



MINNESOTA STATE COLLEGES AND UNIVERSITIES

CENTURY COLLEGE

REQUEST FOR PROPOSAL (RFP) FOR FOOD SERVICE

MAY 2023

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Century College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Century College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State's sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Century College.

School: Century College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business which must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota as determined by the [Department of Administration](#).

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran or service-disabled veteran as determined by the [Minnesota Department of Veterans Affairs](#).

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decisions/policy making in a way that shares power.

About Minnesota State and Century College

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 340,000 students each year. Minnesota State employs more than 15,000 dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Century College is a 2-year community and technical college in White Bear Lake, Minnesota. As one of the largest two-year colleges in Minnesota, we serve over 15,500 credit and non-credit students every year.

We offer degrees, diplomas, certificates, and courses in general education and transfer, business, human services, health sciences, technology, engineering, applied design, industrial, and non-credit workforce training.

With various student support and student life opportunities, including athletics, student clubs and organizations, campus theatre, Multicultural Center, LGBTQ Center, Veterans Center, and much more, Century College provides a welcoming and vibrant campus community.

As a “community” college, we care about our locality. We are engaged, connected, and a resource within our local communities, including K-12 and workforce/industry partners.

Authority

This RFP is undertaken by Century College (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Century College is requesting proposals from qualifying bidders to supply, operate and provide food services and catering for two cafeterias and two coffee shops. This RFP is undertaken by Century College pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

The object of this Request for Proposals (RFP) is to acquire a contract(s) for specified food services to students, staff, and faculty of Century College starting July 1, 2023. Contractors may submit proposals to provide: 1) Proposal to operate cafeterias on east and/or west campus only, or 2) Proposal to operate coffee shops on east and west only, or 3) Proposal to operate both cafeterias and both coffee shops. It is the desire of the College to receive proposals from contractors who have demonstrated potential for providing food service programs that maintain high standards of service, quality food products, and financially viable operations. Contractors are encouraged to be as creative as possible in proposing a food service program that will provide a high level of customer satisfaction. Proposals should be as thorough and as detailed as possible so that the College may properly evaluate each Contractor’s ability to provide the specified/proposed services.

Technical/Functional Requirements

1. Utility services as may be reasonable and required for the efficient performance of the contract shall be furnished by the college.
2. The hours for the manual food service during the academic year at a minimum:
West Campus
 - 7:30 am - 2:00 pm, Monday through Thursday
 - 7:30am - 1:30 pm Friday**East Campus**
 - 7:30 am - 2:00 pm, Monday through Thursday
 - 7:30 am - 1:30 pm, Friday
3. Additional hours will be provided for special functions when the college deems it necessary.
4. Future hours are set by written agreement between the Century College and the Food Service provider.
5. The manual food service will operate with the official school calendar and will be open every day the college has classes and/or exams.
6. The breakfast menu will be available from 7:30 am until 10:00 am each day the manual food service line is open.
7. The food service line will include, but not limited to:
 1. A variety of hot grilled and non-grilled luncheon selections
 2. Low-fat and healthy food choices
 3. Deli-sandwiches (take-out)
 4. Seasonal foods and beverages, e.g. ice cream cones, hot chocolate, etc.
8. Food presentation should be aesthetically pleasing, and "extras" such as cookies, fruit, condiments, eating and serving utensils, etc. should be conveniently located to be conducive to traffic flow and accessible to individuals with disabilities.
9. Monthly menus shall be published and/or posted.
10. Food and beverage catering service for select college and outside group-sponsored functions such as banquets, receptions, conferences and/or other special events will be provided by the food service contractor upon request of the services required and advised on effective program arrangements. Pricing should be competitive with catering services offered in the area. The college shall provide purchase order number(s) to the contractor. The college shall be billed directly for, and shall be responsible for, the collection of amounts due from the college-sponsored functions.
11. Ethnic heritage months will be observed by offering foods and beverages associated with those groups.

12. Waste reduction, composting, recycling, and a “green Commitment” are vital to college operations. Bidders will be required to address strategies for green operations in their proposal.

RFP Information Contact

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

Name: Jessica Pruden

Title: Buyer Supervisor

Address: 3300 Century Ave N., White Bear Lake, MN 55110

Telephone: 651-773-1786

E-mail address: Jessica.pruden@century.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Terms and Conditions

This RFP includes and incorporates [Terms and Conditions](#). Vendors should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

Key Dates	Timeline
Tuesday, May 9, 2023	Publishes RFP notice on MinnState.edu/Vendors webpage
Monday, May 15, 2023	Deadline for Vendors to submit clarifying questions
Monday, May 22, 2023	Deadline to publish responses to RFP questions
Wednesday, June 7, 2023	Deadline for RFP proposal submissions
June 14, 2023- July 31, 2023	Vendor(s) selected and notified, contract drafted and signed

Minnesota State reserves the right to not award a contract. The dates noted above are estimates but are reasonable for the purposes of presenting deadlines.

Contract Term

Minnesota State desires to enter into a contract with the successful Vendor(s) effective July 1, 2023, or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be five (5) years. If Minnesota State and Vendor are unable to negotiate and sign a contract by July 1, 2023, then Minnesota State reserves the right to seek an alternative Vendor(s).

Proposal Deadline

Submitted proposals must be received at the following address not later 2:00 p.m. CT on Wednesday, June 7, 2023:

Institution: Century College

Name: Jessica Pruden

Title: Buyer Supervisor

Mailing Address: 3300 Century Ave N., White Bear Lake, MN 55110

Format of Proposals and Submission

The Vendor shall submit 2 printed copies of its RFP response and one copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Vendor's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after the Proposal Deadline date and time will not be considered. Fax, and e-mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of "white out" is considered an alteration.

Proposal Content

Vendors must submit the following information:

1. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the vendor along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
 - a. The name and address of the operating company and the primary activity (type of business) in which your firm is engaged and what, if any, secondary activities it is also engaged in.
 - i. Provide a detailed history of the company and the history of its specific involvement with food service.
 - ii. Provide an organizations chart covering your proposed organization. Include functional statements of primary organizational elements and proposed staffing by job title classification categories and number of employees

- iii. Delineate the authority the senior on-site manager will have for the management of this contract. Specify the matters that the manager will be required to refer to the “home office” for decision. Who will assume the authority of the senior on-site manager during their absence and what, if any, will be the restrictions on such authorities?
 - iv. How does your proposed on-site organization relate to the company organization?
 - v. Will the senior on-site manager be required to engage in other company activities? If so, what type and to what extent?
 - b. The duration and extent of experience in the operation of manual, catering, and satellite coffee shop services, explained in detail.
 - c. Provide the company’s performance plan.
 - i. How do you plan to staff promptly with qualified people?
 - ii. Provide your plan for maintaining and repairing equipment and for furnishing replacements.
 - iii. Provide details regarding the systems used to produce, deliver, and service required meals for both manual and catering services.
 - iv. What procedures will be utilized to maintain high quality food service and freshness of the food served?
 - v. Provide planned ideas on accommodating changing diet patterns and culinary trends, including ideas for supplied varied methods of food service and menu preparations.
 - vi. Describe the customer service training provided to the on-site staff.
 - vii. Describe the method of monitoring customer satisfaction and reporting the results to the college.
 - viii. Describe the layout of the cafeteria.
 - ix. Provide proposed breakfast and lunch menu items for the manual food line. The menu should be detailed with respect to names and prices individually and in aggregate. The size (weight, volume, etc..) of each service shall be stated.
 - x. Provide menus for catering services, including prices. Any special services available through the catering program (waitress service, china, etc.) should be included with prices.
 - xi. Provide a proposed coffee menu listing for the satellite coffee shops, complete with name, size(s) and prices. A full menu of coffee drinks shall be offered.

- xii. Provide ideas to improve food presentations at the college.
 - xiii. Provide a detailed plan for satellite locations options.
 - xiv. Describe brand name products available (if any) i.e. Subway, Pizza Hut, etc.
 - xv. Describe your line management procedures.
 - xvi. Describe any mobile ordering options.
 - xvii. Provide plans to participate in special college events by providing food entrees at cost (i.e. back to school picnic). Special accounts should exist for these events, preventing food cost percentages from being skewed as a result of this participation.
 - xviii. Provide information on efforts to comply with “environmentally friendly” operational expectations, including but not limited to, energy conservation, recycling, reusable beverage container options and compost options.
 - xix. Submit addenda A related to commissions, The percent commission submitted shall be of gross cash sales (including charge sales where applicable).
 - xx. The pricing stated in the proposal shall be in effect for at least the first year of the contract. The vendor will be expected to have allowed for cost of providing all food, supplies, paper supplies, and other products as well as inflationary factor, etc. No pricing changes would be accepted until mutually agreed upon, this includes reduction of portions/volume(s). All food shall be furnished of a quality comparable to other restaurants in the community and must meet government regulations of Grade “A” quality.
- d. Provide a list of similar operations and locations where you are, or have operated, manual, catering, and satellite coffee shop services. List the length of time, name, address, average gross sales per month, and the phone number or email address of the contact person at each operation.
 - e. List and explain any history of contract terminations either with or by a company or installation during the past 24 months. Identify the name, address, contact individual and telephone number of that company or installation.
 - f. Provide a complete balance sheet and income statement for the company’s last fiscal year of operation. Certification of this report by a CPA may be required.
 - g. Provide a detailed description of your internal account program covering:
 - i. Inventory control

- ii. Method of recording, checking, and reporting sales internally and to the college
 - iii. Internal control of cash handling
 - iv. Basis for invoicing
 - v. Sample of monthly report to be submitted to the college.
- h. Within the last three (3) years has your company filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?
4. **Cost/Value:** Identify the level of the participation of Minnesota State in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation. Please complete Addendums A and B.

Terms of Payment

Payment shall be made by Minnesota State promptly after Vendor's presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. **All** vendors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Workforce Certificate. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$100,000**, vendors are required to complete the Minnesota Department of Human Rights [Workforce Declaration Page](#) and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$500,000**, vendors are required to complete the Minnesota Department of Human Rights [Equal Pay Declaration Page](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.
6. Completed addendums A and B.

Selection Process

The selection process includes the College’s executive cabinet, with recommendations from the Auxiliary Services committee. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

No.	Evaluation Factors	Weight
1.	Adherence to Minnesota State Terms and Conditions	5%
2.	Work Plan/Ability to Meet Campus Needs	25%
3.	Qualifications of Vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)	15%
4.	Price of Offerings & Annual Commissions	30%
5.	Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above	25%
Total		100%

Minnesota State reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Minnesota State does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhancing and optimizing business and contracting opportunities that promote economic growth and prosperity in the communities we serve. We are committed to developing mutually beneficial relationships with historically underutilized minority-owned, women-owned, and disability-owned business enterprises. The goal is to ensure that diverse suppliers that satisfy our procurement and contractual standards have opportunities to provide goods and services system-wide. Suppliers are encouraged to complete and submit the [Supplier Diversity Form](#) with their RFP, which will be used to confirm eligibility based on their status and/or commitment to meeting the stated diversity goal for the specific project.

Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the [Directory of Certified TG/ED/VO](#) are eligible for the preference.

Vendors interested in becoming a certified should refer to the [Office of Equity in Procurement](#) with the State of Minnesota.

Addendum A

Food Service Commissions

Based on Academic Year Operations

We, the undersigned, in compliance with the Request for Proposal for Food Service dated May 2023, hereby agree to pay commissions and make charges for manual, catering, and satellite food services at the College's as follows, assuming that food service operates during the above stated period. In making these proposals, we acknowledge that we have read and understand the Request for Proposal and Food Service Specifications.

1. Manual Service

The contractor shall pay the College a period commission of _____ percent of gross manual service cash and charge sales.

2. Catering Service

The contractor shall pay the College a period commission of _____ percent of gross catering cash and charge sales.

3. Coffee Satellite Service

The contractor shall pay the College a period commission of _____ percent of gross coffee satellite service cash and charge sales.

4. Capital Investment

Indicate the capital investment the firm is willing to commit, along with the terms, for the food service operations. Define the nature of the costs for which the college will be responsible. _____

Signed: _____

Title: _____

Firm Name: _____

Address: _____

Date: _____

ADDENDUM B

The cost proposal should present available costing options for a proposed solution. Century College prefers an enterprise solution that is a scalable or tiered configuration – base functionality with additional modules or system add-ons. A costing sheet should include base initial license fees, annual charges, and charges for optional services. If the proposed solution is modular, separate pricing information should be provided for optional functional modules.

Please Provide Two Pricing Models:

- Three-year contract with the option to renew for two additional years. Pricing must be firm for the first 3 years and cannot exceed a 3% increase over the remaining two optional years of the contract.
- Five-year contract. Pricing must be firm for the full five-year term.

Signed: _____

Title: _____

Firm Name: _____

Address: _____

Date: _____