

Joliet Junior College
Request for Proposal

Renaissance Center Banquet Operation Lease

RFP Opening September 19, 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

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from providers for services relating to a lease arrangement between Joliet Junior College and a qualified vendor to operate and manage the Renaissance Center banquet facility at 214 North Ottawa in Joliet, Illinois.

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

I. RFP SCHEDULE

Date (2016)	Event
September 2, 2016	Vendors contacted via email / advertised
September 8, 2016 at 9:00 a.m. (CST)	<p>A pre-proposal meeting will be held at 9:00 a.m. (CST) at Joliet Junior College's Main Campus, 1215 Houbolt Road, Joliet, Illinois, Building A, Room A-1002. There will <u>not</u> be a tour of the facility at this time. This meeting is not mandatory. Participants may join in person or by conference call.</p> <p><u>To Join via Conference Call:</u> Dial-In Number: (641) 715-0700 Access Code: 259267</p>
September 9, 2016 by 5:00 p.m. (CST)	Last date/time for submission of written questions via email to purchasing@jjc.edu
September 12, 2016 by 5:00 p.m. (CST)	Responses to questions emailed
September 19, 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
Weeks of September 19 and 26, 2016	<p>JJC Evaluation Team reviews proposal</p> <p>Possible presentations by top short-listed firms</p>
October 12, 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 on or before September 9, 2016 at 2:00 p.m. (CST).

All questions and answers will be published and provided to all potential suppliers by end of business day on September 12, 2016.

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 RFPs must be submitted by the date and time of public opening (see above). RFPs 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 Renaissance Center Banquet Operations, the opening date and time. 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.

RFPs must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFPs 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, 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 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.

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 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 on September 19, 2016 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 supplier performing services for JJC 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 ONE MILLION DOLLARS (\$1,000,000) liability for bodily injury, property damage

Maintain ONE MILLION DOLLARS (\$1,000,000) liquor liability coverage with “primary and non-contributory status”.

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 ONE MILLION DOLLARS (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

Maintain a TWO MILLION DOLLARS (\$2,000,000) umbrella policy above the coverage listed above.

Name Joliet Junior College, its Board of Trustees, officers, employees, and agents as additional insured on all policies.

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.

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 years from the date of the contract award with the option for additional renewals starting as early as year 1.

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 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 black-out 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.

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 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.

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 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.

V. 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 businessman'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 businessman 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 and musical performances.

A series of shuttered French doors lead visitors into the Grand Ballroom. Sparkling chandeliers and etched glass windows continue the Old World elegance of the Renaissance Center in the Dining Room. Antique Will County courthouse doors with etched glass have been hung in brass framework in honor of the history of the Joliet City Center area.

This two-story structure was designed for restaurant, bar, and special event usage. There is access for disabled persons through the main entrance of the building.

The Renaissance Center is in close proximity to several public surface lots.

The Renaissance Center is operational with water, electricity, gas, and telephone lines.

Lease Space

The space available for lease consists of:

- A 5,968 square foot ballroom with seating capacity of 350 with the dance floor and 400 without the dance floor. The ballroom has audio/visual capabilities.
- A fully functional bar
- A kitchen that occupies approximately 1,626 square feet of space
- Five (5) completely renovated bathrooms (1 is unisex)
- A Service Corridor consisting of 987 square foot
- One (1) Elevator
- One (1) Office
- One (1) Bridal room
- Ample Storage Space
- One (1) coat room and stationary coat racks
- Potentially two separate dining rooms (700 square feet and 1,000 square feet respectively). Both with audio/visual capabilities

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

See Attachments B-1 and B-2 (highlighted areas) for Floor Plan



(Staircase leading to ballroom)



(Bar area)

VI. ASSUMPTIONS AND REQUIREMENTS

a. General

The Renaissance Center is currently undergoing renovation to improve the aesthetics of the ballroom, kitchen, bathrooms, dining rooms, common areas. The renovation is scheduled to be completed and ready for occupancy in early spring 2017 (approximately April 1, 2017).

The successful Operator will operate and maintain the Renaissance Center banquet facilities year-round. The facilities are available for “exclusive use” and “non-exclusive use”. The Operator will provide all personnel, labor, services, and special skills required to successfully operate the entire rental and catering operations. The Operator will provide customers with a convenient, pleasant, and elegant environment with high-quality food and varied selection. The College owns all furnishings in the facility and offers a turnkey operation to the successful proposer. It is expressly understood that the selected Operator will enter into a Lease and Management contract with Joliet Junior College that will specify the duties and obligations of both parties. The College will identify a liaison who will serve as the point of contact for all relations between the College and the Operator. The Renaissance Center lends itself nicely to accommodating a broad range of services.

b. Pricing

Pricing will be at a competitive price structure similar to other local banquet and event venues, and designed to give maximum return, given market pricing and meeting of all quality objectives. The College will require periodic pricing reviews and approval prior to implementation of any changes.

c. Hours and Days of Operation

The banquet facilities may be open up to 7 days per week for all events. Events may occur up to 7 days per week. Based on the City of Joliet, 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.

d. Occupancy

The ballroom can accommodate 350-400 guests.

VII. PROJECT OBJECTIVES

The College seeks competitive proposals from qualified firms interested in the operation of the banquet facility located at Renaissance Center in 215 North Ottawa, Joliet, Illinois. This Request for Proposal is intended to 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 program objectives:

- To provide a high quality, appetizing, and appealing banquet program for customers.
- To provide service to a maximum number of patrons, with such number increasing annually.
- To maintain reasonable and competitive prices.
- To maintain a high level of staff/visitor satisfaction with the operation.
- To provide excellent service staff and management employed by the Operator, who will be responsible for wages, benefits, taxes, insurance, and all applicable expenses/compensation.
- To maintain professional appearance and conduct by all employees, who are clearly identified as the Operator's staff.
- To maintain an attractive appearance and excellent sanitation and maintenance of the facility and equipment, and to meet or exceed all applicable City, State, and health agency standards.
- To meet all accepted levels for safe practices during the operation and maintenance.
- To maintain good communication with customers, including programs, complaints, and promotional materials.
- To maintain adequate accountability and financial reporting to the College. The Operator will keep accurate books in order to submit monthly statements to the College.
- The selected firm will provide all Management personnel, technical support, training, food product, supplies, materials, systems, employees, and effort necessary to perform banquet services at a level of quality acceptable to the College.
- To propose ideas to integrate aspects of the Operator's banquet operation into a learning lab for Joliet Junior College's Culinary Arts and Hospitality programs.
- To 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.

VIII. 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 1.

IX. Fee Structure

The College is providing the space, partial equipment, and furnishings for the operation and expects the banquet operator to be able to make a fair profit in the endeavor.

X. Responsibilities of the Parties

College's Responsibilities

1. Maintenance of the building HVAC and electrical system, main sewer line, and plumbing mains, excluding water heaters, sink fixtures, and localized interior drains
2. All exterior repairs and maintenance of the facility including snow removal
3. Interior and exterior pest control

4. Maintenance and upkeep of building exterior including landscaping, paint, miscellaneous fixtures, and roof, but excluding trash container and kitchen service area.
5. Structural repairs including repairs to floors, membranes, walls, and ceilings other than those resulting from Operator's negligent use of the Facilities (for which Operator shall be responsible)
6. Periodically review the banquet operations.
7. Identify a liaison who will serve as the point of contact for the relationship between the College and the Operator.

Operator's Responsibilities

1. Acquisition of all State, City of Joliet liquor and business licenses.
2. It is likely that the selected Operator will hold the sole alcohol permit at the facility.
3. Set-up and cleaning of all rented areas and bathrooms during and after events.
4. All routine interior maintenance and decoration, including making any initial investment to customize the premises to fit with the concept of their restaurant and banquet facility.
5. Gathering and containerizing trash and garbage generated by the provision of food service and events. The cleaning and sanitation of areas around the trash containers is also the responsibility of the Operator. Trash service is scheduled on Monday through Friday during the normal academic year and Monday through Thursday during the summer months. The Recycling pickup is scheduled for Monday through Thursday throughout the entire year. The hauler's scheduling department currently dictates pickup schedules. Additional trash services are the Operator's financial responsibility.
6. Providing regular accounting reports to the College showing the status of the banquet services as basis of compensation to the College.
7. Providing uniforms and name badges for all Operator's service employees.
8. Providing Kitchen small wares and supplies: The Operator will provide a full complement of kitchen small wares and supplies necessary for the operation of the program, including but not limited to cooks' knives, forks, spoons, saucepans, steam table pans in a variety of sizes, various specialty cook's tools, cutting boards, etc.
9. Purchasing all such items necessary to operate the facility in accordance with the standards set forth in this RFP. Additionally, the Operator will be responsible for providing trays and permanent ware. All such purchases of equipment, small wares, or supplies for areas exposed to public view will require prior review and approval by the College.
10. Providing all table linen, staff uniforms, and towels.
11. Providing security in the leased space before, during, and after all events.
12. Locking all doors and windows when the facility is not in use.
13. Acquiring, at its own expense, insurance and surety documents as required by the City of Joliet, Will County, and State of Illinois.
14. Acquiring and maintaining cable, phone, and internet services utilized by the Operator.
15. Providing its own computer server and associated hardware/software.
16. Providing its own point-of-sale system.
17. Marketing the facility and all events.

XI. Provision of Capital Equipment

The College will provide a kitchen facility with the equipment listed in **Attachment C**. The Operator is responsible for the cost of replacing or repairing any damaged inventory considered beyond normal wear and tear. The College has a limited number of tables and chairs at the Operator's disposal for events. The Operator is responsible for all maintenance, upkeep, and replacement of these assets throughout the term of the agreement.

XII. Repairs, Maintenance, and Upkeep of Capital Equipment:

The Operator will be responsible for any cost of repairs and/or maintenance of nonexpendable supplies and capital equipment. The College will replace or repair College- provided equipment or furnishings, including interior paint, that break or become unusable due to normal wear and tear if funds are available to do so.

The Operator will be responsible to inform the College six (6) months in advance of any needed equipment or furnishing replacement desired on a scheduled basis. All equipment purchases will become the property of the College.

XIII. Proposal Evaluation Criteria

Proposals will be evaluated by a selection committee based on responses to all provisions of this RFP. Based on the committee's review, a short list of qualified firms may be asked 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. Banquet operational expertise. Evidenced company's innovative approach to excellence in banquet services, food preparation and presentation, quality control, training, personnel policies, purchasing, cost control and financial reporting to the College.
- b. Fees. Structured in such a way as to be acceptable to the College.
- c. Financial resources. Financial strength to insure the full and proper performance of the contract through its term.
- d. Past performance and specialized experience on similar projects.
- e. Documentation of specialized experience in areas represented by the specified project.
- f. Merchandising/ Creativity. Evidenced ability to provide and creatively promote a quality banquet program for patrons.
- g. Presentation of incentives for forming a long-term contractual relationship with the College.
- h. Project personnel. Adequacy of staff in size, availability, and experience to provide proposed services.

- i. Ability to work effectively with College staff, other public agencies, and local community-based profit and non-profit organizations, and related parties.
- j. Proposal for the integration of the banquet operations with College's culinary and hospitality academic programs.
- k. Organizational background. Evidenced organizational strength and longevity.
- l. Indication that the firm understands the desired services and has a clear method of approach.

PROPOSAL FORMAT AND CONTENT

Proposals should be typed as brief as possible. They should not include any elaborate or unnecessary promotional material. Each contractor should 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 contractor 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

- 1. Briefly state your firm understands of the scope of services to be provided and make a commitment to provide the services within the time period.
- 2. List the names of the persons who will be authorized to make representations for your firm, their titles, address, telephone numbers, and email addresses.
- 3. 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 to be assigned and responsible.
- 4. Provide the names and locations of at least four (4) past operations at which your organization has conducted similar services along with specific individuals along with phone numbers, and email addresses whom we may 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

1. Describe the operation of the banquet facility. Include the following:
 - a. Proposed menus or menu concept and merchandising techniques
 - b. Type(s) of service(s)/events proposed
 - c. Description of program you plan to use to measure customer satisfaction and how you initiate action or respond to comments/complaints.
2. In order to evaluate the depth of your operational expertise, please provide information including standards of performance or samples of the following areas:
 - a. Quality control plan for food preparation and service
 - b. Training
 - c. Personnel policies and procedures
 - d. Purchasing procedures
 - e. Financial reporting to the client

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 proposer's ability to demonstrate that a proven, capable management team will open the facility. The staffing is the responsibility of the Operator only and not the College.

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 may be asked to be present during interviews of finalist proposers.
- b. If employees are not in place, submit a proposed job description for positions.
- c. Submit a proposed organization chart that establishes the lines of authority and communication between all management and employees.

- d. Discuss your ability to provide qualified full-time personnel and managers. Discuss your source for part-time personnel as well as provisions for backup management talent.
- e. Provide proposed labor schedules and staffing guide for the facility including management, full-time, and part-time employees.
- f. A brief description of staff uniforms provided by your firm. Please note that the College retains the right to approve all uniform selections.

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. Merchandising 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. Also, include the concepts that you will incorporate as they relate to the menu selection and various styles of service. The College is committed to providing a high quality banquet service and considers creativity and variety to be key elements of this philosophy.

J. Pricing

The pricing system used by the Operator for its patrons is extremely important to the College. Please delineate a system whereby the College will have the opportunity to review the necessity for any proposed price changes over the course of the Operator's Agreement.

K. Financial Proposal

- a. The Operator will propose alternative financial compensation scenarios to include payment of a monthly lease payment and/or a percentage of gross revenues.
- b. The Operator will provide a revenue sharing option in the financial proposal addressing a scenario for the College to operate and retain the revenue from the bar.

L. Implementation Timeline

The proposal should include a timeline to begin operations.

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

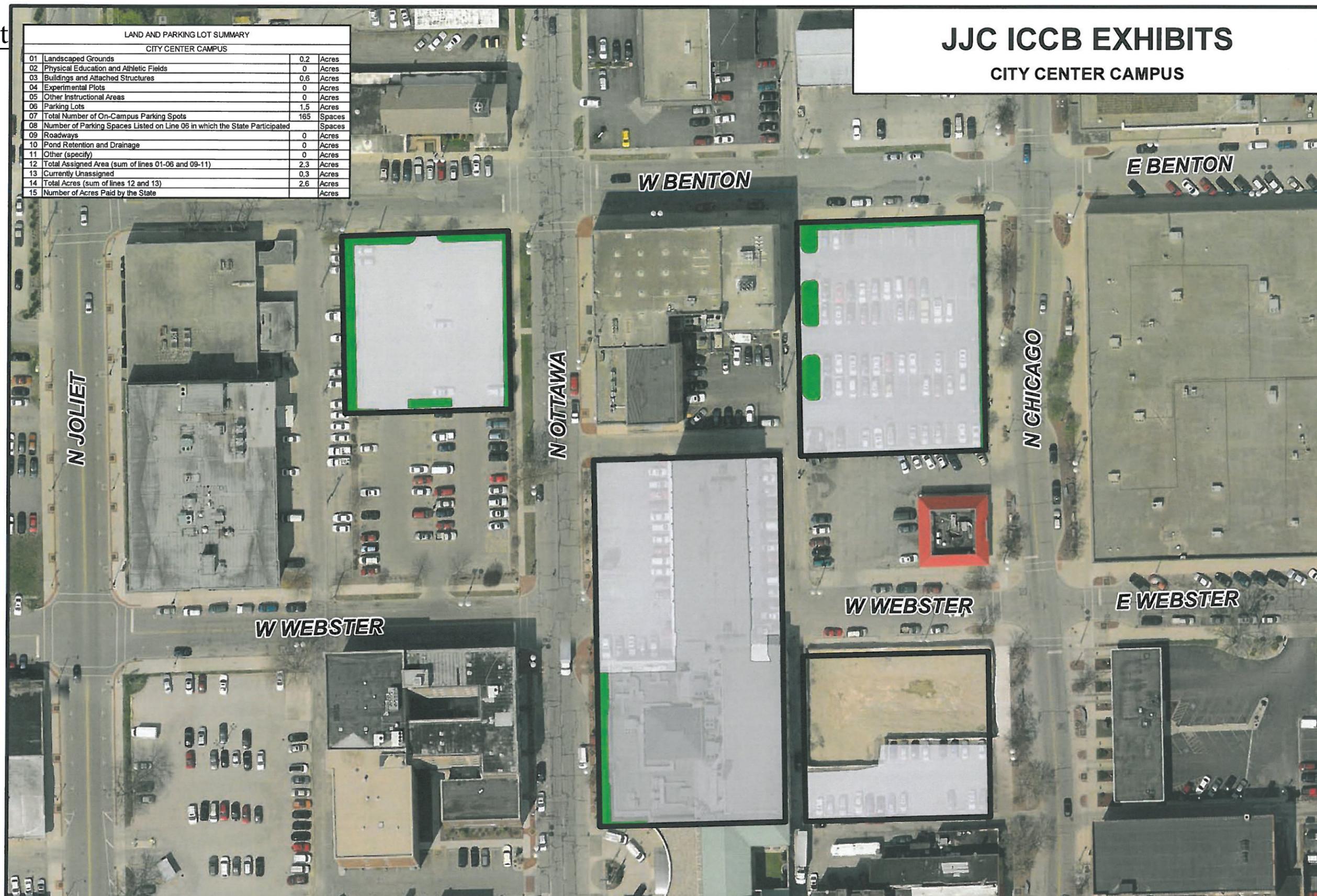
THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

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

JJC ICCB EXHIBITS

CITY CENTER CAMPUS

LAND AND PARKING LOT SUMMARY		
CITY CENTER CAMPUS		
01	Landscaped Grounds	0.2 Acres
02	Physical Education and Athletic Fields	0 Acres
03	Buildings and Attached Structures	0.6 Acres
04	Experimental Plots	0 Acres
05	Other Instructional Areas	0 Acres
06	Parking Lots	1.5 Acres
07	Total Number of On-Campus Parking Spots	165 Spaces
08	Number of Parking Spaces Listed on Line 06 in which the State Participated	Spaces
09	Roadways	0 Acres
10	Pond Retention and Drainage	0 Acres
11	Other (specify)	0 Acres
12	Total Assigned Area (sum of lines 01-06 and 09-11)	2.3 Acres
13	Currently Unassigned	0.3 Acres
14	Total Acres (sum of lines 12 and 13)	2.6 Acres
15	Number of Acres Paid by the State	Acres



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

Attachment A-2

Legend

 235 N Chicago St

Parking Lot

Parking Lot

Parking Lot

Hotel High Rise to be Demolished Spring 2017

Renaissance Center

 235 N Chicago St

New City Center High Rise



Attachment B-1

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



1 FFE_LEVEL 02
1/8" = 1'-0"

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



ARCHITECT OF RECORD
DEMONICA KEMPER ARCHITECTS
125 N. HALSTED STREET, SUITE 301
CHICAGO, IL 60661
P: 312.496.0000

STRUCTURAL & MEPFP ENGINEERS
KJWW ENGINEERING
1100 WARRENVILLE ROAD, #400W
NAPERVILLE, IL 60563
T: 630.753.8553

FOOD SERVICE DESIGN CONSULTANTS
EF WHITNEY
568 AMN ST.
BIRMINGHAM, MI 48009
T: 248.644.0990

CIVIL ENGINEERS
RUETTIGER, TONELLI &
ASSOCIATES
129 CAPISTA DRIVE
SHOREWOOD, IL 60404
T: 815.744.6600

**JOLIET JUNIOR COLLEGE
RENAISSANCE CENTER RENOVATION**
214 NORTH OTTAWA STREET
JOLIET, IL 60432
DKA PROJECT NO: 14-025

KEY PLAN:

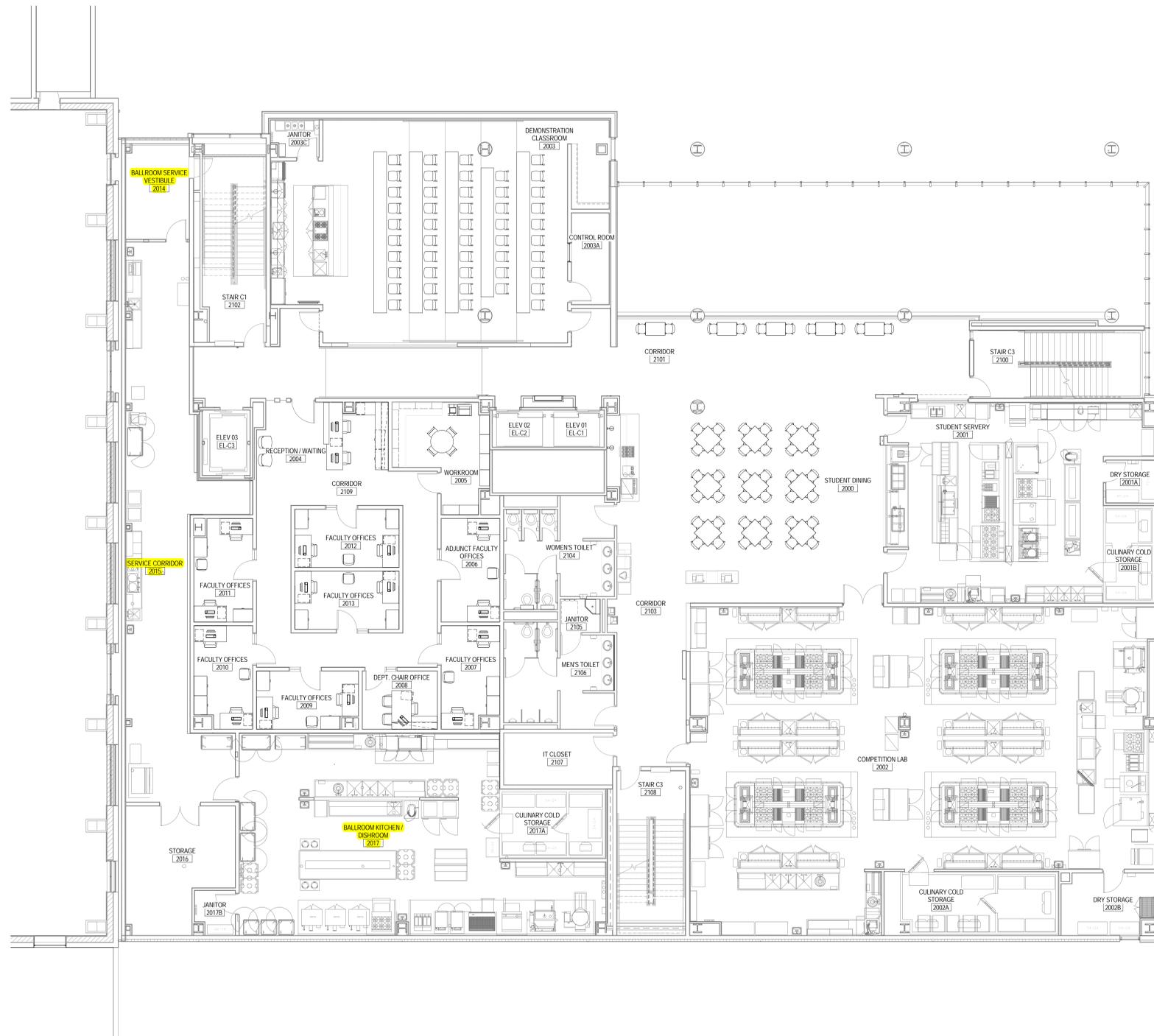
SHEET STATUS: 02/18/2016
ISSUED FOR BID

NO.	DESCRIPTION:	DATE:

SHEET TITLE:
LEVEL 2 - FFE PLAN

SHEET NUMBER:
A12.21

Attachment B-2



1 LEVEL 2 - FFE PLAN
1/8" = 1'-0"

FOR REFERENCE ONLY

NOTE: CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.

REVISIONS			DRAWN	PREPARED
NO.	DESCRIPTION	DATE	OFF.	APPROVED
1	ISSUED FOR CONSTRUCTION	2015-07-31	TRACED	APPROVED

dkA DEMONICA KEMPER ARCHITECTS
125 N. HALSTED STREET, SUITE 307
CHICAGO, IL 60661
P: 312.496.0000

KJWW KJWW ENGINEERING
1100 WARRENVILLE ROAD, #400W NAPERVILLE, IL 60563
T: 630.527.2320

EFW E.F. WHITNEY, INC.
568 ANN STREET BIRMINGHAM, MI 48009
T: 248.644.0990

CAPITAL Development BOARD
Building a Better Illinois

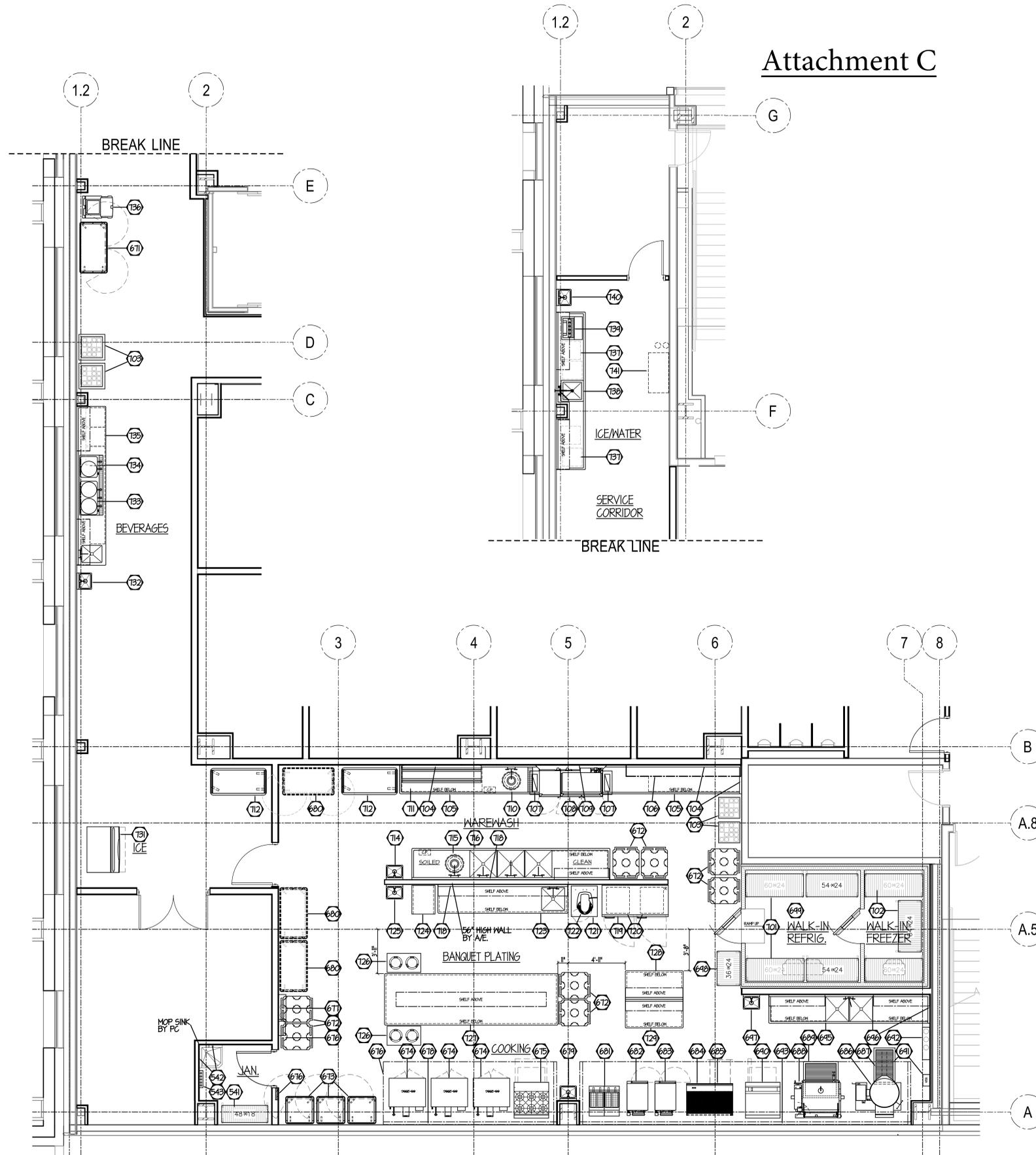
State of Illinois
Pat Quinn, Governor
Illinois Capital Development Board

ISSUED FOR CONSTRUCTION
FF&E PLAN - LEVEL 2

CITY CENTER CAMPUS
JOLIET JUNIOR COLLEGE

PROJECT NO. CDB 810-048-023
DATE DEC. 12, 2014
SHEET NO. **A12.21**
OF SHEETS 17

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 MARIATIC 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	CHAREBROILER **
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 & GAP
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