



JOLIET JUNIOR COLLEGE
—1901—

REQUEST FOR PROPOSAL
#R18016

**MICRO MARKET VENDING SERVICE FOR ROMEOVILLE
CAMPUS**



JOLIET JUNIOR COLLEGE

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Joliet Junior College
Request for Proposal

RFP Opening July 12, 2018

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 14,912 full time and part time students enrolled in Spring 2018 classes and 1,950 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Romeoville Campus

The 84,000 square foot Romeoville Campus located at 1125 W. Romeo Road, Romeoville, IL consists of:

- Student and Enrollment Services
- Testing and Tutoring
- Disability Services
- Multiple Classrooms
- Open Computer Lab
- Collaborative Classroom
- Dedicated Traffic School Classroom
- Resource Center
- Bookstore
- Café
- Special Programs
- Student Lounge

The campus consists of Buildings A & B is open Monday – Friday from 7am – 10pm and Saturday from 7am – 12pm during the fall and spring semesters. During the summer, the campus is open Monday – Thursday from 7am – 10pm. The Micro Market will operate during these hours.

The current enrollment is approximately 550 students and there are 105 faculty and staff members on this campus.

The Joliet Junior College Romeoville Campus enables students in certain programs to complete full degree plans entirely at Romeoville. Course offerings also include GED, ESL, and lifelong learning classes. The academic calendar includes class scheduling for fall and spring semesters as well as three summer sessions. For further information regarding the campus, please visit: <http://www.jjc.edu/about-jjc/locations/romeoville-campus>.



Romeoville Food Service Operation

The existing café in Building A operates on a fall and spring semester schedule. The hours for the café are Monday-Thursday from 9:00am – 7:00pm. The café menu offerings include:

- Fresh baked cookies and other assorted pastries
- Hot breakfast sandwiches, eggs and sides
- Fresh made-to-order deli sandwiches and soups
- Hot grilled sandwiches, fries and other sides
- Made-to order flatbread pizza
- Grab-and-go salads, fruit cups and yogurts
- Wide assortment of chips, candy, granola bars and other snacks
- Bottled waters, sodas, juices and energy drinks
- Specialty coffees and smoothies

Café revenues for the 2017-2018 academic year were \$39,268 with 78% consisting of grab-and-go menu items. The café was open Monday-Thursday from 9:00am – 7:00pm for a total of 32 weeks during the combined fall and spring semesters.

Joliet Junior College adheres to the performance standards and criteria of the National Association of College and University Food Services (N.A.C.U.F.S.) trade organization.

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 Micro Market Vending Operation to replace the existing café. The Micro Market must be fully operational no later than Tuesday, September 4, 2018.

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



I. RFP SCHEDULE

Date (2018)	Event
June 14, 2018	Vendors contacted via email / advertised
June 25, 2018 @ 9:00 – 10:00 a.m. CST	Pre-proposal meeting and tour of facility at JJC Romeoville Café, 1125 West 135 th Street, Romeoville, Illinois 60446. Prospective vendors do not need to attend in order to submit a proposal.
June 28, 2018 by 2:00 p.m. CST	Last date/time for submission of written questions via email to purchasing@jjc.edu
July 3, 2018 by 4:00 p.m. CST	Responses to questions emailed
July 12, 2018 by 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
July 12 – 17, 2018	JJC Evaluation Team reviews proposal
July 19, 2018	Possible presentations by two top short-listed firms
August 9, 2018	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 **June 28, 2018 by 2:00 p.m. CST.**

All questions and answers will be published and provided to all potential suppliers by end of business day on **July 3, 2018.**

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.



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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 MICRO MARKET OPERATION RFP, the opening date and time. An original and three (3) copies of the RFP, and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. RFPs must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

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 may be 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 **July 12, 2018 by 2 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



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be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

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

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 (3) year(s) from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two (2) 1-year terms.

BLACKOUT PERIOD:

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to pre-bid 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.

Illinois Department of Human Rights Act

The parties to any contract (inclusive of subcontractors) resulting from this RFP hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this RFP must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

**Illinois Criminal Code of 1961**

Responding vendors must not be 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.

Business Enterprise Program (BEP):

Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to (<http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx>) for complete requirements for BEP certification. For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the 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 are submitted in response to this proposal becomes the permanent property of JJC.

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



IV. FORMAT FOR RESPONSE

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

An original and three (3) copies of the RFP and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed.

1. Title Page

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

2. Table of Contents

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

3. Letter of Transmittal

Limit to one or two pages.

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

4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).
- d. Provide contact information (name, phone number, and email address of at least three (3) references for projects of similar size and scope.

5. Scope Section

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

6. Responses to Addendum

7. Prices Responses



8. Invoicing Procedure

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

9. Proposed Contract

Please submit a draft contract for the services being offered.

10. Bidder's Certification Statement

V. EVALUATION

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

1. The quality and range of services the firm proposes to provide.
2. The extent to which the goods or services meet JJC needs.
3. The firm's overall experience, reputation, expertise, stability and financial responsibility.
4. The vendor's past relationship with JJC, if any.
5. The experience and qualifications of the staff that will be assigned to service JJC's account.
7. The ability to provide service in an expedient and efficient manner.
8. Quality and range of management reports
9. Vendor's financial terms offered to JJC.
10. The training options available, if applicable.
11. The total, long-term cost to JJC to acquire the vendor's goods and services.
12. Any other relevant factor that a private business entity would consider in selecting a supplier.

VI. SCOPE OF WORK

MICRO MARKET AT JOLIET JUNIOR COLLEGE ROMEOVILLE CAMPUS

Joliet Junior College is requesting services of for a Micro Market operation at the Romeoville Campus. The Micro Market must be operational no later than Tuesday, September 4, 2018.

This shall be a three-year contract starting with the 2018-2019 academic year and ending at the conclusion of the 2020 -2021 academic year.



1. MICRO MARKET PROGRAM

Joliet Junior College expects that the Contractor will partner with the campus community to provide a customer-focused, friendly and responsive micro market operation. Students, faculty, staff, and guests expect a wide variety of food and beverages, great taste, freshness, healthy choices, and reasonable prices, which shall be the norm rather than the exception. Subcontracting for all on-site catering must be done through Joliet Junior College.

1.1 Contractor is to work closely with the college administrators and receive their approval in the determination of policies, practices, prices and menus.

1.2 Contractor shall assume full responsibility for the purchase and pleasing food presentation served in the market.

1.3 Each day's fresh food options shall include healthy, gluten-free, vegetarian, and vegan selection of food.

1.4 Contractor shall inform college of the scheduled prices for meals and other food and beverage products. Due to a current contractual agreement, only Pepsi and associated Pepsi products can be sold. The prices must remain affordable for students, faculty and staff.

1.5 Contractor shall provide and stock on-the-go fresh options on a daily basis.

1.6 Contractor shall discuss with college the design of micro market, as well as, placement prior to purchases.

1.7 The contractor shall conduct a College approved, campus wide, customer service satisfaction assessment of the micro market program a minimum of once per semester (fall and spring) and share the results with College administrators in a timely manner.

1.8 Contractor shall propose a profit sharing percentage payment of all micro market gross sales which is to be paid monthly to college. The percentage schedule shall be reviewed annually by College.

1.9 Contractor shall propose an annual Scholarship payable to College of each year during the contract.

1.10 Contractor shall propose an annual Promotional Items contribution to College of each year during the contract.

1.11 Contractor shall conduct a well-planned and coordinated roll-out and marketing campaign of the micro-market concept to students, faculty and staff during the first week of operation to include demonstrations, giveaways, card sign-ups and general question/answer sessions.



2. GENERAL SPECIFICATIONS

2.1 The food served must be varied, including options that are nutritious, wholesome, and of good quality. The question of quality shall be referred to the administrators of the College whose judgment shall be final in determining adequacy of quality performance.

2.2 Cream, sugar, appropriate sugar substitutes, coffee cups, lids, coffee stirrers, eating utensils and napkins shall be provided by the contractor.

2.3 College micro market will be located in Building A in a mutually agreed upon location.

2.4 Contractor will monitor theft in the market and will report and provide information about theft to college. The monitoring system is the responsibility of the contractor. The College will provide reasonable non-monetary assistance to the contractor to recover lost revenue.

2.5 Contractor shall clearly post prices within the micro market space.

3. EQUIPMENT

3.1 Equipment for the market must include at a minimum the following:

- a) One reach-in cooler for fresh food
- b) One double door reach-in for cold beverages
- c) One snack rack
- d) Custom area treatment display (Restaurant-style header with logo and lighting)
- e) One hot coffee/tea station offering 12oz/16oz beverages
- f) One self-checkout payment kiosk
- g) One single door freezer for frozen foods and/or ice cream
- h) One microwave

4. FINANCIAL, ACCOUNTING METHODS, AND PAYMENT

4.1 The food prices must be detailed in the proposal. Attach price list as Appendix A. Subsequent years' pricing shall be subject to negotiation with College. The contractor must submit requests for price changes and justification on or before January 1st of each year. The Consumer Price Index should be used as a guide. Disapproval of requested increases and failure to mutually agree to changes shall be considered a failure of performances within the terms of this Agreement.

4.2 Contractor shall give students, faculty and staff the ability to pay via credit or debit card and offer a market card (reloadable card).

4.3 Contractor shall incur any additional start-up cost with regards to opening the facility.

4.4 Contractor will maintain permanent books of account and records including inventories, as may be sufficient to show specifically, the items of total dollar receipts and expenses, receipts and disbursements, and such other information as will correctly reflect the financial condition



and results of operations. Quarterly Profit and Loss statements will be issued to the Food Services Manager on October 15, January 15, April 15, and July 15 of each year. The accounting records required shall be available at all times for inspection by College for the total food service operation.

5. FACILITIES

5.1 College shall furnish the Contractor the space required at the time of contract execution for the performance of Contractor's services. The contractor shall be solely responsible for any build-out required in the assigned space.

5.2 College shall provide all necessary utilities (electrical, water and internet).

5.3 Contractor agrees to assume the responsibility for maintaining equipment in micro market and repair or replace out of service equipment within one business day.

5.4 Contractor shall not have to pay rent.

6. LICENSES

6.1 Contractor shall be responsible for obtaining all licenses and permits necessary for the conduct of the food operations contemplated hereunder at the College, and shall comply with all applicable statutes, ordinances, rules and regulations in the performance of this Contract. Any violations and fines resulting from any non-compliance is the sole responsibility of the Contractor.

6.2 All local, state and federal regulations are to be followed. Any fines assessed to Joliet Junior College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

VII. QUANTITY

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

VIII. PROPOSED PRICING

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.



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CERTIFICATION OF CONTRACT/BIDDER

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

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

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

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