

<p><i>Request for Proposal</i></p> <p><i>Faculty Student Association of SUNY Schenectady County Community College, Inc</i></p> <p>Dining/Catering/Snack Vending Services at SUNY Schenectady County Community College.</p>	<p><i>PROCUREMENT NUMBER:</i> RFP 06-2019</p>
	<p><i>RELEASE DATE:</i> December 7, 2018</p>
	<p><i>DUE DATE/TIME:</i> February 1, 2019, 2:00 p.m.</p>

Faculty Student Association of SUNY Schenectady County Community College (FSA) reserves the right to postpone, withdraw, discontinue or cancel this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of proposal materials by the FSA or submission of a proposal to the FSA confers no rights upon the proposer nor obligates FSA in any manner. FSA reserves the right to waive non-material irregularities in proposals, if such action is in its best interest. Any such waiver shall not modify remaining RFP requirements or excuse the proposer from full compliance with the RFP specifications and other contract requirements if the proposer is awarded the contract.

TIMETABLE OF KEY EVENTS	
RFP Release Date	December 7, 2018
Pre-Bid Meeting	January 7, 2019 10:00 a.m.
Deadline for Submission of Bidder Questions	January 11, 2019 4:30 p.m.
Issuance of Response to Bidder Questions	January 15, 2019 4:30 p.m.
DEADLINE FOR SUBMISSION OF BIDS	February 1, 2019 2:00 p.m.
Presentations	Week of March 11, 2019
Anticipated Notification of Proposed Award	Week of March 25, 2019
Anticipated Commencement of Project Services	June 1, 2019

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INSTRUCTIONS AND PROCEDURES

The information herein requested must be compiled in the order listed.

1. Proposal. **Submit, by 2:00 p.m., Friday, February 1, 2019**, two complete copies of your proposal in a sealed envelope clearly marked "Food Service Proposal, Faculty-Student Association, SUNY Schenectady County Community College" to:

Ms Donna Tessitore
Executive Director, Faculty-Student Association (FSA)
SUNY Schenectady County Community College
Elston Hall Room 107
78 Washington Avenue
Schenectady, New York 12305

2. Cover Letter. Included on company stationery should be an indication that the Instructions of this document were understood and that should the contract be awarded to your company it will be prepared to begin management of the food service operation at SUNY Schenectady County Community College on June 1, 2019. The letter must be signed by a person authorized to bind the organization.

3. Business Demographics. Provide a brief history of your organization (and food service management division), including but not necessarily limited to the following:

- a. Organizational Structure.
 - (1) Organization type
 - (2) Food Services Contract Management
 - (a) National
 - (b) Regional
 - (c) District
- b. Other demographics that might single out your organization.

4. Historical Account. Indicate your management's involvement with an operation similar to that of the College. Please answer the following:

- a. Name of account.
- b. Address.
- c. Whom we may contact at the account as a reference. Please provide name, telephone number, and email.
- d. What have been your company's most significant achievements at this account?

5. References. Please provide three letters of reference from operations similar to the food service operation at SUNY Schenectady County Community College. Included in the letters should be an indication of duration of service, information about how your organization improved the food service and a description of business/personal interactions with senior management.

6. Program Plan.

- a. Management. Provide the organizational chart that you would employ were you to be awarded the food service contract.
- b. Menu. Provide a menu for an operation comparable to SUNY Schenectady County Community College. The menu should include item name, portion size, and quality specifications. Include a selling price structure of all sellable items as governed by your cost factors. Include any specific proprietary brands that you offer (ie: Dunkin Donuts, Starbucks, etc). Address accommodations for patrons with dietary restrictions.
- c. Return the completed Proposal Form.
- d. Return a completed projected annual operating statement for the food service operation. The form is included in this document.
- e. Return a completed projected annual operating statement for the catering service and café(s). The form is included in this document.
- f. Return a completed projected annual operating statement for the food vending machines. The form is included in this document.

GENERAL INFORMATION

1. Main Campus population figures for the 2017-18 academic year was:

	<u>Fall 17</u> <u>Semester</u>	<u>Spr 18</u> <u>Semester</u>	<u>Summer18</u> <u>Semester</u>
A. Headcount full-time day students	1147	916	1
B. Headcount part-time day students	805	914	1101
C. Headcount day and evening	1116	1054	169
D. Headcount part-time just evening	189	134	169

2. Faculty and Staff Employment.

a. Full-Time:

(1) 12 month: 127

(2) 10 month: 59

b. Part-Time: 319

3. The FSA currently operates the commons food service (including vending and catering services) and a café with the possibility of a second café. The current food service menu and café menu is attached to the Request for Proposal as Exhibit III. The intent of the FSA, through its food service operation, is to offer a menu that offers fast/nutritious food items (e.g., hamburgers, quesadillas,) one or two entree-type items (e.g., chicken, mashed potatoes, vegetables, etc.) deli sandwich-type items, hot sandwiches, salads or salad items and dessert items.

4. Food service Sales September 2017 – August 2018

Food service Sales	\$ 322,428
Catering Sales	<u>\$ 125,340</u>
Total Sales	\$ 447,768

Currently, the following vending machines are located on campus*

<u>Machine</u>	<u>Type of Products</u>	<u>Location</u>
1	Snack	CST
2	Beverage	CST
1	Snack	Elston Hall
3	Beverage	Elston Hall
1	Snack	Center City
1	Beverage	Center City

*Bidder will be required to comply with exclusive pouring rights contract with Pepsi Cola as set forth in the agreement between SUNY Schenectady County Community College FSA, et. al. and the Pepsi Cola Bottling Company. Beverage vending excluding coffee is under contract with the FSA until June 30, 2022.

6. As part of the educational mission, The School of Hotel, Culinary Arts and Tourism conducts banquets, operates a fine dining a la carte restaurant, operates a bakery outlet, and a butcher shop (boucherie). These outlets are only opened when specific classes are being conducted, generally for 12 weeks each semester and sporadically during the summer term.

The intent of this RFP is to solicit a required food service proposal and catering service proposal to select the best possible vendor for the food service program as well as provide a prospective vendor the best business opportunities it wishes to solicit.

The Contractor is to provide the food service and the operation of the café(s) and vending operations. In addition, the contractor will have exclusive rights to campus catering that the RFP offers with the exception for the educational activities conducted by the School of Hotel, Culinary Arts and Tourism as stated above in the first paragraph of #6 above.

7. A pre-proposal informational meeting is to be held on **January 7, 2019** in the food service dining area at 10:00 a.m. Prospective contractor representation is desired at this meeting but not required for eligibility to submit a proposal for the food and catering services.
8. The successful proposal will become part of the Contract for Services. Therefore, a partner, corporate officer, or other person authorized to commit their organization to all provisions of the proposal as submitted must sign the proposal. Proposals must be submitted on the set of forms included in the RFP to facilitate a fair and equal evaluation of all proposals.
9. After the FSA evaluates the proposals, all contractors offering proposals will be notified of the name of the successful submitter by the fourth week of March 2019.
10. The FSA and the College do not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, religion or marital status or any other basis in admissions, employment or any other aspect prohibited by College policy, Federal and New York State Law.
11. Contractors must agree to comply fully with the College's responsibilities under Section 504 of the Rehabilitation Act of 1973 and regulations issued by the Department of Health, Education and Welfare. In particular, the Contractor agrees to assure access for the disabled to all functions and services it provides to the College pursuant to this contract. It further assures the FSA and the College of its willingness to make reasonable accommodations to its operation, its facilities, and its employment to assure access for the disabled.

EVALUATION OF PROPOSAL

1. Consideration will be given to the proposed financial return, financial responsibility, past performance, references, trade reputation and to the extent to which proposals meet the objectives and requirements of the FSA as presented in the RFP. Consideration will be given to the proposal providing the best comprehensive and quality service at a reasonable cost to the student body, faculty and staff. While cost will be a major factor in determining the choice of a contractor, the Board of Directors of the Faculty-Student Association reserves the right to accept or reject any or all proposals.
2. During the evaluation period submitters of the proposals may be requested to provide supplemental information for the successful evaluation of the proposals. Any supplemental information will be considered a formal part of the submitter's original proposal.
3. Vendors will submit the proposal on the basis of providing a wholesome food service at the College. (Sample menu Exhibit III).
4. The final agreement shall not be assigned or transferred by the Contractor without the prior written consent of the of the Faculty-Student Association Chairperson or his/her designee.
5. The proposal shall be valid for sixty (60) calendar days after the opening of the bid.
6. Your proposal will incorporate the following:
 - a. Objectives:
 - (1) Provide nutritious, fresh, and appetizing food and beverages in a visually pleasing manner.
 - (2) Assure the attitude of the contractor toward the students, staff and guests of the College is conducive to a professional, pleasant, courteous, and helpful atmosphere.
 - (3) Provide catering (to include beverage) service for predetermined size selected special groups excluding meal functions and all receptions served by the School of Hotel, Culinary Arts and Tourism.
 - (4) Provide high-quality products and service at reasonable prices to students, faculty staff and guests of the College.
 - (5) Provide originality and creativity in the food service operations.
 - (6) Demonstrate cooperation and flexibility in dealings with students, faculty, staff, and guests of the College.

b. Definitions of Objectives

Paragraph (1)

Nutritious. Food that promotes growth, repairs tissues, and provides energy.

Fresh. Newly made or obtained.

Appetizing. Tasty, tempts the appetite, pleasing delicious, palatable.

Visually Pleasing. Attractive to the eye, inviting, appetizing.

Paragraph (2)

Attitude. Manner, disposition, feeling, position etc., with regard to a person or situation.

Paragraph (3)

Beverage Service. As used in this agreement, shall mean and include the provision of alcoholic beverages.

Paragraph (4)

High-Quality Products. Characteristic property or attribute with respect to excellence or superiority of the food sold.

High-Quality Service. Characteristic property or attribute with respect to excellence or superiority of the manner in which the food is sold (e.g., smooth, fast and efficient).

Reasonable Prices. Competitive with other community colleges in our region and local eateries in the Schenectady/Scotia area.

Paragraph (5)

Originality. Creative ability, freshness or novelty of ideas and performance.

Creativity. Cause to happen or bring about something unique that would not naturally evolve.

Paragraph (6)

Cooperation. An act or instance of working or acting together for a common purpose or benefit; joint mutually beneficial interaction.

Flexibility. Willingness to modify and adapt to a variety of situations.

REQUEST FOR PROPOSAL

PART I

1. Contract
 - a. Period of Contract. The contract period will encompass June 1, 2019 through May 31, 2024. This “Agreement” is a sub-contract of services by the FSA and as such is subject to the provisions of the underlying Agreement between the FSA and the College. Termination of the underlying Agreement in whole or in applicable part by the College shall cause the simultaneous termination of this agreement without penalty of any kind.
 - b. Renewal. The contract may be terminated at any time after May 31, 2024 by either party provided that at least one hundred and twenty days (120) written notice by registered or certified mail is given to the other party of its intention not to renew. The contract shall be renegotiated during the fourth year to determine if the contract will be extended through years six through ten (i.e., June 1, 2024 through May 31, 2028 of the contract unless either party gives the one hundred twenty (120) days written notice, as stated above. Renewal shall be contingent upon renegotiation of each and every item in the contract.
 - c. Housing. The successful bidder may implement an optional meal plan card to be used in conjunction with the food service plan.

PART II

2. Food Service Operation
 - a. The food service will be in operation when the College is opened. Hours and periods of food service in all areas of the food service operation will be agreed upon annually as determined by experience, enrollment, and based on actual participation. Additional hours will be required when special events take place on the college campus.
 - b. The Contractor shall review the academic calendar (see Exhibit II) each year and meet with the Executive Director of the Faculty-Student Association or his/her designee to develop a program of reduced services during College holidays, summer sessions and vacations or an increase in services due to changes in the academic calendar.
 - c. The Contractor shall under no circumstances, during the hours and days specified, undertake to close the food service without first consulting, and receiving the consent of, the Executive Director of the FSA or his/her designee.

- d. The Contractor shall not for any purpose use these facilities for any groups not authorized by the Executive Director of the FSA or his/her designee.
- e. The Contractor shall have the right of access to the kitchen and dining facilities in the Student Center for the purpose of operating the designated food service facilities.
- f. The Contractor and the Executive Director of the FSA shall meet monthly for the purpose of discussing and resolving situations which occur in normal daily operations.
- g. The College, in consultation with Executive Director of the FSA or his or her designee, may use the food service dining areas from time-to-time for such purposes as may be desired. Appropriate set-up and clean-up will be done by the College at no cost to the Contractor.
- h. The Contractor shall promptly remove trash from the food service area in a manner satisfactory to the FSA and the College.
- i. The Contractor, at its own expense, shall comply with all applicable provisions of federal, state, and local laws, ordinances, and regulations insofar as they pertain to food service within the building. Structural or equipment changes mandated by local, state or federal agencies shall be paid for by the FSA or the College.
- j. The Contractor shall not use the name of the FSA or the college in any way in its contracts with third parties.
- k. The Contractor shall be fully responsible for all its purchases. Receipt, storage and payment for any goods purchased by the Contractor shall be the sole responsibility of the Contractor.
- l. In making this proposal and performing the agreement, the contractor acts and shall act at all times solely as an independent Contractor. The Contractor's agents, employees, and representatives shall not act as, or hold themselves out to be, agents or representatives of the FSA or the College; and nothing contained in this agreement shall be construed in such a manner as to create the relationship of partners, or of joint ventures or employer/employee between the parties.
- m. The FSA will not subsidize or reimburse the Contractor for any losses incurred in the food or catering services operation.
- n. The FSA has the right to inspect the food activities and area at any time.
- o. The contractor will comply with all appropriate New York State and Schenectady County health standards, guidelines, and laws, and submit to the Executive Director of the FSA documentation of certification of employees through the National

Restaurant Association ServSafe program and Schenectady County Health Department. This will allow the Contractor to maintain a high standard of food quality. It is recommended that the contractor's employees be posted in a visible location for the patrons to see.

- p. The Contractor shall function with the kitchen and dining facilities as designated by the FSA. However, the FSA will entertain proposals from the Contractor for refinements to the facilities that will result in improved service to the customer.
- q. If, due to snow or other emergencies, the College closes for a portion or entire day, the following guidelines shall be followed:

College Is Closed for A Full Day or After a Specified Time: No services will be required. Note: The difference between the College being closed, and classes are canceled, but the college is open. If the classes are canceled and the College remains open, food service must be provided.

College Closed or if classes are canceled until a Specified Time: The contractor should adjust their schedule to be open when classes begin.

In both of these instances, the contractor may be allowed to adjust their menu selections and serve a limited menu.

3. CATERING

- a. The College allows the use of the College by outside organizations as permitted by College policy. In addition, the College encourages functions, which may use catering services, among faculty, staff, student, and community groups.
- b. The Contractor shall have exclusive rights and/or the right of first refusal, with several exceptions, to operate all campus catering services.
- c. It will be necessary that all groups first contact the Food Services site manager and negotiate in good faith their catering needs before approval is given to use an outside caterer.

The FSA recognizes there may be occasions where needs cannot be anticipated and are outside the area of practicality and cost efficiency for the Contractor to cater the event. In these instances, it is our desire to have a flexible system to allow this to happen.

- d. The contractor and outside catering service, will comply with all appropriate New York State and Schenectady County health standards, guidelines, and laws, and submit to the Executive Director of the FSA documentation of certification of employees through ServSafe and Schenectady County Health Department. This will allow the Contractor to maintain a high standard of food quality.

- e. The following activities shall be excluded from the exclusive rights to operate a campus catering service:
 - 1. The College Store and convenience store's current beverage, snack and candy offerings.
 - 2. Events served by the School of Hotel, Culinary Arts and Tourism that support the educational mission of the College, along with the student run Pane e Dolce and Boucherie.
- f. The Contractor shall cater parties and special events with the College via the approval of the Executive Director of the FSA or his/her designee.
- g. All coordination of catering and facilities shall be between the Contractor's manager and the Office of Campus Events or the Executive Director of the Faculty-Student Association or his/her designee.
- h. Cleanup for catered events will be expected to be completed as soon as the event has ended or within four hours of the event on a business day. Off-hour events must be cleared and cleaned before the Contractor leaves the facility.

PART III

1. OPERATIONS - ALCOHOLIC BEVERAGES

- a. The Contractor or outside caterers, where applicable, shall abide by all pertinent terms and conditions of the College's Alcohol Policy. Additionally, the Contractor shall comply with all applicable New York Law concerning and/or prescribing the provision, possession, and consumption of alcoholic beverages. Employees of the Contractor or outside caterers must be trained in TIPS (Training for Intervention Procedures) and documentation must be provided to the Office of Campus Events or the Executive Director of the Faculty-Student Association or his/her designee.
- b. The contractor will maintain, throughout the term of the contract, liquor liability insurance coverage as part of the comprehensive general liability insurance referred to in Part V, Section 5 hereof.

PART IV

1. OPERATIONS - EQUIPMENT

- a. The kitchen serving and dining area will be furnished and equipped "as is" and shall in its entirety remain the property of the College.
- b. The Contractor shall sign an inventory of equipment received and, upon termination of

contract, shall be responsible for an equal inventory of like items, less reasonable wear and tear. The Contractor will conduct an inventory of equipment annually, listing both items of capital equipment and expendable equipment. The inventory shall be certified to the Executive Director of the FSA as to existence and condition of the equipment.

- c. The Contractor shall furnish all food and exhaustible operating supplies required for the proper operation of daily food services and special events at the Contractor's sole expense.
- d. The contractor will utilize cash register Point Of Sale (POS) system equipment in the food service to provide efficient and expeditious service.
- e. Upon the termination of this Agreement, at the expiration of the term or otherwise, the Contractor shall surrender to the FSA all the furnishings and equipment in the food service facilities and on the premises in which the food service facilities have been located in the same good order and condition as when received by the contractor, reasonable wear and tear excepted. An independent third party mutually agreed upon by the FSA and the Contractor will make such determination, if necessary.
- f. The equipment in the A La Carte preparation/cooking area was designed and selected to offer a short-order menu.
- g. The equipment in the dish washing area was selected and arranged to wash all trays and tableware service.
- h. The College has provided all basic equipment which in its opinion is necessary for the performance of the food service activities. A list of kitchen, serving/food pick-up area and dish room equipment is provided on Exhibit VI.
- i. China/tableware will be used in connection with the serving of catering events. However, the Contractor should be prepared to use a limited amount of disposable serving items with the approval of the Executive Director of the FSA or his/her designee. The vendor will use all paper or biodegradable products and no styrofoam. The college has a recycling program; this program may mandate use of a particular item. The Contractor will be expected to comply with the College program. Contractor shall also propose any "green" practices that have been initiated in other locations operated by Contractor, for the approval of the FSA.
- j. Carrying trays used in serving area will be plastic rays.
- k. Tableware available in connection with special service catering functions shall consist of china, crystal, stainless steel flatware place settings plus appropriate salt/pepper shakers, sugar bowls, creamers, pitchers, etc.

PART V

1. PRODUCTION

- a. Maintenance of the kitchen areas including dish washing area, serving lines, and storage areas and floors will be the responsibility of the Contractor.
- b. In the food service dining area, the Contractor will be responsible for cleaning of tables and chairs during operating hours of the food service/café(s). The College will be responsible outside the normal operating hours of the food service.
- c. The College will maintain ceilings (to include cleaning of ceiling vents), light fixtures, floors and trash removal in the food service/café dining area.
- d. The Contractor shall furnish sufficient personnel to properly operate all of the food service facilities and shall provide all meals and goods of good quality and quantity, subject at all times to the standards and approval of the FSA.
- e. The college shall, at its own expense, supply the dining areas and kitchen areas with light, heat, sewage disposal, and ventilation, gas food preparation, and hot and cold water, all to the extent reasonably required to permit the Contractor to conduct efficiently the operations contemplated herein. The Contractor shall comply with the rules and regulations of the City of Schenectady for water and sewage, National Grid and all other legally constituted utility authorities.
- f. The FSA has the right to accept or reject the Contractor's selection of the manager for this site. Minimum qualifications of the site manager must include the ability to work with students, faculty, staff, and senior management of the College. The manager must be courteous, friendly, personable, flexible, and able to handle pressure situations in the day-to-day operations of the food service.

2. MAINTENANCE AND EQUIPMENT

The FSA or the College shall be responsible for all equipment repair including the service contracts and necessary maintenance and repair of disabled equipment.

3. PRICES

- a. The Contractor shall maintain in conspicuous places lists of food items and prices.
- b. The prices of the food served shall be subject to approval of the Board of Directors of the FSA, utilizing similar food prices at other community colleges in this region as well as eateries in the vicinity of the campus as a guideline.
- c. Recommended price changes by the Contractor shall be submitted in writing including

the existing price, justification for price changes and other pertinent information. Approval shall be in writing, by the Executive Director of the FSA, before any change shall occur. The FSA will strive toward price changes occurring once per year. Recommended price changes effective August 15th each year shall be submitted to the Executive Director of the FSA by April 15th each year. At the monthly meeting between the contractor and the Executive Director, discussions may occur concerning either raising or reducing prices depending upon market conditions.

4. RECORDS AND REPORTS

- a. All records of purchases, sales, maintenance, and health agency inspections are to be made available to the FSA for review and audit upon request.
- b. Twenty days after the close of each month, the Contractor shall prepare statements of operations and shall submit them at that time with the check for the amount of the commissions due. The check shall be sent to the attention of the Executive Director of the FSA or his/her designee. See section 8b Performance regarding penalty if not completed as stated.
- c. Within 60 days after the close of each contract year, a report relating to the amount of sales for the purpose of computing commissions due the FSA shall be prepared by an independent public accounting firm. The CPA firm shall be selected by the Contractor, subject to approval by the Executive Director of the FSA. The scope of the audit examination will be sufficient to present fairly the gross sales of the Contractor for the purpose of calculating commissions. Any opinion rendered will specifically address the accuracy of sales revenue data that affect FSA commissions. If any commission dollars are due the FSA, the Contractor shall enclose a certified check with their report.

5. INSURANCE

- a. Throughout the term of this Agreement, the Contractor shall, at its expense, provide and maintain in full force and effect:
 - (1) Worker's Compensation - Statutory per New York State law.
 - (2) New York State disability insurance and unemployment insurance.
 - (3) Comprehensive general liability insurance (including products) with a general aggregate limit of at least \$2,000,000 per occurrence single limit B.I.P.D.
- b. The FSA or the College shall in no way be liable for the loss of, or damage or injury to, any foodstuff, equipment, supplies, or other properties of the contractor caused in whole or in part by fire, sprinkler leakage, flood, hurricane, rodents, pests, acts of public enemies, strikes, riots or civil commotions, or acts of God, or any other causes whatsoever, similar or dissimilar.
- c. All these insurance policies (and the liquor liability coverage required pursuant to Part III hereof) shall name the FSA, the College and Schenectady County as additional insured parties; and a certificate of such coverage shall be delivered to the Executive Director of the FSA and kept by the FSA. This coverage must include a clause that states 30 days prior notice be given the FSA in the event of cancellation or any change of the insurance policy. The College will provide fire and extended coverage insurance for the facilities and equipment, but not the inventory or property of the Contractor.
- d. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the FSA, the College, Schenectady County and its respective agents, employees, representatives and directors from and against all claims damages, losses and expenses (including but not limited to attorney fees) arising out of or resulting from or incidental to anything done under this Agreement and caused, in whole or in part, by any negligence or intentional act or omission to act of the Contractor, any subcontractor or supplier thereof, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not such claim, damage, loss or expense may have been caused in part by any party indemnified pursuant to this provision. In addition to the insurance required of Contractor pursuant to Part V hereof, Contractor also shall purchase and maintain contractual liability insurance to provide this indemnification and shall provide the FSA with a certificate of insurance documenting that such coverage is in effect.

6. TAXES, REGULATIONS AND LICENSES

- a. The Contractor shall be responsible for complying with all local, State and Federal requirements, licenses, taxes, and sanitation, safety, employment, and other matters of operation regulated by law.

- b. The Contractor shall have and maintain in effect appropriate licenses, when appropriate for the sale of beer, wine, and liquor.

7. PERSONNEL

- a. The Contractor's personnel must be neat, clean and presentable while on College grounds. Contractor's personnel must be clearly identified by uniform or suitable insignia.
- b. Personnel must conduct themselves in a professional manner at all times while on duty.
- c. The Contractor shall not discriminate against any employee.
or applicant with respect to hiring, promotion or treatment on the basis of age, race, creed, color, sex, sexual orientation national origin, disability, veteran status, religion or marital status. The Contractor shall comply fully with the requirements of all applicable state and federal laws and regulations concerning discrimination in employment. The Contractor agrees to act affirmatively to hire and promote women and minorities; to post notices conspicuously of its compliance with equal employment laws; and to require full compliance with this section by all its subcontractors.
- d. The Contractor is encouraged to employ individuals who have passed the national ServSafe exam and are certified by the National Restaurant Association. The individual's Certificate should be posted conspicuously for all patrons to see.
- e. The Contractor's employees shall receive Title IX training annually.
- f. The FSA Executive Director of his/her designee reserves the right to request a personnel change if an employee's performance is deemed unsatisfactory.

8. PERFORMANCE

- a. The Contractor will be expected to perform fully and consistently in accordance with the terms and conditions of this proposal.
- b. Any complaints concerning performance shall be documented and submitted to the Contractor for review and corrective action deemed satisfactory to the FSA. In the event the Contractor fails to correct the documented complaints to the FSA's satisfaction within thirty (30) days following notification thereof or if such complaints recur so that the FSA determines that they exhibit a pattern of poor performance by the Contractor, then, in either event, the FSA may terminate this agreement by serving the Contractor with one hundred and twenty (120) days written notice to such effect by registered or certified mail.

Proposal Form
Faculty-Student Association (FSA)
SUNY Schenectady County Community College
Food service operation

I. <u>FOOD SERVICE</u> : (Required)	Guaranteed Annual Minimum	Percentage of Annual Sales (after taxes)
	1st yr: \$ _____	and/or _____
	2nd yr: \$ _____	and/or _____
	3rd yr: \$ _____	and/or _____
	4 th yr: \$ _____	and/or _____
	5 th yr: \$ _____	and/or _____
	Total: \$ _____	and/or _____

If necessary, the FSA reserves the right to compute its commissions based on its estimates of annual food service sales for the contract period. The FSA also reserves the right to make additional assumptions about the probability of each of the alternatives.

The undersigned hereby offers this proposal for the right to enter into an agreement with the Faculty-Student Association to operate the food service or the food and catering service at Schenectady County Community College.

AUTHORIZED SIGNATURE: _____ TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Proposal Form
Faculty-Student Association (FSA)
SUNY Schenectady County Community College
Cafe operation

I. <u>Cafe</u> : (Required)	Guaranteed Annual Minimum (after taxes)	Percentage of Annual Sales
	1st yr: \$ _____	and/or _____
	2nd yr: \$ _____	and/or _____
	3rd yr: \$ _____	and/or _____
	4 th yr: \$ _____	and/or _____
	5 th yr: \$ _____	and/or _____
	Total: \$ _____	and/or _____

If necessary, the FSA reserves the right to compute its commissions based on its estimates of annual food service sales for the contract period. The FSA also reserves the right to make additional assumptions about the probability of each of the alternatives.

The undersigned hereby offers this proposal for the right to enter into an agreement with the Faculty-Student Association to operate the food service or the food and catering service at Schenectady County Community College.

AUTHORIZED SIGNATURE: _____ TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Proposal Form
Faculty-Student Association (FSA)
SUNY Schenectady County Community College
Catering operation

I. <u>Catering:</u> (Required)	Guaranteed Annual Minimum	Percentage of Annual Sales (after taxes)
	1st yr: \$ _____	and/or _____
	2nd yr: \$ _____	and/or _____
	3rd yr: \$ _____	and/or _____
	4 th yr: \$ _____	and/or _____
	5 th yr: \$ _____	and/or _____
	Total: \$ _____	and/or _____

If necessary, the FSA reserves the right to compute its commissions based on its estimates of annual food service sales for the contract period. The FSA also reserves the right to make additional assumptions about the probability of each of the alternatives.

The undersigned hereby offers this proposal for the right to enter into an agreement with the Faculty-Student Association to operate the food service or the food and catering service at Schenectady County Community College.

AUTHORIZED SIGNATURE: _____ TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Proposal Form
Faculty-Student Association (FSA)
SUNY Schenectady County Community College
Vending operation

I. <u>Vending</u> : (Required)	Guaranteed Annual Minimum	Percentage of Annual Sales (after taxes)
	1st yr: \$ _____	and/or _____
	2nd yr: \$ _____	and/or _____
	3rd yr: \$ _____	and/or _____
	4 th yr: \$ _____	and/or _____
	5 th yr: \$ _____	and/or _____
	Total: \$ _____	and/or _____

If necessary, the FSA reserves the right to compute its commissions based on its estimates of annual food service sales for the contract period. The FSA also reserves the right to make additional assumptions about the probability of each of the alternatives.

The undersigned hereby offers this proposal for the right to enter into an agreement with the Faculty-Student Association to operate the food service or the food and catering service at Schenectady County Community College.

AUTHORIZED SIGNATURE: _____ TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

REQUIRED

Projected Annual Operating Statement
for
Food Service/Main Cafeteria

	Amount	% of Sales
<u>Sales</u>		
Total	_____	_____
<u>Cost of Sales</u>		
<u>Gross Profit</u>	_____	_____
<u>Operating Expenses</u>		
Salaries		
Payroll Taxes		
Supplies		
Laundry		
Advertising		
Insurance		
Commission		
Management Fee		
Repairs		
Small Wares		
Miscellaneous	_____	_____
<u>Total Operating Expenses</u>	_____	_____
<u>Profit (loss) from operators</u>	_____	_____

Projected Annual Operating Statement
for
Catering

REQUIRED

	Amount	% of Sales
<u>Sales</u>		
Total	_____	_____
<u>Cost of Sales</u>		
<u>Gross Profit</u>	_____	_____
 <u>Operating Expenses</u>		
Salaries		
Payroll Taxes		
Supplies		
Laundry		
Advertising		
Insurance		
Commission		
Management Fee		
Repairs		
Small Wares		
Miscellaneous	_____	_____
 <u>Total Operating Expenses</u>	_____	_____
 <u>Profit (loss) from operators</u>	_____	_____

Projected Annual Operating Statement
for
Cafe

REQUIRED

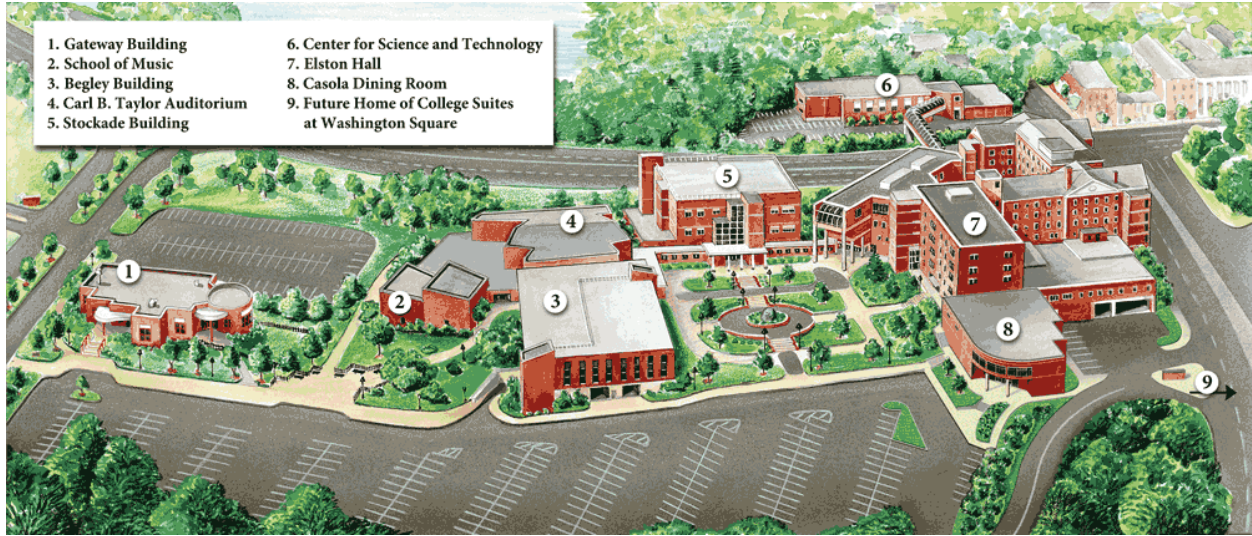
	Amount	% of Sales
<u>Sales</u>		
Total	_____	_____
<u>Cost of Sales</u>		
<u>Gross Profit</u>	_____	_____
<u>Operating Expenses</u>		
Salaries		
Payroll Taxes		
Supplies		
Laundry		
Advertising		
Insurance		
Commission		
Management Fee		
Repairs		
Small Wares		
Miscellaneous	_____	_____
<u>Total Operating Expenses</u>	_____	_____
<u>Profit (loss) from operators</u>	_____	_____

Projected Annual Operating Statement
for
Vending

REQUIRED

	Amount	% of Sales
<u>Sales</u>		
Total	_____	_____
<u>Cost of Sales</u>		
<u>Gross Profit</u>	_____	_____
<u>Operating Expenses</u>		
Salaries		
Payroll Taxes		
Supplies		
Laundry		
Advertising		
Insurance		
Commission		
Management Fee		
Repairs		
Small Wares		
Miscellaneous	_____	_____
<u>Total Operating Expenses</u>	_____	_____
<u>Profit (loss) from operators</u>	_____	_____

CAMPUS MAP
"EXHIBIT I"



SUNY SCHENECTADY ACADEMIC CALENDAR 2018-2019
EXHIBIT II

Academic Calendar 2018-2019

Fall Semester 2018

August 17	Fall Tuition Due
August 27-31	Faculty Institute
September 3	College Closed
September 4	Classes Begin
September 4-10	Late Registration/Add
September 10	Last Day to Add
September 14	Fall Session II Tuition Due
September 17	Last Day to Drop
September 24	Fall Session II Classes Begin
September 24-28	Fall II Late Registration/Add
September 24	December Graduation Applications Due
September 28	Fall II: Last Day to Add
October 5	Fall II: Last Day to Drop
October 22-Nov. 2	Advising Weeks
October 22 (8:30 a.m.)	Winter Session and Spring 2019 Priority Online Registration Begins for President's List, Dean's List and Veteran Students
October 23 (8:30 a.m.)	Winter Session and Spring 2019 Online Registration Begins for Continuing Students
October 29	Winter Session and Spring 2019 New Student Registration Begins
November 13	Winter Session and Spring 2019 General Registration Begins
November 19	Last Day to Withdraw from Regular or Fall II
November 21 (5 p.m.)-24	College Closed
December 15	Last Day of Classes
December 17-22	Finals Week (See <i>Finals Week Class Schedule</i>)
December 25	College Closed
December 26 (noon)	Final Grades Due
January 1	College Closed
January 3 (noon)	Final Grades Posted

Winter Session 2018

December 26	Classes Begin
December 26	Last Day to Add/Drop
January 4	Last Day to Withdraw
January 18	Last Day of Classes
January 22 (noon)	Final Grades Due
January 24	Final Grades Posted

Spring Semester 2019

December 14	Spring Tuition Due
January 7	Spring Session II Registration Begins
January 14-18	Faculty Institute
January 21	College Closed
January 22	Classes Begin
January 22-28	Late Registration/Add
January 28	Last Day to Add
February 4	Last Day to Drop
February 4	Spring II Tuition Due
February 8	May Graduation Applications Due
February 11	Spring II Classes Begin
February 11-15	Spring II Late Registration/Add
February 15	Spring II: Last Day to Add
February 22	Spring II: Last Day to Drop
March 11-29	Advising Weeks
March 11	Summer 2019 Registration Begins
March 11 (8:30 a.m.)	Fall 2019 Priority Online Registration Begins for President's List, Dean's List and Veteran Students
March 12 (8:30 a.m.)	Fall 2019 Online Registration Begins for Continuing Students
March 18-22	Spring Break
April 1	Fall 2019 New Student Registration Begins
April 1	Fall 2019 General Registration Begins
April 15	Last Day to Withdraw from Regular or Spring II
May 13	Last Day of Classes
May 14	Study Day
May 15-21	Finals Week (See <i>Finals Week Class Schedule</i>)
May 23	Commencement
May 24 (noon)	Final Grades Due
May 30 (noon)	Final Grades Posted

Summer Session 2019

May 10	Summer Session Tuition Due
May 27	College Closed
May 28-July 19	Summer Session I (8 weeks)
May 28-30	Late Registration/ Last Day to Add
June 3	Last Day to Drop
July 3	Last Day to Withdraw
July 4	College Closed
July 19	Last Day of Classes
July 26 (noon)	Final Grades Due Summer Session I
May 28-June 28	Summer Session II (5 weeks)
May 28-29	Late Registration/ Last Day to Add
May 30	Last Day to Drop
June 19	Last Day to Withdraw
June 28	Last Day of Classes
July 1 (noon)	Final Grades Due for Summer Session II
July 8-August 9	Summer Session III (5 weeks)
July 8-9	Late Registration/ Last Day to Add
July 10	Last Day to Drop
July 31	Last Day to Withdraw
August 9	Last Day of Classes
August 12 (noon)	Final Grades Due for Summer Session III

To view the refund calendar, please visit
[www.sunyscc.edu/Admissions/Paying-for-SUNY-SCCC/
Financial-Aid/Disbursement-and-Refunds](http://www.sunyscc.edu/Admissions/Paying-for-SUNY-SCCC/Financial-Aid/Disbursement-and-Refunds)

Food Service Menu
EXHIBIT III

Morning

Eggs, Bacon, Homefries
Omelets
Pancakes
French toast
Breakfast Calzone w/meat

Deli

Wraps
Panini
Sandwiches
NOTE: All sandwiches served with potato chips and pickles or healthy option selection (ie fruit)

Grill Features

Quesadillas
Chicken tenders
Hamburgers, Turkey and Veggie burgers
Grilled Sandwiches (i.e. Grilled Cheese)

Other daily items

Fresh baked goods (muffins, scones, etc)
Cereal
Hot Dog
Pizza
Pasta
Chili
Soup
Fresh Salads, fruit salads and fruits

Weekly Specials

Turkey Club with fries
Monte Cristo
Loaded Baked potato w/topping
Jumbo Veggie Quesada
Coffee
Tea
Milk
Soda
Juices

Café Menu

Specialty Coffees and teas (lattes, cappuccinos, espresso, frozen drinks, hot chocolate)
Three (3) daily brews (regular, decaf, featured flavor of the day)
Grab-n-go bento boxes, salads (i.e. Artisan bread, cheeses, hummus with vegetables)
Waffles
Bakery Items
Two soups
Paninis and wraps

DIAGRAM OF STUDENT CENTER/FOOD SERVICE AREA
"EXHIBIT V"

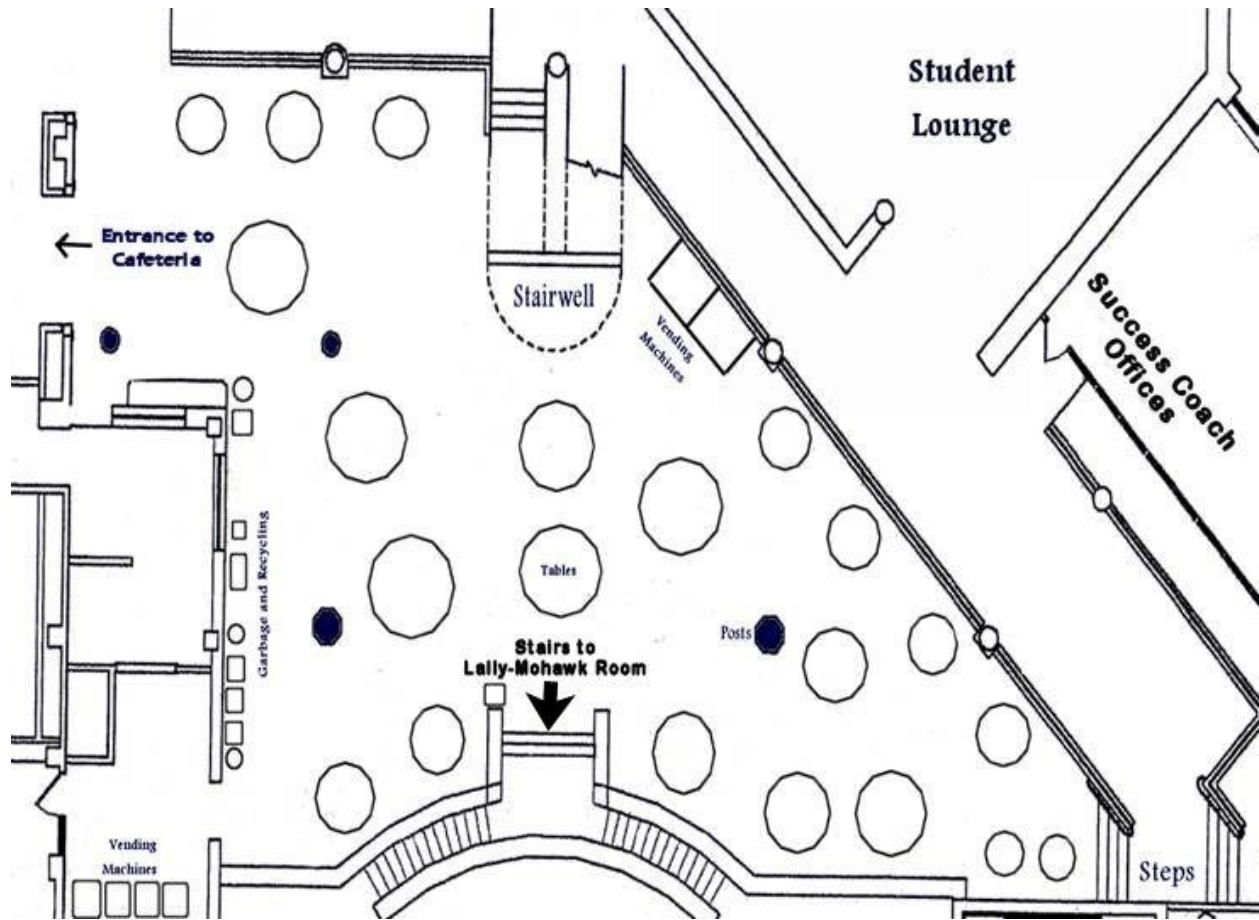
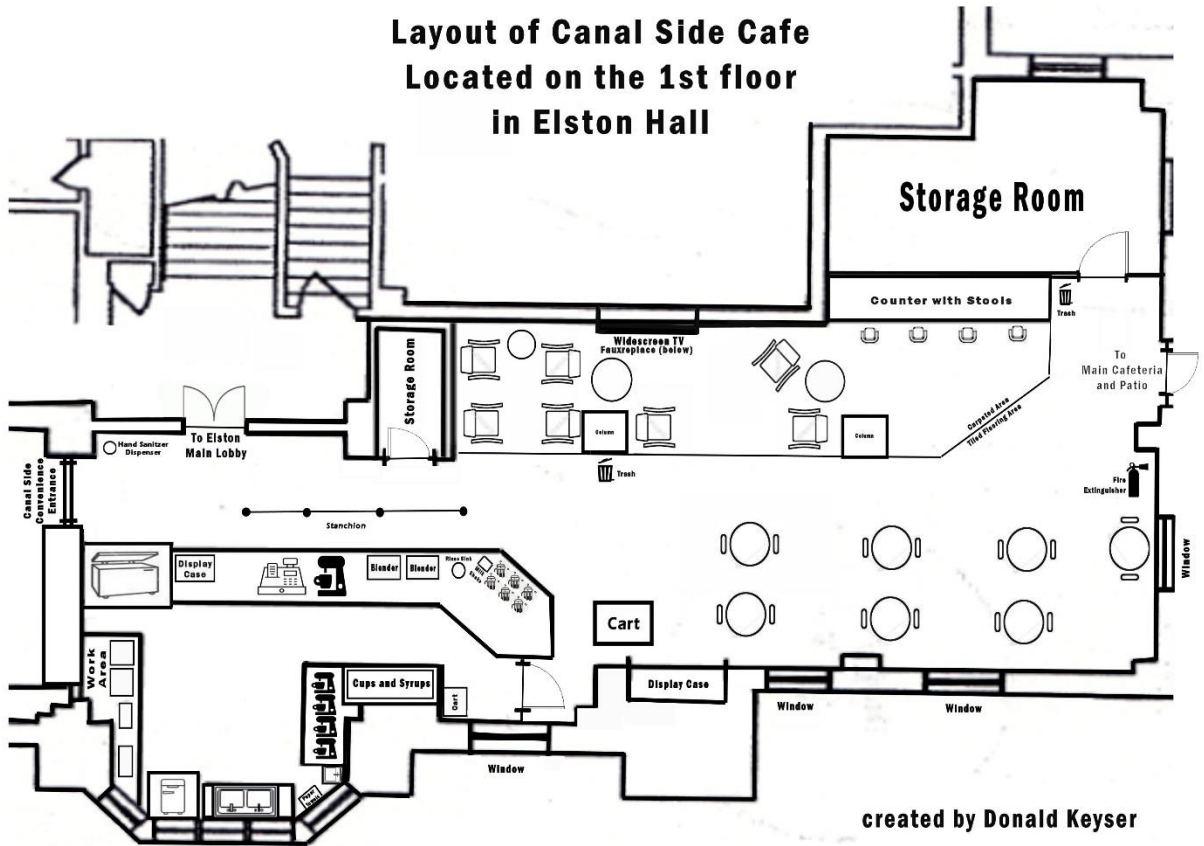


DIAGRAM OF CAFÉ

EXHIBIT VI



LIST OF KITCHEN, SERVING/FOOD PICK-UP AREA, DISHROOM EQUIPMENT and CAFE

"EXHIBIT VII"

- 1 - Hobart CRS66A Dishwasher
 - 1 - Three bay sink
 - 1 - 5 Well Hot well
 - 1 - Heater/Proof Box
 - 2 - Convection Ovens
 - 1 - Steam Table
 - 1 - Gas Stove
 - 2 - Brick Pizza Ovens
 - 1 - Hobart Meat Slicer
 - 1 - Walk in Freezer/Cooler
 - 1 - Stand alone freezer
 - 1 - Reach in cooler/freezer
 - 1 - Grill
 - 1 - Slider Unit
 - 1 - Warming Unit
 - 1 - Under grill refrigeration unit
- Cold wells

Fryer

- 2 - Reach in refrigerators

CAFE

- 1 - Espresso machine
- 2 - Blenders with enclosures
- 1 - Reach in Refrigerator
- 1 - 2 bay Soup warmer
- 1 - Microwave
- 1 - Panini press
- 1 - Double Waffle maker
- 1 - Under bar glass washer
- 1 - Mobile Ice Bin
- 1 - Under counter reach in
- 1 - 2 drawer reach in refrigerator
- 1 - 4 pot Bunn Coffee maker with 8 air pots
- 1 - 3 bay sink
- 1 - Milkshake machine
- 1 - Refrigerated Display case
- 1 - Counter top display case
- 1 - under counter reach in freezer