvent or if Vendor fails to pay commission in a timely manner.

Article III – Fiscal

3.1 For the purpose of this agreement net revenue is defined as Vendor's gross annual sales from cafeteria and catering services, excluding sales tax. During each year of this Agreement the Vendor shall pay monthly to the District an amount equaling:

- 3.1.1 Cafeteria and Catering
 - FOUR PERCENT (4.0%) of that portion of the gross sales for monthly gross sales below \$25,000.
 - FIVE PERCENT (5.0%) of that portion of the gross sales for monthly gross sales between \$25,001 and \$40,000.
 - SIX PERCENT (6%) of that portion of the gross sales for monthly gross sales over \$40,001.
- 3.1.2 Starbucks (if applicable)
 - FIVE PERCENT (5.0%) of that portion of the gross sales for monthly gross sales.
- 3.1.3 Concessions (if applicable)
 - FOUR PERCENT (4.0%) of that portion of the gross sales.
- 3.1.4 Payments

All payments to the District shall be in U.S. dollars. This specific clause shall be subject to re-negotiation at the end of each fiscal year during the term of the Agreement. The Vendor shall provide monthly financial statements to the District's Vice Chancellor of Business and Fiscal Services for review and audit, and in such a format as to allow for verification of sales in the areas called out above.

3.1.5 The Vendor agrees to fund annually the following District functions:

1. Two (2) Student Scholarship Awards in the amount of One Thousand DOLLARS (\$1,000.00) each per year, to provide financial assistance to qualified and deserving students. Scholarship payments will be made to the District no later than the 15th day of July for the preceding year.
2. In-Kind Catering in the amount of One thousand DOLLARS (\$1,000.00) per year to the District Office.
3. In-Kind Catering in the amount of Two thousand DOLLARS (\$2,000.00) per year to the President's Office.
4. In-Kind Catering in the amount of One thousand DOLLARS (\$1,000.00) per year to Athletics (if Vendor selects Additive #2-Concession Services for Golden Eagle Arena).

All payments due shall be paid by check made payable to "District" and delivered to:

West Hills Community College District
Attn: Business Services
275 Phelps Avenue
Coalinga, CA 93210

3.2 To promote relations and the spirit of collegiality with students on campus the Vendor agrees to participate in two college-wide events during the year (e.g., Homecoming and the student body Spring Fling). The events will be agreed upon between the President's Office and the Vendor.

3.2.1 Student groups will be allowed to host fundraising events through the sale of food and beverages.

3.3 Purchasing Practices: In order to assure that prices for the student and staff populations of the District remain as low as industry standards permit, the Vendor shall make every attempt to purchase all foods, supplies and/or equipment as competitively as possible without sacrificing quality. No District involvement in the purchasing process is contemplated; the District, however, reserves to itself the right to inspect lists for price comparison purposes.

3.4 Prior to the expiration or termination of the Agreement, the Vendor will, with the cooperation of District staff, conduct an inventory of foodstuffs on hand. Goods thus acquired will be reimbursed to the Vendor by the District at the market value at that time, less any discounts, rebates or other applicable credits received by the Vendor on those Goods. Additionally, an inventory of capital equipment will be conducted at the time of such termination, shortages, if any, of District-owned equipment at that time will be negotiated for reimbursement at the depreciated value of the equipment at that time.

Article IV – Pricing and Scheduling

4.1 The Vendor shall perform and operate on a schedule to be approved by the District. The needs of the District's school calendar shall prevail over any conflicting schedules such as private catering or conference activities. When not in conflict with school scheduling, the District encourages the Vendor's support of catering and conference activities. In addition, the Vendor has the exclusive right to provide food services including catering for all such District events unless by mutual agreement Vendor is unable to satisfactorily conduct or adequately manage such event.

Article V – Equipment and Facilities

5.1 The District shall provide the Vendor, with facilities for food services, including adequate dry, refrigerated and freezer storage areas, and sanitary toilet facilities for employees. Office space for the Vendor's Service Manager will be provided within the Cafeteria area. Except as may be specified in writing by the Vendor prior to the effective date of this Agreement, the facilities and equipment provide by the District shall be deemed to be complete, operable and adequate for effective performance under this Agreement.

5.2 The Vendor may provide and install, at no expense to the District, additional equipment after first receiving written approval of the College's Director of Maintenance and Operations. Equipment so provided by the Vendor shall remain the property of the Vendor, regardless of whether said property is attached or affixed to the real property owned by the District. The Vendor shall have the right to remove, or upon the District's request, sell to the institution at fair market value such equipment within thirty (30) days after expiration or termination of this Agreement subject to other provisions of the Agreement. If Vendor removes any property attached or affixed to the District's real property, Vendor shall ensure the District's property is restored and returned to the District in its original condition prior to the commencement of any and all agreements with Vendor with no damage thereto, reasonable wear and tear accepted.

5.3 The District shall have the right to install any needed equipment or to make alterations to the facilities in a manner compatible with existing facilities. The District and Vendor shall each be responsible for compliance with all federal, state and local health and safety regulations for facilities and space over which that party has operating control.

5.4 The Vendor may perform emergency maintenance and repairs on the equipment provided by the District if the Vendor is unable to reach the District contact or Director of Maintenance and Operations. The District shall reimburse the Vendor for such costs if the District would otherwise have had the responsibility for such repairs; the District will not reimburse the Vendor if such maintenance and repairs are needed due to the Vendor's negligence, willful misconduct, or misuse of the equipment.

5.5 In the event of termination or expiration of the Agreement, the Vendor, shall allow its successor (or the District designee) reasonable access to the premises during the thirty (30) days immediately preceding the expiration date of the Agreement.

5.6 The Vendor shall, as a direct cost of operation, maintain standards of housekeeping and sanitation in areas under its responsibility to the satisfaction of the District and governmental authorities, including the requirements of the CAL/OSHA, Education Code section 88004.5, subdivision (c), and local health authorities. Cleaning and sanitation of the kitchen, food preparation and food court areas are the responsibility of the Vendor; daily custodial services provided by the District do not include these areas.

Cleaning and sanitation of the Golden Eagle Arena concession food preparation and serving areas are the responsibility of the Vendor (if Additive #2-Concessions is included) during its use; custodial services provided by the District do not include these areas when it is used for concessions.

Failure on the part of the Vendor to maintain an acceptable city or state health department rating shall constitute a default on the part of the Vendor and shall give the District the right to terminate the Agreement upon the giving of ten (10) days written notice.

5.8 The District assumes the responsibility for the painting of walls and ceilings, cleaning of blinds, carpeting, draperies, and windows, if applicable. The District will be responsible for bussing and cleaning tables in the Golden Eagle Student Union eating areas.

5.9 Access: the District shall have full access at all times to the Student Union kitchen, food court, and preparation areas, office space for the Vendor's service manager, and equipment with or without prior notice. If Vendor selects Additive #2 (concessions), the District shall have full access at all times to the Golden Eagle Arena concession areas and storage facilities connected to the concession area.

Article VI – Operational Costs/Responsibilities

6.1 The Vendor shall assume the cost and expense of the food service operation in the following areas:

6.1.1 Foodstuffs

6.1.2 Supplies, including cleaning supplies

6.1.3 Labor - Including all personnel directly involved with food service operation

6.1.4 Uniforms

6.1.5 Table linen

6.1.6 Telephone charges

6.1.7 Printing and stationery supplies

6.1.8 Flowers, candles and other decorative items

6.1.9 Appropriate functioning point of sale system with proper sales reporting ability

6.1.10 Bookkeeping and payroll preparation for the Vendor staff

6.1.11 General supervision

6.1.12 Required licenses, permits, and liability insurance

6.2 The Vendor is responsible for the following specifics regarding cleanliness and maintenance:

6.2.1 Daily cleaning and housekeeping of the kitchen, food preparation and food court areas in Vendor's care and control, and washing of all trays, dishes, glassware, and utensils in accordance with accepted industry and local health standards. The deep cleaning of the kitchen, food preparation and food court areas will be performed, at a minimum, once a week.

If Vendor selects Additive #2 (concessions), deep cleaning of the Golden Eagle Arena concession areas must be completed once at the beginning of athletic season and once at the end of the athletic season.

6.2.2 Prompt cleaning of all food preparation areas and area furnishings. All spills on floors within kitchen, food preparation, and food court areas shall be cleaned up immediately.

6.2.3 Nightly sweeping and damp-mopping of floors and general cleaning of the kitchen and preparation areas in the Vendor's care and control.

6.2.4 Emergency maintenance of District-owned and installed kitchen equipment. The Vendor may pay these costs outright and then bill the District or the billings may be

referred to the Director of Maintenance and Operations for payment. The District will not reimburse the Vendor if such maintenance is needed due to the Vendor's negligence, willful misconduct, or misuse of the equipment.

6.3 The following shall be the responsibility of the District:

6.3.1 Window cleaning - outside.

6.3.2 District owned equipment repair and replacement (except where such repair and replacement are caused by the Vendor's negligence, willful misconduct, or misuse of the equipment).

6.3.3 Painting and redecorating.

6.3.4 Fire insurance.

6.3.5 Outside maintenance.

6.3.6 Pest control in the general building areas. Pest control, to include extermination services as requested by the Vendor's Manager.

6.4 The District's responsibilities per Article 6.3 are expanded to include the following:

6.4.1 Removal of garbage and trash from the area designated by the Director of Maintenance and Operations.

6.4.2 Mopping scrubbing, and buffing of floors, and cleaning windows and walls, commonly referred to as "heavy cleaning".

6.4.3 Heavy maintenance, including cleaning of all duct work when necessary.

6.4.4 Placement of light bulbs and periodic cleaning of light fixtures.

6.4.5 Bussing and cleaning tables in the eating area.

Article VII – Personnel

7.1 Non-Discrimination: Neither party to this Agreement shall discriminate because of national origin, handicap, or race, color, religion, sex, age, status as a Vietnam veteran, as defined by applicable governmental statute, in the recruitment, selection, training, utilization, promotion, termination, or other employment related activities concerning food service personnel. This fundamental rule of conduct shall be clearly communicated to all employees, prospective employees and the community at-large.

7.2 Employee Training: The Vendor shall conduct, as part of its management responsibility, regularly scheduled in-service training for regular employees.

7.3 Health and Security Examinations: The Vendor shall arrange for all employees on duty at the operation to have periodic health examinations, as frequent and stringent as required by law, and will submit acceptable evidence of compliance with all health regulations to the District upon request.

7.4 Student Personnel: The Vendor shall make available work opportunities for District students whenever possible, while assuring that such employment shall not deprive regular employees of work time.

7.5 Solicitation; Hiring: During the term of this Agreement and for a period of two years following its termination, neither District nor its successors or assigns, shall employ, or seek to employ, any supervisory or management person employed by Vendor who participated in providing the food services under this Agreement. Vendor represents that its management employees have acquired special knowledge, skills and contacts as a result of being employed with and trained by Vendor. If District hires, makes any agreement with, or permits employment of, any such employee, within the restricted period of time, and without the written consent of Vendor, District agrees that Vendor shall suffer damages and District shall pay Vendor a liquidated sum equal to two and one half times the annual compensation for each such person hired. This paragraph 7.5 shall survive the termination of the agreement.

Article VIII – Terms and Conditions

8.1 Insurance: the Vendor shall obtain and keep in force during the term of this Agreement, for the protection of the District and the Vendor, Comprehensive General Bodily Injury and Property Damage Liability Insurance in the Combined Single Limit of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars Aggregate (\$2,000,000) including but not limited to Personal Injury Liability, Broad Form Property Damage Products Liability, Blanket Contractual and Product Liability, covering only the operations and activities of the Vendor under this Agreement, and shall deliver a certificate evidencing such coverage to the District within thirty (30) days after the execution of this Agreement.

The Vendor shall obtain and keep in force during the term of this Agreement, for the protection of the District and the Vendor, Commercial General Automobile Liability Insurance for bodily injury, including death, and property damage that provides total limits of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned, and hired vehicles, and shall deliver a certificate evidencing such coverage to the District within thirty (30) days after the execution of this Agreement.

The Vendor shall obtain and keep in force during the term of this Agreement, for the protection of the District and the Vendor, Employer's Liability insurance that provides total limits of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence and shall deliver a certificate evidencing such coverage to the District within twenty-one (21) business days after the execution of this Agreement.

The insurance policy or policies shall contain a covenant by the issuing company that they shall not be canceled unless a thirty (30) day prior written notice of cancellation is provided to the District. In addition, excess liability (umbrella) coverage of not less than Five Million Dollars (\$5,000,000) per occurrence and an equal amount in aggregate must be provided.

Insurance is to be placed with insurers with a current A.M. Best's Rating of no less than A:VII, unless otherwise acceptable to the District.

8.1.1 Worker's Compensation Insurance: Since the Vendor's Manager is not a District employee, a certificate must be provided to the District certifying that the Vendor carries Workmen's Compensation Insurance in amounts required by state and local statute. Statutory limits are \$1,000,000 each accident, \$1,000,000 policy limit (disease) and \$1,000,000 each employee (disease).

8.1.2 Fire Insurance: District will carry adequate fire and extended coverage insurance and, as covered in clauses following, will waive any and all rights of recovery from the Vendor for loss covered by perils defined in fire, extended coverage and sprinkler leakage policies.

8.2 Disability Accessibility and Electronic Information Technology: Contract hereby warrants that any goods or services, including any hardware or software products or services to be provided under this Agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding the accessibility of its products or services which is brought to its attention.

8.3 COVID-19 Protocols: West Hills Community College District utilizes the mobile app *West Hills Safe*. Vendor and staff of Vendor agree to complete the daily self-assessment questionnaire each day they are on campus and to cooperate with the human resources department staff if they are contacted about a close contact or a potential case. Vendor also agrees to become familiar with the District's COVID-19 Prevention Program, which is located on the District's website.

8.4 District Policies: Vendor agrees to comply with applicable District Policies in effect at the time this Agreement is executed, modifications to existing policies occurring after the date of execution of this Agreement and policies enacted during the Term of this Agreement. These policies may include policies and/or administrative procedures related to a drug, smoke and alcohol free instructional environment.

8.5 Indemnity: To the furthest extent permitted by California law, Vendor shall, at its sole expense, defend, indemnify, and hold harmless the District, the State of California, and their agents, representatives, officers, consultants, employees, trustees, and volunteers (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and consultants or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Contract or from any activity, work, or thing done, permitted, or suffered by the Vendor in conjunction with this Contract, unless the claims are caused wholly by the sole negligence or willful misconduct of the indemnified parties. The District shall have the right to accept or reject any legal representation that Vendor proposes to defend the indemnified parties.

8.6 Assignment: This Agreement may not be assigned by the Vendor in whole or in part without the written consent of the District.

8.7 Notices: Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be either served personally or otherwise delivered to the other party as follows:

Notices to the District:

West Hills Community College District
Attn: adrianachoa@whccd.edu
275 Phelps Avenue
Coalinga, CA 93210

Notices to the College:

West Hills College Lemoore
Attn: James Preston, President
555 College Ave.
Lemoore, CA 93245
JamesPreston@whccd.edu

Notices to Vendor:

Company Name: _____

Contact Name: _____

Mailing Address: _____

Contact Email: _____

8.8 Catastrophe: With the exception of payment obligations for prior performance under this Agreement, neither the Vendor nor the District shall be liable for the failure to perform their respective obligations when such failure is caused by fire, explosion, water, act of God or inevitable accident, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, weather and energy related closing, governmental rules or regulations, or like causes beyond the reasonable control of such party.

8.9 Rights beyond Termination: The rights of termination referred to in this Agreement are not intended to be exclusive and are in addition to any other rights available to either party at law or in equity.

8.10 Entire Agreement: This Agreement constitutes the entire agreement between the parties, and supersedes all understandings, offers, negotiations and other agreements concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments, modifications or waivers of any of the terms and conditions of this Agreement must be in writing and executed by both parties.

Dated this _____ in the City of Coalinga, County of Fresno, California, which shall be the effective date of this Agreement, and shall be effective for two (2) years from this date unless Agreement is renewed or is terminated under provisions stated elsewhere in the Agreement.

District
WEST HILLS COMMUNITY COLLEGE DISTRICT

By:

Date:

Name: Shanna Ahrens

Title: Vice Chancellor

Vendor

By:

Date:

Name: _____

Title: _____

Business Services and Fiscal Services

Attachment 2

**West Hills College Lemoore
Kitchen Equipment Schedule**

EQUIPMENT SCHEDULE

ITEM NO.	BY	EQUIPMENT DESCRIPTION	QTY	MANUFACTURER
1	KEC	AIR CURTAIN	1	MARS AIR SYSTEM MOD# STD 248-IUA-OB
2	KEC	JANITOR CLOSET SHELVING/ GOLD BOND	1	INTERNATIONAL STORSYSTEM MOD#1848Y W/ (4)P86Y POST 5TIER
3	KEC	MOP BASIN CAP	1	CUSTOM FABRICATED
4	KEC	OVER HEAD SHELF	1	CUSTOM FAB.
5	KEC	MAT RACK	1	CUSTOM FAB.
6	KEC	WALL FLASHING W/ FAUCET	1 LOT	CUSTOM FAB/ CHICAGO MOD# 540LD 897SCP/V.B.
7	OWNER	BEVERAGE RACK	2	BEV. CONTRACTOR
8	OWNER	CARBONATORS	2	BEV. CONTRACTOR
9	KEC	CORNER GUARDS	VER	CUSTOM FAB.
10		SPARE NUMBER		
11	KEC	CAN RACK	2	NEW AGE MOD # 1256
12	KEC	CAN RACK	1	NEW AGE MOD # 1251
13	KEC	DUNNAGE RACK	1	NEW AGE MOD # 2008
14	KEC	S.R SHELVING/ GOLD BOND	1 LOT	ISS MOD# (17) 2148Y, (8)2160Y, 64 POSTS P86YL & 190 Z-CLIPS (5TIER)
15	KEC	LOCKERS	VER	REPUBLIC STORAGE MOD#(1)ONE DOUBLE TIER ADA SET/ SEE PROJECT MANUAL
16		SPARE NUMBER		
17	KEC	CORNER GUARDS	VER	CUSTOM FAB
18	KEC	W.I. PREFAB. REFRIG./ FREEZER	1 LOT	DURACOLD (SEE DETAIL DRAWING SHEET K9.1)
19	KEC	REFRIGERATION SYSTEM	1 LOT	FRIGED ENGINEERING SERVICE MOD# SAE2-3CO
20		SPARE NUMBER		
21	KEC	W.I. REFR. SHELVING/ GOLD BOND	1 LOT	ISS MOD# (6) 2148Y, (2) 2124Y & 24 POST@ P86Y L 40 ZCLIPS. 5TIER
22	KEC	W.I. FREEZER SHELVING/ GOLD BOND	1 LOT	ISS MOD# (6) 2148Y, (2) 2124Y & 24 POST@ P86Y L 40 ZCLIPS. 5TIER
23	KEC	HOT DRINK CUP AND LID DISPENSER	1	DISPENSE-RITE LID-3BT 3 COMPARTMENT (5"L X 16 5/8" D X 16-1/4H)
24	KEC	COLD DRINK CUP/LID/STRAW DISPENSER	1	DISPENSE-RITE CTC-C-3LSS (24"H X 14 1/2"W X 23"D)
25		SPARE NUMBER		
26	KEC	WORK TABLE	1	CUSTOM FAB
27		SPARE NUMBER		
28		SPARE NUMBER		
29		SPARE NUMBER		
30		SPARE NUMBER		
31		SPARE NUMBER		
32		SPARE NUMBER		
33		SPARE NUMBER		
34		SPARE NUMBER		
35		SPARE NUMBER		
36		SPARE NUMBER		
37	KEC	WORK TABLE	1	CUSTOM FAB
38		SPARE NUMBER		
39		SPARE NUMBER		
40		SPARE NUMBER		
41		SPARE NUMBER		
42		SPARE NUMBER		
43		SPARE NUMBER		
44		SPARE NUMBER		
45		SPARE NUMBER		
46		SPARE NUMBER		
47		SPARE NUMBER		
48		SPARE NUMBER		
49	KEC	FLOOR PAN AND GRATE	1/1	MC NICHOLS MOD. MSN 150 MIN.GRID/ CUSTOM FAB.
50		SPARE NUMBER		
51	KEC	ICE BIN	1	CUSTOM FAB.
52	KEC	ICE CRUSHER	1	CLAWSON MACH MOD. # HQ-C
53	KEC	ICE MACHINE	1	MANITOWOC MOD# ID-1472C REMOTE CONDENSER CUBER
54	KEC	PORTABLE POT RACKS (CLEAN & SOILED) WITH 5" CASTERS & BRAKES	3	METRO - MOD.# (12)MX-2460G (12)MX-86 UP (12) 5MBXCASTER
55	KEC	POT SINK/ SHELF/ UTENSIL RACK	1/1/1	CUSTOM FAB/CHICAGO MOD#445LD BASE FAUCET
56	KEC	SURGE WASH'G UNIT	1	WELLS MOD.# PW-106 HYDRO WITH CORD PLUG
57	KEC	WALL FLASHING	1 LOT	CUSTOM FAB
58	KEC	DISPOSER/ CONTROL	1/1	INSINKERATOR MOD# S/S 125-15B-CC202 SWITCH CONTROL
59	KEC	PRE-RINSE UNIT	1	CHICAGO MOD# 923 LABCP COMPLETE
60		SPARE NUMBER		
61	KEC	POT/ UTENSIL RACK	1	CUSTOM FAB WITH/ 20 HOOKS
62	KEC	FIRE CONTROL SYSTEMS	1 LOT	ANSUL MODE# R-102 W/ MICRO SWITCH (PRODUCTION HD)
63		SPARE NUMBER		
64	KEC	VEGETABLE PREP SINK/TABLE	1/1	CUSTOM FAB/ WITH CHICAGO MODE# 445-L12ABCP BASE FAUCET
65	KEC	O.H. UTENSIL RACK	1	CUSTOM FAB WITH/ 20 HOOKS

EQUIPMENT SCHEDULE

ITEM NO.	BY	EQUIPMENT DESCRIPTION	QTY	MANUFACTURER
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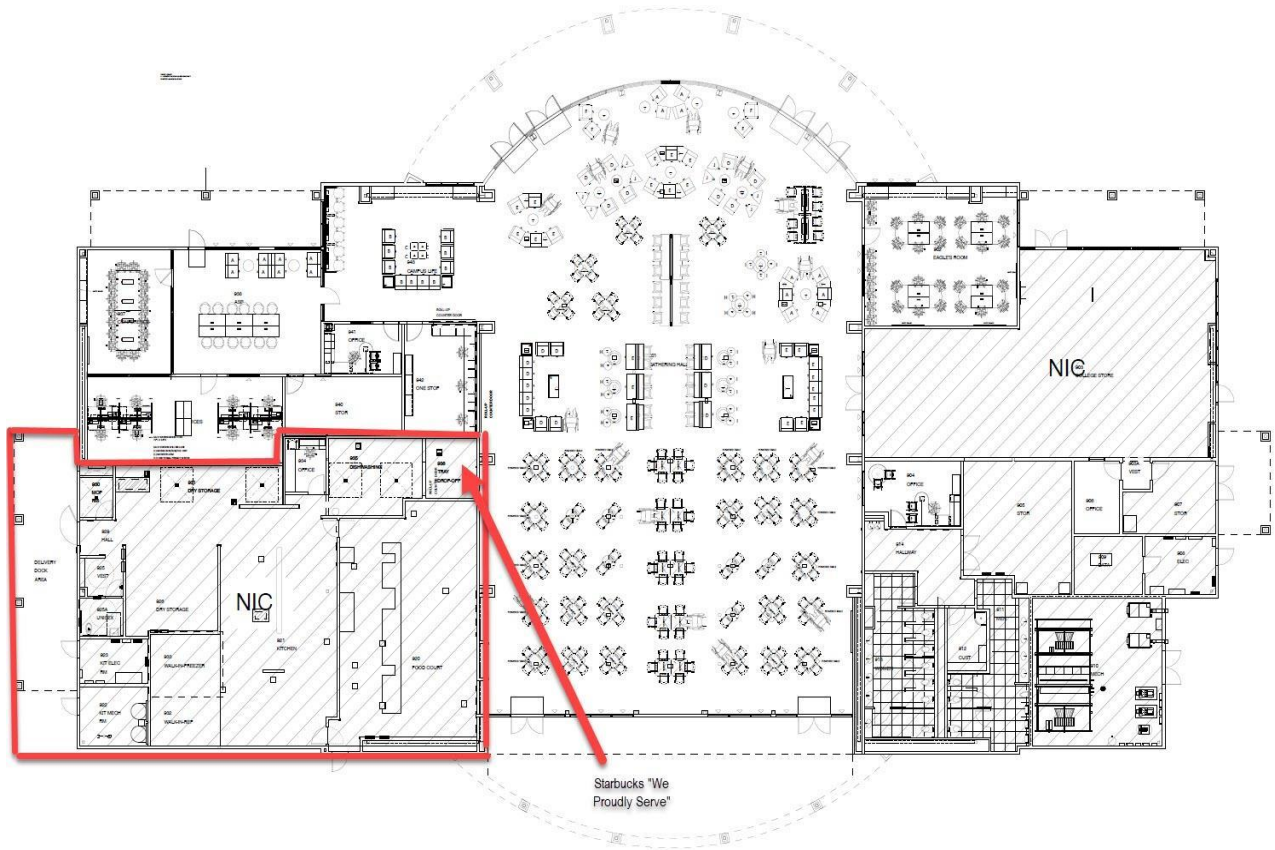
72	KEC	WORK TABLE	1/1	CUSTOM FAB/ O.H SHELF
73	KEC	PORTABLE BINS	4	CAMBRO MOD #1BS20148 INGREDIENT BINS
74	KEC	40 QT. MIXER	1	HOBART MOD# HL 400-ISTD W/ CORD PLUG.
75	KEC	MIXER ATTACHMENT RACK	1	CUSTOM FAB
76	KEC	EXHAUST HOOD W/ MAKE UP AIR	4	CAPTIVE AIR MOD# 4824 ND-2-PSP-F
77	KEC	EXHAUST CONTROL PANEL	1	CAPTIVE AIR MOD# EMS-111.02
78		SPARE NUMBER		
79		SPARE NUMBER		
80		SPARE NUMBER		
81	KEC	FILLER HOSE	1	CHICAGO MOD# 349-ABCP BASE W/ 512-GCCP HOSE
82	KEC	TILT BRAISING PAN	1	GROEN MOD# BPP- 40E
83	KEC	FLOOR PAN WITH GRATE	1	CUSTOM FAB./ MC NICHOLS MOD. MSN 150 MIN.GRID
84		SPARE NUMBER		
85	KEC	O.B RANGE W/ OVEN	1	MONTAGUE MOD# 136-5A STD OVEN
86	KEC	CONVECTION OVENS	1	MONTAGUE MOD# 2-115A W/ CORD & PLUG
87	KEC	COMBI OVEN	1	BLODGETT MOD# BCX-14G DOUBLE S/S STD
88	KEC	MECHANICAL WALL TRIM	1 LOT	CUSTOM FAB
89	KEC	STEAMER	1	CLEVELAND MOD# (2) 22CET 3.1
90		SPARE NUMBER		
91		SPARE NUMBER		
92	KEC	FILLER HOSE	1	CHICAGO MOD# 349-ABCP BASE W/512G CCP HOSE
93	KEC	O.B RANGE W/ OVEN	1	MONTAGUE MOD#124-5/ S/S RIGHT SIDE & FRONT & TOP FLUE RISER
94	KEC	O.B RANGE W/ OVEN	1	MONTAGUE MOD#124-5/ S/S FRONT/ TOP FLUE RISER
95	KEC	GRIDDLE W/ OVEN	1	MONTAGUE MOD#136-B/ S/S LEFT SIDE & FRONT/ TOP FLUE RISER
96	KEC	PORT. FRYER UNIT	1	PITCO MOD#2-SG14RSSTC-S/DF ONE UNIT/ ALL S/S
97	KEC	BACK SHELF	1	CUSTOM FAB.
98	KEC	SPREADER DELETE CENTER SHELF	1	MONTAGUE MOD# ADD-A-UNIT 18S
99	KEC	DOOR JAMB FRAMING/ CASING	1	CUSTOM FAB.
100		SPARE NUMBER		
101	KEC	REFRIGERATOR	1	TRAUlsen MOD# G-10001
102		SPARE NUMBER		
103	KEC	WORK TABLE W/ O'SHELF	1/1	CUSTOM FAB W/ BOX DRAWER CABINET/ OVER SHELF
104		SPARE NUMBER		
105	KEC	SS CLAD COLUMN	1	18 GA SS FULL HEIGHT - TRIM AT CEILING
106	KEC	THAW SINK WORK TABLE	1/1	CUSTOM FAB W/ CHICAGO # 446 L 12ABCP BASE FAUCET
107	KEC	FIRE CONTROL SYSTEM	1 LOT	ANSUL MODE# R-102 W/ MICRO SWITCH (SHORT ORDER)
108	KEC	FIRE CONTROL SYSTEM	1 LOT	ANSUL MODE# R-102 W/ MICRO SWITCH (PIZZA OVEN)
109		SPARE NUMBER		
110		SPARE NUMBER		
111	KEC	WORK TABLE W/ O.H SHELF	1	CUSTOM FAB W/ BOX DRAWER CABINET/ OVER SHELF
112		SPARE NUMBER		
113	KEC	REFRIGERATOR	1	TRAUlsen MOD# G-20002 HALF DOOR HINGE RIGHT
114		SPARE NUMBER		
115	EC	PORTABLE WORK TABLE	1	CUSTOM FAB W/5" COLSON CASTER
116	KEC	CORNER GUARDS	3	CUSTOM FAB
117	KEC	DOOR JAMB FRAMING CASING	1	CUSTOM FAB
118	KEC	BACK COUNTER WITH SINK	1	CUSTOM FAB/CHICAGO# 526-ABCP BASE FAUCET
119	KEC	PIZZA TABLE	1/1	RANDELL MOD. # 8260N REMOTE W/ CUSTOM FAB S/S BASE
120		SPARE NUMBER		
121	KEC	BACK SHELF/ OH.SHELF	1/1	CUSTOM FAB
122	KEC	PIZZA OVEN	1	LINCOLN 2501 IMPINGER OVEN
123	KEC	BACK COUNTER	1	CUSTOM FAB
124	KEC	EXHAUST HOOD	1 LOT	CAPTIVE AIRE MOD# 3624 ND-2
125	KEC	WALL FLASHING	1 LOT	CUSTOM FABRICATION
126	KEC	FRY WARMER	1	HATCO MOD# GRFF W/ CORD/ PLUG
127	KEC	COUNTER FRYER	1	WELLS MOD F-14 W/ CORD/ PLUG
128	KEC	CHEESE MELTER/ S/S SHELF TUBING	1/1	MONTAGUE MOD# CM-36/ CUSTOM FAB.
129	KEC	COUNTER GRIDDLE	1	JADE MOD. JGM-2436
130		SPARE NUMBER		
131	KEC	CHAR BROILER	1	JADE MOD# JB-36
132	KEC	UNDER COUNTER REF'D DWR UNIT	1	TRAUlsen MOD# TE 84HT-W/ REMOTE W/ SIDE X SIDE PAN DWR.
133		SPARE NUMBER		
134	KEC	WOK RANGE	1	MONTAGUE MOD # CRM-2/ 18" WOK/ 48" WIDE - 4" MAXIMUM FRONT SHELF
135	KEC	EXHAUST HOOD W/ MAKE UP AIR	1 LOT	CAPTIVE AIR MOD# 4824 ND-2-PSP-F
136	KEC	EXHAUST HOOD CONTROL PANEL	1	CAPTIVE AIR MOD# EMS-211-D2
137	KEC	HAND SINK (ADA)	1	CUSTOM FAB
138	KEC	TRAY/DISH CABINET	1	CUSTOM FAB
139		SPARE NUMBER		
140		SPARE NUMBER		
141	KEC	SERVING COUNTER	1 LOT	CUSTOM FAB W/ CHICAGO MOD# 349-ABCD BASE FAUCET
142	KEC	HOT FOOD UNIT	1	WELLS MOD# 400TDM-AF W/ REMOTE CONTROLS
143	KEC	HEATED CABINET	1	ALTO SHAAM MOD# 500S W/ CORD/ PLUG
144	KEC	HEATED STONE TOP	1	HATCO MOD# GRSSB - 6018 W/ REMOTE SWITCH
145	KEC	HEATED CABINET	1	ALTO SHAAM MOD# 500S W/ CORD/ PLUG
146	KEC	HEATED CABINET	1	ALTO SHAAM MOD# 500S W/ CORD/ PLUG
147	KEC	HEATED STONE TOP	1	HATCO MOD# GRSSB - 7218 W/ REMOTE SWITCH
148	KEC	HEATED CABINET	1	ALTO SHAAM MOD# 500S W/ CORD/ PLUG
149	KEC	CONVEYOR TOASTER	1	TOASTMASTER MOD# TC17D W/ CORD/ PLUG
150		SPARE NUMBER		
151	KEC	PANINI GRILL	1	EQUIPEXMOD# PANINI GRILL W/ CORD/ PLUG
152		SPARE NUMBER		
153	KEC	SNEEZE GUARDS	1 LOT	CUSTOM FAB
154	KEC	DIE FACE & TRAY RAIL	1 LOT	CUSTOM FAB
155	KEC	PORTABLE WORKTABLE	1	CUSTOM FAB W/ COLSON 5" CASTERS (FOR SLICER)
156	KEC	SLICER	1	HOBART MOD# H S7N-I
157	KEC	HAND SINK (ADA)	1	EAGLE MOD# HSAP-14-ADA-FE-B
158	KEC	RACK DOLLIES	2	CAMBRO MOD# CDR 2020151 SOFT GRAY
159	KEC	CANTILEVER SHELVING	1 LOT	CUSTOM FAB (3TIER) CANTILEVER SHELVING
160		SPARE NUMBER		

EQUIPMENT SCHEDULE

ITEM NO.	BY	EQUIPMENT DESCRIPTION	QTY	MANUFACTURER
161	KEC	RACK DOLLIES	2	CAMBRO MOD# CDR 2020 151
162	KEC	SHELVING UNITS	1	METRO MOD MAX-2142G (5TIER)
163	KEC	TRAY DOLLIES	1	CAMBRO MOD# CD 2020 HB 110
164	KEC	SHELVING UNITS/ GOLD BOND	1	ISS MOD# 2448Y (5T1ER) P86L (4) POST
165	KEC	CLEAN DISHTABLE	1 LOT	CUSTOM FAB. W/ OH SHELF
166	KEC	DISHWASHER VENT COLLAR	1	CUSTOM FAB.
167	KEC	DISHWASHER	1	STERO MOD# SCT 86S CONVEYOR. R/L LOW TEMP
168	KEC	WALL FLASHING	1 LOT	CUSTOM FAB.
169	KEC	PRE-RINSE UNIT	1	CHICAGO MOD# 923 BASE & PRE RINSE HOSE UNIT
170		SPARE NUMBER		
171	KEC	DISPOSER W/ SINK	1	INSINK ERA TOR MOD# SS-300-CC202 CONTROL SW.
172	KEC	SOILED DISHTABLE/ OH SHELF	1 LOT	CUSTOM FAB. W/ SLANT SHELF
173	KEC	SOILED TRAY DROP SHELVING	3	CUSTOM FAB. / SEISMIC RESTRAINTS
174	KEC	WINDOW JAMB CASE OPENING	1 LOT	CUSTOM FAB.
175	OWNER	VENDING MACHINE	3	OWNER
176	KEC	GRAB AND GO	1	STRUCTURAL CONCEPTS MOD# CO67R-QS W/ SOLID BACK/END
177	OWNER	CASH REG./ PRINTER/ TEL.	1/1	OWNER
178	KEC	PORTCASHER STAND & SHELV'G.	1/1	CUSTOM FAB./ ISS 1842Y/ P34-3/4Y 4 POST
179	KEC	PORTCASHER STAND & SHELV'G.	1/1	CUSTOM FAB./ ISS 1842Y/P34-3/4Y 4 POST
180		SPARE NUMBER		
181	OWNER	CASH REG./ PRINTER/ TEL.	1/1	OWNER
182	KEC	BEVERAGE COUNTER	1 LOT	CUSTOM FAB.
183	OWNER	ICE TEA BREWER	1	BUNN MOD# TB3Q-0013/TDS -3.5
184	OWNER	HOT CHOCO DISPENSER	1	BUNN MOD# FMD-1-0196
185	OWNER	BEV. DISP./ ICE MACHINE	1/1	SERVEND/ MANITOWOC MOD# QPA-31 OA
186	KEC	COFFEE MAKER	1	FETCO MOD#CBS-62H-DISP'R. #CES-62H
187	KEC	SALAD BAR COUNTER	1	CUSTOM FAB
188	KEC	SOUP WELLS	2	WELLS MOD# SS-10 W/ REMOTE SWITCHES
189	KEC	SNEEZE GUARD SLANT SHELVES	1 LOT	CUSTOMFAB
190	KEC	FLEXIBLE GAS HOSES & WATER	13/2	DORMONT MOD# 1675 KIT 36 GAS (13)REQD.DRM MOD# FW. G-1(2) & (1) CHICAGO DECK MOUNT FIXTURE W (3) 24" FLEXIBLE HOSES.

Attachment 3

Golden Eagle Student Union
Kitchen/Food Court/Cafeteria Seating Area



Golden Eagle Arena Lobby/Concession/Concession Storage

