

FOOD AND ATM SERVICE PROGRAM

Naugatuck Valley Community College
750 Chase Parkway
Waterbury, CT 06708

Request for Proposal #NVCC-CAFÉ-2016

The purpose of this request for proposals is to select a Contractor to provide food service, vending, catering, and ATM services for Naugatuck Valley Community College, Waterbury, Connecticut, herein after referred to as NVCC.

PROPOSAL INSTRUCTIONS

Proposal Schedule

Release of RFP:	April 1, 2016
Receipt of Questions:	April 15, 2016
Answers Mailed:	April 25, 2016
Proposal Due Date:	April 29, 2016

A pre-bid meeting and mandatory on-site walk-through will be held on April 20, 2016, 1:30 PM in room S518. Each vendor is required to attend the mandatory on-site walk-through. For more information, please contact Lisa Anderson, Fiscal Administrative Officer, at (203) 575-8115 or Michelle Jette, Purchasing Assistant, at (203) 575-8111.

Questions

Questions for the purpose of clarifying the RFP must be submitted in writing to Naugatuck Valley Community College no later than April 15, 2016. Please email questions to Lisa Anderson and Michelle Jette at landerson@nv.edu and mjette@nv.edu. Answers to all questions will be released on April 25, 2016 to all proposers.

Proposal

Contractor shall prepare an original written proposal addressing all issues noted in this RFP and shall submit such proposals in a **sealed** envelope marked **Naugatuck Valley Community College Food Service RFP NVCC-CAFE-2016, Do Not Open Before: April 29, 2016, 1:30 PM** and address to:

Naugatuck Valley Community College
ATTN: Lisa Anderson and Michelle Jette, Bid NVCC-CAFE-2016
Purchasing Department
750 Chase Parkway
Waterbury, CT 06708

Deadline for receipt of proposals is April 29, 2016. Any proposal not clearly marked with the identification, "RFP NVCC-CAFE-2016" as well as the date and the name and address of the contractor may be opened as general mail thus nullifying the contractor's submission. All proposals must be in strict conformity with the instructions and shall be submitted in the approved manner. Proposals must be printed or written in ink and corrections must be initialed. Penciled proposals will not be accepted. Proposals submitted or received after that date and time will not be accepted or considered. Fax or telephone proposals will not be accepted.

The Contractor is responsible for all costs in the preparation and presentation of the proposal.

Contact

Communications regarding this RFP shall be to:

Naugatuck Valley Community College
Attn: Lisa Anderson and Michelle Jette
750 Chase Parkway
Waterbury, CT 06708
Telephone (203) 575-8115 or (203) 575-8111
Email landerson@nv.edu and mjette@nv.edu

Award

This RFP is not a contract and, alone shall not be interpreted as such. Rather this RFP only serves as the instrument through which proposals are solicited. NVCC will pursue negotiations with the highest scoring proposal. If, for some reason, NVCC and the initial proposer fail to reach consensus on the issues relative to a contract, then NVCC may commence contract negotiations with other proposers. NVCC may decide at any time to start the RFP process again.

Naugatuck Valley Community College shall be the sole judge of the responsiveness, appropriateness and completeness of any and all proposals. Naugatuck Valley Community College reserves the right to reject any or all proposals and in particular any proposal not containing the complete data or information requested. Naugatuck Valley Community College also reserves the right to waive any irregularity in any proposal received.

Proposals will be evaluated by a committee appointed by the college. Criteria to be evaluated will include, but will not be limited to, those listed in Appendix A.

The Contractor shall have in good standing serviced and maintained for not less than two (2) years, facilities of the same grade and type to be serviced at NVCC. The Contractor shall include with the proposal a list of two (2) contract customers, of the four (4) references needed, to be of equal size and complexity where service, as described herein,

has been provided. NVCC retains the option of contacting any or all of those listed for reference purposes.

VALIDITY OF PROPOSAL

Proposals shall be considered valid for 90 days from the proposal submission deadline.

SIGNATURE

Proposals must be signed by an officer of the company who is authorized to bind the company by contract, listing name, title and date of signing.

INFORMATION TO BE SUPPLIED BY CONTRACTOR

- Statement of Ownership/experience
- Copy of sample Cafeteria items and grab and go menu. The menu should indicate recommended prices and sizes per item
- Sample of catering menu and prices
- References. At least four references must be submitted with the bid. Current references from Colleges in Connecticut will be viewed upon favorably.
- Staffing, Resumes, and HR Processes
- Commission rate structure based on gross annual sales
- Vendor's ability to provide payment processing and PCI data protection

ALTERNATE PROPOSALS

- Contractor may submit proposals with a detailed alternative service plan, such as kiosk style with grab and go items or a small franchise operation.

SPECIFICATIONS

Contract Period

It is the intention of NVCC to award an exclusive contract for manual food service privileges to the contractor. NVCC reserves the right to engage an outside caterer or food service provider for NVCC and community functions but preference shall be given to the awarded Contractor. Said Contractor shall not sublease any of the operations without

prior approval from NVCC. The contract shall be in force for a period of five (5) years, commencing on or about July 1, 2016 through June 30, 2021.

College Population

NVCC enrolls approximately 7,000 students in Associate Degree or certificate programs. In addition, through the Continuing Education division approximately 5,400 registrations per year are recorded for students attending credit-free seminars, workshops and courses. The College also hosts conferences, artistic performances and community events throughout the year. NVCC employs 275 full time and 600 part time faculty and staff.

School Year for Naugatuck Valley Community College

NVCC school year will be comprised of Fall, Spring, and Summer Semesters. They will extend from approximately: the 1st week of September through the 3rd week in December for Fall; the 2nd week in January through the 3rd week in May for Spring; and the 1st week in June to the 2nd week in August for Summer. The Cafeteria will be closed on official school holidays and other vacations as scheduled by NVCC. This does not prevent the Cafeteria from being open beyond the above mentioned time periods.

Minimum Hours of Operation

Fall (September- December) and Spring (Mid January- May) cafeteria service and Founders Hall atrium service shall be between the hours of 7:30 a.m. and 6:00 p.m. Monday through Thursday, and Fridays between 7:30 a.m. and 2:00 p.m. Summer (June-August) walk up service will be available in a limited capacity as mutually agreed upon.

See Appendix C for a sample Cafeteria schedule. NVCC and the Contractor shall mutually agree to change the hours of operation as needed.

Facility and Services

A. Cafeteria Service

The Cafeteria is located on the 5th level of the Student Center building. This is a manual Cafeteria (see Appendix B for campus map and diagram of the cafeteria). NVCC shall provide an equipped kitchen for basic cafeteria operation. NVCC shall provide, at no expense to the Contractor, utilities, garbage and grease collection services, and equipment maintenance (to College-owned equipment only). Nightly heavy duty cleaning of the dining area, including tables and chairs, will be the responsibility of the College. All telecommunications and computers used by the Contractor will be the responsibility of the Contractor and the installation of each must meet the guidelines of the College. It should be noted that the freezer is on emergency generator power in the event of a power outage.

Certain equipment for the manual food service as detailed in Appendix D will be provided and maintained by the College at no expense to the Contractor. The inventory as listed in Appendix D will be verified by the College and Contractor at the inception of the agreement, annually thereafter, and at the conclusion of the agreement. Contractor shall pay for all missing items.

B. Vending Service

Machines are to be in the following locations at a minimum. Additional locations may be considered based on traffic. Vending machines are to be available for customers and fully stocked throughout the calendar year.

Cafeteria	
Kinney Hall	5 th and 7 th Floors
Ekstrom Hall	5 th and 6 th Floors
Founders Hall	2 nd Floor (upon building opening – expected 2017)
Tech Hall	1 st Floor

C. ATM Service

The contractor will provide at least one ATM machine to be located in or near the Cafeteria, one ATM on the 5th floor in Kinney Hall and one ATM on the first floor of Founders Hall once opened. The fees charged by the provider shall be approved by NVCC which shall not be unreasonably withheld. All costs associated with the installation and operation is the responsibility of the contractor who shall return the building to its original condition after the removal.

D. Founders Hall Atrium Food Service

There will be a food service area located on the first level of the Founders Hall building that is scheduled to open in January 2017 (see Appendix B for campus map and diagram of area). NVCC shall provide sinks, counters, wall mounted shelving, ware washer, refrigerated display case, drop in hot wells and an icemaker. NVCC shall provide, at no expense to the Contractor, utilities, garbage and grease collection services, and equipment maintenance (to College-owned equipment only). Nightly heavy duty cleaning of the dining area, including tables and chairs, will be the responsibility of the College. All telecommunications and computers used by the Contractor will be the responsibility of the Contractor and the installation of each must meet the guidelines of the College.

Contractor's Responsibilities:

1. The Contractor will secure and provide a copy of appropriate licenses and comply with all applicable provisions of State, Federal and local laws, ordinances and regulations as they pertain to food service throughout the term of this agreement.

2. Contractor to purchase all wholesale food products from known reputable suppliers. These suppliers must meet State and Federal requirements regarding sanitary operations, transportation and procedures.

3. Food products supplied to the Contractor must meet the following general standards:
- Meat and meat products - USDA inspected for wholesomeness and graded for the highest quality.
 - Poultry and poultry products from plants, which participate in USDA and/or State inspection programs.
 - Eggs and egg products - shell eggs to meet Federal grading standards for highest quality. Supplies must be registered with the USDA. Processed egg products (liquid, frozen and dried) must bear the USDA inspection mark.
 - Seafood and shellfish - from approved safe sources as per the FDA and National Shellfish Safety Program.
 - Milk and dairy products - from government inspected sources. All milk must be pasteurized.
 - Processed foods - must be purchased from known, reliable suppliers who handle items processed by reputable food processors.
 - Clearly label all menu items that are prepared with or contain any commonly known allergens such as peanuts, peanut oil or any other nut products, dairy, gluten, soy, etc.

4. Food shall be prepared in compliance with State of Connecticut Health Code Standards for food service, sanitation, and hygiene. All food serving and storage temperatures shall be in compliance with State of Connecticut Health Code Standards.

5. The Contractor shall be responsible for the posting of menus and prices including, but not limited to campus wide e-mail. The Contractor must provide a copy of the menu and prices to NVCC. The menu is subject to mutually agreed on changes. Menus will be posted every Monday morning consisting of:

- The basic menu with prices
- Supplemental menu with prices

6. The Contractor shall furnish all food, personnel and operating and sanitation supplies required for the proper function of the food service at the Contractor's sole expense. Contractor shall provide sufficient personnel to properly operate the food service facility. (No alcoholic, intoxicating or narcotic food, beverage or substance whatever may be kept, sold or dispensed in or about the food service facilities or premises of the College by the contractor, his agents or employees.)

7. The Contractor's meal menu shall consist of the following minimum items:

A. Basic Continuing Menu

Fresh brewed coffee, fruit juice, milk, ice cream and other dairy products, soft drinks (both carbonated and non-carbonated), and specialty baked goods such as danish, doughnuts, muffins, etc.

B. Breakfast

Hot foods such as eggs, waffles, pancakes, bacon, sausage
Cold foods such as cereal, fruits, yogurt
Assorted breads, pastries, muffins, rolls, bagels, croissants, and condiments

C. Lunch and Dinner

Fast foods such as hamburgers, cheeseburgers, hot dogs, french fries, pizza, deli sandwiches.
Soups and fresh salads.
The Contractor shall also offer entrée items from a supplemental menu to include hot dishes such as chicken, meat, pasta with sauce, fish and shell fish.
Vegetables shall be offered as side dishes or as a part of the entrée offerings.
Desserts and fresh fruits shall also be available.

8. Standard Wage Rate: Contractor must comply with all provisions of Connecticut General Statutes 31-57f, Standard Wage rates for Certain Service Workers and must pay wages in accordance with current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL's web site at: <http://www.ctdol.state.ct.us/wgwkstnd/99-142guide.htm>

Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (806) 263-6790 or his designated representative.

9. All Contractor employees must at all time, when on duty, be attired in appropriate uniform, provided by the contractor.

10. All employees of the Contractor shall be considered to be solely in the Contractor's employ. All employees must be bondable or the Contractor accepts all liability for all employees that are not bonded. The Contractor agrees to replace any employee deemed unsuitable by the College.

11. Contractor's Staff may park in any of the regular student/staff parking lots at no charge. Contractor's staff shall register their vehicles in the College Public Safety office.

12. The Contractor at his/her expense, shall maintain, and be responsible for cleanliness and sanitation of:

- All food service areas including, but not limited to, the kitchen and all of its equipment, storage, refrigerator, freezer, preparation area, serving area, dining area (during operational hours), storerooms, office, back hall.
- Condiment and other single service item dispensers.
- All food service equipment.
- Cash register.
- Microwave oven located in dining area.

Sweeping, mopping and cleaning of the entire floor in the kitchen, dish room, and the serving area will be a minimum of two times per day: once after breakfast, once after lunch. Grout will be kept white by using a degreaser while mopping the floor. The Contractor will be responsible for maintaining cleanliness throughout the day in the entire food production and serving area, including the dining /cafeteria during the Contractor's operational hours and after closing hours before leaving. This includes removing and cleaning garbage and/or spills from cafeteria tables and the cafeteria floor. The College's custodial staff will do nightly heavy duty cleaning of the floor in the dining area.

Garbage and grease disposal will be the responsibility of NVCC. However, the Contractor must deliver the garbage and grease generated in the entire food service area (including the cafeteria) to the appropriate areas. This will include any sorting of the trash and garbage to participate in whatever recycling programs are designated by law and/or NVCC.

All cleaning supplies shall be purchased in accordance with Connecticut P.A. 07-100, cleaning products (except for disinfectants or any other anti-microbial products regulated by the federal Insecticide, Fungicide and Rodenticide Act, 7 USC 136 et.seq.) used shall be Green Seal and or <http://www.ecologo.org/en/greenproducts/> certified, utilized in accordance with the manufacturer's stated directions and be subject to review and approval of NVCC's designated representative. This contract is subject to provisions of Executive Order No. 14 of Governor M. Jodi Rell promulgated April 17th, 2006. Pursuant to this Executive Order, the Contractor shall use cleaning and/or sanitizing products having properties that minimize potential impacts on human health and the environment, consistent with maintaining clean and sanitary facilities. The contractor shall provide a list of all supplies required to perform the services. The list shall include the manufacturer's brand names and estimated quantities required to perform the services and verification that the cleaning supply is "green seal" and/or meets "Ecologo" certification.

13. Contractor shall supply, including but not limited to, all utensils, napkins, forks, spoons, knives, bowls, soda dispenser machine, toaster, cash registers, etc. All food and beverages served in the cafeteria will be served on, in or with disposable plates, glasses and utensils. Contractor shall avoid the use of styrene or plastic plates. Substitute with reusable and/or recyclable options. Where ever possible recyclable or reusable container are to be used for serving dishes, utensils, and condiment containers. Limit 'single serve' and excess wrapping where ever possible on the serving line and in the procurement process. Canned beverages are preferable over plastic or glass. Recycling of paper, cardboard, bottles and cans is encouraged by appropriate containers and signage.

14. The Contractor's responsibilities for décor at the location will be limited to: Providing condiment counter, soda dispenser, portable signage and other support equipment in accordance with plans and specifications submitted by the Contractor and approved by NVCC as to construction, location, color and/or finishes.

15. Program Evaluation: The Director of Finance & Administrative Services (or his or her designee) will meet quarterly with the Contractor to discuss cafeteria operations and mutual areas of concern. The Contractor will provide a written monthly report on cafeteria, catering and food service operations including complaints, suggestions, comments, and changes made to the service provided. Financial Statements showing the operation of food service, vending, ATM, and catering operations for each month will be submitted to the College no later than the 15th day of the following month.

The monthly statement must include the following information:

A. Manual Food Service and Catering

- Total direct cost of food and beverages
- Total cost of labor including wages, salaries, vacation and holiday accruals; all fringe costs including taxes, social security, medical benefits, insurance and pensions.
- Total direct costs of supplies and miscellaneous expenses.
- Daily revenues received and deposited including an hourly log of the number of total value of sales.

B. Vending Machine Food Service

- Direct cost of food and beverages sold.
- Total sales by type of product, by individual machine and location.
- Revenues received and deposited.
- Refund information.

C. ATM Services

- Number of transactions.
- Total fee receipts.
- Revenues received and deposited.

D. Founders Hall Food Service

- Total direct cost of food and beverages
- Total cost of labor including wages, salaries, vacation and holiday accruals; all fringe costs including taxes, social security, medical benefits, insurance and pensions.
- Total direct costs of supplies and miscellaneous expenses.
- Daily revenues received and deposited including an hourly log of the number of total value of sales.

16. The Contractor is expected to be responsive to suggestions from patrons regarding food quality, service and availability, along with behavior of food service staff. The Contractor shall provide a vehicle for consistent feedback and appropriate responses.

17. All deliveries and invoices of food, equipment, supplies, etc., will be made directly to the Contractor. All trucks and other vehicles shall be unloaded at the loading dock on 750 Chase Parkway, Waterbury, CT 06708.

18. The Contractor agrees to allow the following parties access to the kitchen and food service areas: President or designee, Director of Facilities, Facilities Staff, Director of Finance and Administrative Services or designee, Purchasing Services Officer, and Purchasing Assistant. NVCC staff must provide College ID and four hours written notice for access to kitchen area unless there is an emergency situation. The Contractor and NVCC agree, that both parties shall have access to all locked/secure food service storage areas and equipment.

SPECIAL TERMS AND CONDITIONS

1. The risk of loss, and the sole responsibility, for all equipment together with all contents thereof, and other Contractor provided equipment and utensils, shall be that of the Contractor and not NVCC. The Contractor shall be responsible for the removal of all Contractor equipment and utensils, within ten (10) days after the termination or expiration of the contract.

2. Under no conditions will any amusement, pinball, "juke box", or electronic video game machines be installed anywhere on the premises by the Contractor.

3. If, from time to time, students, faculty and administrative personnel of NVCC uses the College dining room facilities for various NVCC sponsored or recognized fund raising, community and social functions, and, in connection therewith, prepare food for sale to their fellow students, guests, etc., the Contractor agrees not to interfere with any such activities upon the premises, provided Contractor is given reasonable notice of the time and place thereof, by written memorandum to that effect.

4. Special or Catered Events: Employees routinely arrange special events on campus that require catering or food services. The Contractor PRIOR to the work being done must obtain a purchase order from the Purchasing Department. If the Contractor provides the service without authorization from the Purchasing Department, the College reserves the right to deny payment. All invoices for catered events should include the purchase order

number and be addressed to the Purchasing Department. When arrangements for special events are made, there shall be no denigration of regular service. Any arrangements secured without a purchase order is considered a personal expense between the Contractor and the requestor and must be billed directly to the individual or business.

5. The contractor shall be responsible for the repair or replacement cost of any damage to NVCC property caused by the use, misuse, or negligence of the contractors. The Contractor is responsible for reporting, in writing, within 72 hours the occurrence of damage to State property. Failure to report the damage within the specified time may be cause for termination of this contract.

6. Purchases made by the State of Connecticut are exempt from the payment of Federal excise Tax, Transportation Tax and Connecticut Sales and Use Tax. The aforementioned taxes must not be included in the bid prices.

7. The Contractor is responsible for training his employees in the security requirements of NVCC, and will be responsible for enforcing the security rules as they apply to his employees. In addition to any other security rules and regulations, the contractor shall inform his employees of the following:

- No guns, knives, or other dangerous weapons are allowed on State property.
- No drugs or other prohibited substances, including alcohol, are allowed on State property.
- The Contractor shall be responsible for prohibiting entrance to the kitchen and food service preparation areas by all unauthorized parties; including students, the public and unauthorized college employees.
- The use of State telephones is prohibited, except in an emergency situation or otherwise contracted into the agreement.
- NVCC College to the contractor will furnish all keys necessary to the building. All keys remain the property of NVCC and shall not be duplicated by the contractor or any of his employees. All keys shall be returned to NVCC upon request. A charge will be assessed for any keys not returned. Contractor will assume cost of re-keying buildings if keys are lost or stolen by him or his employees.
- There shall be no minimum debit/credit card charge limit imposed.

Attachments

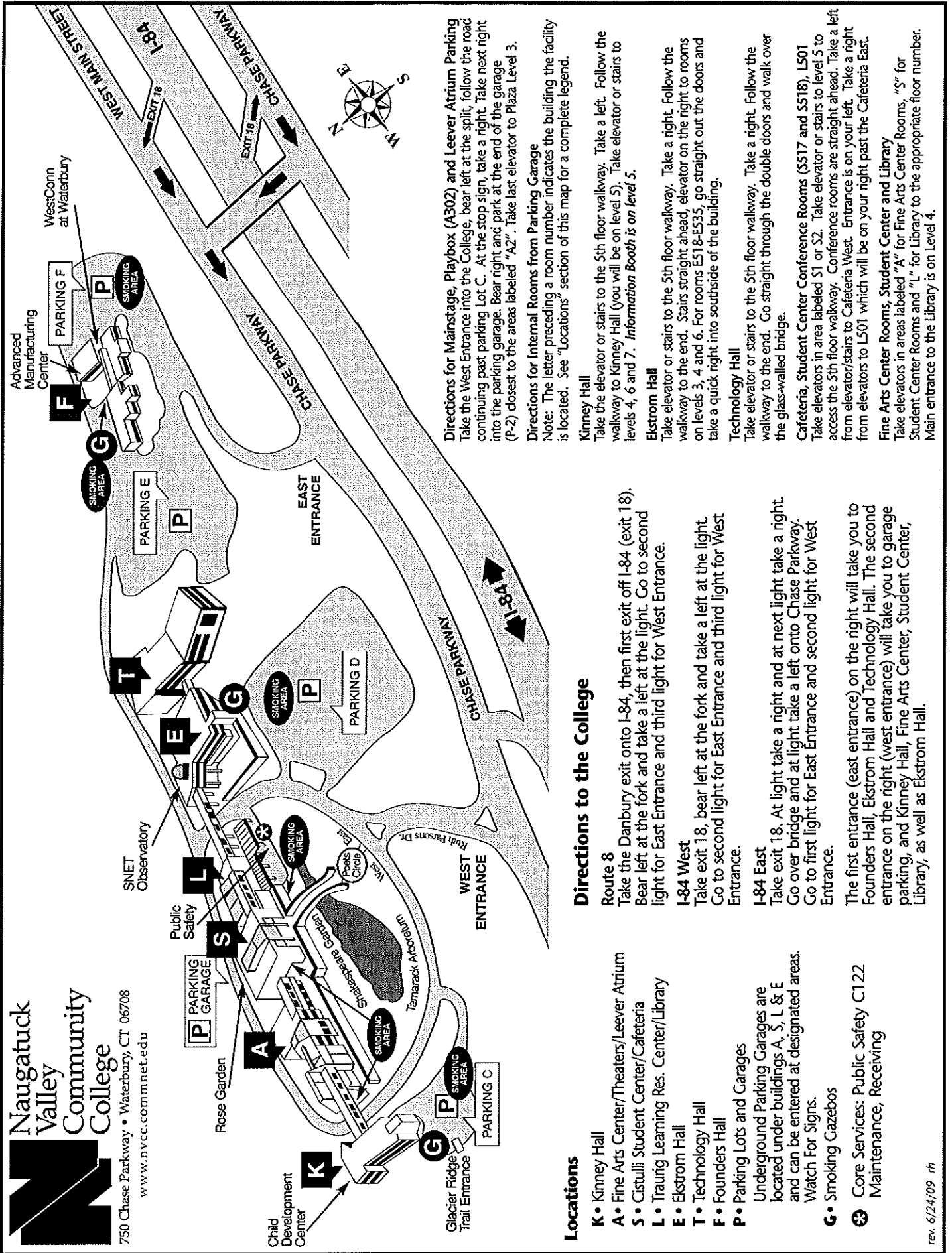
Appendix A	-	Criteria for Contractor Selection
Appendix B1	-	Campus Map
Appendix B2	-	Cafeteria Floor Plan
Appendix B3	-	Founders Hall Floor Plans
Appendix C	-	Sample Cafeteria Schedule
Appendix D	-	Equipment provided by the College
Appendix E	-	Gross Sales History

Appendix A
Naugatuck Valley Community College
2016 Request for Proposal
Selection Criteria

Vendor:

- a) Proposed menus, menu cycles and prices.
- b) Creative marketing plans and delivery systems.
- c) The demonstrated ability of the company to operate such a program.
- d) The depth, scope and availability of support personnel, i.e., district managers, quality assurance personnel, etc.
- e) The company's demonstration of having a complete understanding of the service requirements of the College.
- f) Evidence of foodservice employee and management training programs.
- g) Evidence of comprehensive food handling, housekeeping and sanitation programs.
- h) Evidence of a sound accountability system.
- i) Commission rate structure based on gross annual sales.
- j) Ability to provide electronic payment processing and PCI data protection.

Appendix B1



Naugatuck Valley Community College
 750 Chase Parkway • Waterbury, CT 06708
 www.nvcc.commnet.edu

Advanced Manufacturing Center
 WestConn at Waterbury
 SNET Observatory
 Child Development Center
 Rose Garden
 Public Safety
 Slakesburg Garden
 Tamarack Atrium
 Foots Circle

Directions for Mainstage, Playbox (A302) and Leever Atrium Parking
 Take the West Entrance into the College, bear left at the split, follow the road continuing past parking Lot C. At the stop sign, take a right. Take next right into the parking garage. Bear right and park at the end of the garage (P-2) closest to the areas labeled "A2". Take last elevator to Plaza Level 3.

Directions for Internal Rooms from Parking Garage
 Note: The letter preceding a room number indicates the building the facility is located. See "Locations" section of this map for a complete legend.

Kinney Hall
 Take the elevator or stairs to the 5th floor walkway. Take a left. Follow the walkway to Kinney Hall (you will be on level 5). Take elevator or stairs to levels 4, 6 and 7. *Information Booth is on level 5.*

Ekstrom Hall
 Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Stairs straight ahead, elevator on the right to rooms on levels 3, 4 and 6. For rooms E518-E535, go straight out the doors and take a quick right into southside of the building.

Technology Hall
 Take elevator or stairs to the 5th floor walkway. Take a right. Follow the walkway to the end. Go straight through the double doors and walk over the glass-walled bridge.

Cafeteria, Student Center Conference Rooms (S517 and S518), L501
 Take elevators in area labeled S1 or S2. Take elevator or stairs to level 5 to access the 5th floor walkway. Conference rooms are straight ahead. Take a left from elevator/stairs to Cafeteria West. Entrance is on your left. Take a right from elevators to L501 which will be on your right past the Cafeteria East.

Fine Arts Center Rooms, Student Center and Library
 Take elevators in areas labeled "A" for Fine Arts Center Rooms, "S" for Student Center Rooms and "L" for Library to the appropriate floor number. Main entrance to the Library is on Level 4.

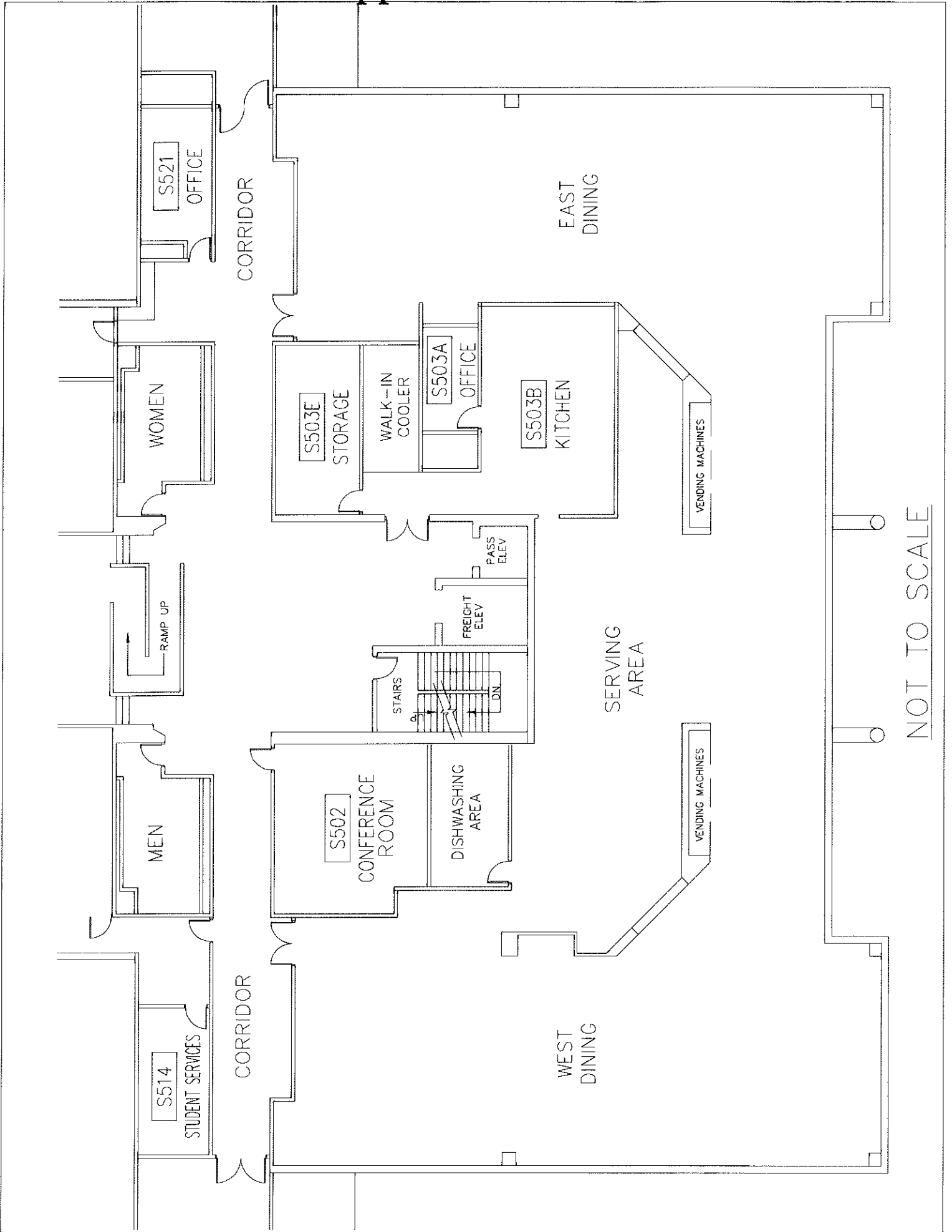
Locations

- K** • Kinney Hall
- A** • Fine Arts Center/Theaters/Leever Atrium
- S** • Cistulli Student Center/Cafeteria
- L** • Traurig Learning Res. Center/Library
- E** • Ekstrom Hall
- T** • Technology Hall
- F** • Founders Hall
- P** • Parking Lots and Garages
 Underground Parking Garages are located under buildings A, S, L & E and can be entered at designated areas. Watch For Signs.
- G** • Smoking Gazebo
- CS** • Core Services: Public Safety C122 Maintenance, Receiving

Directions to the College

- Route 8**
 Take the Danbury exit onto I-84, then first exit off I-84 (exit 18). Bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.
 - I-84 West**
 Take exit 18, bear left at the fork and take a left at the light. Go to second light for East Entrance and third light for West Entrance.
 - I-84 East**
 Take exit 18. At light take a right and at next light take a right. Go over bridge and at light take a left onto Chase Parkway. Go to first light for East Entrance and second light for West Entrance.
- The first entrance (east entrance) on the right will take you to Founders Hall, Ekstrom Hall and Technology Hall. The second entrance on the right (west entrance) will take you to garage parking, and Kinney Hall, Fine Arts Center, Student Center, Library, as well as Ekstrom Hall.

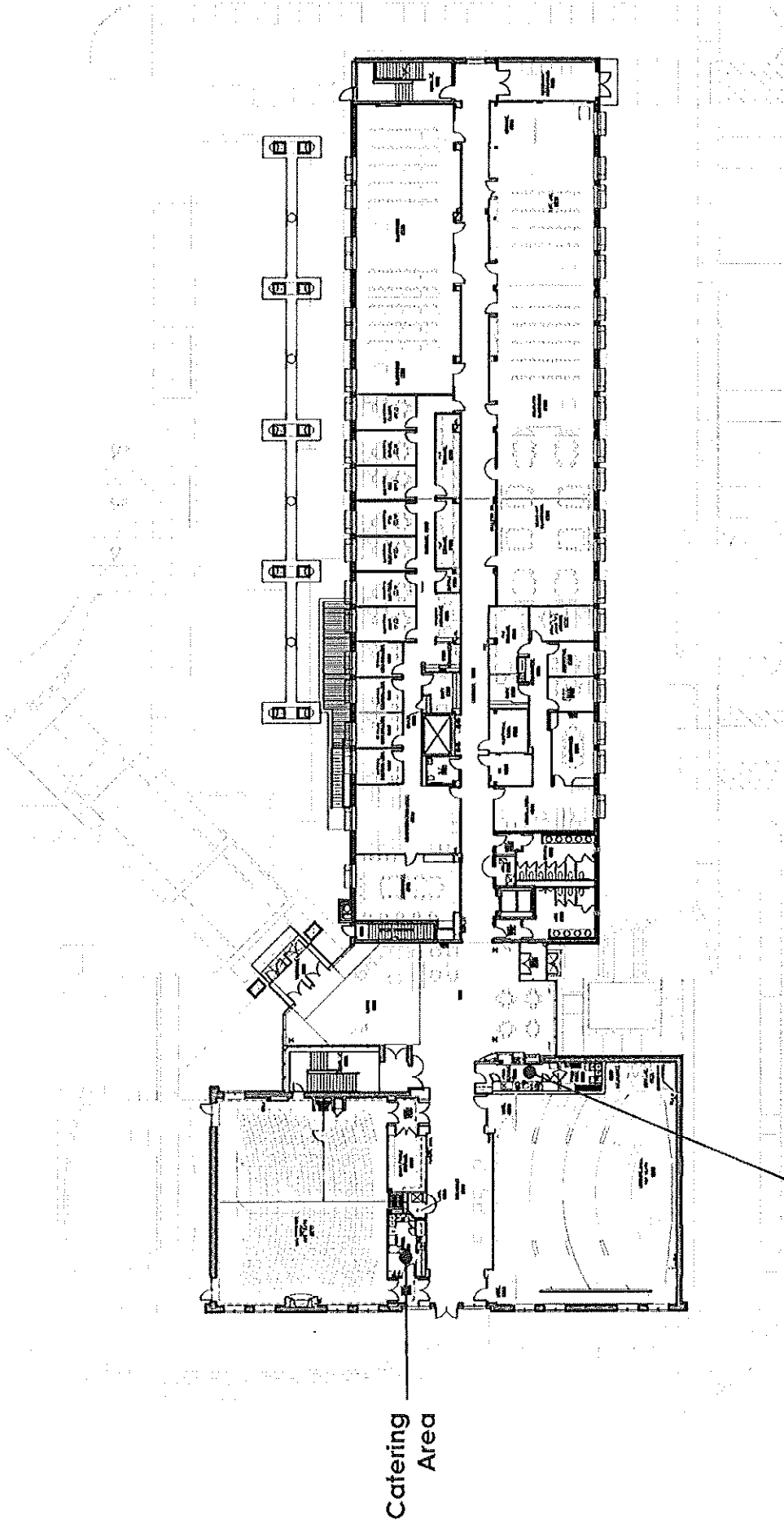
Appendix B2



NOT TO SCALE

Founders Hall – Main Level Plan (nts)

Appendix B3(1)

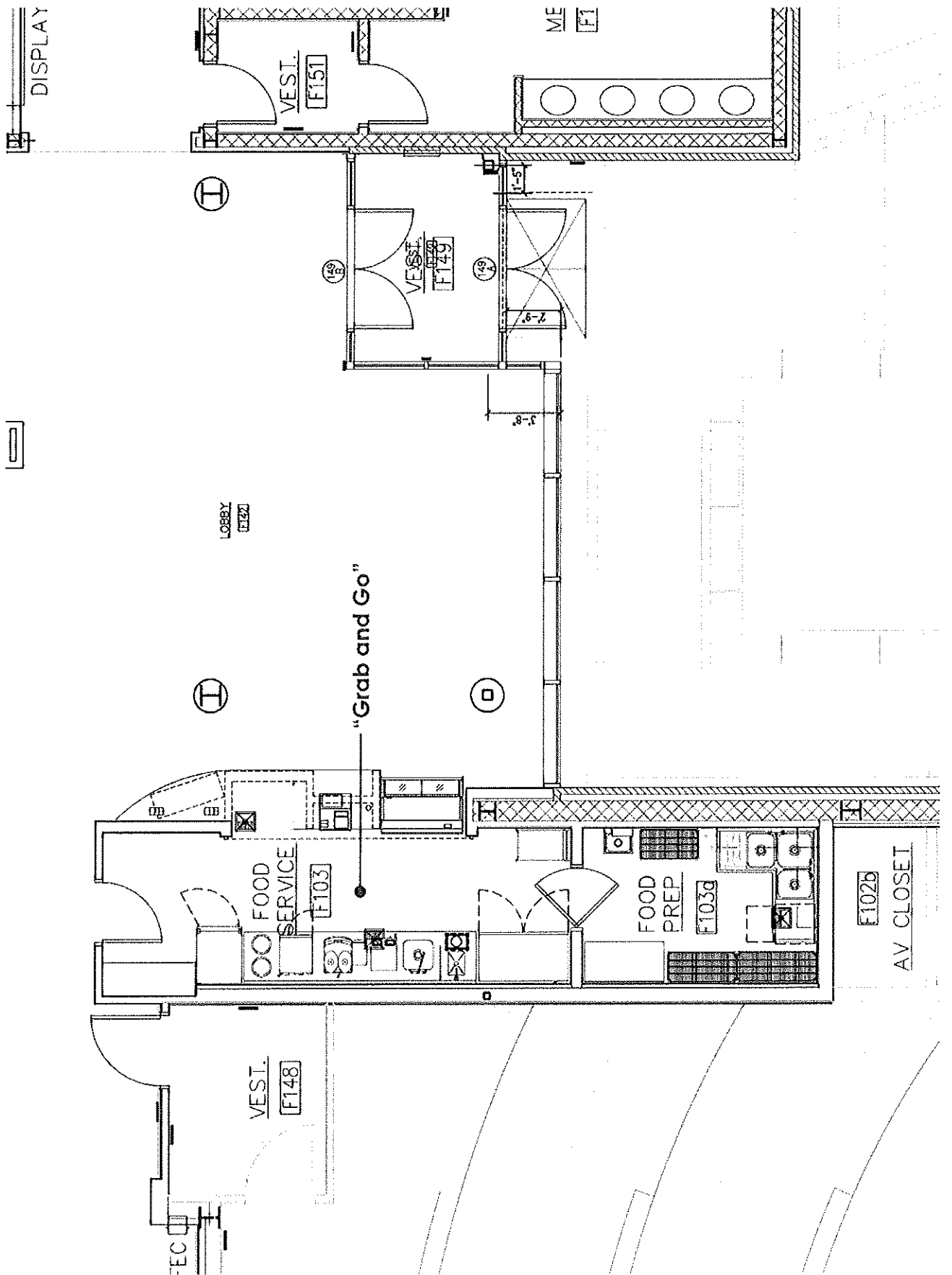


Cafetering Area

"Grab and Go"

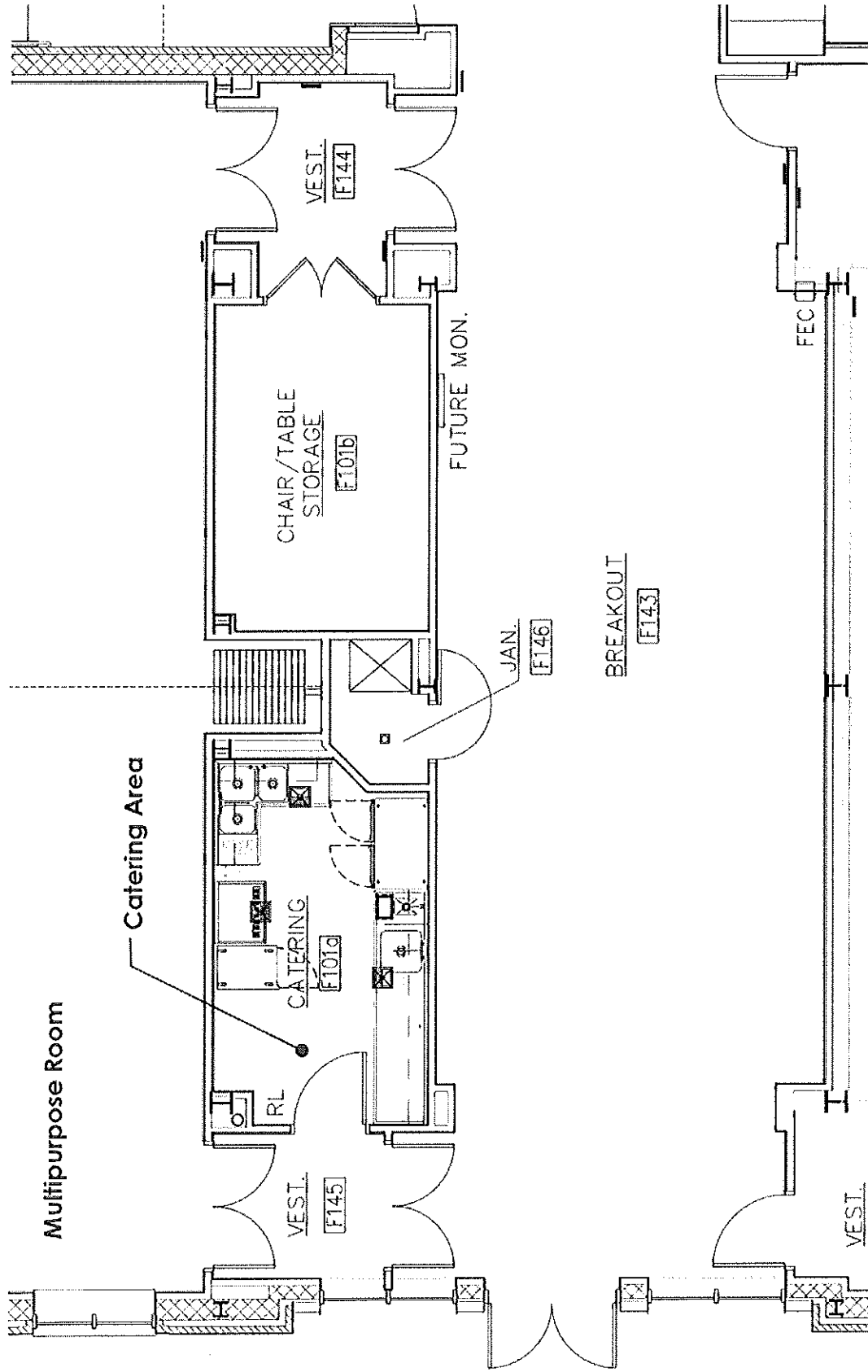
Founders Hall (nts)

Appendix B3(2)



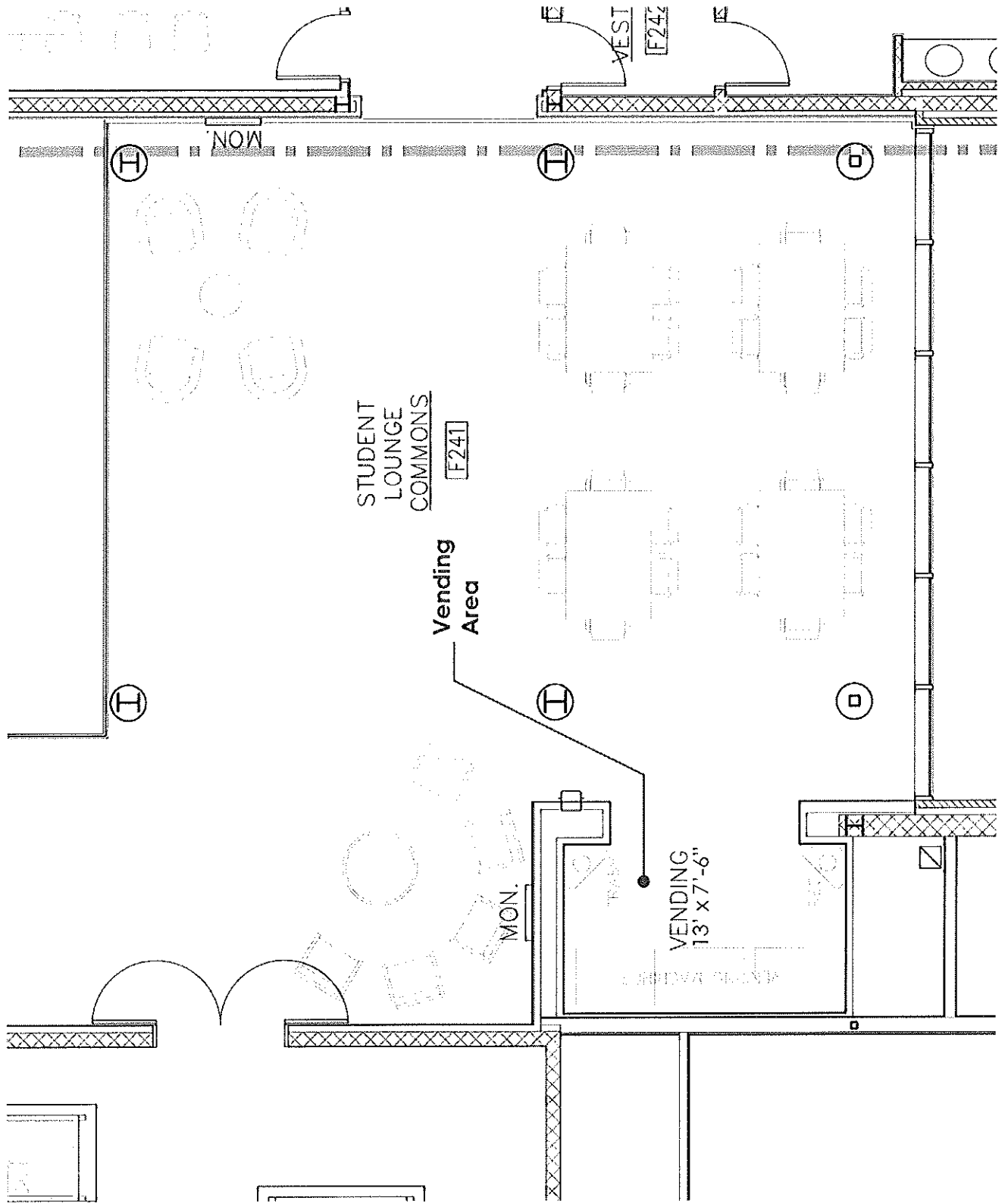
Founders Hall - Catering Area (nts)

Appendix B3(3)



Founders Hall - Second Floor Plan (nts)

Appendix B3(4)



Appendix C
NAUGATUCK VALLEY COMMUNITY COLLEGE
2016 Cafeteria RFP
Sample Cafeteria Schedule

	Menu / Service	Dates
Café opens	Limited	3rd week in August
Fall Semester begins	Full	Last week in August
Holiday	Closed	Thanksgiving Day and Day After
Fall Semester ends	Limited	2nd week of December
Break between semesters	Limited	3rd week in December
Café Holiday	Closed	Between Christmas and New Year's
Break between semesters	Limited	1st and 2nd weeks of January
Holiday	Closed	Martin Luther King Jr. Day
Spring Semester begins	Full	3rd week in January
Semester break	Limited	3rd week in March
Spring Semester ends	Limited	3rd week in May
Break between semesters	Limited	Last week in May
Summer semester begins	Limited	1st week in June
Holiday	Closed	Memorial Day
Federal Grant Funded Summer Food Service Program	Limited	6 Weeks in June and July
Holiday	Closed	Fourth of July
Summer Semester ends	Limited	3rd week in July
Break between semesters	Limited	Through 2nd week in August

Appendix D
 Naugatuck Valley Community College
 2016 Cafeteria Equipment List
Equipment Provided by the College

Description	Manufacturer	Model
Deck Oven	Blodgett	981/961
Ice machine (1000 lb capacity)	Scotsman	
Walk-in Cooler/Freezer	Vulcan	C1-F
Reach-in Refrigerator	Traulsen	G20010
Reach-in Freezer	Traulsen	G22010
Deep Fryer	Vulcan	
36" range (gas)	Garland	U36-6R
Meat Slicer	Globe	3600
Convection oven (bottom)	Vulcan	VC44ED
Convection oven (top)	Vulcan	VC44ED
Mixer	Hobart	A200
Bain Marie steam table		
Bain Marie refrigerated table No.1		
Bain Marie refrigerated table No.2		
Griddle	Wells	F686
Deep fryer	Wells	
Dishwasher	Hobart	AM15VLT
Food waste disposal	Salvajor	150

Appendix E

Cafeteria and Vending Gross Sales CY 14 and CY 15
As reported by LPM Holding Company, Inc.

APPENDIX E NAUGATUCK VALLEY COMMUNITY COLLEGE

prepared 9-Feb-16

EPICUREAN		Calendar Year 14												Calendar Year 15													
MANUAL OPERATION		January-14	February-14	March-14	April-14	May-14	June-14	July-14	August-14	September-14	October-14	November-14	December-14	TOTALS	January-15	February-15	March-15	April-15	May-15	June-15	July-15	August-15	September-15	October-15	November-15	December-15	TOTALS
Sales Data		\$ 3,187	\$ 25,410	\$ 35,805	\$ 31,406	\$ 24,703	\$ 3,220	\$ 987	\$ 172	\$ 46,844	\$ 45,715	\$ 42,877	\$ 29,149	\$ 289,475	\$ 3,187	\$ 25,410	\$ 35,805	\$ 31,406	\$ 24,703	\$ 3,220	\$ 987	\$ 172	\$ 46,844	\$ 45,715	\$ 42,877	\$ 29,149	\$ 289,475
CATERING		\$ 2,378	\$ -	\$ 7,943	\$ 4,745	\$ 4,317	\$ 9,441	\$ 30,357	\$ 11,318	\$ 7,722	\$ 4,115	\$ 2,765	\$ 3,111	\$ 88,211	\$ 2,378	\$ -	\$ 7,943	\$ 4,745	\$ 4,317	\$ 9,441	\$ 30,357	\$ 11,318	\$ 7,722	\$ 4,115	\$ 2,765	\$ 3,111	\$ 88,211
Total		\$ 5,565	\$ 25,410	\$ 43,748	\$ 36,150	\$ 29,020	\$ 12,661	\$ 31,344	\$ 11,490	\$ 54,566	\$ 49,830	\$ 45,642	\$ 32,260	\$ 377,686	\$ 5,565	\$ 25,410	\$ 43,748	\$ 36,150	\$ 29,020	\$ 12,661	\$ 31,344	\$ 11,490	\$ 54,566	\$ 49,830	\$ 45,642	\$ 32,260	\$ 377,686
VENDING																											
TOTAL Vending Income		\$ 2,105	\$ 386	\$ 1,948	\$ 2,257	\$ 1,896	\$ 1,684	\$ -	\$ 473	\$ 576	\$ 2,729	\$ 3,820	\$ 2,532	\$ 20,406	\$ 2,105	\$ 386	\$ 1,948	\$ 2,257	\$ 1,896	\$ 1,684	\$ -	\$ 473	\$ 576	\$ 2,729	\$ 3,820	\$ 2,532	\$ 20,406
TOTAL ALL SALES		\$ 7,670	\$ 25,796	\$ 45,696	\$ 38,407	\$ 30,916	\$ 14,345	\$ 31,344	\$ 11,963	\$ 55,142	\$ 52,559	\$ 49,462	\$ 34,792	\$ 398,092	\$ 7,670	\$ 25,796	\$ 45,696	\$ 38,407	\$ 30,916	\$ 14,345	\$ 31,344	\$ 11,963	\$ 55,142	\$ 52,559	\$ 49,462	\$ 34,792	\$ 398,092

EPICUREAN		Calendar Year 15												Calendar Year 16													
MANUAL OPERATION		January-15	February-15	March-15	April-15	May-15	June-15	July-15	August-15	September-15	October-15	November-15	December-15	TOTALS	January-16	February-16	March-16	April-16	May-16	June-16	July-16	August-16	September-16	October-16	November-16	December-16	TOTALS
Sales Data		\$ 5,114	\$ 34,985	\$ 47,352	\$ 51,915	\$ 18,611	\$ 371	\$ 251	\$ -	\$ 58,282	\$ 46,709	\$ 40,117	\$ 26,395	\$ 330,111	\$ 5,114	\$ 34,985	\$ 47,352	\$ 51,915	\$ 18,611	\$ 371	\$ 251	\$ -	\$ 58,282	\$ 46,709	\$ 40,117	\$ 26,395	\$ 330,111
CATERING		\$ 1,608	\$ 2,080	\$ 3,447	\$ 5,809	\$ 1,364	\$ 9,181	\$ 36,455	\$ 14,147	\$ 2,090	\$ 1,031	\$ 3,578	\$ 3,455	\$ 84,244	\$ 1,608	\$ 2,080	\$ 3,447	\$ 5,809	\$ 1,364	\$ 9,181	\$ 36,455	\$ 14,147	\$ 2,090	\$ 1,031	\$ 3,578	\$ 3,455	\$ 84,244
Total		\$ 6,722	\$ 37,075	\$ 50,799	\$ 57,724	\$ 19,975	\$ 9,552	\$ 36,706	\$ 14,147	\$ 60,372	\$ 47,739	\$ 43,695	\$ 29,849	\$ 414,355	\$ 6,722	\$ 37,075	\$ 50,799	\$ 57,724	\$ 19,975	\$ 9,552	\$ 36,706	\$ 14,147	\$ 60,372	\$ 47,739	\$ 43,695	\$ 29,849	\$ 414,355
VENDING																											
TOTAL Vending Income		\$ 1,031	\$ 674	\$ 444	\$ 3,036	\$ 1,812	\$ 1,228	\$ 756	\$ 789	\$ 469	\$ 2,428	\$ 3,012	\$ 2,187	\$ 17,866	\$ 1,031	\$ 674	\$ 444	\$ 3,036	\$ 1,812	\$ 1,228	\$ 756	\$ 789	\$ 469	\$ 2,428	\$ 3,012	\$ 2,187	\$ 17,866
TOTAL ALL SALES		\$ 7,753	\$ 37,749	\$ 51,243	\$ 60,760	\$ 21,787	\$ 10,780	\$ 37,462	\$ 14,936	\$ 60,841	\$ 50,167	\$ 46,707	\$ 32,036	\$ 432,221	\$ 7,753	\$ 37,749	\$ 51,243	\$ 60,760	\$ 21,787	\$ 10,780	\$ 37,462	\$ 14,936	\$ 60,841	\$ 50,167	\$ 46,707	\$ 32,036	\$ 432,221

Turnkey ATM Solutions		Number of Surcharged Transactions
February 2016	n/a	
January 2016	n/a	
December 2015	n/a	
November 2015	49	
October 2015	62	
September 2015	69	
August 2015	60	
July 2015	37	
June 2015	38	
May 2015	46	
April 2015	63	
March 2015	55	
February 2015	58	
January 2015	35	
December 2014	54	
November 2014	54	
October 2014	83	
September 2014	66	
January - August 2014	431	

n/a= not available
Current Fee to user: \$2.00