

**Joliet Junior College
Request for Proposal**

Renaissance Center Banquet Operation

RFP Opening May 22, 2017

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 15,383 full time and part time students enrolled in Fall 2016 classes on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College will be the first choice.

Mission Statement

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

Overview

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from prospective hospitality firms to lease the Renaissance Center banquet facility at 214 North Ottawa in Joliet, Illinois. The successful respondent will operate and manage the facility on a full- or part-time basis. JJC is prepared to enter into a lease agreement with the successful respondent no later than August 1, 2017.

Additional scope is discussed in the **PROJECT OBJECTIVES** section of this proposal.

I. PROPOSAL BACKGROUND



The imposing edifice at 214 North Ottawa Street made its original debut in 1925 as the new clubhouse for the Joliet Chamber of Commerce. Designed by the renowned Chicago architectural firm of D. H. Burnham and Co., the spacious building reflected a European blend of Spanish and Italian architecture. The J.B. French Company of Chicago, the same company that built Joliet's Union Station, constructed the building.

Originally designed as a social hall for the 1,500 members of the Joliet Chamber of Commerce, the elaborate clubhouse was used throughout the 1920's and 1930's primarily as a place for club members to play cards and billiards, and to socialize while cementing business deals. In 1945, the building continued to build a reputation as the businessperson's place to go when it was purchased by the Harwood Post #5 of the American Legion. Taking a slight turn in facility usage, between 1962 and 1969 the building was known as D'Amico's Restaurant, a locally acclaimed nightclub and restaurant facility, featuring big name entertainers such as Louis Armstrong and Phyllis Diller. Well-known Joliet businessperson Earl D'Amico orchestrated the construction of a hotel connected to the building on the north side in 1969. He renamed the entire complex at that time, becoming the Sheraton Joliet Motor Renaissance Center and the Renaissance Center.

When the Joliet Junior College Foundation purchased the property known as the Renaissance Center in June 1980, they wanted to establish a downtown conference and educational center. College planners agreed that renovation efforts would focus on the historical past of the building as well as provide and promote educational and learning opportunities into the 21st century.

Until May of 2016, the Renaissance Center provided hands-on experience for JJC Culinary Arts and Hotel, Restaurant, and Food Service Management students who assisted in the operations of the restaurant and banquet facility on a daily basis. The former hotel portion of the building provided office space for several college departments including the Workforce Development and the Department of Adult and Family Services.

The Renaissance Center Experience

Guests enter the Renaissance Center through the canopied Ottawa Street entrance where they pass the eyes of the guardian lions that provide an aura of grandeur and majesty. The magnificent stairway leading up to the Grand Ballroom has been the site of numerous wedding ceremonies, fundraisers, proms, and musical performances. A series of shuttered French doors lead visitors into the Grand Ballroom. The Ballroom provides access to the Joliet Area Historical Museum via a rooftop terrace. The open-air terrace is partially covered by a teak canopy providing protection from the elements.

In 2016 and 2017, the Renaissance Center was extensively refurbished with updated fixtures and furnishings and boasts an aura of grandeur and sophistication. It is the perfect venue for a broad range of social and corporate events.

Lease Space

The space available for lease consists of:

- Grand Ballroom with seating capacity of 350 with the dance floor and 400 without the dance floor
- Fully functional bar
- New kitchen occupying approximately 1,626 square feet of space
- Five (5) completely renovated bathrooms
- Elevator
- Bride's Room
- Coat room and stationary coat racks
- Office
- Storage Space

Other amenities include audio/visual capabilities throughout the facility, banquet tables and chairs, and ADA access via the main entrance of the building.

The Renaissance Center is in close proximity to several public parking lots. Parking for approximately 60 cars is available at the north end of the Joliet Historical Museum parking lot at 204 N Ottawa Street on Saturdays and Sundays unless the college is hosting an event.

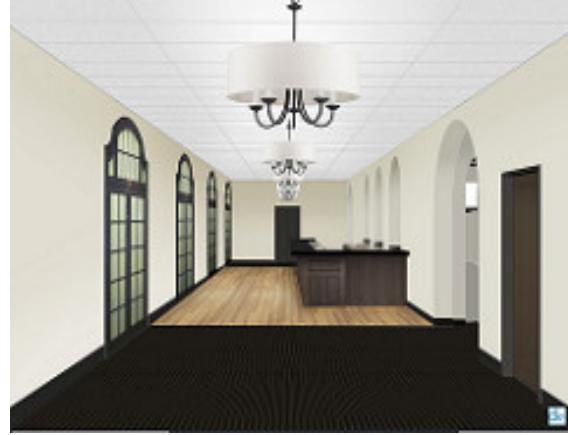
The public sidewalks near the Renaissance Center are the only designated smoking areas. Guests may not smoke on the roof top patio or at the entry and side doors.

See Attachments A-1 and A-2 for Site Plan

See Attachments B & C for Floor Plan and complete list of kitchen equipment



(Staircase leading to ballroom)



(Bar area)

II. PROJECT OBJECTIVES

The College seeks competitive proposals from hospitality operators interested in leasing the Renaissance Center banquet facility located at 214 North Ottawa, Joliet, Illinois.

This Request for Proposal will provide a basis for the selection of such a firm. The successful operator shall conduct the banquet services in a manner which best fulfills the following objectives:

- A. Maximize use of the banquet facility in a manner that will respect the elegance and history of the structure. Weddings, banquets, parties, meetings, and corporate events have been past uses of the space.

- B. Promote the venue in such a way to generate adequate compensation to the College.
- C. Operate the venue in compliance with all applicable federal, state, and local laws, regulations and ordinances, liquor laws, etc., including but not limited to the rules and regulations governing the use and operation of the Renaissance Center.

III. ASSUMPTIONS AND REQUIREMENTS

- A. The selected operator will provide all personnel, labor, services, and special skills required to operate the banquet operation at a level of quality acceptable to the College. The operator will provide customers with a convenient, pleasant, and elegant environment with high-quality food and varied selection.
- B. The Renaissance Center banquet operation can operate year-round. The banquet facility may be open seven (7) days per week, 365 days per year. Per the City of Joliet ordinance, all events must end by 1:00 a.m. Monday through Thursday, 2:00 a.m. Friday and Saturday, and 12:00 a.m. Sunday.
- C. JJC reserves the right to utilize the facilities on an ‘as needed’ basis upon mutual written agreement by both parties.
- D. JJC will identify a liaison who will serve as the point of contact for all relations between the College and the tenant.

IV. TERM OF AGREEMENT

The term of the lease will be a maximum of 3 years, with the option for additional renewals starting as early as year 2.

V. FEE STRUCTURE

JJC is providing the space, partial equipment and furnishings, and utilities/waste disposal for the operation and expects the operator to compensate the college with a fixed monthly fee. The College will accept responses proposing alternative compensation arrangements. However, we strongly prefer a fixed monthly fee.

VI. RESPONSIBILITIES OF THE PARTIES

A. Joliet Junior College's Responsibilities

- Maintain the building infrastructure inclusive of HVAC and electrical system, main sewer line, and plumbing mains, water heaters, sink fixtures, and localized interior drains.
- Maintain the building exterior including landscaping, paint, miscellaneous fixtures, roof, and snow removal.
- Repair floors, membranes, walls, and ceilings other than those resulting from operator’s negligent use of the facilities (for which operator shall be responsible).
- Provide interior and exterior pest control.

B. Operator's Responsibilities

- Provide all personnel, supplies, and management oversight required to operate the banquet operation.
- Acquire, at its own expense, all City of Joliet, State of Illinois, and Will County, liquor and business licenses as well as insurance and surety documents.
- Acquire its own point-of-sale, phone, computer, and internet systems.
- Maintain an attractive appearance and excellent sanitation and maintenance of the leased space to meet or exceed all applicable City, State, and health agency standards.
- Comply with all applicable federal, state, and local laws, regulations and ordinances, liquor laws, etc., including but not limited to the rules and regulations governing the use and operation of the Renaissance Center.
- Provide ample security in the leased space during all events.

The type of event, attendance, and any prior history of the attendees will determine the security requirements. Because Joliet Junior College owns the Renaissance Center, contractually the JJC Police Department must provide security for both the inside and outside of the venue. The tenant is responsible for contracting the services of the JJC Police Department. Prior to finalizing a contract for an event, the tenant shall confer with the JJC Police Department to discuss security needs. Based on this review, the JJC Police Department will determine the level of security. The hourly rate for staffing is \$45/hour.

General Guidelines:

Events serving alcohol

- 150 people = 1 Officer
- 150 – 300 = 2 Officers
- 300 + = 3 Officers

Events without alcohol

- 200 people = 1 Officer
- 200 + = 2 Officers

If the tenant wishes to hire additional security, the tenant must confer with the JJC Police Department. Any additional authorized security will operate under the guidance and control of the JJC Police Department.

- Replace or repair any damaged equipment considered beyond normal wear and tear.
- Market the facility and all events in a manner in accordance with the College's standard of excellence.

VII. RFP SCHEDULE

Date (2017)	Event
May 1, 2017	Potential Tenants contacted via email / advertised
May 9, 2017 at 11:00am (CST)	A facility tour will be held on May 9, 2017 at 11:00 a.m. (CST) at The Renaissance Center, Room 1029, 214 N. Ottawa Street, Joliet, Illinois. Attendance is not mandatory to submit a proposal.
May 11, 2017 at 2:00pm (CST)	Last date/time for submission of written questions via email to purchasing@jjc.edu
May 15, 2017	Responses to questions emailed
May 22, 2017 at 2:00pm (CST)	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
Week of May 22, 2017	JJC Evaluation Team reviews proposal
Week of May 29, 2017	Possible presentations by top short-listed firms
June 14, 2017	Notification of Award

VIII. INSTRUCTIONS TO POTENTIAL TENANTS

ADVICE: The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

A facility tour will be held on May 9, 2017 at 11:00 a.m. (CST) at The Renaissance Center, 214 N. Ottawa Street, Room 1029, Joliet, Illinois. Attendance is not mandatory to submit a proposal.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to purchasing@jjc.edu on or before May 11, 2017 at 2:00 p.m. (CST).

All questions and answers will be published and provided to all potential tenants by end of business day on May 15, 2017.

SUBMISSION: The submission of a response shall be *prima facie* evidence that the potential tenant has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above).

RFPs not submitted in the format as instructed by this RFP will not be accepted. Addenda to this RFP, once filed, may be submitted in a sealed envelope only, properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the potential tenant to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the potential tenant.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals maybe withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by potential tenant's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before May 22, 2017 at 2:00 p.m. (CST) at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938.

INSURANCE: The tenant shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

INDEMNIFICATION:

The tenant shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the tenant.

DISCLOSURE:

Potential tenant shall note any and all relationships that might be a conflict of interest and include such information with the bid.

TERM OF CONTRACT:

Any contract, which results from this RFP, shall be for a period of three years from the date of the contract award with the option for additional renewals starting as early as year 2.

BLACKOUT PERIOD:

After the College has advertised for proposals, no pre-proposal potential tenant shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such tenants making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at purchasing@jjc.edu No potential tenant shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective tenant in violation of this provision may cause the disqualification of such bidder's response

IX. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the tenant with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the tenant shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the tenant.

Proprietary Information: Potential tenant should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless potential tenant identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Business Enterprise Program (BEP): Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the potential tenant's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful tenant, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The tenant may not assign, sell, or otherwise transfer its interest in the contract or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing tenants. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the potential tenant submitting the proposal response will be made available to the public.

X. PROPOSAL EVALUATION CRITERIA

Joliet Junior College will evaluate all responses to this RFP based on responses to all provisions of this RFP. Based on the committee's review, the College will ask a short list of qualified respondents to make presentations on their respective proposals.

The College may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Experience with hospitality/restaurant/entertainment/banquet uses
- B. Experience with historic facilities
- C. Vision and proposed uses for the facility
- D. Operator's financial stability
- E. Compensation proposal
- F. Adequacy and credentials of staff
- G. Indication that the firm understands the desired services and has a clear method of approach.

XI. PROPOSAL FORMAT AND CONTENT

FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original and four (4) copies of the RFP and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed,

Proposals should be typed as brief as possible but can include promotional material as evidence of their marketing expertise. Each respondent must adhere to the following order and content of proposal sections.

A. Cover Letter

A cover letter not to exceed three pages in length should summarize key elements of the operator's proposal. An individual authorized to bind the prospective tenant must sign the letter.

The letter must stipulate that the proposal terms will be valid for a period of at least 90 days. The letter must indicate the address and telephone number of the operator's office located nearest to Joliet, Illinois, and the office from which the banquet services will be managed.

B. Organizational Background and Overview

Provide a brief history and overview of your company and its organizational structure.

C. Statement of Qualifications

- a. Briefly state your intended use of the Renaissance Center.
- b. List the names of the persons who authorized to make representations for the respondent, their titles, address, telephone numbers, and email addresses.
- c. Submit a general description of your background and experience, to include liquor-licensing capabilities, banquet management on accounts similar to this. Provide the names and personal resumes of persons involved in the operation of the facility.
- d. Provide the names and locations at least four (4) current and past operations of similar size and scope. Furnish contact information (name, address, phone number, and email address) the College can contact for references.

D. Financial Resources

The College is interested in ascertaining that the successful operator has financial resources that are adequate to insure full and proper performance under the terms of the operator's agreement.

To this end, please submit the most recent three (3) years of financial statements.

The statement is to be certified by a certified public accountant but need not be an audited statement. All financial information will be kept strictly confidential and will only be disclosed to the selection committee.

E. Operational Expertise

In order to evaluate the depth of your operational expertise, please provide information including standards of performance or samples of the following areas:

- a. Type(s) of service(s)/events proposed
- b. Quality control plan for food preparation and service
- c. Personnel policies and procedures

F. Staffing

Quality of personnel is of critical importance in the College's decision-making process for awarding this contract. It may not be possible to know the precise management team at the time of the proposal, but the College is interested in the operator's ability to demonstrate that a proven, capable management team will operate the facility. The operator is responsible for all staffing needs.

In this section, please submit the following information:

- a. Submit a complete resume for the proposed general manager, head chef, catering supervisor, and/or all supervisory employees. The general manager will be asked to be present during finalist interviews.
- b. Submit a proposed organization chart that delineates the lines of authority and communication between all management and employees.

G. Point-of-Sale System

Provide a description of the point-of-sale system your firm will install.

H. Security

Describe security measures to ensure the safety of patrons and staff.

I. Marketing Creativity

Provide an overview of the types of marketing and promotional programs you will implement as well as any contractual concepts or ideas you are proposing which would improve the likelihood of success for both parties concerned.

J. Compensation Proposal

Propose a fixed monthly lease compensation proposal under two (2) scenarios using the following matrix:

7-Days per Week Lease
Specify lease payment in \$/month

Tenant Operates Bar	\$
JJC Operates Bar	\$

K. Implementation Timeline

Include a timeline to begin operations.

CERTIFICATION OF CONTRACT/BIDDER

The below signed potential tenant hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF POTENTIAL TENANT

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, A-3100
1215 Houbolt Road
Joliet IL 60431

JJC ICCB EXHIBITS
CITY CENTER CAMPUS



TYPE	OTHER INSTRUCTIONAL AREAS
BUILDINGS AND ATTACHED STRUCTURES	PARKING LOTS
EXPERIMENTAL PLOTS	PHYSICAL EDUCATION AND ATHLETIC FIELDS
LANDSCAPED GROUNDS	POND RETENTION AND DRAINAGE
OTHER	ROADWAYS



Ruettiger, Tonelli & Associates, Inc.
Surveyors Engineers Planners Landscape Architects G.I.S. Consultants
2174 ONEIDA STREET - JOLIET, ILLINOIS 60435
PH. (815) 744-6600 FAX (815) 744-0101
website: www.ruettigertonelli.com

DATE: 05/20/2013
SCALE: 1 " = 100 '
DRAWING No.: 111-1019-G03 1

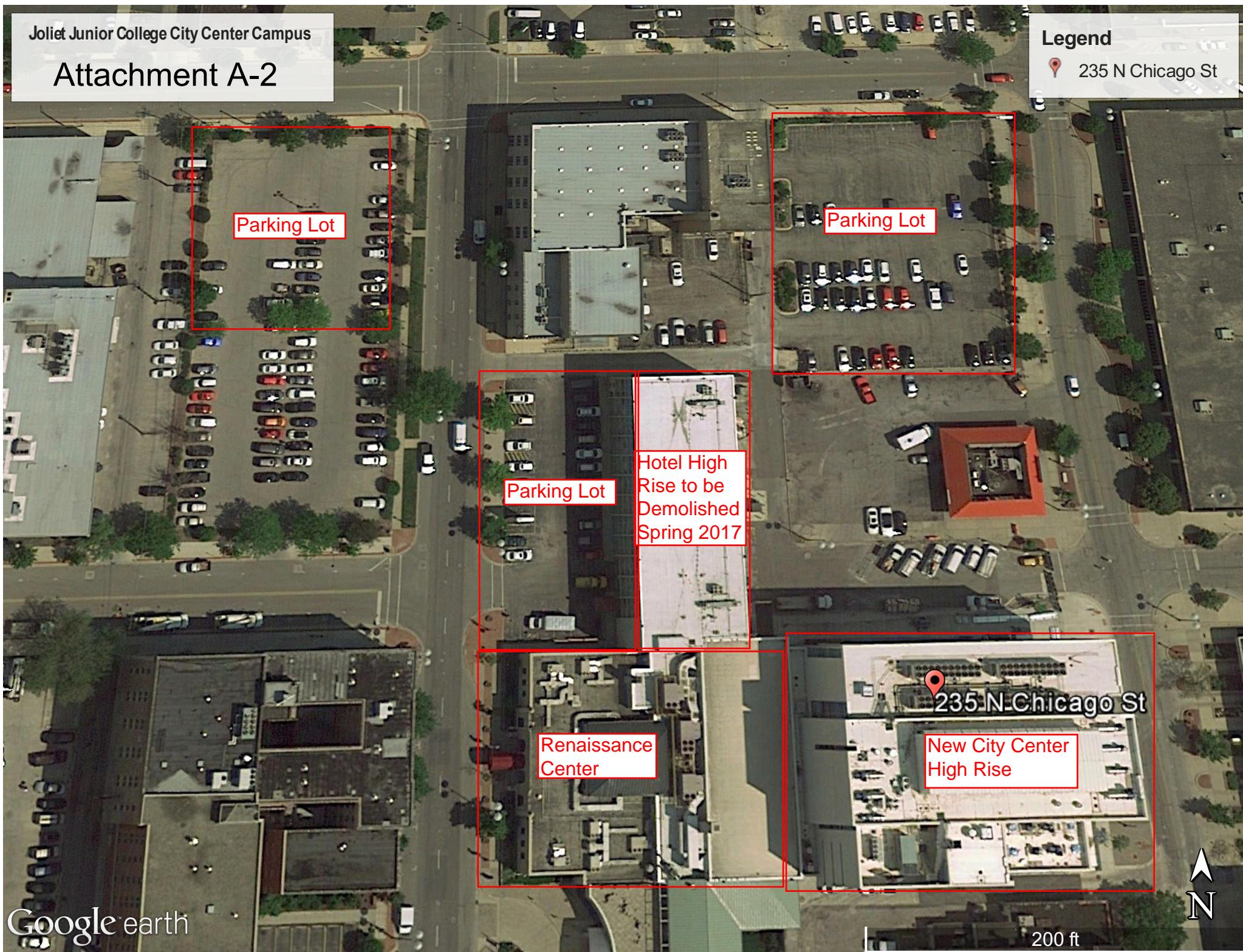
Joliet Junior College City Center Campus

Attachment A-2

Legend



235 N Chicago St



JOLIET JUNIOR COLLEGE RENAISSANCE CENTER RENOVATION

214 NORTH OTTAWA STREET
JOLIET, IL 60432
DKA PROJECT NO: 14-025

SHEET STATUS: 02/18/2016
ISSUED FOR BID

NO.	DESCRIPTION:	DATE:

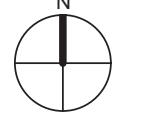
SHEET TITLE:
LEVEL 2 - FFE PLAN

SHEET NUMBER:
A12.21

Attachment B

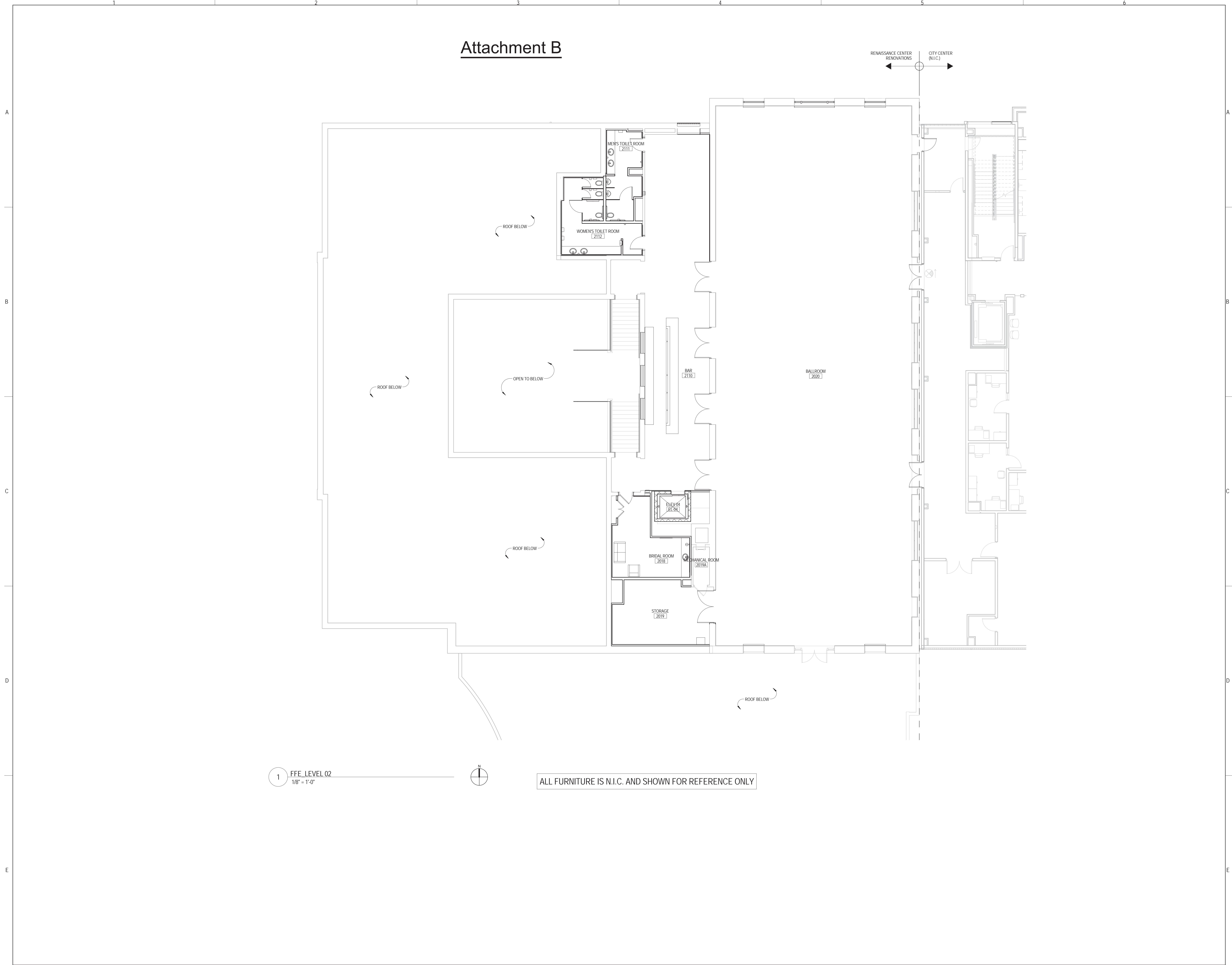


1 FFE LEVEL 02
1/8" = 1'-0"

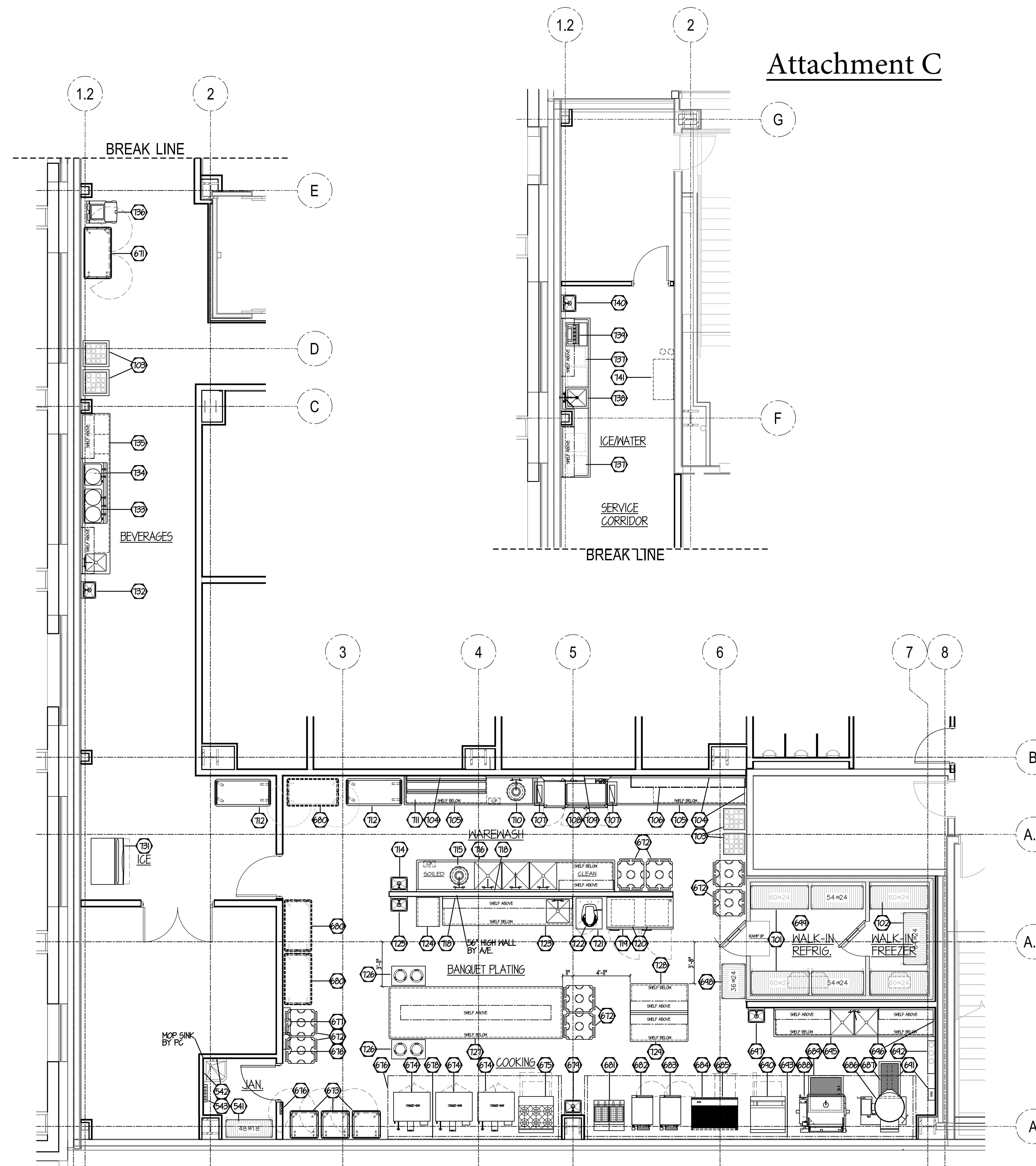


ALL FURNITURE IS N.I.C. AND SHOWN FOR REFERENCE ONLY

RENAISSANCE CENTER
RENOVATIONS
CITY CENTER
(N.I.C.)



Attachment C



NOTE #1

THE KITCHEN EQUIPMENT CONTRACTOR WILL NOT BE RESPONSIBLE TO FURNISH LINE OR DISCONNECT SWITCHES, SAFETY CUT-OUTS, CONTROL PANELS, FUSE BOXES, FITTINGS, CONNECTIONS OR WIRING EXCEPT WHEN SPECIFIED TO DO SO UNDER GENERAL KITCHEN EQUIPMENT SPECIFICATIONS.

NOTE #2

WE RESERVE THE RIGHT TO INSPECT & CORRECT ANY ALLEGED DEFICIENCIES. NO BACK-CHARGES WILL BE HONORED UNLESS AUTHORIZED BY GREAT LAKES HOTEL SUPPLY COMPANY

NOTE #3

ALL CONNECTIONS ARE SHOWN AT THE ACTUAL LOCATION WHERE THE STUB-UP SHOULD TERMINATE THRU THE WALL OR FLOOR, SO IT CAN BE BRANCHED TO THE CONNECTION POINT ON THE FIXTURE AT TIME OF FINAL HOOK-UP. ALL FINAL HOOK-UPS ARE BY MECHANICAL, ELECTRICAL OR VENTILATING CONTRACTORS.

NOTE #4

MECHANICAL, ELECTRICAL & VENTILATING CONTRACTORS
SHOULD ROUGH-IN ALL FOOD SERVICE EQUIPMENT
FROM THESE DIMENSIONED DRAWINGS. ANY DEVIATION
FROM THESE PLANS ARE NOT OUR RESPONSIBILITY

NOTE #5

GREAT LAKES HOTEL SUPPLY COMPANY TO BE RESPONSIBLE ONLY FOR CONNECTIONS REQUIRED FOR EQUIPMENT BEING FURNISHED BY GREAT LAKES HOTEL SUPPLY CO. ALL OTHER REQUIREMENTS TO BE VERIFIED BY ARCHITECT OWNER OR VENDOR/SUPPLIER. ANY ADDITIONAL WIRING ELECTRICAL OUTLETS, PIPING, FLOOR DRAINS, ETC., TO BE LOCATED BY ARCHITECT, OWNER OR VENDOR/SUPPLIER

NOTE #6

SPECIAL NOTE TO GENERAL CONTRACTOR AND/OR SUBCONTRACTOR FOR QUARRY TILE OR CONCRETE WEARING FLOORS: THE SHEET METAL PANEL FACINGS MAY BE SUSCEPTIBLE TO STAINING DUE TO EXCESSIVE MOISTURE CREATED BY HYDRATION OF CONCRETE TYPE MATERIALS. THEREFORE IT IS ABSOLUTELY NECESSARY THAT EACH ROOM BE PROPERLY VENTILATED. ALSO TAKE NOTE THAT SPECIAL PRECAUTIONS MUST BE TAKEN WHEN USING MURIATIC ACID DUE TO EFFECTS HYDROCHLORIC ACID FUMES HAVE ON ALUMINUM & STAINLESS STEEL

NOTE #7

ALL BASES AND/OR DEPRESSIONS TO BE SMOOTH & LEVEL

ITEM	QTY	DESCRIPTION	
671	1	PORTABLE HEATED BANQUET SERVICE CART	**
672	1 LOT	PORTABLE DISH DOLLY - "NIC"	
673	3	PORTABLE HEATED CART	
674	3	DOUBLE-DECK CONVECTION OVEN	
675	1	SIX BURNER RANGE w/ CONVECTION OVEN	**
676	1	ST. ST. EXHAUST HOOD	**
677	1	FIRE SUPPRESSION SYSTEM	
678	1 LOT	ST. ST. WALL PANELING	
679	1	ST. ST. HAND SINK	
680	3	EXISTING HEATED BANQUET CARTS - RELOCATE	
681	1	FRYER SYSTEM	
682	1	STEAMER	
683	1	STEAMER	
684	1	CHARBROILER	**
685	1	REFRIGERATED EQUIPMENT STAND	
686	1	60 GALLON TILTING KETTLE	
687	1	ST. ST. FLOOR DRAINER	
688	1	TILTING BRAISING PAN	
689	1	ST. ST. FLOOR DRAINER	
690	1	GRIDDLE TOP RANGE w/ OVEN	**
691	1	ST. ST. EXHAUST HOOD	**
692	1	FIRE SUPPRESSION SYSTEM	
693	1 LOT	ST. ST. WALL PANELING	
694	-	NOT USED	
695	1	ST. ST. TWO COMPARTMENT SINK	
696	1 LOT	ST. ST. WALL PANELING	
697	1	ST. ST. HAND SINK	
698	1 LOT	STORAGE SHELVING	**
699	1	WALK-IN REFRIGERATOR/FREEZER	
700	-	NOT USED	
701	1 LOT	PORTABLE WALK-IN REFRIGERATOR SHELVING	**
702	1 LOT	PORTABLE WALK-IN FREEZER SHELVING	**
703	1 LOT	CUP & GLASS RACK - "NIC"	
704	1 LOT	ST. ST. WALL PANELING	
705	1 LOT	ST. ST. SOILED & CLEAN DISHTABLES	
706	1 LOT	WIRE WALL SHELVING	
707	2	ST. ST. EXHAUST DUCTS	
708	1	CONVEYOR DISHWASHER	
709	1	SOAP & RINSE DISPENSER - "NIC"	
710	1	3 H.P. DISPOSER & SPRAY ASSEMBLY	
711	1	WALL MOUNTED RACKING SHELF	
712	2	QUEEN MARY CART	**
713	-	NOT USED	
714	1	ST. ST. HAND SINK	
715	1	3 H.P. DISPOSER & SPRAY ASSEMBLY	
716	1	ST. ST. THREE COMPARTMENT SINK	
717	-	NOT USED	
718	1 LOT	ST. ST. WALL PANELING & CAP	
719	1	TWO SECTION ROLL-IN REFRIGERATOR	
720	2	ROLL-IN RACKS	**
721	1	ST. ST. PORTABLE MIXER STAND	**
722	1	20 QT. MIXER	**
723	1	ST. ST. WORK TABLE w/ SINK	
724	1	PORTABLE PAN RACK	**
725	1	ST. ST. HAND SINK	
726	1 LOT	PORTABLE DISH DISPENSERS	**
727	1	ST. ST. PLATING TABLE w/ OVERSHELF	
728	1	ST. ST. WORK TABLE	
729	1	ST. ST. WORK TABLE	
730	-	NOT USED	
731	1	ICE MAKER w/ BIN	**
732	1	ST. ST. HAND SINK	
733	1	TWIN COFFEE URN - "NIC"	
734	1	SINGLE COFFEE URN - "NIC"	
735	1	ST. ST. WORK COUNTER w/ SINK	
736	1	PORTABLE ICE CART	**
737	1 LOT	CUP & GLASS RACK - "NIC"	
738	1	ST. ST. WORK COUNTER w/ GLASS FILLER & SINK	
739	1	DROP-IN SODA DISPENSER/ICE BIN - "NIC"	
740	1	ST. ST. HAND SINK	
741	1 LOT	BAG & BOX SODA SYSTEM - "NIC"	
742	-	NOT USED	
743	-	NOT USED	
744	-	NOT USED	
745	-	NOT USED	
746	-	NOT USED	
747	-	NOT USED	
748	-	NOT USED	
749	-	NOT USED	
750		NOT USED	

** FURNISHED BY USING AGENCY- INSTALLED BY GC

LEVEL 2

BALLROOM KITCHEN

EQUIPMENT LAYOUT		
		JOB NO.
		15.8-1
		SCA
		DRA
		DATA
DATE	REVISION	PX

The logo for Great Lakes Hotel Supply Co. on the left side of the page. It features a stylized map of the Great Lakes region in dark blue and black. Overlaid on the top right of the map is the word "GREAT LAKES" in large, bold, white, sans-serif capital letters. Below the map, the words "HOTEL SUPPLY CO." are written in a smaller, white, sans-serif font.

JECT
**JOLIET JUNIOR COLLEGE
CITY CENTER CAMPUS**
JOLIET, ILLINOIS

LEVEL	4 of 16
JOB	32 of 52
SHEET	K-32