



REQUEST FOR PROPOSAL

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

PROPOSAL NO: RFP-0212	RETURN ORIGINAL COPY OF PROPOSAL TO:
Issue Date: April 4, 2019 Procurement: Sharon Bullard Analyst: Email: sharon.bullard@kctcs.edu Schedule Name: Cafe Services	KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM PROCUREMENT TO PAYMENT SERVICES 300 NORTH MAIN STREET VERSAILLES, KY 40383-1245

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: April 18, 2019, 4:00 PM Eastern Time

- 1 It is the intention of the Request for Proposal (RFP) to enter into competitive negotiation as authorized by KRS 45A.085.
- 2 Proposals for competitive negotiation shall not be subject to public inspection until negotiations between the procurement agency and all offerors have been concluded and a contract awarded to the responsible offeror submitting the proposal determined in writing to be the most advantageous to the KCTCS, price and the evaluation factors set forth in the advertisement and solicitations for proposals considered.
- 3 An award of contract may be made upon the basis of the initial written proposals received without written or oral discussions.
- 4 Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
- 5 The KCTCS reserves the right to request proposal amendments or modifications after the proposal receiving date.
- 6 The contents of the successful proposal shall become part of any contract awarded.

NOTICE

- 1 Any agreement or collusion among offerors or prospective offerors which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
- 2 Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars nor more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

- 1 That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
- 2 That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;

- 3 That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal:
- 4 That the offeror is legally entitled to enter into contracts with the Kentucky Community & Technical College System, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
- 5 That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

OFFEROR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The offeror by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the KCTCS by the successful offeror prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The offeror, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b), that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signator's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

Company Name

Authorized Signature Date

Address

Typed or Printed Name

City, State, Zip

Title

Phone Number

Email

Proposals transmitted via facsimile will not be accepted

1.0 STATEMENT OF INTENT AND PURPOSE

The Kentucky Community and Technical College System (KCTCS) is issuing this Request for Proposal to invite qualified and responsible firms to provide a variety of quality beverage and food options to Southcentral Kentucky Community & Technical College (SKYCTC) in such a manner that meets the needs of the student, faculty and staff population. This includes the operation and management of food services at the Southcentral Kentucky Community & Technical College Campus. It may also include cold food vending machines. Cold food vending may be provided in order to make food service products available outside regular business hours of operation. Cold food vending is only desired and is not mandatory. **These services are required to begin after an award of contract and no later than July 1, 2019.**

2.0 BACKGROUND

The Kentucky Community and Technical College System, the largest institution of higher education in the Commonwealth, is composed of 16 comprehensive two-year colleges with more than 70 campuses throughout the state that serve approximately 96,000 students and nearly 5,000 businesses each year in credit programs leading to certificate, diploma, and associate degrees, pre-baccalaureate education for transfer to four-year institutions, and non-credit programs, customized business and industry training, professional continuing education, and personal enrichment opportunities.

Key areas of emphasis include increased access to postsecondary education and educational attainment, community and economic development, workforce education and training, adult education and literacy, agriculture and rural development, nursing and allied health professions, emerging technologies and high-growth, high-wage occupations, online education, global partnerships and international education, firefighter and emergency medical professionals, and homeland security education and training. For more information consult our website at www.kctcs.edu

Southcentral Kentucky Community & Technical College is a two year college that has been serving the region since 1968. As part of the Kentucky Community College System, SKYCTC provides education and training close to where people live and work. For additional information about Southcentral Kentucky Community & Technical College visit <http://SouthcentralKentuckyCommunity&TechnicalCollege.kctcs.edu/>.

3.0 TERMS AND CONDITIONS

3.1 Schedule of Events

ISSUE DATE:	April 4, 2019
MANDATORY SITE VISIT:	Before April 11, 2019
DEADLINE FOR WRITTEN QUESTIONS:	April 11, 2019 @ 4:00pm est
RFP DUE DATE:	April 18, 2019 @ 4:00pm est
OFFEROR PRESENTATIONS	*TO BE DETERMINED IF REQUIRED

3.2 MANDATORY SITE VISIT

Offerors are **required** to make an appointment to visit the Southcentral Kentucky Community & Technical College site prior to submitting an Offer to inspect the conditions. **Any Offeror wishing to obtain information on the site visit may contact Chris Cumens 270-779-5262. All questions are to be submitted via email to Sharon Bullard. Any verbal discussions outside of written questions will not be acknowledged.** KCTCS will not be responsible for additional charges for conditions at the sites that could have been foreseen during a site visit. All questions that may arise from this site visit must be presented in writing via fax to 859-256-3124 or email to Sharon Bullard, sharon.bullard@kctcs.edu. Questions will not be accepted via phone. **The deadline for questions is April 11, 2019 @ 4pm est.**

3.2.1 FACILITY

- a. SKYCTC has nearly 2,500 square feet of dining and food preparation area in its newest building (L) to offer to the successful vendor. The space is broken down into the following.
 - i. Dining area 1,520 sq ft
 - ii. Point of sale area 470 sq ft
 - iii. Food preparation 490 sq ft
- b. The dining area has a variety of benches, tables and bar height seating which currently seats approximately 75 patrons.
- c. The College will provide all utilities, and communication (including internet access) to the successful vendor free of charge. The dining area is already equipped with electronic menu boards, a large screen television and a sound system.

3.3 Oral Presentations

Offerors submitting the best and most responsive proposals may be asked to attend oral interview/presentation sessions. If an oral interview session is scheduled, it will be held at the Southcentral Kentucky Community & Technical College (SKYCTC). All costs associated with the Offeror's required oral presentation will be solely the responsibility of the respective Offeror. Promises and commitments made by Offerors during oral presentations and demonstrations will be considered a part of the Offeror's proposal.

3.4 Submission of Offer

Offerors desiring to respond to this Request for Proposal should submit one (1) original (clearly marked) with live signature and include a flash drive copy. **Sealed proposals must be received in the office of Procurement to Payment Services, Kentucky Community and Technical College System, 300 North Main Street, Versailles, Kentucky 40383, No later than 4:00PM est April 18, 2019.** Each proposal will be stamped with the time and date of receipt. Any proposal received after 4:00PM will not be considered for an award of a contract. In accordance with KRS 45A.085, there will be no public opening. However, after contract award, the solicitation file will become a public record.

3.5 Resulting Contract Period

The resulting contract period will be for two (2) years from the date of award with the option to extend the contract for one-year future periods upon mutual agreement of the parties involved. The resulting contract between KCTCS and the Offeror shall consist of (1) the Request for Proposal (RFP) and any addenda thereto, and (2) the Offeror's proposal submitted in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. In the event that an issue is addressed in one document that is not addressed in the other document, no conflict in language shall be deemed to occur. However, KCTCS reserves the right to clarify any contractual relationship in writing with the concurrence of the Offeror, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

3.6 Entire Agreement

The resulting contract will represent the entire agreement between the parties with respect to the subject matter thereof and will supersede all prior negotiations, representations or agreements, either written or oral, between the parties hereto relating to the subject matter hereof and shall be independent of and have no effect upon any other contracts. A record of formal contract negotiations between the contractual parties will be prepared by KCTCS and will become a permanent part of the contract file.

3.7 Termination

3.7.1 The resulting contract awarded from this RFP may be terminated in the event that both KCTCS and the offeror deem that it is in the best interest of both parties to do so. In that case, a termination date will be set that will be mutually agreeable to the KCTCS and the offeror.

3.7.2 The contract resulting from this RFP shall be subject to the following termination provisions: for default, non-performance; Offeror bankruptcy; and otherwise as specifically provided by the contract.

3.8 Cancellation

KCTCS reserves the right to cancel any resulting contract, without cause, by giving written notice to the offeror no later than 30 calendar days before the proposed cancellation date. Notice of intent to cancel shall be made by certified mail.

3.9 Addenda/Explanations

3.9.1 Unless it is demonstrated that an adequate response cannot be developed with the data provided in this RFP, KCTCS will not provide additional data based on request from individual respondents. Proposals shall be based on the data contained in this RFP. If KCTCS decides to distribute additional

information, it will be distributed to all offerors who received the initial RFP or who have subsequently requested one. Receipt of an amendment to the solicitation by an offeror must be acknowledged by signing and returning the amendment or by letter. Such acknowledgement must be received prior to the hour and date specified for receipt of offers.

- 3.9.2** Any explanation desired by an offeror regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing or may be requested at the pre-proposal conference, and with sufficient time allowed for a reply to reach potential offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning the solicitation will be furnished to all prospective offerors as an amendment of the solicitation if such information is necessary to offerors in submitting offers on the solicitation or if the lack of such information would be prejudicial to uninformed offerors. KCTCS reserves the right to require verification or clarification of data and information presented in the offeror's proposal. In the event any item, requirement, term or condition of this RFP is not clear, or is not according to regulation, it shall be the sole responsibility of the interested prospective offeror to inquire as to intent, or to state the exception in writing, via fax/email to:

Sharon Bullard (sharon.bullard@kctcs.edu)
KCTCS Procurement to Payment Services
Fax: 859-256-3124

All questions are due in writing via fax or email no later than 4:00PM April 11, 2019. Questions will not be answered by phone.

- 3.9.3** Any "addenda" issued by KCTCS Procurement prior to the time for receiving proposals shall be covered in the proposal and in any subsequent contract. Such "addenda" shall be acknowledged in the proposal. No interpretation or change in this Request for Proposal shall be binding except when such change is duly issued by Addendum to RFP by KCTCS Procurement.

3.10 Method of Award

- 3.10.1** KCTCS may award a contract to that responsive and responsible Offeror whose proposal, conforming to this solicitation, will be the most advantageous to KCTCS based on the criteria as shown in the Evaluation of Proposal section. Final determination shall be the responsibility of KCTCS. Only those proposals received which reflect a comprehensive appreciation of the requested services to KCTCS and offer a realistic solution that will benefit KCTCS will be considered for award of a contract. An award of a contract shall be made by KCTCS to the Offeror who offers the best proposal and with whom negotiations result in a contract package of greatest benefit to KCTCS based upon evaluation methods contained herein.

3.11 Rejection of Proposals

3.11.1 KCTCS reserves the right to reject any and all proposals and to waive technicalities and minor irregularities in proposals for good cause. Grounds for the rejection of a proposal include, but shall not be limited to:

1. Failure of a proposal to conform to the essential requirements of the solicitation.
2. A proposal imposing conditions that would modify the terms and conditions of the solicitation, or limit the Offeror's liability to KCTCS on the contract awarded on the basis of such solicitation.
3. Failure of the Offeror to sign the required documents.
4. Any proposal determined by KCTCS to be unreasonable as to price.
5. Proposals received that are determined to be from Offerors who are not qualified.

3.11.2 Technicalities or minor irregularities in an Offeror's proposal may be waived, when KCTCS determines that it will be in their best interest to do so, are mere matters of form not affecting the material substance of a proposal or some immaterial deviation from or variation in the precise requirements of this RFP and having no or a trivial or negligible effect on price, quality, quantity or delivery of supplies or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Offerors. KCTCS may either give an Offeror an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its proposal, or waive such deficiency where it is advantageous to KCTCS to do so.

3.12 Indemnity

The Offeror shall hold harmless and indemnify KCTCS against all claims, suits, actions, costs, counsel fees, expenses, damages, and judgment in decrees by reason of persons or property being damaged or injured by the Offeror during the term of the contract, whether by negligence or otherwise.

3.13 Governing Law

Resulting contract shall be construed according to the laws of the Commonwealth of Kentucky. Any legal proceedings against KCTCS regarding this RFP or any resultant contract shall be brought in Commonwealth of Kentucky administrative or judicial forums.

3.14 Authorization to do Business in Kentucky

The Offeror affirms that it is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded. The Offeror shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this Contract. Such registration is obtained from the Secretary of State, who will also provide the certification thereof.

3.15 Kentucky Reciprocal Preference Laws

In accordance with KRS 45A.490 to 45A.494, Kentucky Resident Bidder Status or Qualified Bidder Status, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluation proposals, KCTCS will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror.

Residency and non-residency shall be defined in accordance with KRS 45A.494 (2) and (3), respectively. Any Offeror claiming Kentucky residency status must submit with its bid/proposal a notarized affidavit with support documentation affirming that it meets the criteria as set forth in the above referenced statute.

3.16 General Terms And Conditions for Solicitations And Contracts

The KCTCS General Conditions and Instructions for Solicitations and Contracts, hereby incorporated by reference, shall be an integral part of this solicitation and resulting contract. The KCTCS General Terms and Conditions for Solicitations and Contracts are not repeated in each Solicitation. Therefore, it is the bidder's responsibility to access and read these KCTCS General Conditions and Instructions for Solicitations and Contracts at <http://www.kctcs.edu> or request a copy by contacting KCTCS Procurement to Payment Services, sharon.bullard@kctcs.edu. By submitting a proposal to KCTCS an offeror agrees to these conditions.

4.0 PREPARATION OF PROPOSALS

- 4.1** Offeror is expected to examine all specifications, terms, conditions, and instructions in this Request for Proposal. Failure to do so will be at the Offeror's risk. Costs of developing proposals are solely the responsibility of the offeror. KCTCS will provide no reimbursement for such costs.
- 4.2** Offeror will furnish the information required by this RFP. The Offeror will sign the RFP cover page and print or type name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of his or her authority unless such evidence has been previously furnished to the issuing office. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that the signer is authorized to bind the principal offeror.
- 4.3** The proposal shall be prepared simply and economically, providing a straightforward concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis shall be on completeness and clarity of content. Each copy of the proposal shall be bound in single volume where practical. All documentation submitted with the proposal shall be bound in the single volume except as otherwise specified.

- 4.4 Any proposal containing terms and conditions not in conformity with the statutes of the Commonwealth of Kentucky will be rejected.

5.0 OFFEROR QUALIFICATIONS

- 5.1 KCTCS will consider proposals from qualified outside Offerors who are capable of meeting the terms and conditions stated herein. The Offeror must be ordinarily engaged in the business of providing these services in the Commonwealth of Kentucky and have sufficient experience, financial and human resources to provide the services specified in this proposal. Firms must be able to demonstrate the ability to provide full services for an organization comparable in size to SKYCTC. The information below is for the 2019-2020 Fall Semester. The food services being requested are part of a new 72,000 square foot facility that will house student services and many allied health programs along with general education classrooms. The College has been on a 10 year growth pattern and anticipates this cycle to only increase further due to much of the current legislation to promote the shorter term programs the College offers.

Head Count By Day and Hour:

Fall 2019 (Aug-Dec)	8:00:00 AM	9:30:00 AM	11:00:00 AM	12:30:00 PM	2:00:00 PM
Monday	671	612	502	544	522
Tuesday	470	634	572	622	380
Wednesday	646	642	502	483	522
Thursday	457	634	602	598	335

Note

The numbers above reflect the capacity of the class schedule for Fall 2019 at the main campus. These amounts do not include the schedule of classes at the KATI location which is within walking distance of the main campus, nor does it include the approximately 100 faculty and staff that are employed on the main campus.

- 5.2 The Offeror must submit references with the proposal. Offeror's proposal shall include no less than three (3) client references, which may be contacted by KCTCS. Each reference shall include the name of the company, name and title of person responsible for the company's food service, address, and telephone number. Information provided must include persons to contact with addresses and phone numbers, the size of the institution/business served, and other pertinent information that would aid in the determination of an experienced Offeror. KCTCS reserves the right to request additional information to determine the responsibility of the apparent successful Offeror relative to its ability to comply with the terms and conditions of this Request for Proposal.

6.0 EVALUATION OF PROPOSALS

Contract award will be made by KCTCS Procurement to Payment Services after evaluation by a SKYCTC committee selected solely for this purpose. Proposals shall be prepared addressing each of the criteria listed below. Proposals will be evaluated using a predetermined method to ascertain which offer best meets the criteria and the needs of KCTCS.

1. The proposal's quality and responsiveness in clearly stating the understanding of the service to be provided.
2. The proposer's experience and expertise in successfully providing food and beverage services.
 - A. Amount of documented experience in providing food and beverage services with references that can be contacted
 - B. Sales reporting process and frequency.
 - C. Ability to provide quality products at selling prices comparable to the surrounding area. Provide sample menus and pricing.
 - D. Variety of selections on menu, including healthy choices, and frequency of menu changes.
 - E. Describe product acquisition, delivery and the storage of adequate product inventory.
 - F. Ability to provide cold food vending in food service areas.
 - G. Hours and variance of operations
 - H. Plans for marketing and promotion
 - I. Plans for sustainability in operations and use of resources.
3. Staffing
 - A. Number, training and experience of employees for food and beverage operations
 - B. Professional appearance of employees
 - C. Ability/plan to hire SKYCTC student employees.
 - D. Explain supervision and training program for employees.
 - E. Explain the provision of fill-in staff for absences.
4. Enhancements for service areas, including signage
5. Customer Satisfaction Operating Standards
6. Proven results and demonstrated responsiveness to client needs
7. The firm's size, structure & financial stability

7.0

SKYCTC reserves the right to hire individuals to work in the successful proposers café. Hours to be worked and training for these employees will be coordinated with the successful proposer.

SKYCTC will be responsible for all individuals hired by the college. These employees will follow the KCTCS HR Policies and Procedures

8.0 PUBLIC INFORMATION

KCTCS is a governmental entity subject to disclosure obligations under KRS 61.870 through 61.884 or successor legislation. Information clearly marked "confidential" under this agreement shall be treated as information identified by the offeror as confidential, trade secret, commercially sensitive information and shall not be disclosed except as provided by law.

9.0 SERVICES

9.1 Service Performance

All services performed under the contract will be in accordance with the terms and provisions of the contract. It will be the responsibility of SKYCTC's Business Office to insure that services rendered are performed and acceptable. Major deviations of services performed will not be made without the written approval of the SKYCTC Business Office and KCTCS Procurement to Payment Services.

Problems that may arise shall be resolved between the offeror and the SKYCTC Business Office representative. If problems and/or disagreements cannot be resolved, either party shall communicate with the Procurement Manager or Director of Procurement to Payment Services for settlement. The final authority and responsibility for judging performance rests with the SKYCTC Business Office. However, poor performance charges must be documented and substantiated in writing, including letters and memoranda advising needed corrections; and income and sales analyses if relevant.

9.2 Selling Prices

The selling prices to the consumer will be listed in the Offeror's proposal and must be held firm for the first six months of the contract. Prices are subject to revision only during the renewal period of the contract. Revisions will be based on general industry changes and may be requested in writing by either of the contracting parties and received at least thirty (30) days prior to the effective date. The requesting party must furnish to the SKYCTC Business Office documented evidence substantiating the validity of the request along with the written request for price changes. The selling prices of products sold through this contract will be in line with those in the surrounding area. Documented prices will be the manufacturer's list prices excluding promotions.

9.3 Maintenance of Property

The offeror will maintain, in good repair and appearance, all contractually related or assigned equipment or space owned by KCTCS. Changes or modifications (unless specified in the contract) to the KCTCS owned space, property, fixtures, fixed equipment or utilities may not be made without written authorization of the SKYCTC Business Office. KCTCS will be responsible for the design of the locations where equipment will be installed.

Self-bussing by customers is acceptable; however, the successful offeror will be responsible for removing any trays, dishes, or utensils from tables that customers do not remove. The successful offeror is responsible for cleaning the dining area during and immediately after operational hours, including but not limited to floors, tables, chairs, counters. The successful offeror will be responsible for cleaning assigned kitchen and serving areas daily.

9.4 Utilities

Utilities (heat, water and electricity) and outlets required will be furnished by SKYCTC. Final connections are to be made by the offeror. The offeror will be required to meet any energy conservation policies of KCTCS and should be mindful of Sustainability practices.

9.5 Parking

Vehicles servicing the facility must observe all traffic and parking regulations. Service vehicles must use loading and unloading zones and will not block drives and fire lanes at any time. Service vehicles must be moved from loading zones immediately after loading or unloading.

9.6 Insurance

Prior to the beginning of the contract, the offeror will furnish to KCTCS Procurement to Payment Services Certificates of Insurance that show it has and will maintain all insurance protection (including products liability insurance) at the offeror's expense. Minimum liability coverage must be:

Public Liability -	Comprehensive General Owners, Landlords and Tenants	
Bodily Injury Liability	Each Person	\$1,000,000
	Each Occurrence	\$1,000,000
Property Damage Liability		\$1,000,000
Products Liability	Each Person	\$1,000,000
	Each Occurrence	\$1,000,000
Automobile Liability Bodily Injury	Each Person	\$1,000,000
	Each Occurrence	\$1,000,000
Personal Injury Liability	Each Person	\$1,000,000
Property Damage Liability		\$1,000,000
Worker's Compensation		Statutory
Employers Liability		\$ 500,000

The Kentucky Community and Technical College System must be named as an additional insured in the policy for Comprehensive General Liability. In the event of failure by the offeror to maintain, in force, insurance coverage acceptable to KCTCS, KCTCS will have the right to terminate this Agreement immediately upon written notice to the offeror. Copies of the Insurance Certificates are to be furnished to KCTCS Procurement to Payment Services. Modification of this requirement must be requested in writing with supporting statements, prior to the time of the Request for Proposal closing date.

9.7 Damage

KCTCS will not be responsible for damage or loss to the offeror's equipment or inventory due to vandalism, robbery, or any other action or cause. The offeror also is responsible for all losses due to misappropriation of sales receipts. KCTCS will cooperate to the extent it deems feasible in guarding against such occurrences.

9.8 Taxes and License Fees

It will be the responsibility of offeror to comply with any and all local, State, or Federal requirements concerning licenses, taxes, sanitation, etc.

9.9 Accounting

Receipts for food operations will be taken to the offeror's place of business and records maintained corresponding with product inventories and sales. A weekly breakdown will be furnished to the SKYCTC Business Office, showing the gross receipts from each food and beverage operation and the grand total for the campus operations.

9.10 Accounting Records

The offeror is required to maintain accounting records and other documents pertaining to the contract operation and will make the records available to KCTCS at all reasonable times during the contract period; and for three (3) full years from the date of the contract end date. . KCTCS anticipates making an audit of these records. All records of product sales, equipment maintenance and sanitation are to be made available for inspection upon request by the SKYCTC Business Office.

9.11 Contract Modifications

Approved products, products sizes, selling prices, selling locations, or methods of operation may not be changed without written authorization from KCTCS Procurement to Payment Services. Any contract modification must be within the framework of the awarded contract.

9.12 Subcontracting

No part of the operation may be subcontracted without prior approval of the KCTCS Procurement to Payment Services and SKYCTC Business Office, or unless approved prior to the award of the contract.

9.13 Contract Assignment

The offeror is prohibited from assigning, transferring or subletting the contract or its rights, title or interest or its power to execute the contract to any other person, company or corporation without written approval of the SKYCTC Business Office and KCTCS Procurement to Payment Services. In the event of a change in company ownership, KCTCS reserves the right to re-advertise the contract.

9.14 Cancellation or Termination of Contract

This contract will not be canceled during its life except for mal-performance, non-performance or other failure on the part of the offeror to comply with the terms and conditions of the contract. In the event of such action being necessitated, the contract will be null and void upon receipt of written notice from the Purchasing Division. KCTCS reserves the right to terminate the contract when requirements under the contract no longer exist or changes in supplies or services render the contract as not responsive to the needs of the College.

A written notice will be given to the offeror at least thirty (30) days prior to the proposed termination date.

The offeror may cancel this contract for a properly documented and justifiable reason with sixty (60) days written notice to the Chief Business Operations Officer of SouthCentral Community & Technical College and the KCTCS Procurement to Payment Services. Approval must be received in writing at which time the offeror must remove all equipment and inventory.

9.15 Products to Be Sold

A complete list of products offered and suggested pricing shall be included with proposal. SKYCTC reserves the right to specify acceptable brands. Products sold must not compete with the current vending machine services.

Products must meet all standards of the Food and Drug Administration and of the State Bureau for Health Services for handling, transporting, selling and storage. All food items must be fresh and will prominently display fresh food dating where applicable. Food items with expired dates will be removed. A representative of KCTCS or SKYCTC may inspect the successful offeror's commissaries at any time.

It will be the responsibility of the successful offeror to provide a variety of food and beverages that are properly prepared and attractively served. Easy to read menus

with prices and items available should be provided. The successful offeror is to submit a sample menu, including portion sizes and prices as part of the bid.

Performance

Quality must be comparable or exceed local fast food chains

Must have industry acceptable food handling procedures in place

Operation must be a customer focus

This would include menu and satisfaction surveys along with routine campus promotions

Pricing

No Meal and Drink combination should be greater than \$10 before tax.

Daily lunch offering must include an advertised \$5.00 meal option that includes a drink. (i.e. sandwich, chips & drink)

Hours

Desired Hours will be 7:30 a.m. to 3:00 p.m. Monday –Thursday.

Hours can only be changed with the approval of Procurement to Payment Services and SKYCTC Business Officer.

9.16 Sanitation

All equipment must, at all times, meet Board of Health requirements; and be maintained, sanitized, and operated in compliance with all Federal, State, and Local ordinances, regulations, and codes, as applicable. All Health department inspections/requirements and other standard inspections/requirements are the responsibility of the offeror.

9.17 Personnel

Personnel will be dressed in clean uniforms and will observe all regulations in effect at the College. The College will be provided with the names, addresses and telephone numbers of all personnel. Service personnel must submit to a background check and be eligible to work on the college campus as determined by the college HR department.

The successful offeror will employ a sufficient number of employees for effective service to the customers and to keep the serving and dining areas clean. Plans for covering employee absences should be included in proposal. An offeror representative will meet regularly with the SKYCTC Business Office to discuss operations and issues.

9.18 Sustainability

Every effort should be made to support Sustainability by the use of recyclable products, local purchasing, etc

10.0 FOOD SERVICES

10.1 Menu Requirements

It will be the responsibility of the successful offeror to provide a variety of foods that are properly prepared and attractively served. Portion sizes and quality of food must consistently meet industry standards. Easy to read menus along with prices and items available must be provided. The successful offeror is to submit prepared menus, including portion sizes and prices as part of their proposal.

Menu

Menu should reflect options daily

For example each day should contain one of the following options

- Healthy Option
- Quick Option
- Hot Option
- Premium Option
- Cost Effective Option
- Breakfast
- Lunch

Any of these options could be combined

For

example -
lunch

1

+ A grab and go salad -

2 \$5.50

3

+ Open face Hot Brown with mashed
4 potatoes - \$6.99

5

+ Combo - Hot dog + chips + fountain drink -

2 \$3.75

10.2 Advertisement

Advertising & signage is encouraged but will require advanced approval by Southcentral Kentucky Community & Technical College.

11.0 FOOD SERVICE/EQUIPMENT REQUIREMENTS

11.1 Equipment Requirements

The food and beverage equipment will be located in designated areas at the facility. The equipment proposed must be sized to fit in these areas. Each site should be inspected by prospective offerors to evaluate. Current equipment is available for the use of vendors. Maintenance and repair of each is at the responsibility of the vendor, if proven to be negligence of vendor use.

11.2 Equipment Specifications

At the beginning of the contract period, the successful offeror and a designated representative of SKYCTC will inventory existing equipment and furniture. Repair of Southcentral Kentucky Community & Technical College's equipment will be the responsibility of the College. Additional equipment required by the successful offeror will be provided by the successful offeror and must be approved by the College. All equipment must be UL and NSF approved and must meet all state food service standards. It will be the responsibility of SKYCTC to provide the electrical and plumbing requirements that will enable the successful offeror to install the equipment. Offeror will assume the responsibility that all equipment in service will be installed and will operate according to all city, county, state, federal and KCTCS codes as they relate to health, safety, fire and building. The offeror will keep the area and equipment in compliance with all such codes as they may change during the term of the contract with SKYCTC and KCTCS. Any expenditure to obtain compliance or remain in compliance will be borne by the offeror. The use of energy efficient equipment is preferred in order to support the sustainability efforts of the College.

Condiment and eating utensil stands will be provided by the offeror. Microwaves for product heating will be supplied, cleaned and maintained by the SKYCTC.

If offer includes cold food vending, the equipment must be new or refurbished (like new) with current production models of uniform height and harmonious color designed to blend with the decor of the building. The cold food equipment will be located in food service areas in each building and will not compete with the existing vending program. The machines proposed must be sized to fit in these areas, and able to satisfy customer demand. Offerors shall prepare their proposals with a complete description of the machines, and the types/prices of products offered. Food machines must be capable of accepting any current combination of bills and coins; upgradable for new denominations; capable of accepting debit/credit cards; equipped with Surevend or similar technology; possess efficient lighting and electrical systems; equipped with coin changers; include tamper-proof meters for recording of accumulative total number of sales; and operate on AC 110-115 volts.

11.3 Equipment Changes

Equipment changes may be made by the Offeror with the approval of the SKYCTC Business Office. These additions, deletions, or changes are to be made in order to ensure proper coverage of all items that the business volume makes economically advisable.

11.4 Service of Equipment

All equipment and machines will be installed on a full service basis and will be serviced as often as required to keep them presentable and operating satisfactorily as judged by the SKYCTC Business Office. A service schedule for any cold food machines will be submitted to the SKYCTC Business Office. Qualified service personnel will be on call all five (5) week days with service available within one (1) hour of advice of need. A printed notice will be affixed to each machine advising contact point and method to secure this service. Any cold food machine which will be out of service due to lack of replacement parts will be tagged (stating the approximate downtime) by the service representative at the time of the initial call. Any machines that will be out of service for five (5) business days will be replaced with a suitable substitute machine. A decal with the service name and telephone number will be affixed in a conspicuous place on machines in each location. The successful offeror must replace any machine that breaks down with frequency well above normal commercial expectation. All machines will be kept free from dirt, accumulated dust, kick marks, scratches, and spillage; paint will be touched up as needed.

11.5 Ownership of Equipment

The offeror will retain all material and/or equipment purchased by offeror. Offeror will assume the responsibility that all equipment in the food service areas will be installed and will operate according to all city, county, state, federal and KCTCS codes as they relate to health, safety, fire and building. The offeror will keep the food service areas and equipment in compliance with all such codes as they may change during the term of the contract. Any expenditure to obtain/remain in compliance will be borne by the offeror. Upon termination of the contract, the successful offeror agrees to return any inventoried equipment in the same condition except for reasonable wear from normal usage. Equipment furnished by SKYCTC may be seen at the site.

All material and/or equipment that is permanently attached to any wall or ceiling will become the property of KCTCS at the conclusion of this contract. All remaining material and/or equipment will be (other than the itemized equipment inventoried at the beginning of the contract, or equipment purchased by KCTCS during the contract) will be retained by the offeror. The offeror will retain all remaining material and/or equipment with no cost to KCTCS.

12.0 Refunds

Refunds from cold vending machines, if provided, are the responsibility of the successful offeror, and a system of immediate money refund, acceptable to KCTCS, will be in operation by the offeror during operating hours.

13.0 Contract Limits

KCTCS will limit operation of the food and beverage services to the successful offeror, with the exception of current snack/beverage vending provided by the Office for the Blind. SKYCTC reserves the right to utilize other catering/food companies for meetings and events.

14.0 Hours of Operation

Specific hours and/or additional days and hours will be agreed upon by SKYCTC and offeror prior to the beginning of operation and may be adjusted during the contract period by mutual agreement. Any change to hours of operation must be approved in writing by the SKYCTC Business Office.

The facility should be open to serve breakfast and lunch during the Fall (mid-August to mid-December) and Spring (early-January to mid-May) terms. When classes are not in session during the term (holidays and other non-class days), there is no expectation for the café to be open.

It is hopeful that sufficient faculty and staff participation would allow the food service to remain open during the summer months even if on a limited or reduced basis. But will not be required.

15.0 SUGGESTED MENU AND SELLING PRICES

Offerors shall provide suggested menu(s) and pricing as part of the proposal for Southcentral Kentucky Community & Technical College. The College would require that no single serving food and drink combination exceed \$10.00 before tax.

16.0 Kentucky Sales and Use Tax Permit

A completed Kentucky Sales and Use Tax Permit must be submitted with proposals. Proposals received without a Kentucky Sales and Use Tax Permit may be rejected.

Substitute W-9 Form

If you are a new supplier with KCTCS, please register as a Supplier through the KCTCS Supplier Registration Portal so we may obtain your full contact information for ordering and payment. **Existing suppliers, be sure to attach the completed Sub W9 Form below.**

The navigation for New Suppliers is as follows:

- Click on the following link https://systemoffice.kctcs.edu/vendor_information/index.aspx
- Select Supplier Registration Portal (left side menu)
- Follow the steps in the instructions and online
- If you are an existing supplier, please include the completed SubW9 form with your bid proposal



Substitute W-9 Form

Kentucky Community and Technical College System
300 North Main Street, Versailles, KY 40383

Substitute W-9
Revised 12/6/13

College:	System Office - Procure to Pay		
College Contact:	Sharon Bullard	College Contact Email:	sharon.bullard@kctcs.edu
College Contact Ph:	(859) 256-3225	College Contact Fax:	(859) 256-3124

To avoid Internal Revenue Service (IRS) mandated backup withholding KCTCS is required to obtain your Taxpayer Identification Number (TIN) for reporting income paid to you or your organization. KCTCS uses a Substitute W-9 Form to obtain certification of your TIN and retains this information in its secure payee/vendor database. This form may be completed online and then printed for signature. Tab to fields and populate with your information. New Vendors must complete the entire form. Existing Vendor's may the complete shaded area of form. New and updated forms must be signed and dated.

New Vendor (complete entire form) **Changes to existing vendor**

Federal Tax ID #: (Required) _____ TIN/EIN SSN

Legal Name used for purposes of IRS reporting

Business Name (if different from name used for purposes of IRS reporting)

Does your business accept credit Cards? Yes No If yes, Visa MC Other: _____

Type of Business (Required):

- | | | |
|---|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Government Entity | <input type="checkbox"/> Foreign Nonresident Individual |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Foreign Entity (other than individual) | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Non Profit/501(c) Entity | <input type="checkbox"/> U.S. Agent of Foreign Person/Entity | <input type="checkbox"/> Individual/Sole Proprietor (US Citizen) |
| <input type="checkbox"/> Exempt from backup withholding | | |

Other (Please Explain) _____

Business Classification (Required - Select only one - Does not apply to publically traded entities)

<input type="checkbox"/> Minority Business Enterprise/MBE (please choose one sub-classification at right): <i>Defined as a business at least 51% owned by one or more African-Americans, Hispanics, Native Americans, Asian Pacific Americans, Asian Indian Americans, and other groups as defined by Federal law.</i>	<input type="checkbox"/> <i>Hispanic-American</i>	<input type="checkbox"/> <i>African-American</i>
	<input type="checkbox"/> <i>Asian-American</i>	<input type="checkbox"/> <i>American Indian</i>
	<input type="checkbox"/> <i>Other (explain):</i> _____	
<input type="checkbox"/> Women-Owned Business Enterprise/WBE <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="checkbox"/> Disadvantaged Business Enterprise/DBE <i>Defined as a business at least 51% owned by at least one differently-abled, socially, or economically disadvantaged individual as defined by Federal law.</i>	
<input type="checkbox"/> Veteran Owned Business/VOB <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="checkbox"/> Disadvantaged Veteran Owned Business/DVOB <i>Defined as a business at least 51% owned and operated by a service veteran with a service-related disability of at least 10 percent.</i>	
<input type="checkbox"/> None of the Above	<input type="checkbox"/> Other (Explain): _____	

Certification

Under penalties of perjury, I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien).

Signature of U.S. Person _____	Date _____
Printed Name: _____	

Purchase Order		Purchase Order Information		<input type="checkbox"/> Check if remit address is same as PO address	
Preferred Method of Receiving Purchase Orders: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Check if there is a change to your Purchase order address					
Vendor Name (if different from above)					
Order to Address					
City		State		Zip	
Sales Contact Name		Email for PO			
Sales Contact Phone		Fax for PO			
<input type="checkbox"/> Purchase Address – Change to					
Remittance		Remittance Address as it appears on your invoice			
Vendor Name (if different from above)					
Remit to Address					
City		State		Zip	
Remit to Contact Name		Email			
Remit to Phone		Fax			
<input type="checkbox"/> Remit to Address – Change to					

Wherever possible we desire to replace check payments with an electronic payment (ACH - direct deposit transfer). In order to switch your payment type if already established from paper check to electronic transfer we will need your bank account information entered on this substitute W-9 form. Your email address will only be used to notify you when an electronic payment is issued, to notify you of the issuance of a purchase order, or to notify you of other official business correspondence. Your e-mail and/or banking information will not be shared or distributed outside KCTCS' Business Services Division and will be used solely for KCTCS business applications.

Direct Deposit Information (All fields are required to receive ACH electronic direct deposit payments)	
Name on Bank Account:	
Bank Name (include branch name if applicable):	
Bank Routing Number (9-digit ABA #):	Bank Account Number:
Mark only one (should match information noted above): <input type="checkbox"/> Checking: <input type="checkbox"/> Savings:	
E-mail address -- Please print <i>LEGIBLY</i> -- Required for electronic notification of payment to your bank account.	
Mark if this is a: <input type="checkbox"/> Establishment of a new direct deposit <input type="checkbox"/> Change of existing direct deposit	
Email change only <input type="checkbox"/> New email address to where payment notification to be sent:	

I hereby authorize and request KCTCS to initiate credit entries for payment to my account. If necessary, a debit entry may be made in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error at the financial institution named. The electronic payment data remains in effect until withdrawn by written notification to KCTCS, 300 North Main Street, Versailles, KY 40383.

PRINTED NAME	Authorized Signature	Date