



**Solicitation Information
January 23, 2019**

RFP# BB004209

TITLE: Community College of Rhode Island Dining Services and Vending Concession Contract

Submission Deadline: February 20, 2019 10:00AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: MANDATORY: YES

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A Vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation. A vendor must attend each campus pre-bid meeting in order to bid on services for that particular campus.

DATE: January 31, 2019 8:45am to 1:30pm

LOCATION: See attached schedule Exhibit 5 for locations, room assignments and times

Questions concerning this solicitation must be received by the Community College of Rhode Island at purchasing@ccri.edu no later than **Wednesday February 6, 2019 at 11am (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

NAME OF BUYER, TITLE OF BUYER

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Community College of Rhode Island (“CCRI”), is soliciting proposals from qualified firms to provide dining, catering and vending, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately July 1, 2019 for five years. Contracts may be renewed for up to five additional 12-month periods based on vendor performance and the needs of the College.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Community College of Rhode Island pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

- A. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- B. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
- C. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
- D. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- E. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- F. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
- G. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

- H. Vendors are advised that all materials submitted to the Community College of Rhode Island for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Community College of Rhode Island may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

- I. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- J. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

1. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
2. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eco-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eco-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>)

to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EEO@doa.ri.gov.

- K. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
- L. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, and Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

Introduction:

The intent of this Request for Proposal (RFP) is to provide dining, catering and vending machine vendors an opportunity to present their experience and qualifications in relation to the scope of services described in this RFP to meet the needs of the Community College of Rhode Island (CCRI) and become a partner in food service operations for the next five (5) years with the opportunity to have five (5), one (1) year extensions.

The CCRI system is composed of four campuses. Each campus serves a population that is diverse socially, economically and varied in their dietary preferences. The campus locations and description of current food services can be found in the Existing Operations section below. Current dining, catering, and vending is managed by a single vendor. In an effort to provide the best service to the campus students, faculty, staff and visitors, the College reserves the right to award contracts to one or multiple service programs, if a vendor's specialization in any one program/services and/or products is deemed exceptional/appropriate to the service needs of that campus. Responses are expected to address the college's desire to create inviting and collegial dining spaces that integrate into a student engagement environment.

Background:

The Community College of Rhode Island serves 15,000 students per semester and 850 faculty and staff across four campuses in Warwick, Lincoln, Providence, and Newport, Rhode Island. The college also serves thousands of non-credit clients, grant programs, and Executive – level dining clientele.

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We are in the second year of the State's RI Promise free scholarship program for new high school graduates, greatly enhancing our enrollments. The College's mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. CCRI meets the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

Recently the College finished a strategic plan for 2018-2022. This plan can be found at <https://www.ccri.edu/stratplan/>.

Headcount by Term and Location

Total Unduplicated Head Count by Location	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018
Warwick	7041	6971	2056	7125	6593	2015	6952
Lincoln	5112	4965	1068	4892	4446	1074	4636
Providence	3123	3024	325	2999	2580	421	2760
Newport	1363	1263	240	1220	1006	226	1085
Workforce Development	267	329	165	264	366	153	338

CCRI Personnel Head Counts by location

	Warwick	Lincoln	Providence	Newport
FT Faculty	189	99	25	27
FT Staff	253	120	68	22
PT Staff	304	130	74	44
Totals	746	349	167	93

Operating Schedule:

Observed State Holidays

Holiday	Calendar Year 2019
New Year's Day	Tuesday, January 1
Dr. Martin Luther King Jr's Birthday	Monday, January 21
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Victory Day	Monday, August 12
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Election Day	---
Veteran's Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Christmas Day	Wednesday, December 25

The above calendar is representative of the regular holiday schedule for the CCRI community.
CCRI Academic Calendars: <https://www.ccri.edu/academics/index.html>

Existing Operations:

The current program is as described below and operates unless otherwise noted year round excluding the State Holidays listed above. All campuses serve traditional entrees, fast food/grill choices and soup/salad/sandwiches. Beverages consists of hot/cold including bottle and fountain drinks. Currently the college is not under a beverage contract but is considering initiating one in the coming year dependent on RFP responses. Each campus has an institutionally owned and operated bookstore carrying drinks and sundry items that is currently independent of the dining services.

A. Warwick Campus

1. Location: 1st floor. See Exhibit 1.
2. Hours of Operation (M-F):
 - Breakfast: 7:30am-10:15am
 - Lunch/Dinner: 10:45am-7:00pm
 - Friday till 2:00pm
 - Summer: Modified hours of operation
 - Winter Break: Modified hours of operation
3. Employees: 746
4. Description of Dining Area:
 - a) The existing area is located on the 1st floor. The area has approx. 8,000 square feet of dining space with available seating for 550. The serving area is approximately 1,100 square feet. The Kitchen/Prep area is located on the floor below and prepared foods are delivered with a dumb waiter. The Kitchen/Prep space is approximately 1,100 square feet. The area also contains approximately 400 square feet of storage located in the

Kitchen/Prep area. Current services that are offered at this location are dining and catering.

5. Sales (CY2014-2017)

- a) Retail sales over the last 4 years averaged \$638,000, catering \$131,000 and vending \$100,000.

B. Lincoln Campus

1. Location: 1st floor. See Exhibit 2

2. Hours of Operation (M-F):

Breakfast: 7:30am-10:15am

Lunch/Dinner: 10:45am-7:00pm

Friday till 2:00pm

Summer: Modified hours of operation

Winter Break: Modified hours of operation

3. Employees: 349

4. Description of Dining Area:

- a) The existing area is located on the 1st floor. The area has approximately 7,500 square feet of dining area with available seating for 450. The serving area is approximately 2,500 square feet. The Kitchen/Prep area is located on the same floor. The area of the Kitchen/Prep area is approximately 1,300 square feet. The area also contains approximately 200 square feet of storage located in the Kitchen/Prep area. Current services that are offered at this location are dining and catering.

5. Sales (CY2014-2017)

- a) Retail sales over the last 4 years averaged \$369,000, catering \$25,000 and vending \$38,000.

C. Providence Campus

1. Location: 1st floor. See Exhibit 3

2. Hours of Operation (M-F):

Breakfast: 7:30am-10:30am

Lunch/Dinner: 11:00am-7:30pm

Friday till 2:00pm

Summer: Closed

Winter Break: Closed

Employees: 167

3. Description of Dining Area:

- a) The existing area is located on the 1st floor. The area has approximately 1,300 square feet of dining space with available seating for 110. The serving area is approximately 900 square feet. The Kitchen/Prep area is located on the same floor. The area of the Kitchen/Prep area is approximately 900 square feet. The area also contains approximately 100 square feet of storage located in the Kitchen/Prep space. Current services that are offered at this location are dining and catering.

4. Sales (CY2014-2017)

- a) Retail sales averaged over the last 4 years are \$105,000, catering averaged \$36,000 and vending averaged \$25,000.

D. Newport Campus

1. Location: 1st floor. See Exhibit 4

2. Hours of Operation (M-F):

Breakfast: 7:30am-10:30am
Lunch/Dinner: 11:00am-1:30pm
Summer: Closed
Winter Break: Closed

3. Employees: 93

4. Description of Dining Area:

- a) The existing area is located on the 1st floor. The area has approximately 1,000 square feet of dining space with available seating for 100. The serving area is approximately 600 square feet. The Kitchen/Prep area is located on the same floor. The Kitchen/Prep space is approximately 1,300 square feet. The area also contains approximately 200 square feet of storage located in the Kitchen/Prep space. Current services that are offered at this location are dining and catering.

5. Sales (CY2014-2017)

- a) Retail sales over the last 4 years averaged \$56,000, catering \$15,000 and vending \$11,000.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

A. Future Operation Expectations

1. Program Expectations

- a) Excellent quality food with ingredients, recipes and fresh preparation that support good nutrition and a healthy lifestyle.
- b) Provide a thoughtful mix of service formats and operation times that serve the College's community year round at each of the campuses.
- c) A diversity of menu items that address the broad range of our campuses cultural preferences and dietary needs that include but are not limited to vegetarian, vegan, low fat, high protein, gluten free, etc.
- d) Competitiveness with "the street" in pricing, appearance and value for the everyday customer.
- e) Competitive catering menus that offer tiers for audiences ranging from budget conscience student groups, grant funded programs like Goldman Sachs 10,000 Small Business, to the donor receptions given by the President's Office.
- f) Food service hours and presentation concepts to meet the needs of each campus including options such as off-hour self-service provisions.
- g) Merchandising and food presentation that showcase products offered with strong eye appeal.
- h) A continued effort towards an intentional and committed approach to proper staffing levels and training.
- i) Creation of an inviting atmosphere and environment for college dining

2. Management Expectations

- a) A professional food service management provider that is a leader in best practices for retail dining, convenience stores, and catering.
- b) Corporate, regional and district support that is present, involved and responsive.
- c) An onsite management team that is knowledgeable, experienced, competent and professional in managing all of the services offered. A

team that is collaborative with the CCRI community with a proactive and accessible communication strategy.

- d) Programs and Standards that enforce safe food handling, proper sanitation, HACCP standards and Rhode Island Department of Health requirements.
 - e) A preventative maintenance program.
 - f) Financial control strategies that ensure a financially efficient dining services program with a high level of accountability and financial reporting. Financial reporting must be provided to the college on a quarterly basis.
 - g) Develop and adhere to a continued improvement philosophy founded on performance measures and being a sustainable vendor.
3. Wellness Expectations
- a) Access to a full-time nutritionist within the food service management provider's structure with responsibility to support the dining service program at CCRI.
 - b) An ongoing program of customer education on issues of nutritional health and wellness.
 - c) Information readily accessible by the customer disclosing nutritional value and content of foods served, date of preparation, expiration etc.
4. Marketing
- a) An ongoing commitment to pro-active marketing and communications and business development in the areas of retail dining, convenience concepts, and catering sales while being collaborative and coordinated with CCRI.
5. Sustainability and Local Sourcing Expectations
- a) The Community College of Rhode Island strives to provide high quality fresh food, support our local economy and decrease our carbon footprint by purchasing as much locally grown, locally produced food and products as possible (with seasonal food availability in mind). The College requests that a designated percent of all food, sundries or beverages purchased be local within a 150 mile radius of CCRI. The College would like to see this percentage increase over the life of the contract. Purchasing reports shall be provided quarterly to the Auxiliary Services Business Director detailing this purchasing history.
 - b) In an effort to encourage local food consumption and to educate the students and customers about local food availability and usage, every effort needs to be made to advertise/publicize/label local products by listing the farm and town of origin.
 - c) Commitment to working with the institution on student food security issues.
 - d) Food service management provider shall demonstrate responsible stewardship of the environment. This includes, but is not limited to, maximum use of recycling and recyclable products, and compliance with institutional recycling and sustainability initiatives. The food service management provider is also encouraged to recommend additional sustainability practices based on its experience at other locations.
6. IT Expectations
- a) Current hardware and software at the point of sale to maximize business performance measurement programs with adherence to continuous improvement.

- b) The ability to implement and connect with Banner and the Keri Systems if the time presents itself to move forward with the use of a student ID card.

B. Campus and Program Delivery Enhancements

1. Warwick Campus Improvements

- a) Redesign existing space utilization and equipment in a more conducive manner on an interim basis of approximately three to five years. For the period beyond, work with the college to implement more robust renovations as approved by the college administration as part of the colleges' Facility Master Plan. This space should address the unique needs and lifestyles at the Warwick campus. This space should recognize a holistic view of the dining experience seamlessly working into the already renovated Great Hall.
- b) Funding and design options, collaborations and cost-sharing with the college should be submitted as part of RFP response.

2. Lincoln Campus

- a) Lincoln's space is the most up to date and has the better designed serving area. Lincoln is expected to require minimal changes to stay on par with the other campus renovations. The Lincoln student union area is currently under A&E design to improve its aesthetics.
- b) Funding and design options, collaborations and cost-sharing with the college should be submitted as part of RFP response.

3. Providence Campus

- a) Design a space that is conducive with the growth and diversity of the campus. Currently the space is plagued by flow issues, limited preparation space, and old equipment. The college is currently procuring an A&E firm, who will work in concert with dining vender, to design a space that integrates with a newly designed student union gathering area adjacent to dining. Funding for this project is to be negotiated when answering the RFP.
- b) Funding and design options, collaborations and cost-sharing with the college should be submitted as part of RFP response
- c) The Providence Campus runs a Weekend program Friday evenings through Sunday afternoons during the academic year.

4. Newport Campus

- a) The College is open to the presentation of various auxiliary alternatives for providing both food service and bookstore options for this campus.
- b) Funding and design options, collaborations and cost-sharing with the college should be submitted as part of the RFP response.

C. Vending

1. Contractor shall provide vending options for the above-referenced four campuses.

a) Services

- 1. Each campus's machines should include food, snacks, beverages, and select sundry items.
- 2. Each campuses machines should accept coin, bill, and credit card readers.
- 3. Dining Service Contractor is responsible for any refunds from patrons of machines placed at the campus. Refunds are to be completed when knowledge of the request is made to Dining Services Contractor.
- 4. Alternative and enhanced locations will be considered

D. Equipment and Facilities

1. Small wares will be the contractor's responsibility. At the termination of the contract all small wares will become property of the Community College of Rhode Island. Vendor responsible for acquiring sufficient small wares and appliances as needed to provide appropriate service levels.
2. RFP response to include proposals as to Capital equipment purchase and maintenance responsibilities of the vender and the college.
3. Office Space will be provided by the Community College of Rhode Island. Any office furniture not already in the existing office space is the responsibility of the contractor to obtain.
4. Office equipment is the responsibility of the contractor.
5. All utilities (electricity, natural gas, hot and cold water, steam, air conditioning, etc.) necessary for the food service operation will be provided by the College. The College shall not guarantee, however, an uninterrupted supply of water, steam, electricity, natural gas, air conditioning, etc., but it shall be diligent in restoring service following an interruption. The College shall not be liable for any product loss, which may result from the interruption or failure of any such utility services. Annual service and maintenance of identified equipment in the contract will also be the responsibility of the college.
6. The Contractor will assume responsibility for telecommunications services, both voice and data, local and long distance, equipment installation and monthly charges.

E. Catering

1. Catering will be nonexclusive. The contractor will, however, be designated as the College's preferred caterer as long as it achieves and sustains a high level of user satisfaction. The Community College of Rhode Island will require the contractor to propose and implement a pricing format differentiating between student sponsored events, college sponsored events, grant-supported activities and third-party sponsors. Total catering sales for the most recent fiscal year were approximately \$200,000.

F. Financial Expectations

1. On an annual basis, the Contractor shall notify the College Representative in writing on or before March 1, of any recommended requests for changes in menu and catering prices for the following academic year. All increases will be justified and limited to the amount of increase during the past twelve months of the Consumer Price Index. Proposed price changes will be supported by a market survey. Approval of such requests for increases will be at the sole discretion of the College.
2. The Contractor will be responsible for collection and payment of any required sales taxes.
3. The Contractor agrees to meet at least once a semester with the College Representative/College Food Service Committee. The Contractor agrees to administer an annual customer satisfaction survey.
4. The Contractor will be responsible for the equipment and related charges for a dining access control system used in the food service program, including provision for declining balance accounts if one is utilized. How an integrated system may develop and what financial transactions may result has yet to be determined. The Contractor must be ready, willing and able to integrate with the

College system when selected. Monetary responsibility for the integration will be arrived at through good faith negotiations at the appropriate time.

5. Contractor will be PCI compliant and use a P2PE system certified by the PCI Standards Council.
6. The Contractor will provide such vehicles as they require for food service operations and will be responsible for all operating and liability costs of such vehicles.
7. Contractor's employees at the College must comply with all College regulations and parking regulations and are subject to penalties for violations as prescribed. All employees of the Contractor who park on campus are required to obtain a parking permit. The Contractor agrees to pay for parking fines assessed to its employees, which go uncollected for a period greater than thirty (30) days.
8. The College expects a substantial minimum guarantee in any proposal, plus a significant percentage of sales as a return for use of college food service facilities. The College expects a minimum guarantee for the newly founded CCRI Food Bank.

SECTION 4: PROPOSAL CONTENTS

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

Operation Expectations & Enhancements

A. Food/Dining/Vending Services Description

1. Proposed food services and dining format concepts for each campus – addressing both current and future formats. Include specific options of local or national brands.
2. Comprehensive description of all menu concepts, including sample item and price list
3. Explain your approach to offering food variety in similar size operations. Please include sample menus and reflect
 - a. How would you incorporate special dietary requirements into your daily menus, such as vegan, vegetarian, ethnic, locally-sourced products?
 - b. How often, if ever, do your menus and/or “specials” rotate?
 - c. How many entrees or types of selections do you propose for each meal in each location?
4. Proposed service hours, by location
5. Sanitation and housekeeping procedures and standards, and staffing levels
6. Environmental and sustainability policies
7. Employee training programs, especially as pertains to customer service, food sanitation and safety, use of equipment, use of chemicals, and other relevant staff training.

B. Catering and Student Government Support

1. Proposed catering policies, service levels, and price proposals for different audiences, including samples of catering menus.
2. Describe special events that you have catered
3. Alcohol – The Foundation occasionally serves alcoholic beverages at sponsored functions. Proper service and responsibility would be that of the Contractor. Please describe such relevant service protocols and responsibilities.

Management Expectations and Enhancements

A. Marketing Development Plan

1. Include recommendations for new service development on campus(s)
2. Based on your site visit to CCRI, what would you do to promote food service utilization and options at the college?

B. Management Proposal

1. Resume with current references for all management staff (including first level supervisor above the on-site managers).
2. Proposed labor staffing for CCRI's food service sites.
3. Brief history of your company including management structure
4. Detail of the nutritional education background of the person(s) who will be working directly with the college
5. Customer satisfaction evidence

References

1. List of operations on campuses or locations of similar size and community. A minimum of 3 of which will serve as references to support your application.
2. A comprehensive list of any business accounts that your company has lost in the last three (3) years including location, client name, title, phone and email address

Financial

A. Financial Proposal (scored)

- B.** The evaluation process is designed to award this procurement not necessarily to the contractor of least cost, but rather to the contractor whose proposal best meets the requirements of this RFP. CCRI will review options presented on either a fee basis of payment or a percentage basis.

At minimum, the cost proposal must include:

1. Proposed fee(s) to be paid to CCRI
2. Any incremental funding the Contractor wishes to propose
3. Equipment and/or facility recommendations with cost schedule attached
4. Capital investment potential
5. Any income guaranteed to the college

B. Cost Proposal

Pro Forma detailing commissions and commitments to college while being self-sustaining

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Community College of Rhode Island reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria and should include, but not limit, their responses to the following topical areas:

Criteria	Possible Points
Operation Expectations & Enhancements	45 Points
Management Expectations and Enhancements	15 Points
References	15 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points

Total Possible Points	106 Points
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***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{Lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

A. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

B. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Community College of Rhode Island Purchasing Office at purchasing@ccri.edu no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # BB004209** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal - Original" and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this

project.

- a. One (1) Electronic copy on a CD-R, marked “Cost Proposal - Original”.
- b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:
 - a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
 - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
 - c. The cost proposal shall be typed using the formatting provided on the provided template.
 - d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Purchasing Office at the Community College of Rhode Island, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# BB004209**” to:

Community College of Rhode Island
Purchasing Office, 2nd Floor, Room 2332
400 East Avenue
Warwick RI 02886

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Community College of Rhode Island shall not be accepted. The official time clock is in the reception area of the Purchasing Office at the Community College of Rhode Island.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Community College of Rhode Island reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Community College of Rhode Island.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: ☐ MBE ☐ WBE ☐ Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract
Value (\$):

ISBE Participation
Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

Exhibit 1a – Warwick Serving Area

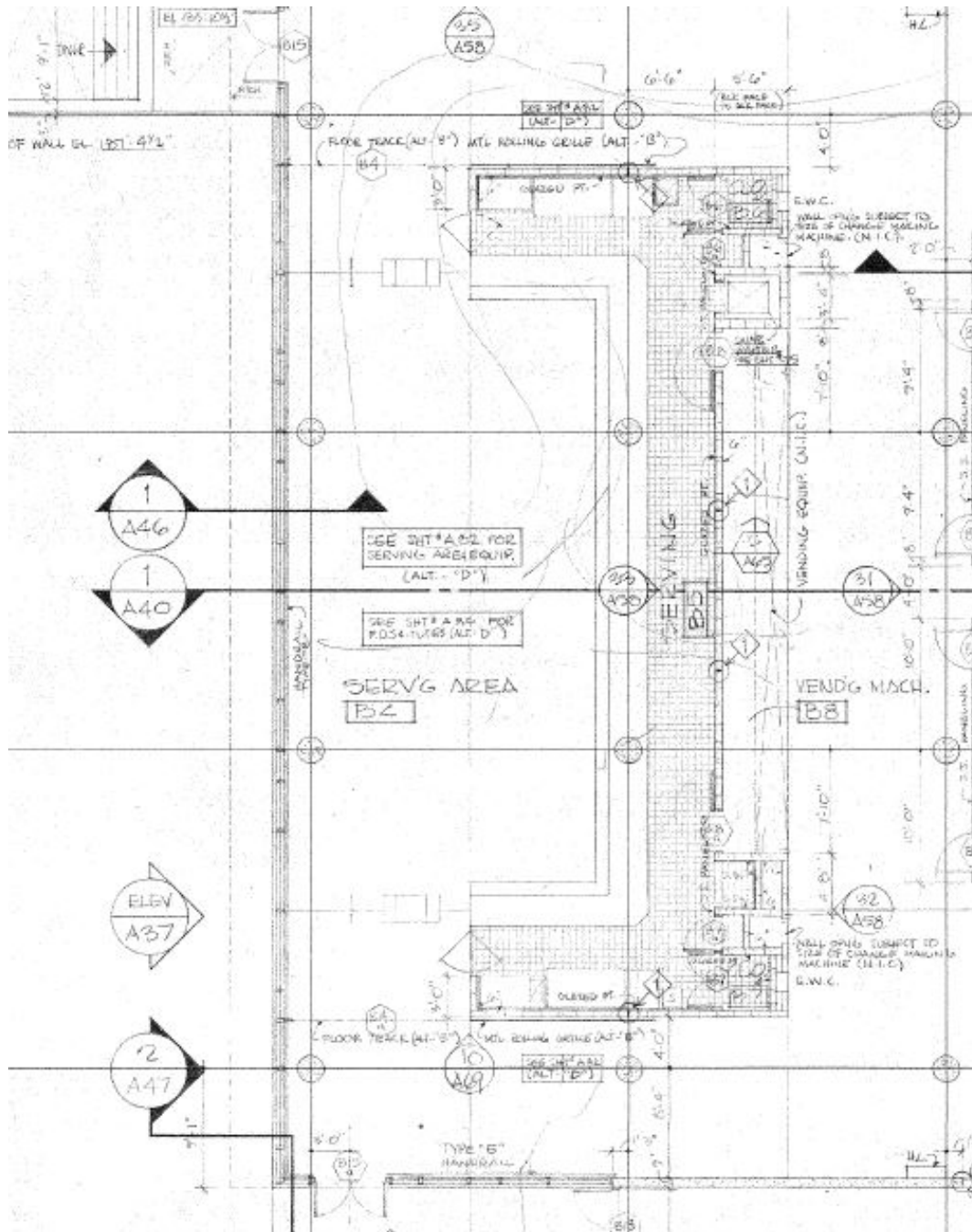


Exhibit 1b – Warwick Dinning Area

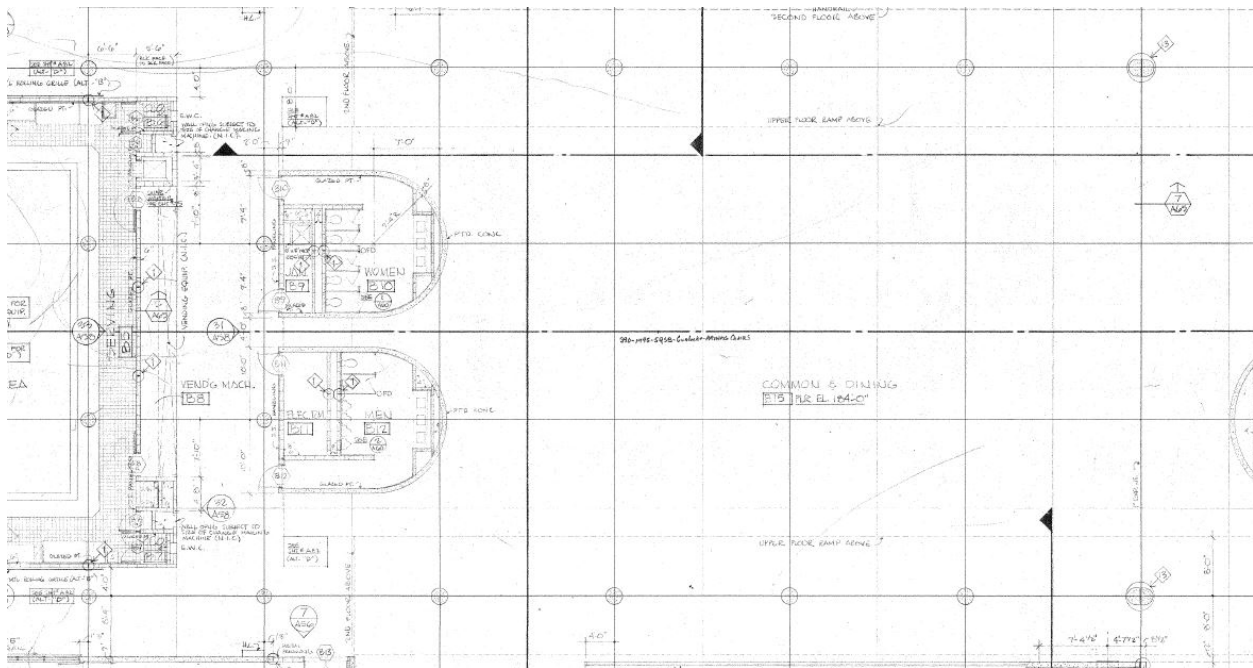


Exhibit 1c – Warwick Kitchen Area

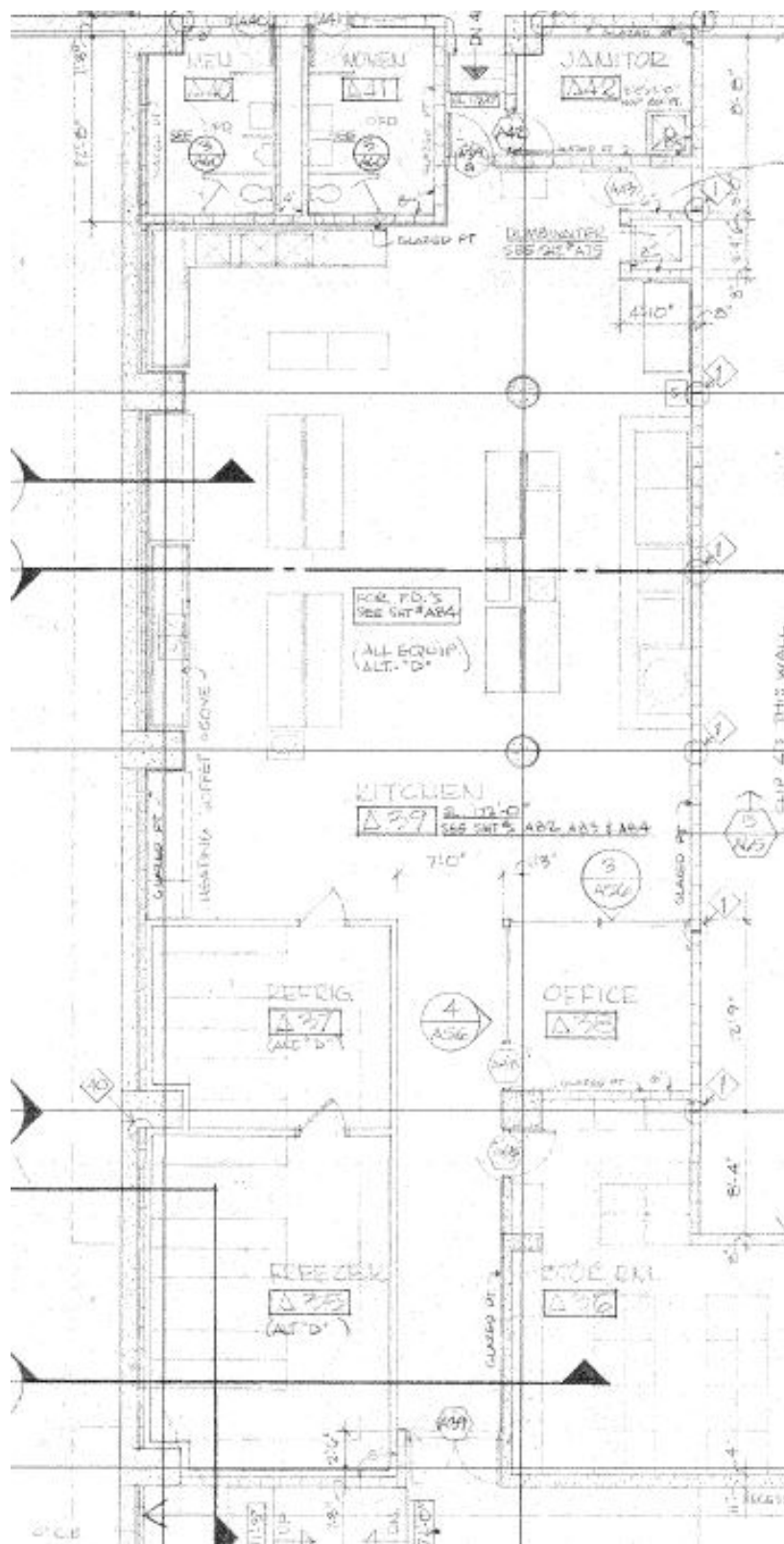


Exhibit 2a Lincoln Dining Area

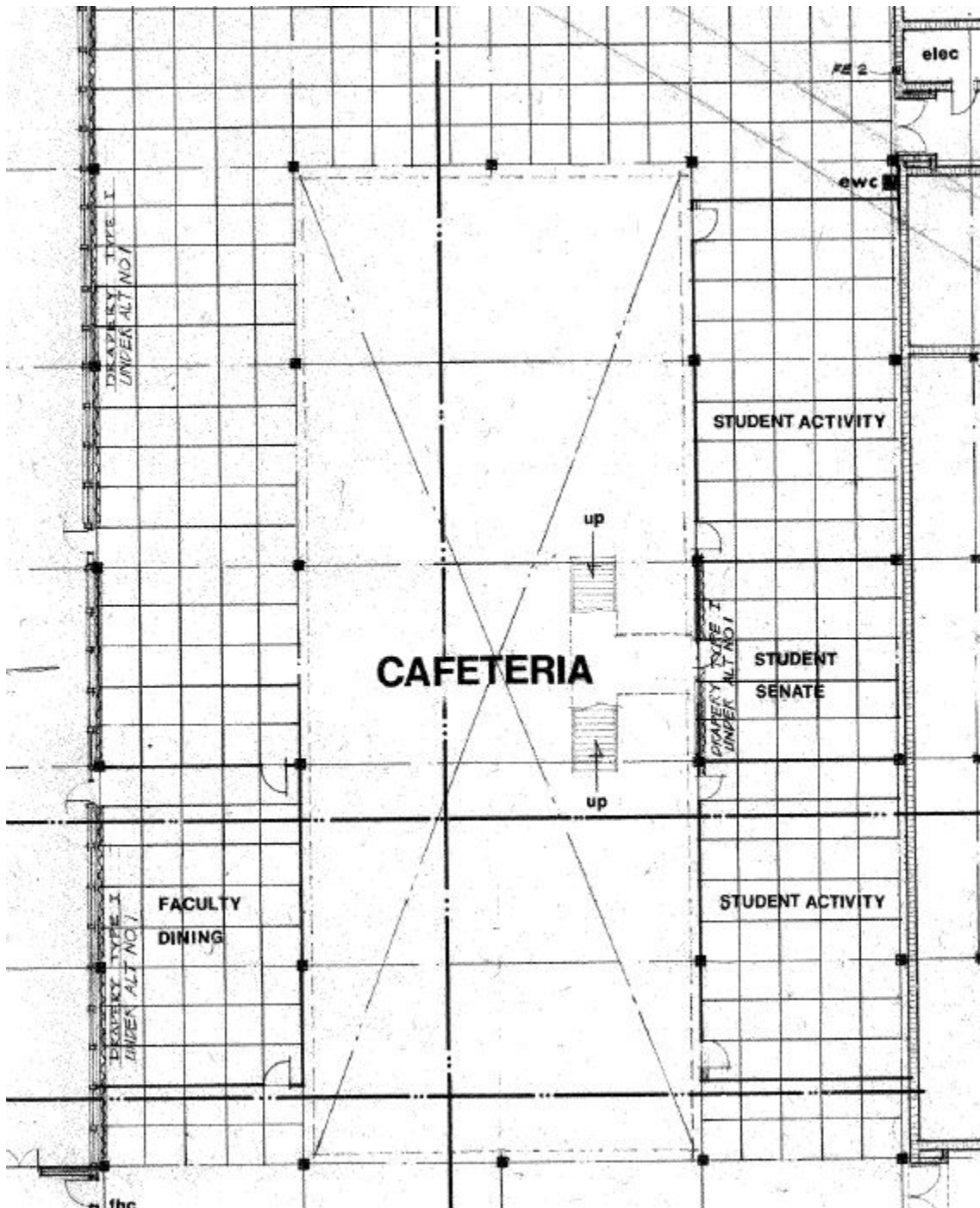


Exhibit 2b - Lincoln Serving Area and Dining Area

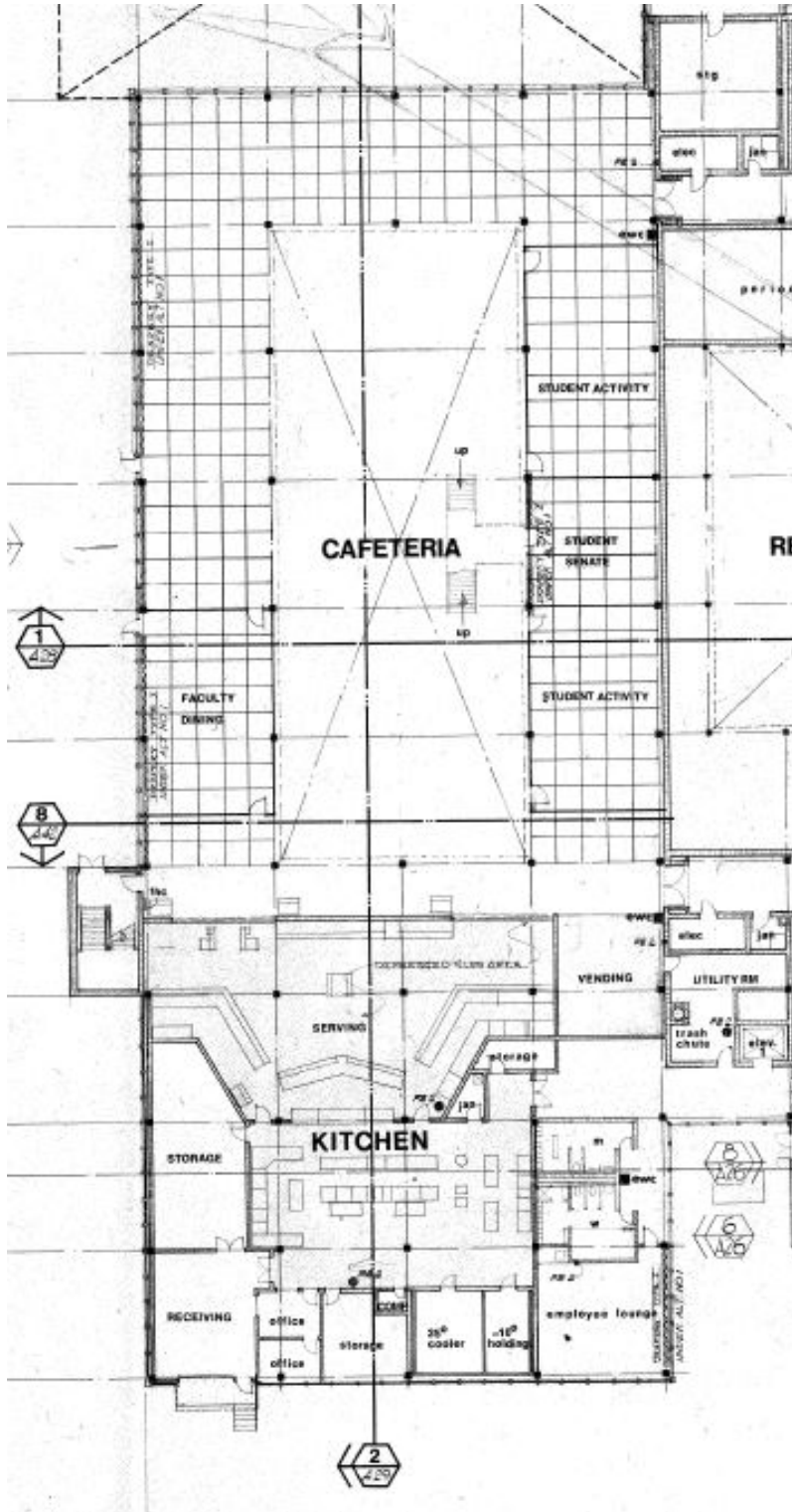


Exhibit 2c – Lincoln Kitchen and Serving Area

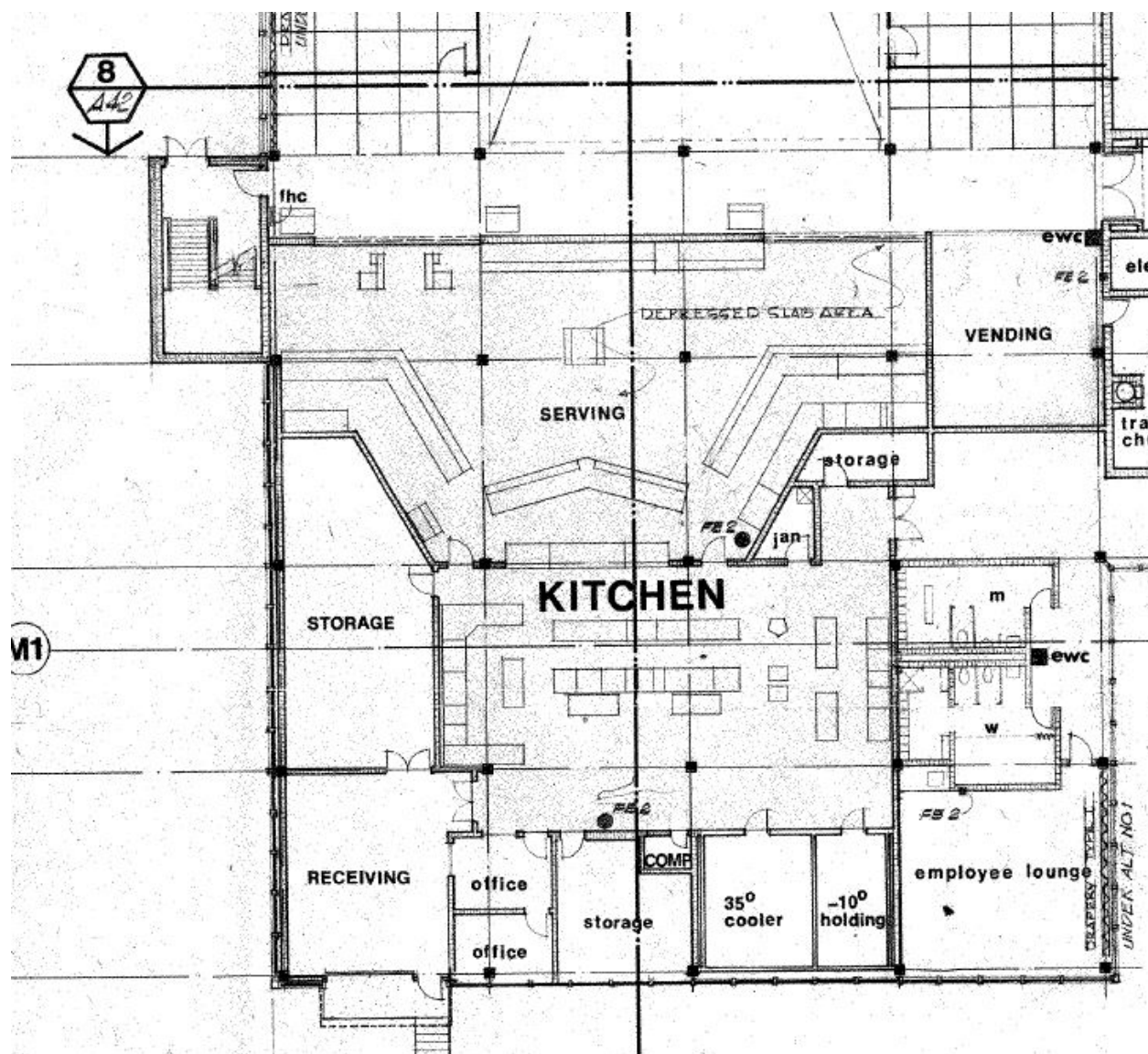
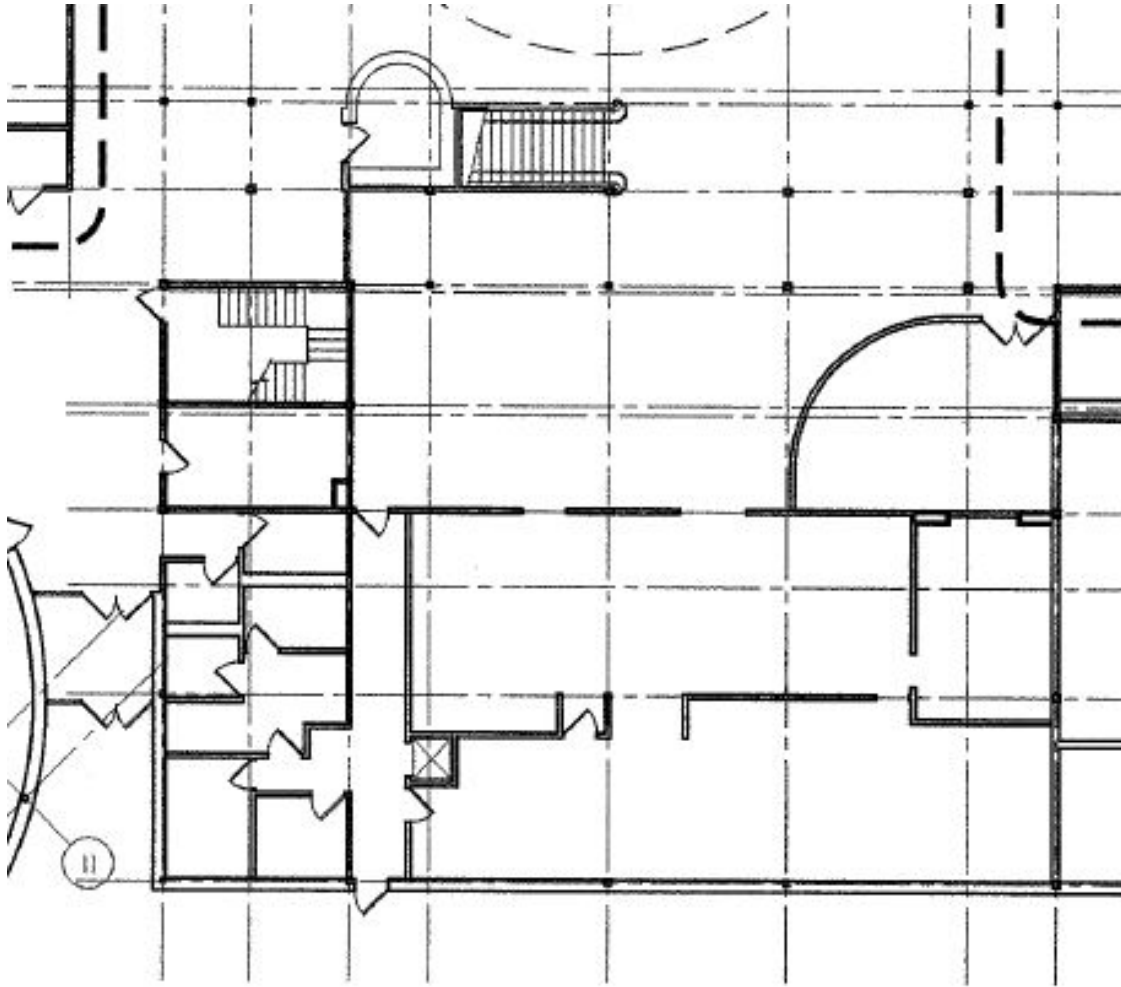


Exhibit 3a – Providence Serving and Kitchen Area



PROVIDE AUTO OPENER @ THIS ENTRY DOOR

H.C. DOOR OPENER SWITCH @ MID MULLION

18" d GFRP COL COVER

SLAB OPNG ABV

INCLUDE WORK ON THESE TWO PARTITIONS UNDER ADD ALT #2

REC'PT 109

STAIR 1- ADD ALT #1 SEE A14

1 HOUR FIRE CONSTRUCTION BARRIER ALL AROUND- KEEP CORRIDOR CLEAR

SEATING 110

SEATING 108

STORAGE 111

VENDING MACHINES (B.D.)

FILL-IN EXIST. OPN'G- FUR OUT WALLS FLUSH

NEW VVC

NEW VVC (49'-0" +/- V.P.)

PLAS OPNG

PAINT

PAINT

PAINT

10'-0"

13'-6"

6'-0"

4'-0"

149'-0" +/- V.P.

Exhibit 4 – Newport Kitchen, Serving and Dining Area

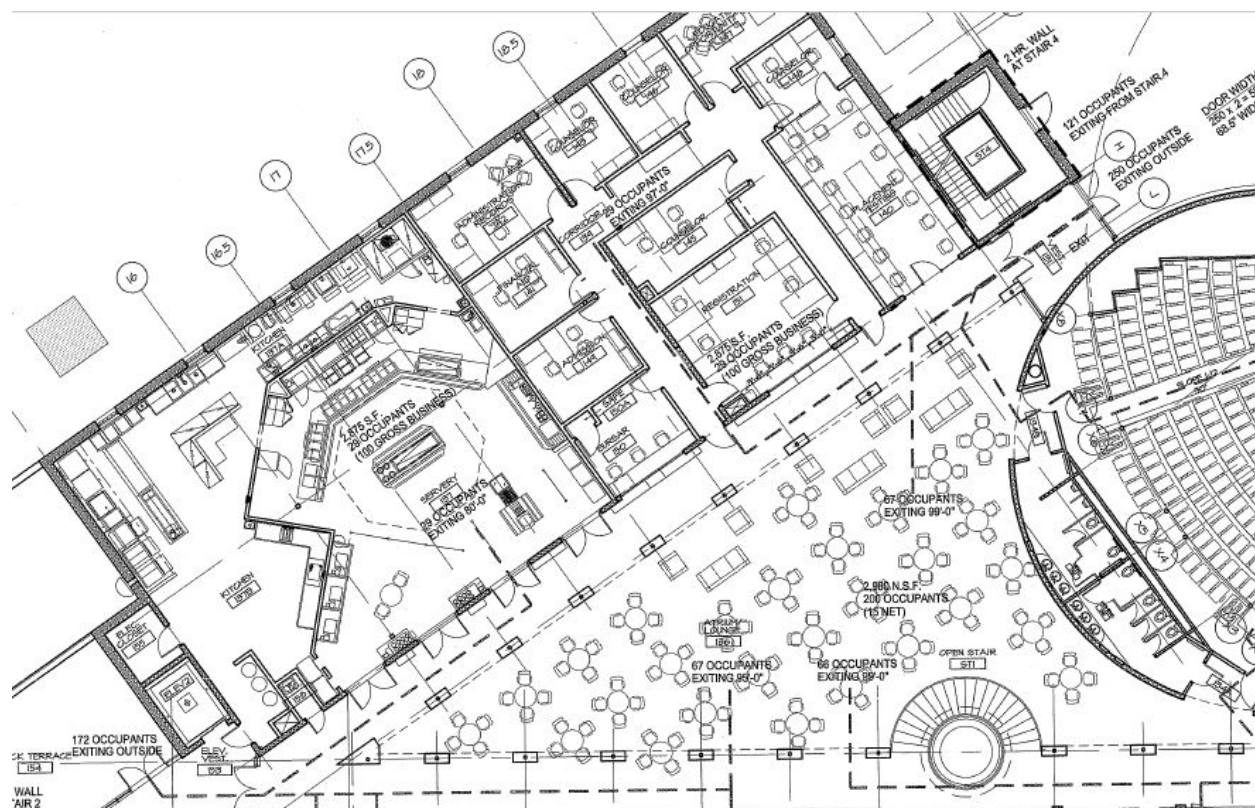


Exhibit 5

PreBid Conference Schedule

8:45am – 9:45am	CCRI Flanagan Campus 1762 Louisquisset Pike Lincoln RI 02865 Room 1304
10:15am – 10:45am	CCRI Liston Campus One Hilton Street Providence RI 02905 Room 2229
11:15am – 12:15pm	CCRI Knight Campus 400 East Avenue Warwick RI 02886 Room 2328
1:00pm – 1:30pm	CCRI Newport County Campus One John H. Chafee Newport RI 02840 Atrium