



**REQUEST FOR PROPOSALS  
GC-2201 – FOOD SERVICES**

Proposals Due  
March 15, 2022 at 3:00 PM

<https://emarylandmarketplace.com>  
<http://www.garrettcollege.edu/purchasing>

Garrett College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. Minority and woman-owned businesses are encouraged to submit a proposal for this project.

**REQUEST FOR PROPOSALS**  
**Food Services**

**Table of Contents**

Overview of Services ..... 2

Proposal Submission ..... 2

    Schedule

    Pre-Proposal Meeting

Scope of Work ..... 4

Proposal Preparation/Format ..... 5

Evaluation and Selection..... 6

    Written Proposals

    Interviews

    Selection

Other Provisions..... 7

Maintenance, Replacement, and Sanitation Responsibilities ..... 8

Financial Provisions ..... 9

Attachments

- I. Academic Calendar
- II. Equipment List
- III. Vending Equipment
- IV. Conflict of Interest Statement, Ethics Statement, and Acknowledgement of Addendum
- V. Terms and Conditions
- VI. General Provisions
- VII. Insurance Requirements
- VIII. Bid Form
- IX. Bid/Proposal Affidavit

## **Overview of Services**

Garrett College is requesting proposals for the Garrett College Food Service for the period beginning July 1st 2022 to June 30th 2027. Food Service would include managing and providing quality food and vending services in the College cafeteria to resident students, commuter students, staff, faculty, and visitors. Food Service would also include supporting a variety of catering needs on campus.

Garrett College is the smallest of Maryland's 16 community colleges. Garrett College is located in McHenry, Garrett County, Maryland, and has approximately 300 full- and part-time credit students, and 2,000 non-credit students each semester. Of these students, a maximum of 172 students live in residence halls during the fall and spring semesters. In addition to 300 credit and 2,000 non-credit students per semester, the College employs roughly 120 full-time faculty and staff.

Classes are usually scheduled from 8:30 a.m. to 10:00 p.m. for regular semesters. The college offers some classes on Saturdays as well. The College is open on weekends (Friday-Sunday) for a variety of College-sponsored activities and community events such as conferences, meetings, and fairs. During the summer months, the College hosts summer camps and special programs with many of the participants living in the residence halls, some of whom request to contract with the College food service provider.

The residence halls maximum capacity of 172 students will not change in the future. Laker Hall has 112 beds and Garrett Hall has 60 beds. All students in Garrett Hall are required to have a meal plan; for students in Laker Hall a meal plan is optional. Approximately 60% of students in Laker Hall opt to have meal plans.

The Performing Arts Center (PAC) at Garrett College, scheduled to be opened in June of 2022, will be the first "PAC" venue in Garrett County. As such, it will be host to many events, including performances, weddings, and conferences. Many of these events will need to have food services available for patrons as well as performers.

## **Proposal Submission**

All proposals must be received by 3:00 P.M. local time, Tuesday March 15, 2022.

A clearly marked original is required.

Faxed or emailed proposals are invalid and not accepted.

Late proposals are invalid and not accepted. Please be aware that "guaranteed overnight delivery" services do not always include McHenry, MD.

Please mail or hand deliver proposals to:

Garrett College  
Business Office  
attention: Ms. Dallas Ouellette  
687 Mosser Road  
McHenry, MD 21541

## Schedule

Pre-Proposal Meeting & Site Tour <sup>1</sup>	March 3
Questions Due	March 9
Answers / Addendum Issued	March 11
Proposals Due	March 15
Interview Invitations	March 18
Interviews	March 21 - 22
Vendor Selection	March 31
Contract Approval by Board of Trustees	April 19
Commence Work	July 1

<sup>1</sup> See below for important information about the pre-proposal meeting and site tour

Request for Proposal documents can be found at <http://www.garrettcollege.edu/purchasing>

Questions related to the RFP submission can be directed to [dallas.ouellette@garrettcollege.edu](mailto:dallas.ouellette@garrettcollege.edu). Answers and any addendum will be posted to the website.

## Pre-Proposal Meeting

An informational pre-proposal meeting will take place in-person on March 3, 2022 beginning at 3:00 P.M. at Garrett College 687 Mosser Road, McHenry MD 21541 in the Garrett Information Enterprise Center (GIEC) Building Room #103. Attendance is not mandatory but highly encouraged. Please see COVID Protocols below that must be adhered to while on campus. The meeting will also be livestreamed via Zoom. Please email [dallas.ouellette@GarrettCollege.edu](mailto:dallas.ouellette@GarrettCollege.edu) by March 3<sup>rd</sup> at noon for the zoom link, ID and password.

## COVID Protocols

### A. Face masks/coverings requirement

**CDC-recommended face masks or face coverings are required to be properly worn by all attending the pre-proposal meeting and site tour and at all times while on campus.**

- A properly worn face mask/covering is required inside all College buildings/spaces and while in a public setting. “Properly worn” means over the nose and mouth, secured under the chin, and fit snugly against the sides of the face
- Any person not wearing a face mask/covering or abiding by social distancing requirements will be required to leave campus immediately.

### B. Social Distancing

Those attending the meeting and tour will be required to keep space between themselves and others. Seats will be marked off to ensure social distancing. Always stay at least 6-feet from other people.

## **Scope of Work**

Garrett College is seeking a vendor to provide quality food services and vending services to include the following:

- a. Managing, supervising, preparing, and serving quality food and non-alcoholic beverages in the College cafeteria to resident students, commuter students, staff, faculty and visitors. Food offerings during the last few years have included hot/cold breakfast items, cold deli sandwiches, hot entrees, grilled/fried food items, daily specials, pizza, salads/salad bar, desserts, and a variety of beverages.
- b. Managing snacks, and non-alcoholic beverages, through automatic vending machines throughout the campus.
- c. Supporting a variety of catering needs on campus, including special meetings of the Board of Trustees and the President's Office, Continuing Education and Workforce Development programs (this will include conferences, corporate trainings, community celebrations, etc), the GIEC, and the PAC

### **A. Provided Facilities:**

The current food service facility includes a dining area and a food service area for food preparation, as well as small office. The 1200 square foot food services / kitchen is fully equipped with refrigerators, freezers, fryers, ovens, etc. See Attachment II for complete list of provided equipment and non-expendable supplies. Ownership of these items shall remain with the College and no items shall be loaned or removed from the College without its prior written approval. See applicable Conditions and Provisions below. There are service windows from food services areas that open to a 3,000 square foot café which is furnished with tables and chairs. A 140 square foot office is adjacent to the food services area, as well as a small storage closet.

### **B. Vending:**

Vending services are available throughout the campus (See Attachment III). The vendor may supply the vending services. Campus vending is located in the student dining area, the Continuing Education area, the GIEC and the Community Athletic and Recreation Center and the Fine Arts building as well as both residential halls. The Vendor shall use a competitive process to select vendors to provide services under this paragraph. The Vendor shall operate or employ others to install and operate vending machines for candy, snacks and similar products at locations in Attachment III. Vending services will be required throughout the year.

### **C. Catering:**

The College hosts a variety of events and activities on campus, which may provide the opportunity for food catering, including working breakfasts, coffee breaks and lunches. These services may be provided by the vendor and the vendor may request a first right of refusal.

### **D. Required Calendar:**

The required calendar can be found in Attachment I; adherence to the calendar for service to resident students is a priority for the College.

## **Proposal Preparation/Format**

An original proposal and 3 copies, consistent with the requirements outlined here, will be received no later than 3:00 p.m. on Friday, March 15, 2022 at Garrett College, Business Office, and Attention: Dallas Ouellette, 687 Mosser Road, McHenry, MD 21541. The sealed RFP must be clearly labeled: **RFP GC-2201 Food Service**.

The proposal should provide a concise description of the vendor's capacity to provide the proposed services to satisfy the requirements of this Request for Proposals. See the Evaluation and Selection Section below.

All proposals shall be prepared in accordance with the format listed below.

- a. A cover letter accompanying the proposals should be signed by an authorized representative of the vendor.
- b. Bid Form – see Attachment VIII.
- c. Signed Bid/Proposal Affidavit – see Attachment IX.
- d. Background and Experience: A written narrative of the vendor's background and experience in food service operations, including a resume for the proposed principal manager of the College food service.
- e. Food Service Plan: Focus on both commuter and resident students and include sample menus for meals and snacks with pricing. Include a table of pricing for resident student meals (breakfast, lunch and dinner) for a 7-day period.
- f. Catering plan: Provide at least one sample menu with pricing and presentation for each of the following:
  - (i) a two-day training event
  - (ii) Hors d-oeuvres for an event for 100 guests in the Performing Arts Center
- g. Staffing plan to include number, qualifications, backup, and areas of responsibility.
- h. Procurement for food and supplies, including vendors, responsibilities, and any plans for purchasing local and green products.
- i. An alternate service plan for the residence halls during emergency closings for inclement weather.
- j. A plan for the promotion and evaluation of service and total quality management, including responsibilities for reporting and interacting with the College team.
- k. A reference list of current clients.
- l. A credit reference.
- m. Conflict of Interest Statement, Ethics Statement, and Acknowledgement of Addendum forms signed by an officer/representative of the vendor. See Attachment IV.
- n. A letter, authorizing an inspection party of no more than three Garrett College representatives to visit at least one operational site serviced by the vendor, if applicable.
- o. A proof of Insurance indicating such insurance that will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Vendor's operations under the contract, or by anyone directly or indirectly employed by the Vendor. The Vendor's insurance will be with an insurance carrier licensed to do business in the State of Maryland acceptable to the College and in accordance with Attachment VII. The Vendor shall maintain in force at all times during the term of the contract.

## Evaluation and Selection

### Written Proposals

The written proposals will be evaluated by the College's Vendor Selection Committee based on weighted selection criteria. Each proposal will be assigned a point value as listed below.

1	Compliance with the requested specifications	5 points
2	Experience of vendor and resume of proposed manager	10 points
3	Proposed quality, preparation, presentation of food	20 points
4	Cost of purchasing options for individual student meals	30 points
5	References from current clients	10 points
6	The vendor's indicated and demonstrated ability to address the following Garrett College priorities: <ul style="list-style-type: none"><li>• Provide fresh, wholesome food, daily, at an affordable cost to students.</li><li>• Receive and respond to feedback from students.</li><li>• Provide quality service for residential students, especially during closings for holidays, special occasions or weather-related closings.</li><li>• Create monotony breaks in the normal food-service pattern for residential students, especially during long bouts of bad weather.</li><li>• Develop a partnership with the administrative team and user groups of Garrett College.</li><li>• Purchase local where possible.</li><li>• Use "green" paper products where feasible.</li><li>• Provide information to students through printed/published materials.</li></ul>	25 points
	TOTAL	100 points

### Interviews

Vendors who submit a proposal in response to this Request for Proposal may be invited to give an oral presentation of their proposal to the College. These vendors will be notified on or before March 18, 2022, and the interviews will take place beginning March 21<sup>st</sup>. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. The College will schedule the time and location of these presentations. The interviews will be evaluated based on weighted selection criteria. Each vendor's interview will be assigned a point value as listed below:

1	Demonstrated depth of understanding of the scope of work	20 points
2	Demonstrated experience and success	20 points
3	Demonstrated applicable experience of key personnel	20 points
4	Presented clear and comprehensive plan to provide services	30 points
5	Overall presentation and interaction with college personnel	10 points
	TOTAL	100 points

**Selection**

The vendor that is judged to be the best qualified to render outstanding services, value, price and commitment, will be selected. It is the College’s intent to award the contract to the vendor which, based upon the evidence presented in both the written proposal and interview, is the most responsive and reliable vendor.

The contract execution is subject to approval by the Garrett College Board of Trustees.

Throughout the selection process, safeguards will be in place to ensure impartiality and objectivity. To protect the integrity of the process, deliberations will be confidential, although the selection process results are a matter of public record. Garrett College will not discriminate against any firm or individual on the grounds of race, creed, sex, age, handicap or national origin in the contract award.

**Other Provisions**

**PHONE SERVICE AND UTILIES** The College will provide local phone service. The Vendor shall pay all long distance and special phone service charges upon invoice from the College. College shall provide heat, gas, and electricity, phone installation for local service, and cold and hot water. The Vendor shall comply with established energy conservation practices, regulations and policies, and endeavor to conserve the use of energies and control their resulting costs.

**DISPOSITION OF SUPPLIES UPON CONTRACT CONCLUSION** On expiration or termination of this contract, inventories of food and expendable supplies of the Vendor shall remain those of the Vendor and shall be removed from the premises.

**PURCHASE OF FOOD DISPENSING EQUIPMENT WITHIN CAFETERIA** Purchase of products, (food and supplies) which require equipment for their dispensing and have the equipment and service costs prorated in the costs of their product, shall not be purchased for use without prior approval of the College. If a lease agreement is required for carbonated beverage dispensing equipment, it shall be signed by and held in the name of the Vendor.

**LEASEHOLD IMPROVEMENTS** Any leasehold improvements become the property of the College at the termination of this contract or any extensions thereto. All capital equipment purchased by the Vendor will remain the property of the Vendor. No leasehold improvements will be made except with the permission of the College.



## **Maintenance, Replacement, and Sanitation Responsibilities**

**EQUIPMENT** On termination or expiration of this contract, the Vendor shall surrender the facilities and all equipment listed in Attachment II to the College in as good condition as at the state of the contract, ordinary wear and tear expected. Missing or damaged items shall be replaced at the Vendor's expense. The specifications for these items shall be arrived at by mutual agreement with the College.

**ACQUISITION PLANNING** The Vendor shall be responsible on a continuing basis for advising the College of possible additional capital equipment purchases, and of required repairs and replacement of capital equipment. The Vendor will provide a written report to the College by January 15 of each year listing proposed purchases, repairs, etc for the fiscal year beginning July 1. The final decision of additional equipment shall rest with the College.

**SANITARY REQUIREMENTS** The premises, equipment, and facilities (including the food preparation, storage and serving areas and the café space) shall be maintained in a sanitary condition throughout the life of this contract at Vendor's expense in a manner satisfactory to the College. In addition, the Vendor shall adhere to the highest standards of cleanliness and sanitation as determined by the Maryland Department of Public Health and Garrett County Health Department to insure continual sanitation in all functions and matters related to the execution of this contract including, but not limited to the following:

- Food handlers' sanitary practices and performance in the preparation, service, transport, and storage of food and related items.
- Tops of tables and chairs in the dining area shall be kept cleared and cleaned during the all service hours.
- The Vendor is responsible for cleaning walls, ceilings, windows and light fixtures.
- The Vendor shall be responsible for routine cleaning of the hoods and filters.

The Vendor shall provide all equipment and supplies as required to provide these services. The College is responsible for the periodic cleaning of hood ducts, plenums, and related vents and fans.

**INSPECTION OF PREMISES AND REPORTING** Inspectors of the Maryland Department of Public Health, Garrett County Health Department, and campus safety and sanitation personnel shall have complete cooperation from the vendor and its employees, as well as access to all food service, production and storage areas for inspections. These inspections may be at the request of the College or on said agencies' own discretion. A management representative of the vendor shall conduct equipment and facilities maintenance and sanitation inspections at least monthly including the preparation of a summary report, which is to be furnished to the Dean of Business and Finance by the end of each month. Vendor representatives who normally provide checks and reports as part of their equipment or product service shall be encouraged to do frequent inspections. The Vendor is responsible to implement corrective operating measures required as a result of these inspections and reports within ten days notification and by mutual agreement of the College.

**INSECT AND PEST CONTROL** The College has a general contract for insect and pest control, and the Vendor shall be responsible for the costs and maintenance of insect and pest control in all food service, production and storage areas above the general contract supplied by College. Prior to the effective date of the contract, the vendor will expressly acknowledge in writing the current condition of all existing equipment and space and its adequacy and suitability for use in providing

the services under this agreement, except as provided in the Vendor's proposal. The Vendor shall take reasonable and proper care of all premises and equipment under its custody and control and shall use them in a manner which will not cause violation of the laws, ordinances, rules and regulations including any reporting and record keeping requirements.

**TRASH AND GARBAGE REMOVAL** The College shall be financially responsible for the costs of premise removal of trash and garbage resulting from these food services in compliance with a schedule approved by the College. Vendor shall remove trash and garbage from food service area to designated receptacles in locations as determined by College. The College shall provide waste containers in the food service and dining areas in sufficient quantity to maintain sanitary standards for trash disposal. Waste containers shall be kept in a clean and satisfactory condition at all times, and emptied as often as necessary by the Vendor to maintain sanitary conditions as referenced. The Vendor shall be expected to see that the entire service area meets minimum standards of orderliness and cleanliness at all times. The Vendor will be responsible for bussing and cleaning tables in the food service and dining areas.

**FIRST AID** The College shall not be responsible for the costs of providing or maintaining first aid equipment and supplies in any food production or service areas, nor shall the College be subject to any liability associated with such supplies or equipment furnished by the Vendor.

**FIRE EXTINGUISHER EQUIPMENT** The College shall furnish and maintain fire extinguisher equipment and supplies, and the vendor shall notify the College immediately of extinguisher use.

### **Financial Provisions**

**REVENUE AND EXPENSE STATEMENTS** Not later than the 15th day following the last day of each monthly accounting period, the vendor shall provide the Business Office with a complete set of revenue and expense statements. The College's fiscal reporting period is July 1st through June 30th and it is desired that the Vendor's year-to-date reports correspond with the period.

**COST CONTAINMENT** The College expects that any abnormal revenue and expense deviations shall be noted by the vendor as part of these statements. All requests for price adjustments must be submitted by the vendor to the College not less than sixty (60) business days prior to the first day of class for the semester in which the prices will be in effect. Accompanying all such requests will be detailed information justifying such a request solely on the basis of product cost. No prices will be adjusted without the prior written approval of the College. Approval for such changes shall not be unreasonably withheld. Prices and portion sizes quoted in the Vendor's proposal shall remain in effect from the inception date of the contract through the spring semester of 2027.

**AUDITS** The College shall have the right and option to participate in the Vendor's audits and shall receive full reports of these audits. All records pertaining to the operations of manual food service shall be open for inspection and/or audit by the State and/or College. In addition, the College reserves the right to retain an independent consultant, at the College's sole expense, to conduct an audit of the Vendor's records and operations at any time during the term of the agreement.

**BILLING** The vendor should work with the College's business office for timely billing.