



JOLIET JUNIOR COLLEGE  
—1901—

REQUEST FOR PROPOSAL  
#R16007

Food Services for Romeoville Campus  
May 17, 2016



# JOLIET JUNIOR COLLEGE

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Joliet Junior College  
Request for Proposal

**RFP Opening May 17, 2016**

## **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 15,888 full time and part time students enrolled in Spring 2015 classes on its main campus located within the city of Joliet, and its five 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**

Joliet Junior College (“the COLLEGE”) is seeking a qualified VENDOR to furnish all financial resources, management, labor, goods and supplies necessary to manage and operate professional food services for the Joliet Junior College Romeoville Campus, inclusive of catering for this location. The COLLEGE’s overall goal in soliciting a VENDOR is to provide food reflecting the interests of students, faculty, and staff. The COLLEGE seeks a VENDOR who will employ creative strategies and ideas to identify and serve these interests. The VENDOR will also demonstrate a strategic approach to food service, focusing on adaptability, data-driven planning and customer satisfaction. The COLLEGE proposes to license to the successful VENDOR for an initial three-year (3) term, space identified in this RFP for the VENDOR to provide food and related services. The COLLEGE encourages utilization of locally-sourced purveyors, through sub-contracts or relationship agreements.



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The COLLEGE's master plan calls for additional space for academic programs and student development services at its Romeoville Campus.

The 50,028 square-foot new facility will include:

- Two levels
- Student services
- Bookstore
- Cafeteria
- Classrooms
- Laboratories
- Space for campus police
- Faculty and adjunct offices

The Romeoville Campus Food Service operation will be a contracted food service management service model. The VENDOR will utilize the COLLEGE-provided facilities, equipment, and fixtures relying on the VENDOR's expertise to offer customer-focused foods and related services without unduly restricting VENDOR or limiting offerings. The COLLEGE expects proposals to include capital allocations for any additional equipment requested by the VENDOR.

In order to achieve the goals of the COLLEGE'S food service program, the VENDOR shall adopt the following objectives, with the goal of maintaining and expanding the management and operation of the food services:

- Pricing practices that are both fair and competitive compared to retail establishments in the surrounding area
- Efficient customer traffic flow during rush periods to minimize wait times
- Participation in the academic, cultural, and social environment of the COLLEGE, taking advantage of opportunities to offer special food services and other assistance based upon the COLLEGE's ongoing and unique activities

Proposals must include detail sufficient to allow the COLLEGE to evaluate the intended operation from the standpoint of quality, cost, and service. Products, prices, and services shall promote confidence the COLLEGE is obtaining the best possible combination of quality, customer service and value.



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Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.

## I. RFP SCHEDULE

Date (2016)	Event
April 25, 2016	Vendors contacted via email / advertised
April 27, 2016	Mandatory Pre-proposal meeting
April 29, 2016	Last date/time for submission of written questions via email to <a href="mailto:purchasing@jjc.edu">purchasing@jjc.edu</a>
May 3, 2016	Responses to questions emailed
May 17, 2016 at 2:00 p.m. (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 5/23	JJC Evaluation Team reviews proposal
Week of 5/23	Presentations by short-listed firms
June 15, 2016	Notification of Award

## II. INSTRUCTIONS TO VENDORS

**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.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to [purchasing@jjc.edu](mailto:purchasing@jjc.edu) on or before April 29, 2016.

All questions and answers will be published and provided to all potential suppliers by end of business day on May 3, 2016.



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**SUBMISSION:** the submission of a response shall be prima facie evidence that the supplier 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 RFP's must be submitted by the date and time of public opening (see above). RFP's must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the VENDOR's name, return address, RFP for Food Services Romeoville Campus, the opening date and time. An original and three (3) 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. RFP's must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

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

Receipt of RFP / Late RFP: Sealed RFP's shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the VENDORS 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 VENDOR.

RFP's 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 VENDOR'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 2:00 p.m. (CST) on May 17, 2016 at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938

**INSURANCE:**

The supplier performing services for JJC shall:



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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 that are 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.

Maintain a FIVE MILLION DOLLARS (\$5,000,000) umbrella coverage policy.

Supplier performing services for JJC shall provide a certificate of insurance naming the College as an additional insured. This document must be submitted prior to the contract start date, and each year the contract is in place.

## **TAXES:**

JJC is exempt from all federal excise, state, and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

## **QUANTITY**

There is no guaranteed amount of services intended either expressly or implied, to be contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC when and if required.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

The College strives to increase business opportunities for Disadvantage Business Enterprises (DBE), which includes Minority, Female & Veterans. All bidders shall provide documentation, along with the forms provided herein, identifying subcontractors/consultants, and the subcontractors/consultants DBE status.



## **INDEMNIFICATION:**

The supplier 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 supplier.

## **DISCLOSURE:**

VENDOR 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 (3) years from the date of the contract award. Assuming continued favorable annual evaluations; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two (2) one-year terms.

## **BLACKOUT PERIOD:**

After the COLLEGE has advertised for proposals, no pre-proposal VENDOR 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 VENDORS making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at [purchasing@jjc.edu](mailto:purchasing@jjc.edu) No VENDOR 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 blackout period, any such visitation, solicitation or sales call by any representative of a prospective VENDOR in violation of this provision may cause the disqualification of such bidder's response

### **III. GENERAL TERMS AND CONDITIONS**

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

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

**Right to Cancel:** JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor 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.



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**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 contractor 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 VENDOR.

**Proprietary Information:** VENDOR 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 VENDOR identifies all proprietary information in the proposal by clearly marking 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.

**Negotiation:** JJC reserves the right to negotiate all elements, which comprise the VENDOR'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 VENDOR, 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 supplier may not assign, sell, or otherwise transfer its interest in the contract award 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 VENDORS. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the VENDOR submitting the proposal response will be made available to the public.



#### **IV. 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 three (3) 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.

##### **1. Title Page**

Show the RFP subject, the name of the VENDOR's firm, address, telephone number, name of contact person, and date.

##### **2. Table of Contents**

Clearly identify the materials by sections and page number(s).

##### **3. Letter of Transmittal**

Limit to one or two pages.

- a. Briefly state the VENDOR's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the VENDOR, their titles, address, and telephone numbers.

##### **4. Profile of the VENDOR**

- a. Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.
- b. Provide a list of the VENDOR's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- c. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- d. Indicate any third-party firms involved with your program and state their role(s).



## 5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

## 6. Responses to Addendum

## 7. Prices Responses

## 8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the VENDOR's fees.

## 9. Pro forma Contract

The terms and conditions included in the *Pro forma* Contract apply to any contract resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

## 10. Bidder's Certification Statement

## V. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the VENDOR to be awarded a contract for this project. Any award resulting from this RFP will be made to that VENDOR whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. Foodservice Program Proposal
2. Financial Proposal
3. Profile of the VENDOR
4. References

The proposer must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the COLLEGE. The COLLEGE prefers educational or governmental entity references with comparable scope of services and square footage. Each of the references must include the following information:



- a. Entity Name
- b. Industry Type
- c. Address, City, Province/State
- d. Contact Name, Title, Phone Number, and Email address
- e. Year(s) service(s) provided
- f. Comments (include details regarding the current status of the product/service provided by proposer)

## VI. SCOPE OF WORK

### 1. FOOD SERVICE PROGRAM PROPOSAL

Provide descriptions of the following items.

The proposal should include:

- A detailed assessment of the proposed college food service operation based on the equipment and footprint outlined on Attachment A
- Sample cafeteria and catering menus
- Prices/portions
- An overall commitment to sustainability and use of environmentally-friendly serving plates, containers, cups and other disposables
- Hours of operation
- Advertising/marketing
- Additional equipment requirements
- Any other elements necessary to ensure an operationally and financially efficient food service program.

#### Management Proposal

Provide a detailed description to convince the COLLEGE your company has the human and programmatic resources necessary to achieve the above stated goals. This portion of the proposal response should include, minimally, the following subjects:

- Number of persons to be assigned on a full or part time basis and the basis for determining the levels of such assignments
- Management coverage in terms of day and hours
- Short and long term action plans and goals
- Communication process and responsiveness to the COLLEGE needs
- Organization structure to connect with college community



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## **Safety, Sanitation and Security**

Provide data to support the existence and quality of programs your company brings to the operation with respect to providing a safe, sanitary, and secure food service environment.

## **Quality Assurance**

Provide a plan to assure quality with respect to all aspects of the food service program including:

- Procedures for customer complaints
- Customer service monitoring and reporting
- Forecasting, merchandising, production and quality control techniques
- Provisions to provide active attention to customer needs

## **Facility Capital Improvement**

Any vendor-proposed renovation through, under or over any existing wall, floor, division or fixed barrier of any kind shall require The COLLEGE's prior approval and subsequent coordination.

## **2. FINANCIAL PROPOSAL**

The COLLEGE is interested in providing the broadest possible food service program. The COLLEGE management acknowledges its responsibility to sustain a cooperative role in meeting this goal. The COLLEGE is requesting VENDORS propose operational scenarios that will satisfy the COLLEGE's financial objectives. The COLLEGE requests VENDORS consider the COLLEGE's general parameters, and propose flexible or creative strategies for financial partnership.

The COLLEGE is seeking responses to the following:

- Guaranteed annual license fee
- Commission structure based on revenue
- Amount of annual contribution to College's scholarships fund
- Financial scenarios based on:
  - COLLEGE maintains equipment
  - VENDOR maintains equipment
  - COLLEGE provides POS system
  - VENDOR provides POS system
  - Any alternate financial proposals



## VII. ADDITIONAL SPECIFICATIONS

### Operations

VENDOR shall have exclusive rights to manage and operate Romeoville campus food services facility, offering all food and services normally found in college food services and any such additional services as may be required by the COLLEGE during the term of the contract.

VENDOR will be required to operate the food services on a 12-month basis, for the hours noted herein, based on the COLLEGE’s academic calendar.

The COLLEGE reserves the right, upon consultation with VENDOR, to establish or change the service hours, plans or other methods of operations of the food services.

The hours of operation below should be considered the minimum hours for the Romeoville food service operation. THE COLLEGE expects the VENDOR to adjust its operation to support demand and may expand or enhance service as necessary. VENDOR can view the academic calendar for college closures and class start/end dates at:

<http://www.jjc.edu/academic-calendar/Pages/default.aspx>

Day	Fall & Spring Hours	Summer Sessions
Monday-Thursday	7:00 a.m. - 7:00 p.m.	7:00 a.m. - 2:00 p.m.
Friday	7:00 a.m. - 2:00 p.m.	Closed
Saturday/Sunday	Closed	Closed
Week prior to the start of the semester/sessions	8:00 a.m. - 2:00 p.m.	8:00 a.m. - 2:00 p.m.
Winter & Spring Breaks	8:00 a.m. – 2:00 p.m.	

VENDOR shall own all inventories of merchandise and manage the COLLEGE’s food services, in which food and foodstuffs ordinarily sold in college/university student food services may be sold for a reasonable profit, subject to such limitations and restrictions as may be established by the COLLEGE, following due notice, in the best interest of the institution.

### Management

VENDOR agrees to be completely responsible for the management of all food services it operates under the contract. The VENDOR shall assume all food service operating costs including, but not limited to, inventory, labor (including management and supervisory), fringe benefits, payroll taxes, insurance, telephone, in- store security, and custodial services.

VENDOR shall operate in identified areas.



VENDOR shall comply with all applicable laws, codes, regulations, and food handling certifications.

VENDOR shall be solely responsible for the disposition of any damaged or surplus food, foodstuffs, and materials, regardless of the cause thereof.

VENDOR shall designate a representative to serve as the appropriate contact for any contract related matters.

### **Relationship of Parties**

The relationship of the VENDOR to the COLLEGE shall be that of an independent contractor.

The COLLEGE has no direct supervision of VENDOR's employees. VENDOR shall provide direct supervision of all persons performing services for the VENDOR under the Agreement.

VENDOR will work amicably with faculty groups and organizations, students and student service organizations, and shall, through its representatives, agents, and employees, demonstrate its best efforts to integrate its performance of the contract with the overall pattern of the COLLEGE community.

All receipts from the food service operation shall belong to the VENDOR.

### **VENDOR Employees**

VENDOR shall employ qualified personnel, adequate in number, training, and experience, to provide for the efficient management and operation of the food services in accordance with the specifications.

The COLLEGE reserves the right to require the removal of any personnel deemed unsatisfactory by the COLLEGE.

VENDOR shall ensure employees engaged in the performance of the contract adhere to all the COLLEGE regulations regarding personal behavior.

The COLLEGE reserves the right to request replacement of the manager for good cause as determined by the COLLEGE, or for actions considered to be not in the best interest of the COLLEGE.

The COLLEGE reserves the right to participate in the annual performance evaluation of the Food Services Operations Manager.



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The VENDOR agrees that in the performance of the Agreement, neither the VENDOR nor any employee of the VENDOR shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered in the Agreement. The COLLEGE reserves the right to request a copy of the VENDOR Drug Free Workplace Policy. The VENDOR further agrees to insert a provision similar to this statement in all subcontracts for services required.

## **Maintenance of Premises**

The COLLEGE will provide maintenance for mechanical systems and HVAC equipment, as needed, which serve food service areas.

The COLLEGE will be responsible for construction services or remodels to the facilities used by the VENDOR.

## **Custodial Service**

VENDOR is responsible for the custodial service within the food service area. The COLLEGE shall have neither the duty nor the right to furnish janitorial or cleaning services in the food service areas.

VENDOR shall maintain good, standard housekeeping practices relative to storefront windows and other glass, sweeping, dusting, disposal of trash and the keeping of aisles free of obstacles.

Material Safety Data Sheets (MSDS) for any chemicals used or stored within the food service premises shall be submitted to the COLLEGE's Environmental Health & Safety Department on or before the first date they are brought into the COLLEGE. A master set of Material Safety Data Sheets shall be maintained in the COLLEGE's Environmental Health & Safety Department.

## **Trash Disposal/Recycling:**

The COLLEGE will provide receptacles to be used for discarded materials.

The COLLEGE invites VENDOR to contribute its discarded recyclable materials to the COLLEGE's recycling effort. The COLLEGE retains revenue generated by VENDOR's participation.

VENDOR may establish its own recycling program as long as its recycling activity does not conflict or impact college activities.



## **Pest Control**

The COLLEGE will be responsible for pest control services in the interior food service areas. The COLLEGE shall advise VENDOR of The COLLEGE external pest control service schedules and notices of scheduled service.

Toilets, washbasins, floor drains and other fixtures and/or equipment shall not be used for any other purpose than the purposes for which they were constructed. No sweepings, rubbish and other substances shall be thrown therein.

The VENDOR shall pay the cost of remedying or repairing damage to designated food service areas or other college property due to noncompliance.

## **Existing Equipment & Fixtures**

Equipment and fixtures currently used by the COLLEGE for the operation of the food services will be available to the VENDOR.

Current, prepaid maintenance contracts on college equipment that are used by the VENDOR will remain in force until their normal expiration dates unless otherwise provided in the maintenance contracts.

If college-owned items become unserviceable, by any means, the VENDOR will request college disposal. VENDOR will not dispose of any college-owned property.

## **Equipment & Supplies Furnished by the VENDOR**

VENDOR shall provide all office machines, equipment, and supplies required for the efficient conduct of business.

VENDOR shall be responsible for providing, at its own expense, such additional equipment and fixtures as may be necessary for the successful operation of the food services.

## **Utilities**

### **Gas, Water, A/C, Trash Removal**

The COLLEGE shall be responsible for utilities. The COLLEGE cannot guarantee an uninterrupted supply of water, steam, electricity, gas or heat or air conditioning. However, the COLLEGE shall take reasonable efforts to effectuate restorations of the service following an interruption. The COLLEGE shall not be liable for any product loss that may result from the interruption or failure of any such utility services.



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## **Telephone**

The COLLEGE will provide VENDOR with access to its telephone system and use of the system currently installed, if any. VENDOR shall be responsible for all costs associated with upgrades initiated by VENDOR, monthly equipment charges, long distance calling charges, and any new installations.

## **Energy Conservation**

VENDOR shall observe COLLEGE efforts and programs to conserve energy.

## **Utility Failures**

VENDOR agrees that the COLLEGE shall have no responsibility or liability to VENDOR, or to any third party, for any down-time and/or failures (in whole or in part) in the utility systems, including water, sewer, electrical, telephone, and computer systems, nor shall The COLLEGE have any responsibility for failures or downtime (in whole or in part) because of any new system installed by VENDOR.

## **Infrastructure Access**

The COLLEGE will work with VENDOR to provide access to the COLLEGE's infrastructure to support VENDOR's operation in providing food services to the COLLEGE with the understanding VENDOR will be responsible for any and all costs incurred.

## **Signage**

VENDOR shall not place any signs at, on, or about the premises, except as and where first approved by the COLLEGE, and the COLLEGE shall have the right to remove any sign.

VENDOR shall request permission of the COLLEGE's representative before placing directional/informational signs. No signs, advertisements or notices of any kind shall be painted, inscribed on, or affixed to any part of the premises or any part of the buildings without the prior approval of the COLLEGE. The exception shall be VENDOR employee postings in non-public areas controlled by the VENDOR. All signs shall be of a uniform nature in all food units.

## **Facility Security**

The COLLEGE maintains its own Campus Police for external security of the food service areas.

VENDOR shall cooperate with the COLLEGE's Campus Police in the provision of security for the food service areas. VENDOR shall control the distribution of keys to the food service spaces.



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VENDOR is responsible for training its employees in the COLLEGE's security requirements and is responsible for enforcing the security rules of the COLLEGE as they apply to its employees.

The COLLEGE will provide VENDOR keys to food service areas. When the food service area is located within another The COLLEGE building, keys to gain access through a designated entrance will be issued or special arrangements made to allow VENDOR and its employees' access whenever required.

Should any employee of the VENDOR lose assigned keys or access cards, or in any other way jeopardize the security of the facility, VENDOR shall reimburse The COLLEGE for all associated costs required to re-key any area controlled by the lost keys/cards, as applicable.

## **Site Access**

Agents and employees of the VENDOR working in food services will be provided access to parking lots utilized by the COLLEGE.

VENDOR's agents shall use entrances, thoroughfares, and parking areas designated by the COLLEGE and shall comply fully with the COLLEGE's prevailing fire, safety, traffic, parking, and security regulations.

## **Advertising**

VENDOR shall have the exclusive right to advertise its operations on the Romeoville campus as approved by the COLLEGE's Representative. This may include, but is not limited to, advertising store location, store operating hours, and special food sales. Exclusivity in advertising on a campus does not preclude competing food services from purchasing advertising space in student or college newspapers, or posting college-approved advertising on bulletin boards.

VENDOR shall obtain prior approval from the COLLEGE on all outside advertising to the general public, and for any use of the COLLEGE's name or logo in promotional material.

Advertising via electronic mail must be approved in advance and coordinated through the COLLEGE's representative.

## **Acceptability of Merchandise**

VENDOR shall stock in sufficient quantity, display, and offer for sale all food items to provide quality food service to the COLLEGE under this agreement.

The COLLEGE reserves the right to require the removal of merchandise for sale in the food services areas that the COLLEGE considers offensive or inappropriate.



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VENDOR agrees that all items offered for sale through any of the food services shall be of quality and character commensurate with the COLLEGE's standards.

## **Class Schedules & Related Information**

Subject to the provisions of State and Federal laws, and upon reasonable request and notice from the VENDOR, the COLLEGE will make available for the VENDOR's use, enrollment data, pre-registration information, class schedules, and similar information that may be beneficial in the effective administration and operation of the COLLEGE's food services.

## **Sales Policies**

VENDOR shall price food and food products sold in the food service kiosk in alignment with the College's main cafeteria.

VENDOR shall post, in conspicuous places, food service policies concerning refunds and discounts.

VENDOR will make every effort to minimize the wait for customer checkout.

VENDOR shall provide for charge sales of food and food products.

VENDOR shall be solely responsible for the collection of any debts resulting from charge cards or otherwise.



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## CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder 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 CONTRACTOR/BIDDER

\_\_\_\_\_  
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

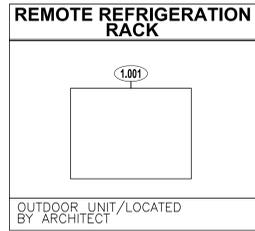
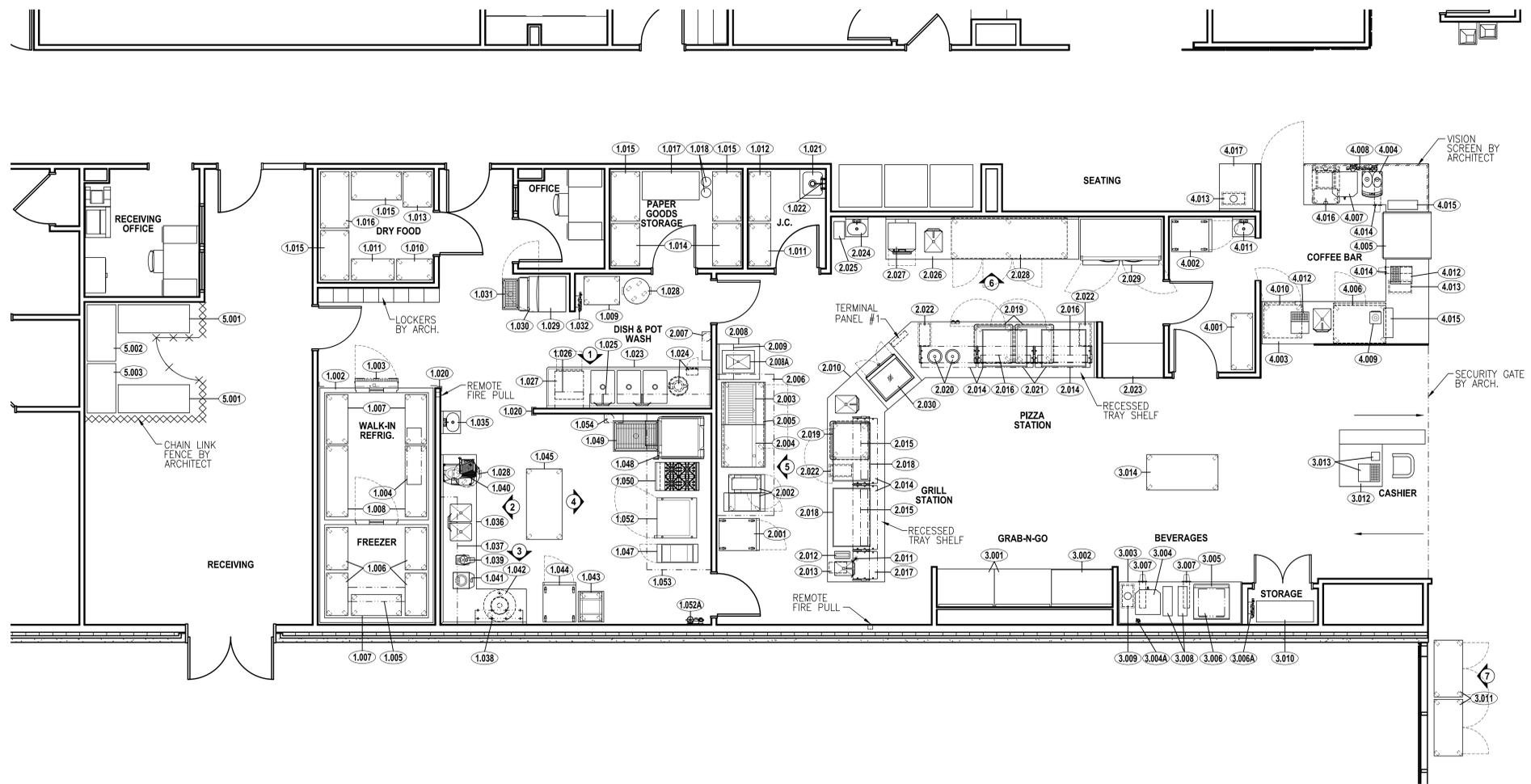


ARCHITECT OF RECORD  
 DEMONICA KEMPER ARCHITECTS  
 125 N. HALSTED STREET, SUITE 301  
 CHICAGO, IL 60661  
 P: 312.456.0000

STRUCTURAL AND MEP/FP ENGINEERING  
 KJWW ENGINEERING CONSULTANTS  
 1100 WARRENVILLE RD, SUITE  
 400W NAPERVILLE, IL 60563  
 P: 630.527.2320

FOOD SERVICE CONSULTANT  
 GINI LITTLE INTERNATIONAL, INC.  
 200 E. HOWARD AVE, SUITE 212  
 DES PLAINES, IL 60018  
 P: 847.298.0088

**JOLIET JUNIOR COLLEGE  
 ROMEOVILLE CAMPUS EXPANSION**  
 1125 135th ST. ROMEOVILLE, IL 60446  
 DKA PROJECT NO: 14-005



SCHEDULE OF EQUIPMENT				SCHEDULE OF EQUIPMENT				SCHEDULE OF EQUIPMENT				SCHEDULE OF EQUIPMENT			
ITEM NO.	QTY	DESCRIPTION	REMARKS	ITEM NO.	QTY	DESCRIPTION	REMARKS	ITEM NO.	QTY	DESCRIPTION	REMARKS	ITEM NO.	QTY	DESCRIPTION	REMARKS
1.001	1	Remote Refrigeration Rack	Air cooled / Outdoor Unit	1.036	1	Worktable with Sinks		2.012	1	Countertop Mounted Paper Towel Dispenser		3.010	1	Wire Shelving Unit	
1.002	1	Walk-In Box		1.037	1	Wall Shelf		2.013	1	Garbage Can		3.011	2	Mobile Condiment Counters	NIKEC - By Millwork Trades
1.003	1	Air Curtain		1.038	1	Pot Rack		2.014	5	Sneeze Guard, Single Full-Service, Stationary	w/ Lights	3.012	1	Cashier's Counter	NIKEC - By Millwork Trades
1.004	1	Evaporator Coil +35 Degrees	Remote Refrigeration	1.039	1	Food Processor		2.015	2	Heat Lamp	Mounted on Food Shields	3.013	1	POS Unit & Scale	NIKEC - By Owner
1.005	1	Evaporator Coil -10 Degrees	Remote Refrigeration	1.040	1	Meat Slicer		2.016	2	Heat Lamp	Mounted On Food Shields	3.014	1	Snack Display	NIKEC - By Millwork Trades
1.006	4	Plastic Shelving Unit		1.041	1	Induction Range		2.017	1	Sneeze Guard, Single Full-Service, Stationary		4.001	1	Plastic Shelving Unit	
1.007	3	Plastic Shelving Unit		1.042	1	Vegetable Dryer		2.018	2	Heated Shelf Food Warmer		4.002	1	Reach-in Refrigerator	
1.008	2	Plastic Shelving Unit		1.043	1	Pan Rack, Bun		2.019	3	Heated Cabinet, Mobile		4.003	1	Cafe Front Counter	
1.009	1	Plastic Shelving Unit		1.044	1	Reach-In Refrigerator		2.020	2	Drop-In Hot Well	Auto-Fill Model	4.004	1	Espresso Cappuccino Machine	
1.010	1	Wire Shelving Unit		1.045	1	Mobile Worktable		2.021	2	Heated Shelf Food Warmer		4.005	1	Service/Self-Service Combo Merchandiser	Remote Refrigeration
1.011	2	Wire Shelving Unit		1.046	1	Open Number		2.022	3	Garbage Can		4.006	1	Reach-in Undercounter Refrigerator	
1.012	1	Wire Shelving Unit		1.047	1	Fryer		2.023	3	Garbage Can		4.007	1	Coffee Maker	NIKEC - By Vendor/Supplier
1.013	1	Wire Shelving Unit		1.048	1	Tilting Skillet, Electric		2.024	1	Refrigerated Merchandiser		4.008	1	Water Filter Assembly	Provides interconnected filtered water supply to items #4.004 & 4.007
1.014	2	Wire Shelving Unit		1.049	1	Floor Trough		2.025	1	Hand Sink		4.009	1	Bar Blender	
1.015	4	Wire Shelving Unit		1.050	1	HD Range, 24", 4 Open Burners		2.026	1	Garbage Can		4.010	1	Reach-in Undercounter Freezer	
1.016	1	Wire Shelving Unit		1.051	1	Open Number		2.027	1	Back Counter with Sink		4.011	1	Hand Sink	
1.017	1	Bag & Box Soda System	NIKEC - By Vendor/Supplier	1.052	2	Combi Oven	Double-Stacked Units	2.028	1	Microwave Convection Oven		4.012	2	POS Unit	NIKEC - By Owner
1.018	2	CO2 Tanks	NIKEC - By Vendor/Supplier	1.052A	1	Water Filter Assembly	Provides interconnected filtered water supply to items #1.052	2.029	1	Reach-in Undercounter Refrigerator		4.013	1	Garbage Can	
1.019	1	Open Number		1.053	1	Exhaust Hood		2.030	1	Roll-in Refrigerator		4.014	6	Disposable Cup Dispenser	
1.020	3	Corner Guards		1.054	1	Fire Suppression System		2.031	1	Drop-in Refrigerated Merchandiser	Remote Refrigeration	4.015	2	Lid Dispenser	
1.021	1	Mop Sink		1.055	1	Open Number		2.032	1	Open Number		4.016	1	Mobile Ice Bin	
1.022	1	Janitor's Sink Faucet & Air Gap		1.056	1	Open Number		3.001	2	Open Merchandiser	Remote Refrigeration	4.017	1	Condiment Counter	NIKEC - By Millwork Trades
1.023	1	Three (3) Compartment Sink		2.001	1	Reach-In Freezer		3.002	1	Refrigerated Merchandiser		5.001	1	Wire Shelving Unit	
1.024	1	Disposer	Connect unit to drain board in item # 1.023	2.002	1	Fryer		3.003	1	Beverage Counter		5.002	1	Wire Shelving Unit	
1.025	1	Pot & Utensil Rack		2.003	1	HD Range, 36", Charbroiler		3.004	1	Coffee Maker	NIKEC - By Vendor/Supplier	5.003	1	Wire Shelving Unit	
1.026	1	Rack Overshelf, Wall-Mounted		2.004	1	HD Range, 36", Griddle		3.005	1	Soda Fountain	NIKEC - By Vendor/Supplier				
1.027	1	Dishwasher, Undercounter		2.005	1	Equipment Stand, Refrigerated Base		3.006	1	Nugget Ice Maker	NIKEC - By Supplier/Vendor; Air Cooled				
1.028	2	Garbage Can		2.006	1	Exhaust Hood		3.006A	1	Water Filter Assembly	Provides interconnected filtered water supply to item #3.006				
1.029	1	Ice Cuber	Air Cooled	2.007	1	Fire Suppression System		3.007	6	Disposable Cup Dispenser					
1.030	1	Ice Bin for Ice Machines		2.008	1	Back Counter Cold Food Well Unit, Drop-In, Refrigerated		3.008	2	Lid Dispenser					
1.031	1	Floor Trough		2.008A	1	Open Number		3.009	1	Garbage Can					
1.032	1	Water Filter Assembly	Provides interconnected filtered water supply to item # 1.029	2.009	1	Wall Shelf									
1.033	1	Open Number		2.010	1	Servery Front Counter									
1.034	1	Open Number		2.011	1	Panel-Mounted Soap Dispenser									
1.035	1	Hand Sink													
NIKEC - NOT IN KITCHEN EQUIPMENT CONTRACT				NIKEC - NOT IN KITCHEN EQUIPMENT CONTRACT				NIKEC - NOT IN KITCHEN EQUIPMENT CONTRACT				NIKEC - NOT IN KITCHEN EQUIPMENT CONTRACT			

KEY PLAN:

SHEET STATUS: 9/21/15  
**ISSUE FOR CONSTRUCTION**

NO.	DESCRIPTION:	DATE:

SHEET TITLE:  
**FOODSERVICE  
 EQUIPMENT PLAN &  
 SCHEDULE**

SHEET NUMBER:

**QF101**

## **Addendum to Attachment A**

The college has eliminated the following equipment:

Item 1.003 – Air Curtain

1.006 – Plastic Shelving

1.007 – Plastic Shelving

1.011 – Wire Shelving

1.013 – Wire Shelving

1.040 – Meat Slicer

1.041 – Induction Range

1.042 – Vegetable Dryer

1.043 – Bun Pan Rack

1.047 – Fryer

2.027 – Microwave/Convection Oven

4.003 – Café Front Counter