

CONTRACTOR INFORMATION SHEET

I. MINIMUM FINANCIAL AND EXPERIENCE WARRANTY

The Contractor submitting this proposal warrants the following:

- A. The Contractor should be national in scope and must be currently operating more than one non-vending, college or university food service in the Pacific Northwest (Washington, Oregon, Idaho, Montana) or California.
- B. The Contractor must currently (1975/76 & 1976/77) be operating more than one non-vending college or university food service on a multi-unit campus with over 1,500 regular boarders plus \$250,000 or more in annual gross cash sales. Each such account must have been operated for the past two years.
- C. The Contractor must have received over \$15,000,000 in gross sales in non-vending college or university food service during the fiscal year ending June 30, 1976.
- D. The Contractor must currently have a regionalized management organization in the Pacific Northwest or California and be willing to set up a district organization in Washington State.
- E. The Contractor must have been operating non-vending, college or university food services on more than one campus for a period of the last five years or longer.
- F. The Contractor must provide applicable financial data that will show their ability to perform. Three or more recent annual stockholders' reports and/or statements of net worth will be sufficient. In addition, the Contractor must be willing to submit further financial and performance data as requested.

II. INFORMATION TO BE FURNISHED

- 1. Contractor _____
- 2. Type of organization: Individual _____; Partnership _____;
Corporation _____; Other (please describe) _____

a. Name and address of person to contact _____

b. Telephone number and area code _____

Butler
copy to Board
Refer to Page 2 of 10

WESTERN WASHINGTON STATE COLLEGE
FOOD SERVICE SPECIFICATIONS
September 14, 1976

I. SCOPE OF OPERATIONS

1. The Western Washington State College campus is on the quarterly system. Three quarters are planned for each academic year. For planning purposes, there will be 11 weeks per quarter (12 Fall). Using the above criteria, a total of approximately 226 feeding days are projected for each academic year.
2. Residence hall boarders in the Ridgeway dormitory complex are fed in the Ridgeway Dining Hall. Boarders on the north campus are fed in the Viking Commons and boarders in the south campus are fed in the Fairhaven Dining Hall. It has been a policy on the WWSC campus to allow students to use their meal tickets in any of the three dining halls. Cash sale coffee shops are operated in the Viking Union Coffee Shop and Coffee Den, Miller Hall Coffee Shop, Fairhaven Coffee Shop and Ridge Coffee Shop (evenings). In addition, there is a delicatessen on the Viking Union Plaza and an ala carte dining area in the Viking Union. All dining halls and coffee shops have kitchens within. The Ridgeway Dining Hall and Viking Commons have small bakeries.
3. Summer session and conferences are expected to be conducted during the summer months, generally from mid-June through August. If each of these various summer sessions continues to be successful, they will be duplicated in each succeeding year. Normally during the summer, only one boarding unit is operated, plus all cash operations except the Fairhaven Coffee Shop and Ridge Coffee Shop. If a large conference is booked, more boarding operations may be used.
4. Present policies of this campus is to require nearly all residence hall students to have board contracts. Board occupancy statistics are provided in the attachments.

II. COLLEGE RESPONSIBILITIES

The College Shall:

1. Provide a food service calendar for the guidance of the Contractor at the beginning of each fiscal year (July 1) which shall be subject to modification by mutual agreement.
2. Collect board charges and pay same to the Contractor by a method and schedule agreed to by contract.

3. Provide, as mutually agreed, the space, facilities, utilities, and equipment reasonably required by the Contractor for the efficient operation of its food services, all of which shall be and remain the sole property of the College. The College reserves the right to use the dining areas from time to time for such purposes as registration of students, testing, lectures, performances, dances, etc., in accordance with the policies as outlined herein.
4. Furnish the services of the College maintenance staff, as required for the proper maintenance and repair of facilities, utilities and all equipment used in the food service operation. The Contractor will be charged back labor at the standard college recharge rate and is responsible for the maintenance.
5. Be responsible for and assume the costs of the following:
 - a. All utilities required for the operation of the food service facilities.
 - b. Painting, redecorating and major capital replacements or additions as deemed necessary by the College.
 - c. Provide and furnish the Contractor custodial mechanical equipment including vacuum cleaners, floor polishers and scrubbers, and rug shampoo machines (expendable custodial supplies are excluded).
6. Provide and furnish the Contractor office space with suitable desks, chairs, tables and office equipment, including an electric typewriter, electric calculating machine, cash registers, and filing cabinets (expendable office supplies excluded). The office and items shall be for the exclusive use of the Contractor during the term of the established agreement, but shall remain the property of the College. The Contractor shall maintain and repair the above mentioned equipment and furnishings.
7. The College shall not hire management employees of the Contractor for the purpose of providing food service on the campus during the term of the established agreement and for six months thereafter.
8. Summary of College financial obligations:
 - a. Painting and redecorating
 - b. Collection of charges for boarding students
 - c. Utilities
 - d. Provide maintenance on utilities to point of connection
 - e. Building space, food service equipment, and furnishings
 - f. Office space and equipment
 - g. Custodial mechanical equipment
9. The College will allow the Contractor's employees to use the College parking system with the same priorities as full-time College employees.

III. CONTRACTOR'S RESPONSIBILITIES

The Contractor shall operate the College food service facilities, providing food services as required by the College upon the following terms and conditions:

1. The Contractor shall provide food and beverage service on campus except vending as outlined in these specifications, the Contractor's proposal and the final contract between the College and the Contractor.
2. Food services for all College related functions such as banquets, parties, conferences or other special events shall be provided as requested. Charges to the sponsoring groups for such services shall be based upon rates set by the method outlined in the Contractor's proposal.
3. The Contractor shall assume full responsibility for control of any food service identification system, including the issuance of meal tickets, coupons or punch-type tickets. Boarding students may use their meal tickets in any campus dining hall.
4. The Contractor shall be responsible for all costs of operating food service facilities including but not limited to the items set forth below:
 - a. All food and beverage costs.
 - b. All laundry service costs.
 - c. All salaries, wages and employee benefits payable to or on behalf of the Contractor's employees. All employees (including students) shall be employed by the Contractor in its own name, and the Contractor shall hold the College harmless from any and all claims, demands or liability on account thereof.
 - d. All trash or refuse removal from all food service facilities.
 - e. Maintenance of all the kitchen premises, serving areas and their associated furniture and fixtures. Upon termination of this agreement, the Contractor shall surrender up the same to the College in as good condition as when received, ordinary wear and tear and acts of God accepted. If the replacement of an individual item is required due to ordinary wear and tear or acts of God, the College shall bear the entire cost of such replacement.
 - f. Replacement of the loss and breakage to the initial inventory of china, glassware, silverware, trays and all other movable kitchen and serving equipment originally furnished by the College. Inventory of the china, silverware, glassware, and trays shall be taken at least bi-monthly with copies of such inventory provided to the College. Once a year, a total inventory shall be taken by the Contractor. The

Contractor shall certify that inventory is correct and shall include a shortage listing. The Contractor shall promptly initiate purchase action for shortages unless instructed otherwise by the College with copies documentating such action to the College.

- g. Maintenance of all heavy kitchen and serving equipment whether or not they are attached to the property including, but not limited, to stoves, fryers, ovens, steamers, kettles, mixers, ventilation hoods, dishwashers, furnishers, potwashers, steam tables, faucets and minor plumbing, electrical work and refrigeration including compressors, motors, etc. Upon termination of the agreement, the Contractor shall surrender up the same to the College in as good condition as when received ordinary wear and tear accepted and loss or damage by acts of God accepted. If the replacement of an individual item is required due to ordinary wear and tear or acts of God, the College shall bear the entire cost of such replacement.
 - h. Routine cleaning of food preparation and service areas including area around loading docks and dumpsters, grease traps, dining room tables, chairs and floors after each meal. The Contractor shall maintain clean dry floors in the food preparation and service areas and shall provide weekly cleaning, waxing and buffing of floors or more often if needed.
 - i. Pest control expenses.
 - j. Telephone expenses.
 - k. All appropriate taxes including payroll taxes or sales taxes.
 - l. Exclusions. Items that cannot be charged to the College account include but are not limited to charges for menu making, service charges for corporate purchasing or facility planning service charges, accounting, auditing or other similar expenses. All or part of the management expenses not directly assigned to the WWSC account will not be charged to the WWSC account.
5. The Contractor will obtain and keep enforced during the term of this agreement for the benefit and protection of the College Board of Trustees and Contractor, public liability and products liability insurance each in the sum of \$300,000, \$5,000,000 in a company licensed in the State of Washington, satisfactory to the College, and in a form approved by the College. The policy shall contain a covenant by the company issuing the same that the policy shall not be cancelled by the issuing company unless a 30 day written notice of cancellation first be given to the College. Certificates of the policy or policies representing the same shall be delivered to the College and retained by it. The Contractor shall also maintain workman's compensation insurance. All premiums upon the aforementioned policy shall

be paid by the Contractor. The Contractor must be licensed in the State of Washington.

6. The Contractor shall maintain accurate and complete and separate books of accounts according to accepted standards of accounting reflecting its operations on the WWSC campus together with appropriate supporting data and documents. The Contractor shall provide the College with a proforma operating statement at the beginning of each academic year and shall submit operating statements at intervals to be mutually agreed upon between the Contractor and the College. In addition, the Contractor shall make books of account and supporting data and documents available for inspection, reproduction and audit by the College at all reasonable times, and shall make provisions for the retention of books, data and documents at a reasonable place and at all reasonable times for a period of at least three years after the fiscal year in question.
7. Service. Currently the boarding operation serves an average of 2,150 boarders in three dining halls (Viking Commons-825, Fairhaven-225, Ridgeway-1,100). Meals are to be served three times per day, seven days per week. Students are to be able to use meal tickets in any of the three dining halls. The Contractor will provide meal service during breaks between quarters as directed by the College.
8. Attitude Survey. An attitude survey will be taken in the boarding units during Winter Quarter each year. The Contractor will be responsible for maintaining high levels of satisfaction during the year. Failure to meet the requirements of the survey can result in cancellation of the contract.
9. Meal Plans. The Contractor will offer a minimum of three meal plans to boarders. A "full 21" plan with all meals served during the week, an "any 15" plan where a student can eat any 15 of the 21 meals served each or an "any 10" plan.
10. Locations. The Contractor will operate a large coffee shop in the Viking Union, a smaller coffee den, an ala carte dining area in the Viking Union, a deli in the Viking Union, a small coffee shop in Miller Hall, a small coffee shop in Fairhaven, a small evening coffee shop in Ridgeway, and other units as directed by the College.
11. Prices. All coffee shop prices are mutually agreed to by the Contractor and Director of the Viking Union.
12. The Contractor shall employ as many students as feasible in the performance of the contract. Student employees will be paid hourly rates comparable with rates paid to other student employees on the campus. The Contractor shall be responsible for hiring and paying students as well as paying for related employee benefits and taxes.
13. The Contractor will not discriminate against any client, employee

or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age, the presence of any sensory, mental or physical handicap, or such person's status as a Vietnam or disable veteran with regard to, but not limited to, the following: Employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services.

IV. GENERAL CONDITIONS

1. Term of agreement. The term of this agreement shall commence on the first day of September, 1977 and run for no less than two nor more than fifteen years. Upon submission of proposals by contractors, the College will negotiate a contract based upon the ability of the proposal to meet the College's needs.
2. Assignments. This agreement shall not be assigned by the Contractor in whole or in part without the express, written consent of the College nor shall the Contractor have the right to authorize or permit the use of College food service facilities by third parties without the express, written consent of the College.
3. Termination. In the event the Contractor fails to carry out or comply with any of the terms and conditions of the established agreement, the College reserves the right to demand remedy of any failure or fault with 10 days. In the event the Contractor fails to remedy the failure or default within the specified period, the College shall have the right to cancel and terminate the established agreement without additional notice. The College will require a \$50,000 performance bond. In such case, it will be incumbent upon the Contractor to continue operation until relieved by a subsequent food service operator chosen by the College.
4. Inspections. The College reserves the right to have designated representatives review, inspect and evaluate the operation and condition of the food service facilities at any time with respect to the quantity and quality of food served, the methods of service, the prices of ala carte selections, the hours of meal service, and generally with respect to the safety, sanitation and maintenance of the facilities and equipment, all of which shall be maintained at levels satisfactory to the College. The College reserves the right to make reasonable regulations from time to time with respect to these matters. The Contractor shall comply with such regulations as well as all state and local health and sanitation regulations relating to personnel and maintenance of the kitchens, dining rooms, storage rooms, dress, etc.
5. Term. The length of the contract is uncertain and is dependent upon the proposals supplied by the Contractor. This will be a long-term profit limiting agreement.

V. PROPOSALS

Proposals will be due in to the Purchasing Office no later than 5:00 p.m., October 29, 1976. It is important that each Contractor supply very explicit and detailed proposals on each of the items of consideration in the following section to avoid confusion and questions. In determining the merits of each proposal, the College will consider but not be limited to each of the following items as separate subjects.

1. Meal Plans - A description of what meal plans the Contractor proposes in lieu of or in addition to the three current plans being offered.
2. Food Committees - How will members be selected, how will the committees function, what will their roles be, will they approve menus, how often will they meet, etc.?
3. Hours of Service - What hours of service do you propose in the boarding units per meal and in the cash units? What hours in the coffee shops? What service between quarters?
4. What will be the quantity of food in each serving? What about seconds? Give us a two week sample menu showing what is to be served and what the portions will be. How often do menus rotate? Give a nutritional breakdown of entrees.
5. Variety of Food - How many entrees or different selections do you propose for each meal?
6. Quality of Food - What will be your raw food specifications on all food and beverages?
7. Management - What will be your management structure? Who gets paid from the College account? What will be the education and experience qualifications for all management personnel? What regional management structure will you have? Which positions get charged to the College account?
8. Extra Service - In addition to the basic service, what will you provide? (Example - sick trays, sack lunches, steaks, dorm dinners, special meals, etc.)
9. Treatment of Non-Management Employees - What will pay scales be for non-management employees? How will you phase out the current contractor's employees? What will be your non-management staffing structure? What union representation do you propose?
10. Method of Payment - How do you propose you be paid? How often? What about charges for a fraction of a day?
11. Survey - What do you propose in the way of a survey? How often? Who conducts it? What if the Contractor fails? Who agrees to the method of survey?

12. Information - What information to boarder students will be supplied? When? Who pays for the printing?
13. Partial Meal Plans - What partial meal plans do you propose, such as lunch only or dinner only? What will be the costs?
14. Cash Prices - How will cash prices be set? Who approves them? What will quantities be? How will prices be adjusted?
15. Other Uses of Dining Hall - We will use the dining halls at times for other purposes. What will you charge? Who pays for usage? Who pays for clean-up? How much?
16. Student Labor - What percentage of the hours worked each week in the units will be student labor? What will they be paid?
17. Affirmative Action - What is your company's policy or program on Affirmative Action? What percentage of your current management personnel are minorities? Women?
18. Casual Rates - What casual boarding rates do you propose? How will they be adjusted?
19. Rebate - What rebate (if any) do you propose on cash sales? At what levels of income?
20. Rates - Summer. What meal rates do you propose in the boarding units during the summer?

Rates - Academic Year. What meal rates do you propose in the boarding units during the academic year?
21. Adjustments - How do you propose rate adjustments be made, since conditions change that may affect price?
22. Profit - What is your profit-limiting proposal in detail?
23. Firm's Previous Record - Which Colleges or Universities in the Pacific Northwest (Washington, Oregon, Idaho, Montana) or California have you served at one time or another during the past seven years? Whether you still have the account or not, who may we contact at that college or university about your performance? (Please give a complete listing of accounts, names, titles and phone numbers.)
24. How will you handle meal tickets? What kind are they? What if one is lost? Replacement cost? Who distributes them? How often?
25. How will you handle the special needs of the College for banquets, luncheons, teas, etc.? What will you charge? How will prices be changed? How will you handle alcoholic beverages?
26. Other - What other items do you propose for the food service at Western Washington State College?