

University of Nebraska at Kearney
February 22, 2019
Request for Proposals #19-03
Management and Operation of University Dining Services

Key Dates and Times:

Optional site visit:
March 5 & 6, 2019

Bids Due: March 27, 2019, 2:00 P.M. Local Time

Office of Procurement and Payment Services
2504 9th Ave
Kearney, Nebraska 68849-1240

Requests for reasonable accommodations needed in order to participate in the process described in this RFP may be directed to the Affirmative Action/Equal Opportunity Office, 1200 Warner Hall; Voice/TDD-(308) 865-8400.

TABLE OF CONTENTS

SECTION 1: COVER SHEETS AND SPECIFICATIONS	5
1.1 PROPOSAL COVER SHEET	5
1.2 INTRODUCTION	7
1.3 EXPECTATIONS	7
1.4 EVALUATION PROCESS	7
1.5 ABOUT THE UNIVERSITY	7
1.6 MISSION STATEMENT	8
1.7 MISSION IMPERATIVES	8
1.8 FOOD SERVICE NAME	10
1.9 CURRENT AGREEMENT	10
1.10 CURRENT DINING SERVICE ENVIRONMENT	10
1.10.1 Current Dining Service Facilities	10
1.10.2 Resident Meal Program	11
1.10.3 Commuter/Faculty/Staff Meal Program	11
1.10.4 Catering Services	11
1.10.5 Child Care	12
1.10.6 Meal Card System	12
1.10.7 Loper Dollars	12
1.10.8 Supporting Functions for Chancellor Activities	13
1.10.9 Special Pre-Season Student Meals	13
1.10.10 Campus Kitchen	13
1.10.11 Fountain, Retail and Concessions Operations	13
1.10.12 Chancellor's Picnic	13
1.10.13 Joint Use of Facilities	14
1.10.14 Food Sales	14
1.10.15 Non-Board Rates	14
1.11 SALES HISTORY	14
SECTION 2: CERTAIN SELECTION CRITERIA	15
2.1 BIDDER'S ORGANIZATIONAL CAPABILITY AND REFERENCES	15
2.2 QUALITY OF CUSTOMER SERVICES PROPOSED	15
2.3 FINANCIAL INCENTIVES	16
2.4 TECHNOLOGY CONSIDERATIONS	16
2.5 RESPONSIVENESS OF PROPOSAL	16
2.6 REQUIRED RESPONSE QUESTIONS	16
2.6.1 History and Background of Bidder	17
2.6.2 Description of the Bidder's Personnel and Management Team	18
2.6.3 References	19
2.6.4 Transition Planning	20
2.6.5 Dining Services Offered	20
2.6.6 Contract Board and General Dining Offerings	21
2.6.7 Food Court, Retail, and Other General Operations	22
2.6.8 Catering and Banquette Operation	23
2.6.9 Early Childhood Education Center	24
2.6.10 Marketing Services Offered	24
2.6.11 Nutritional Awareness and Support	24

2.6.12 Compensation	25
2.6.13 Financials.....	26
2.6.14 Reporting.....	27
2.6.15 Pricing and Price Adjustments	28
2.6.16 Acceptable Barometer Price Index Bases.....	28
2.6.17 Quality Assurance Plan	28
2.6.18 Food Procurement Standards	29
2.6.19 Food Preparation Standards	29
2.6.20 Housekeeping and Sanitation Services	30
2.6.21 Equipment and Maintenance.....	31
2.6.22 Other Facilities Services.....	32
2.6.23 Pest Control.....	32
2.6.24 Recycling and Energy Conservation	32
2.6.25 ITS Requirements.....	33
2.6.26 Confidential Information.....	33
2.6.27 Additional Information.....	34
2.6.28 Insurance	34
2.7 IMPLEMENTATION/DELIVERY TIME LINE.....	34
2.8 BID BOND	34
2.9 PERFORMANCE BOND.....	35
SECTION 3: COMPONENTS OF THE PROCESS	36
3.1 REQUIREMENTS - RESPONDING TO SPECIFICATIONS	36
3.2 COMMUNICATIONS	36
3.3 CRITICAL DATES	36
3.3.1 Due Dates.....	36
3.3.2 Bid Withdrawal	36
3.4 BASIS OF SELECTION	36
3.4.1 Award of Contract.....	36
3.4.2 Evaluation	37
3.4.3 Confidentiality.....	37
3.4.4 Request for Additional Information	37
3.4.5 Sample Evaluation.....	37
3.5 NEGOTIATION.....	37
3.6 NOTIFICATION OF AWARD	37
3.7 RESERVATION OF RIGHTS: REJECTION OF PROPOSALS; NON-RESPONSIVE PROPOSALS.....	38
3.7.1 UNK Rights	38
3.7.2 Rejection.....	38
3.8 PUBLIC INFORMATION.....	38
SECTION 4: PROPOSAL SUBMITTAL REQUIREMENTS	39
4.1 SUBMITTALS AND BID OPENING.....	39
4.2 SUBMITTING OF PROPOSAL.....	39
4.2.1 Mail	39
4.2.2 In Person.....	39
4.3 INSPECTION OF PREMISES	39
4.4 BIDDER QUESTIONS, CLARIFICATIONS, AND ADDENDA INTERPRETATION	39
4.4.1 Project Requirements.....	39
4.4.2 Bid Interpretation.....	40

4.4.3 Notification of Addenda.....	40
4.4.4 Contact Information.....	40
4.5 COST OF PREPARATION	40
4.6 BIDDER QUALIFICATION.....	40
4.7 EXCEPTIONS	41
SECTION 5: TERMS AND CONDITIONS	42
5.1 GENERAL	42
5.2 TERMINATION FOR CAUSE	42
5.3 CONTRACT ASSIGNMENT	42
5.4 CONTRACT PAYMENTS	42
5.5 INDEMNITY, GENERAL AND PATENT.....	42
5.6 GOVERNING LAW; VENUE	43
5.7 FORCE MAJEURE.....	43
5.8 COMPLIANCE WITH LAWS AND REGULATIONS; GRAMM LEACH BLILEY; UNIVERSITY OF NEBRASKA POLICIES	43
5.9 SEXUAL HARASSMENT.....	44
5.10 INVESTIGATION AND RESOLUTION OF DISCRIMINATION AND HARASSMENT COMPLAINTS.....	44
5.11 DRUG FREE WORKPLACE.....	44
5.12 WEAPONS POLICY	44
5.13 AFFIRMATIVE ACTION/EQUAL OPPORTUNITY.....	45
5.14 PROPRIETARY INFORMATION; CONFIDENTIAL EMPLOYEE INFORMATION; HIPAA; FERPA	45
5.15 SUBCONTRACTORS	45
5.16 LEGISLATIVE FUNDING OUT CLAUSE	45
5.17 PARKING.....	46
5.18 BUILDING RULES AND REGULATIONS; TOBACCO USE:.....	46
5.19 USE OF PREMISES.....	46
5.20 HAZARDOUS WASTE GENERATED BY CONTRACTORS	46
5.21 DELIVERY; F.O.B.; SHIPPING.....	47
5.22 QUANTITY.....	47
5.23 INSPECTION.....	47
5.24 DEFECTIVE GOODS OR WORK.....	47
5.25 LIENS	47
5.26 FEDERAL, STATE AND LOCAL SALES TAXES; FEDERAL EXCISE TAXES.....	48
5.27 AMBIGUITIES.....	48
5.28 RECYCLING POLICY	48
5.29 CONTRACTOR IDENTIFICATION.....	48
5.30 FEDERAL IMMIGRATION VERIFICATION – E-VERIFIED.....	48
5.31 FEDERAL PROCUREMENT	48
5.32 LEGAL RELATIONSHIP	49
5.33 USE OF UNIVERSITY NAMES AND LOGOS.....	49
5.34 IMPROPER BUSINESS RELATIONSHIPS AND CONFLICT OF INTEREST PROHIBITED	49
5.35 ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY	49
5.36 EQUAL OPPORTUNITY CLAUSE CERTIFICATION OF NON-SEGREGATED FACILITIES, EXECUTIVE ORDER 11246.....	49
SECTION 6: PROPOSAL SCHEDULE	50
SECTION 7: LIST OF EXHIBITS	51
SECTION 8: LIST OF APPENDICES.....	52

SECTION 1: Cover Sheets and Specifications

1.1 Proposal Cover Sheet

Each proposal to this RFP shall be accompanied by a cover sheet on the form which immediately follows this page. This cover sheet demonstrates that the Bidder agrees to be bound by, and that its proposal is subject to, the terms of this RFP and any addenda that may supplement or amend this RFP.

1.2 Introduction

The University of Nebraska at Kearney is soliciting proposals for an exclusive dining service contract for the period of May 21, 2019 through June 30, 2024, unless terminated earlier per the terms of the services contract.

The University of Nebraska at Kearney (“UNK” or “University”) invites proposals from qualified Bidders to provide the goods and/or services described below. If the bid process is successful, UNK will enter into a contract with the successful Bidder for the services specified in the RFP.

A list of definitions used in the RFP document shall have the respective meaning as stated in APPENDIX “A” – Definitions.

1.3 Expectations

The primary objective of this solicitation is to develop a new program of excellence for the University’s dining services program. The successful Bidder shall, in conjunction with the University, design a dining services program that enhances the quality of life for its students, faculty, staff and visitors and contributes significantly to the total educational experience and campus culture. It is the overall intent to provide students, faculty, staff and visitors with the highest quality products and the most courteous and efficient service possible. In addition, it is the University’s desire to provide quality food service at the most reasonable and economical prices possible to obtain the desired service. The successful Bidder will be expected to provide a full range of fresh, nutritious, affordable and tasty food and beverages through the purchase, preparation and service of food and beverage products appropriate for a wide variety of dining settings. The Bidder will provide effective management and operational control of the dining service space(s). The Bidder will be expected to collaborate with other University entities to produce and maintain a culture that promotes recruitment, retention and community.

1.4 Evaluation Process

Proposals will be evaluated and a contract awarded in compliance with the University of Nebraska Purchasing Policy. Evaluation/Selection of the successful Bidder will be accomplished by a committee comprised of University of Nebraska at Kearney employees and students. The award of a contract shall be made to the most responsive Bidder while taking into consideration the best interests of the University.

1.5 About the University

The University of Nebraska at Kearney is one of four campuses of the University of Nebraska system. The University is an affordable, student-centered regional hub of intellectual, cultural and artistic excellence that has been a prominent part of Nebraska’s higher education landscape for more than a century. The University offers access to all the opportunities and choices of a major public university. The University is committed to providing an outstanding education in a small and personal setting. It is a university that quickly transforms nearly 6,372 students from across the globe into a close-knit, supportive community of friends. Approximately two-thirds of the students receive some form of financial aid.

The University is a public, residential, mid-sized, comprehensive university with a special emphasis on undergraduate education located in Kearney, Nebraska—a small, safe and vibrant town that is a regional hub of culture and commerce. Students not only enjoy an intensely personalized academic experience but also participate in an extensive array of extracurricular activities that includes more than 150 student organizations, a nationally-respected music and performing arts program and a highly successful intercollegiate athletics program.

The University has the capacity for approximately 2,150 students in five traditional residence halls, two Greek complexes and three apartment-style complexes. Current enrollment is 4,212 full-time students and 2,115 part-time students. Of currently enrolled students, a total of 464 international students attend classes at the University with 52 countries being represented.

The University has established the Office of Academic Services and Enrollment Management which envisions, develops, and executes strategies to recruit, enroll and retain both undergraduate and graduate students. This office and its Associate Vice Chancellor have established an enrollment goal of 7,100 students of which the University would house approximately one third.

The University has one main campus area and several outlying areas of both developed and undeveloped land. Nearly all UNK educational, student service, administrative programs and facilities are situated on this land parcel, which is bounded on the east by 9th Avenue, on the south by U.S. Highway 30, and on the north by University Drive. The campus is bisected into eastern and western halves by an NPPD right-of-way, a Spillway/Trail Race and its watercourse and a hike/bike trail.

Directly south of the west part of main campus, across U.S. Highway 30, is a 107-acre plot of land recognized as University Village. This large tract of land south and west of the main campus will afford many opportunities to expand and enhance UNK programs. The initial phase of necessary infrastructure has been completed with the construction of Village Flats, a non-traditional housing option, and the anticipated completion of the Early Childhood Education Center in the fall of 2019. Other undeveloped segments of the land will be allocated to a possible conference center, athletic facilities and multiple housing and retail options. This project, which will address many long-standing and future needs, is considered a great milestone for the University.

1.6 Mission Statement

The University of Nebraska at Kearney is a public, residential university committed to being one of the nation's premier undergraduate institutions with excellent graduate education, scholarship and public service.

1.7 Mission Imperatives

UNK is an exemplary public university that serves Nebraska by:

- meeting citizens' educational needs;
- adhering to policies of accrediting and governing agencies;

- being accountable to stakeholders for the quality of its work and for good stewardship of its resources;
- engaging in research, service, and outreach activities that apply university expertise to public needs;
- renewing curriculum, pedagogy, and activities with advice from internal and external constituencies;
- recruiting, challenging, nurturing, and retaining a diverse student body;
- recruiting and mentoring qualified diverse faculty and staff; and,
- building bridges to the community and state through athletic, cultural, and educational events.

UNK is an exemplary residential university that provides:

- a holistic approach to student development manifested in a progressive academic curriculum and a wide array of personal growth opportunities outside the classroom;
- residence halls and academic buildings that are well suited to student success and achievement;
- modern, well maintained and secure living and dining accommodations, sports and recreational facilities, and campus grounds;
- programs and services designed to involve those who live on or off campus in campus life; and,
- deliberate interaction with the surrounding community, capitalizing on location advantages to enhance learning opportunities for students.

UNK provides quality undergraduate education by means of:

- a curriculum that provides solid grounding for students in the liberal arts and sciences while also enabling them to specialize and prepare for careers;
- high quality academic programs that attract top students and draw faculty from centers of scholarship nationwide and worldwide;
- a well-qualified faculty/staff/student community whose diversity is itself an educational resource;
- student services that foster academic success, involvement in campus life, and progress toward graduation;
- a culture that supports opportunities for international experiences and studies
- a commitment to learning with plentiful opportunities for students to engage in research with professors;
- a modern instructional and information technology infrastructure;
- expanding affordable access through quality online courses and degree programs; and,
- processes to assess student learning and to adjust programs in light of that appraisal.

UNK provides quality graduate programs that:

- build on areas of undergraduate strength;
- respond to public need and demand and serve the people of Nebraska and beyond;
- familiarize students with trends and developments in their disciplines;
- mentor students to contribute to their disciplines and apply knowledge to issues in society; and,

- help students develop research skills.

UNK values and supports faculty research and creative activity that:

- advances academic disciplines;
- addresses public needs;
- enhances teaching and professional development; and,
- involves mentoring and collaboration with students.

1.8 Food Service Name

The company awarded the agreement shall operate as “UNK Dining and Catering Services”. If desired, said company can shorten the name to “UNK Dining Services” or “Dining Services” where appropriate. The RFP will refer to University Dining, Catering and Retail Services as the University Dining Services or Dining Services.

1.9 Current Agreement

The University’s current dining services contract will terminate effective May 20, 2019.

1.10 Current Dining Service Environment

The University Dining Services is primarily housed on the first and second floors of the Nebraskan Student Union of the University of Nebraska at Kearney. The dining service operation consists of approximately 40,000 total square feet of property located in four campus buildings. In the last two years, the University has renovated and made significant improvements to many of the dining spaces throughout campus specifically the locations within the Nebraskan Student Union.

1.10.1 Current Dining Service Facilities

All University Dining Service facilities accept dining points, Loper Dollars, cash and credit cards.

The Market at 27th is located on the second floor of the Nebraskan Student Union and is a full-service dining facility serving breakfast, lunch and dinner on an “all you care to eat” basis. The capacity is 350. A majority of the food served in The Market at 27th is prepared in the kitchen adjacent to the serving area.

Subway, Starbucks and Chick-fil-A are located in the food court on the main floor of the Nebraskan Student Union and are full-service, franchise operations. Starbucks and Chick-fil-A were added to the campus with the recent Nebraskan Student Union renovations in 2018. Subway will be renovated in the summer of 2019. All food preparation is performed within the retail spaces.

The Boost Market is located on the main floor of the Nebraskan Student Union and is a convenience store, featuring a variety of snacks, beverages, and meal options.

Louie's Diner, is located on the main floor of the University Residence South and is a full-service dining facility serving breakfast, lunch and dinner on an "all you care to eat basis." This operation also includes a pizza station with made-to-order, personalized options. The capacity is 200. Food served in Louie's Diner is prepared in a kitchen behind and adjacent to the serving area.

The Java Notes coffee shop is located on the main floor of the Fine Arts Building and is a full-service coffee house serving breakfast and lunch items. The location primarily serves walk-up customers and has little to no defined seating.

Brewed Awakening is located on the ground floor of West Center and is a student-run coffee shop. The location primarily serves walk-up customers and has little to no defined seating. At this time, the operation has no association with the current dining services provider.

1.10.2 Resident Meal Program

The current Resident Meal Program is a debit card plan program utilizing the CBORD CS Gold identification card system. The CBORD system is an all-campus identification card of which dining services is one of several usages. All resident students, excluding Village Flats, are required to purchase a meal plan.

There are currently three meal plan offerings for students which include the Loper, Gold, and Blue plans. These plans consist of Block Meals, which can only be utilized for access to The Market at 27th and Louie's Diner, and Dining Dollars, a declining balance which can be used at all retail location, The Market at 27th, Louie's Diner and for catering orders. The Loper Plan offers 220 Block Meals with 580 Dining Dollars, the Gold Plan offers 160 Block Meals with 460 Dining Dollars, and the Blue Plan offers 120 Block Meals with 340 Dining Dollars. Unused meals and dollars are nullified at the end of each semester.

Historically, summer participation is negligible. Summer meal plan service is restricted to The Market at 27th. The contracted partner does provide a limited summer meal plan option. The University has a goal to increase both summer housing and meal plan utilizations.

1.10.3 Commuter/Faculty/Staff Meal Program

The current meal program for commuters, faculty and staff utilizes the same CBORD CS Gold identification card system and is known as the "Convenience Meal Plan." This meal program consists of 15, 30 and 60 meal plans at a semester rate of \$108, \$210 and \$396, respectively. These meals may be used at any time throughout the semester at both The Market at 27th and Louie's Diner. These meal plans are tax-exempt and expire at the end of each semester.

1.10.4 Catering Services

The Food Service Contract provides University Dining Services with the exclusive right to provide the University with meals, including a la carte items and non-alcoholic

beverages unless requested and approved by the Chancellor as stated in Section 1.10.8. University Dining Services provides catering services for all open events (which require food service) located on University property.

The kitchen, where most of the catered food is prepared, is adjacent to The Market at 27th, located on the second floor of the Nebraskan Student Union. The Market at 27th has direct access to a loading dock.

1.10.5 Child Care

The contracted partner provides a weekday lunch meal at a daily rate of \$3.15. All of these meals comply with both Federal and State guidelines. These meals are delivered to the child care facility located in the Otto Olsen building on campus on a daily basis. These meals consist of a main entrée, a vegetable and a fruit. As set forth in greater detail in Section 2.6.9, the University plans to move its child care operations to its new Early Childhood Education Center beginning in the fall of 2019.

1.10.6 Meal Card System

The University utilizes the CBORD CS Gold identification card system. The CBORD system is an all-campus identification card, of which dining services is one of several usages. The University is responsible for the issuance of I.D. cards.

1.10.7 Loper Dollars

Loper Dollars is a prepaid declining balance program that helps to provide a safer campus environment by minimizing the need for students, staff and faculty to carry and use cash for daily expenses. Loper Dollars is an on-campus debit system administered by the University and is not affiliated with any financial institution. Monies deposited into a Loper Dollars account create a prepaid declining balance service. Each time a purchase is made, the purchase amount is subtracted from the Loper Dollars' balance. Funds deposited to a Loper Dollars account are nontransferable, do not earn interest, and carry over from semester to semester as long as the account holder remains a student or employee.

Loper Dollars is an accepted form of payment at all University Dining Services locations. Loper Dollars usage at any University Dining Services location results in a twenty (20) percent discount on an item's purchase price. This discount program is offered as an alternative to the "Convenience Meal Plan" meal program. This discount is extended to staff, faculty and students who utilize Loper Dollars for University Dining Services' purchases. University Dining Services is responsible for the marketing of this program.

Contractor's pay UNK a 2.5 percent administrative fee on the gross revenues received from the use of the Loper Dollars, provided that the parties annually review the fee and consider in good faith suggested rate adjustments.

UNK will keep the Contractor fully advised of any changes in the use of the Loper Dollars program, which may affect Contractor's performance. Should UNK alter its Loper Dollars Program in such a way as to require significant changes in the card readers,

the parties shall engage in good faith discussions and negotiations with the intent to implement any upgraded Loper Dollars Program in a reasonable manner.

1.10.8 Supporting Functions for Chancellor Activities

Services required by the Chancellor's Office to promote UNK and its students are provided at no cost to UNK. These activities include, but are not limited to, receptions, dining activities and supplies as requested. A historical perspective on these services is provided in APPENDIX "B" – Administrative Support.

The service of alcohol at events designated by the Chancellor's Office is also provided by the Contractor at no cost to UNK. The Contractor is not responsible for costs associated with the purchase of alcohol. These costs will be the responsibility of the NU Foundation in accordance with all applicable University policies and procedures.

1.10.9 Special Pre-Season Student Meals

Services required for pre-season meals are provided at no cost to Athletics and Residence Life staff. These pre-season meals are defined further in APPENDIX "C" – Pre-Season Meals. The University desires that Bidders consider providing pre-season meals to the fullest extent allowed by the NCAA for athletic teams and to Residence Life staff, refer to APPENDIX "C" – Pre-Season Meals for more details.

1.10.10 Campus Kitchen

UNK initiated a new approach to addressing real hunger and student leadership development with the opening of the Campus Kitchen on August 31, 2006. The Campus Kitchen, a student run program, partners with University Dining Services to share on-campus kitchen space, recover food from local cafeterias and engages students as volunteers who prepare and deliver meals to the community. University Dining Services provides free management supervision to Campus Kitchen volunteers at no cost to the University. Campus Kitchen is expected to operate in a way which does not conflict with Dining Services. Community members receive weekly meal service.

1.10.11 Fountain, Retail and Concessions Operations

The University has entered into other kinds of business arrangements which support University programs. Contractor will not sell any product which is in direct conflict or violation of pre-existing agreements between these contractors and the University or successor agreements providing similar exclusive rights (see APPENDIX "D" – Exclusive Contracts).

1.10.12 Chancellor's Picnic

Services required for a Chancellor's Picnic for all students, parents, staff and all University guests during Blue & Gold Welcome Week are provided to the University. Historical attendance figures and retail cost estimates are found in APPENDIX "E" – Chancellor's Picnic.

1.10.13 Joint Use of Facilities

Occasionally the University will schedule the use of the kitchen for use as a training laboratory for Family Studies or meal preparation. If products are prepared in this setting, Dining Services supervision is required. The University will pay all product and labor costs associated with this use.

Occasionally student organizations affiliated with the University will schedule the use of the kitchen for meal preparation, e.g., international festivals. If products are prepared in this setting, Dining Services supervision is required. The University will pay all labor costs associated with this supervision. Contractor cannot and will not bill for equipment or kitchen rental for this or any other purpose unless explicitly agreed to by UNK. Student organizations are expected to utilize kitchen space at a time which does not conflict with Dining Services.

1.10.14 Food Sales

Upon approval of UNK, recognized University organizations are permitted to sell commercially packaged food and Pepsi beverages on campus in connection with authorized University events.

The University may supplement the dining services operation with other means of dispensing food and beverage items by manual or vending food service as determined by the University.

1.10.15 Non-Board Rates

The University annually negotiates daily and partial day rates for Summer Conferences, Athletic Camps, University Child Care, Athletic Recruitment and Admissions visits. The negotiated rates for the 2018-19 academic year are found in APPENDIX "F" Non-Board Rate Sheet.

The University also annually negotiates discounted visitor meal tickets for Admissions, Athletics and Residence Life.

1.11 Sales History

The sales history for University Dining Services as of June 30, 2016, is found in APPENDIX "G" – Food Service Sales.

SECTION 2: Certain Selection Criteria

An Evaluation Committee described earlier in this RFP will evaluate the proposals and make a recommendation, as described in Section 3, of this RFP. EXHIBIT “I” – High Priority Criteria indicates questions that are of the highest priority to the University within the evaluation process and are indicated throughout the RFP. In accordance with the responses to these specific questions, the Bidder must also complete EXHIBIT “I” – High Priority Criteria for the Evaluation Committee’s reference. These questions and all of the following criteria are among the critical factors to be considered in the course of the evaluation.

While the University acknowledges the need of the Bidder to explain their abilities to answer and fulfill the following requests, it is suggested that the Bidder keep individual responses to a minimum to allow an efficient and timely evaluation of all bids:

2.1 Bidder’s Organizational Capability and References

1. Bidder’s demonstrated competence and experience in providing the requested operation and management services, including the quality of Bidder’s references from past and present clients.
2. The qualifications, education and experience of the team that Bidder proposes to conduct and supervise the University Dining Services operations.
3. Methodical and effective performance of services including but not limited to, board plan administration, management of University Dining Services, retail operations and catering operations.
4. Bidder’s demonstrated awareness of the present trends and likely future developments in the operation of college and university dining services, including Bidder’s specific and articulated plan of action necessary to keep UNK’s Dining Services current and responsive to future industry trends.
5. Proven and presented plans of collaboration with other University departments to market, maintain and improve a community-based, welcoming and enhancing environment for current and future students, faculty, staff, alumni and guests of the University.

2.2 Quality of Customer Services Proposed

The quality of the Bidder’s policies, programs and procedures, including, but not limited to, the following:

1. Bidder’s management structure.
2. Corporate support.
3. Personnel and training.
4. Customer service training.
5. Improving student retention.
6. Complimenting and encouraging on-campus living.
7. Record of innovation, creativity, and entrepreneurial approach to higher education dining.
8. Demonstrated ability to anticipate and react to the changing life styles and health habits of students.

9. Commitment to provide quality food and service to the University community at prices competitive with comparable food served in eating establishments in the surrounding area of the University.
10. Ability to provide a clean environment of all dining services operations.
11. Ability to meet the food service needs of catered and special events and guests of the University at various locations on and off campus.
12. Implementing vibrant across-the-board marketing strategies.
13. Operating dining service with the highest degree of professionalism to achieve delivery of dining services within an economic structure that is desirable for both the University and the Contractor.

2.3 Financial Incentives

The overall financial consideration of Bidder: UNK desires a fair and balanced compensation agreement that supports both the Bidder and the University in meeting their respective financial objectives. While capital investments are important to any dining program, in recent years the UNK has managed many projects to renovate and improve campus facilities for dining services. With this, the Bidder should keep the financial impacts due to capital investments to a minimum.

2.4 Technology Considerations

Bidder's proposed plan and process to coordinate its systems with UNK's current technology environment, including the following functions:

1. StarRez: <http://www.starrez.com/>
2. ID Card and Loper Dollars: <http://www.unk.edu/offices/idcard.aspx?id=4089>
3. CBORD CS Gold: <http://www.cbord.com/>
4. Website: <http://www.unk.edu>

2.5 Responsiveness of Proposal

The successful Bidder must present a clear, coherent, effective and communicative proposal. The proposal will be evaluated based upon its ability to address UNK's specific needs, expectations, and requirements. Clarity and detail in response to each specification, so as to facilitate effective evaluation of the proposal, will be received favorably.

In addition to the above-mentioned criteria and the specifications and required questions discussed below, UNK may consider any additional information and documentation submitted by a Bidder if UNK deems such information to be relevant and in the best interests of providing superior value to UNK.

2.6 Required Response Questions

Each Bidder shall submit a complete response or indicate its consent to each requirement described below. Bidder should reference the item number and repeat the questions in its response. In cases where a question does not apply or if unable to respond, Bidder should refer to the item number, repeat the question and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Bidder will explain the reason when responding N/A or N/R.

2.6.1 History and Background of Bidder

Company Vita

- Legal name, e.g. “ABC Group, Inc.”
- Business address for office providing service under the Agreement
- Number of years in business
- State of incorporation
- Legal status to conduct business in Nebraska
- Number of employees
- Name of parent corporation, if any
- List all subsidiary businesses
- Volume of sales of all subsidiary businesses
- Number and listing of food service operations managed in higher education

The Bidder will provide a copy of its audited financial statements for the three (3) most recent fiscal years. Demonstrated financial ability and stability to ensure performance under any agreement awarded is of extreme importance to the evaluation of the proposals. Without stating specific reasons, the University may reject or refuse to further evaluate any proposal based on the exercise of its judgment in its sole discretion that the financial position presented in a proposal lacks the qualities that UNK deems necessary to the success of the project. Entities unable to meet the requirements set forth in this paragraph may provide other information or guaranties, which in the discretion of UNK, meet its concerns regarding financial stability.

Identify any litigation or claims brought against your company, or any parent, affiliate or subsidiary, within the last seven years, which might reflect adversely on your company’s professional image or ability in relation to providing the goods or services sought under this RFP.

Is your company, or any parent, affiliate or subsidiary, currently for sale or involved in any transaction to expand or to become acquired by or merged with another organization? If so, please explain. Has your company been involved in any reorganization, acquisition or merger within the last two years? If so, please explain.

Is Bidder currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Bidder shall specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

Describe in detail any relationship Bidder may have with food wholesalers or distributors. This should include, but not be limited to, a listing of the wholesalers with whom the Bidder conducts business on an open account.

Describe in detail any business relationships, co-marketing agreements, consumer data sharing agreements or other special business partnerships that the Bidder has with companies in business lines that are unrelated to dining service operations.

Does Bidder, or any parent, affiliate or subsidiary, to the best of its knowledge, have any relationship with a member of the Board of Regents of the University of Nebraska, an employee of the University of Nebraska or other representative of the University which may, or may be perceived, to be a potential conflict of interest for either the Bidder or the University? If so, please explain in detail.

2.6.2 Description of the Bidder's Personnel and Management Team

Provide summary resumes for Bidder's key personnel with respect to the University Dining Services Contract, including employment history and applicable experience on similar projects.

At present, the contractor employs one hundred twenty-two (122) persons, including forty-five (45) students. UNK expects that management and staff members will consistently keep the UNK students a top priority and will develop a strong partnership and effective working relationship with the UNK community. They are the main reason for the continued improvements of the dining program over the past couple years. It is imperative that the transition to a new Contractor takes into consideration the skills, service and longevity that current employees bring to UNK Dining Services. Describe your transition plans in detail with respect to these employees, including plans to retain any present employees, plans to interview present employees, and for any employee not retained, length of notice given prior to separation or other information relevant to this concern. (***High Priority***)

Provide detailed resumes for the proposed Dining Services director and/or general manager and his/her direct supervisor. Specifically note the experience these persons have in university dining service operations. Describe or chart the organizational line of authority from Bidder's proposed University Dining Services director and/or general manager to the Bidder's highest corporate authority.

Describe the sales/service region of which UNK is a part of. Bidder shall provide a geographic map and listing of clients which reside in this region. Any and all personnel who provide supervision for the region should also be listed.

Include a complete organizational chart of Bidder's proposed University Dining Services staffing model. The chart must clearly designate whether any listed employee is a full-time or part-time employee and whether the listed employee is classified as management, non-management, student or temporary staff. Specify the Bidder's managerial staff positions that shall, at a minimum, be maintained during the term of the Agreement.

Confirm the Bidder will conduct criminal background investigations at Bidder's expense, of all Bidder employees employed, or to be employed, in the Dining Services operations located at UNK. Such background checks shall be made to the same degree of thoroughness as those background checks UNK conducts for newly hired staff at UNK. UNK will be informed of any Dining Services employee (or job candidate Bidder intends to employ) whose background check indicates a history of behavior that might adversely impact his or her work performance or the safety of persons or property at UNK. Any action taken with respect to such employee or potential employee shall be mutually agreed upon by the parties, provided however, should UNK in its sole discretion determine that the employee's past behaviors present an unacceptable risk and if otherwise permitted by law, the employee shall be terminated, or in the case of a job candidate, not be offered employment.

Confirm that the University Dining Services director and/or general manager and staff shall abide by all Athletic Department, Mid-America Intercollegiate Athletics Association and National Collegiate Athletic Association rules and regulations with respect to student-athletes.

Describe the Bidder's personnel policy which governs the salary compensation of the Dining Services director and/or general manager, including bonus or incentive policies.

Equal Opportunity: Bidder shall complete EXHIBIT "II" – Equal Opportunity.

2.6.3 References

Provide a list of not less than three (3) colleges and universities for which Bidder is currently operating and managing a campus dining service with gross annual sales between \$3.0 and \$6.0 million. For each college or university identified, provide the names and telephone numbers of the campus contract administrator (or similar officer in charge of the dining service contract) and the Chief Business Officer. The list must also identify the length of the business relationship, the scope of services provided by Bidder, and if permitted, the gross annual sales for the most recent fiscal year. (Complete EXHIBIT "III" – References)

Bidder shall list all of its college and university accounts that were canceled or not renewed during the past five years, including the names and telephone numbers of the contract administrator/liaison officer and Chief Business Officer of each institution listed.

Please identify two (2) locations where Bidder is currently operating and managing a campus dining service, available for purposes of a UNK site visit. Site visit locations should be similar in size and scope to UNK and effectively demonstrate programs available to UNK. Bidder should also acknowledge a willingness to coordinate site visits to one or both of these locations if requested by UNK after all bids have been submitted.

2.6.4 Transition Planning

Submit Bidder's implementation/transition plan with key dates and milestones including the ability to begin on the May 21, 2019 start date and service the camps and conferences that soon follow. (*High Priority*)

Specify implementation tasks for the Bidder and UNK; include a time line for task completion and final implementation of University Dining Services operations and services.

Description of timing and anticipated interaction with current University Dining Service management to coordinate transition, if applicable.

Discuss Bidder's willingness to purchase existing inventories of food and associated supplies from the current vendor or the University.

2.6.5 Dining Services Offered

Submit a conceptual plan for service in The Market at 27th, Louie's Diner, Java Notes, and the Boost Market. University Dining Services is expected to continue operations of Chick-fil-A, Starbucks, and Subway.

Provide sample menu information based on the conceptual plan for service in The Market at 27th, Louie's Diner Java Noes, and the Boost Market. University Dining Services is expected to continue meeting the menu requirements of Chick-fil-A, Starbucks, and Subway.

Provide sample menus with cash-pay prices for two (2) weeks of regular meals at each proposed venue, plus at least two (2) seasonal menus for each venue.

Describe any types of accommodations or special venues that would cater to the needs of persons with chronic dietary issues (diabetes, low cholesterol and low sodium needs, etc.) and various degrees of vegetarian/vegan diets, as well as the tastes of international populations. Consideration should be given to ways to provide meals meeting dietary restrictions in a setting that maximizes inclusiveness as well as matching the quality of regular offerings.

Describe any proposed special programs, such as holiday-themed parties, premium nights, and exam week late-night snacks.

Submit price lists for representative items to be sold in the retail venues, such as Boost Market and Java Notes. (Complete EXHIBIT "IV" – Retail Pricing Sheet) The University expects retail prices to be competitive with comparable menu items served by local commercial food operators and by higher education institutions similar to UNK in terms of faculty and student populations, setting and educational mission.

Submit a listing of the proposed hours of operation for each retail/dining operation. Current hours of service (see APPENDIX “H” – Dining Service Hours) are available for a reference. The University is interested in providing improved service to its commuter, working, and residential students and other schedules that accomplish this goal.

2.6.6 Contract Board and General Dining Offerings

Propose meal services meeting the dining needs of the residential student population (Complete EXHIBIT “V” – Contract Board). At least three full meals covering the traditional breakfast, lunch and dinner meal periods must be specified (two meals per day on weekends is acceptable). Hot food and fresh preparation options are required at all meal times. Grab and go options or boxed meal options are expected.

The University desires to gain an understanding of Bidder’s ability to innovate, create and utilize an entrepreneurial approach for meal plan development. Most importantly, the University values a program that meets the needs of current and future students. Below is a ranked list of needs that UNK has identified as crucial to the continued success of the dining program:

- 1) Affordability for all students;
- 2) Upperclassmen meal plans that promote on-campus living and assist with recruitment and retention efforts;
- 3) Attractive and innovative meal plans for all students especially on-campus freshmen that allow for flexibility in retail options including the Boost Market;
- 4) Flexible meal plans for commuter students;
- 5) Flexible hours that meet the needs of all demographics of students; and,
- 6) Meal plans that encourage faculty and staff to participate in the dining program and its offerings.

Propose any one or a combination of meal plans which Bidder deems will meet the stated, diverse needs of UNK’s students and community. Bidders are encouraged to be creative yet realistic. (***High Priority***)

Detail the fixed daily rate per person for each meal plan proposed. If applicable, the fixed daily rate per person shall be accompanied by board contract expectations (Complete EXHIBIT “V” – Contract Board). Board contract expectations may be presented as a standalone matrix which would affect pricing for all meal plans proposed. Adjustments to rates based on this matrix will be considered once per year, on or before October 31st prior to the next academic year, when stated rates would be implemented. Rate adjustments will not be considered without documentation which effectively demonstrates steps Bidder has taken to assist the University in attracting and retaining board participants.

Bidders may also describe and project prices for any other optional non-contract meal plans that the Bidder thinks would fit UNK. These might include flex meal plans, declining balance options, meal equivalencies or other plans.

Confirm Bidder ability to provide special pre-season student meals (Athletics, Residence Life, Admissions and other departments as deemed appropriate for pre-season arrival). The University desires that Bidders provides pre-season meals to the fullest extent allowed by the NCAA, refer to APPENDIX “C” – Pre-Season Meals for more details.

UNK works each summer to attract various campus and conferences. This is not only outside group but also campus groups, primarily Athletics. Athletics, Admissions and other campus departments also work to attract groups to campus throughout the academic year. Submit a plan for a simple, affordable meal program and associated prices to meet the needs of these groups (Complete EXHIBIT “V” – Contract Board). (***High Priority***)

Propose cash “gate” prices for transient (casual) meals in The Market at 27th and Louie’s Diner (Complete EXHIBIT “V” – Contract Board).

2.6.7 Food Court, Retail, and Other General Operations

Operations should provide for “fast food”, short order grill, healthy, snack or light meal options throughout the day.

Recently, the UNK Nebraskan Student Union went through a series of renovations. This included two new retail concepts, Chick-fil-A and Starbucks. A summer renovation of the Subway location will bring all of the spaces up-to-date. Confirm your ability to retain these retail options as well as the convenience store located in the Union and the coffee shop located in the Fine Arts Building. In addition, provide your plan to continue to assess student needs and wants to not only maintain the success of the current retail options but refresh concepts in the future to ensure the program does not become stagnant. The dining service contract will be contingent upon the selected Bidder’s ability to enter into all required agreements with Chick-fil-A, Starbucks and Subway to continue their operations. (***High Priority***)

Detail Bidder’s brand portfolio and Bidders ability to acquire local franchises in the future which may be requested by students.

Detail a possible collaborative partnership with ENACTUS, a student entrepreneurship group, to manage Brewed Awakening. This partnership would be expected to educate and continue to provide a hands-on experience for students to manage a business and the necessary relationships.

2.6.8 Catering and Banquet Operation

Provide a catering plan for functions, including but not limited to, meetings, conferences, club events, receptions, banquets, and parties. The catering program should reflect the diverse needs of the University's students, faculty, and staff in its service menu. UNK desires a three-tiered catering program, with pricing and service levels appropriate for Value-Student Organization Service, Standard Service, and Premium Service. Bidders are encouraged to be creative in demonstrating an ability to meet the diverse needs of a campus community.

Detail the process used to receive, affirm and confirm catering orders. Written quotations and, where available, access to an online ordering system to facilitate process understanding is encouraged. This process should identify a measurable way to affirm customer satisfaction.

Bidder will be responsible for billing and collection for all catering services provided, including to University organizations.

Catered functions (Standard and Premium Service levels) should be of the highest professional standards, featuring quality service and appropriate ambiance. Indicate systems that assure that events receive quality food, optimum service in a timely manner.

Provide sample menus with pricing for:

- Light lunches and/or refreshments, delivered to conference rooms throughout the University campus.
- Faculty and distinguished guest luncheon for 60: provide detail for both a buffet and a served luncheon.
- Cocktail party for 300: provide detail for a buffet, hors d'oeuvres, and passed hors d'oeuvres.
- Breakfast in the Chancellor's dining room for 10.
- Informal student/faculty mixer for 200.
- Large scale, university fundraiser dinner for 500

Detail typical staffing levels per customer for seated service lunch and dinner functions, receptions and buffet service.

Bidder shall provide a sample catering menu with associated prices.

Bidder shall have the exclusive right and obligation during the contract term to provide catering services within the Nebraskan Student Union. Bidder shall make a proposal regarding exclusivity for the rest of campus. UNK may also require that catering services be provided within or adjacent to the following: Museum of Nebraska Art (MONA), Alumni House, Chancellor's Residence, Vice Chancellor's Residence, Dean's Residence and the Nebraska Safety Center.

Bidder may provide catering services to persons or groups outside of the UNK community. Bidder will notify the Business and Finance Staff of its non-university commitments.

2.6.9 Early Childhood Education Center

UNK is currently constructing a new Early Childhood Education Center. This program will eventually grow from 60 children to approximately 180 children under the age of six. Provide a proposal and associated prices to provide and deliver breakfast, morning snack, lunch and afternoon snack to these children on a daily basis, Monday through Friday, when the University is not closed. These prices should be presented as individual meal prices and an overall daily price. These meals should follow required State and Federal food program guidelines and can also be delivered to the Center in bulk and then distributed individually to the children by Center staff (Complete EXHIBIT “V” – Contract Board). (***High Priority***)

2.6.10 Marketing Services Offered

Discuss with specificity Bidder’s plan for marketing the various venues and meal plans of Dining Services Operations, including catering.

Detail any plans to assist in the recruitment and retention of board plan participants,

Currently, a twenty (20) percent discount is given when Loper Dollars are utilized to make an approved purchase at any Dining Services location. Detail Bidder’s willingness to offer an equivalent discount to UNK students, faculty and staff. Loper Dollars sales can be found in APPENDIX “G” – Food Service Sales.

2.6.11 Nutritional Awareness and Support

UNK encourages students to commit to lifelong maintenance of good health through good eating habits and physical activity. Propose support and awareness programs for nutritional and dietary planning. Such a program should be multi-faceted providing for direct assistance, printed materials, web-based materials and self-educational tools.

Detail where nutritional information will be posted in a designated location (i.e. serving area).

Recipe files shall be available for customer review of nutrition information.

Bidder should provide the services of a credentialed Nutritionist and explain how they will be implemented into the campus program.

2.6.12 Compensation

Propose a commission that would be paid to the University for revenue derived from all non-contract sales (sales to persons not on a meal plan). These commissions may be proposed separately for each venue depending where the products and services are provided (Complete EXHIBIT “VI” – Commission).

Propose a commission that would be paid to the University for revenue derived from catering operations (Complete EXHIBIT “VI” – Commission).

In order to assist in offsetting the cost of the I.D. card system, its technology requirements and any other necessary updates, the Bidder agrees to pay the University ten (10) dollars per Contract Student per semester. The Census Date shall be used to determine the number of Contract Students. Payment to the University shall be made on or before the tenth (10) day of the month following the Census Date.

Bidder agrees to pay the University a 2.5 percent administrative fee on the gross revenues received from the use of Loper Dollars, provided that the parties annually review the fee and consider in good faith suggested rate adjustments. (See APPENDIX “G” – Food Service Sales)

Currently, UNK receives the following annual catering funding and wants to retain these sources of funding:

- \$25,000 – Student Catering Fund Support
- \$100,000 – Chancellor’s Catering Fund
- \$30,000 – Blue and Gold Welcome Week Catering Fund

Confirm your ability to continue providing this funding to UNK. (***High Priority***)

Describe any additional up-front offerings and continuing financial support to the University and its associated costs to the meal program price. These will be in exchange for the right to be the exclusive dining, retail and possible catering provider on campus. Academic, marketing, development and product information must be stated in annualized real dollars. The University will evaluate and compare financial offerings in a variety of ways, including net present value (Complete EXHIBIT “VII” – Compensation).

2.6.13 Financials

Submit an estimated pro forma statement for the fiscal year beginning July 1, 2019, through June 30, 2020, indicating the following sales and costs:

- Cash Sales
- Contract Sales
- Summer Camps & Conferences
- Catering
- Total Sales
- Total Food Cost

Salaries and Wages and Other Payroll Costs

- Total Labor Costs
- Commissions
- Franchise Fees (if applicable)
- Cafeteria Supplies
- General Insurance
- Vehicle Costs
- Office Supplies
- Uniform and Laundry
- Bank Charges
- Administrative Expenses (with detail)
- Other Operating Costs (specify major items)
- Total Direct Expenses
- Total Cost and Expense Operating Profit

While capital investments are important to any dining program, in recent years the UNK has managed many projects to renovate and improve campus facilities for dining services. With this, the Bidder should keep the financial impacts due to capital investments to a minimum. Describe any proposed capital investments to successfully transition for the fall 2019 semester. The plan must include a detailed description of the work, the dollar amount of the proposed investment (including a detailed budget) and the basis for the cost estimates. Expected funding sources should be indicated for all work.

With these recent renovations, UNK has \$2,200,000 in unamortized capital investments in the dining operation facilities. Describe the Bidder's ability and willingness to assist the University in financing these investments at the start of the contract with UNK repaying the Bidder in five equal payments of \$440,000 over the five-year initial term of the contract. (***High Priority***)

With the recent completion of the Health Science Education Complex, the future completion of the STEM building (spring of 2020), and continued development on the University Village site, a large population of students will be spending more time on the west side of campus away from The Market at 27th and retail spaces. Bidder should provide a plan for working with UNK to address the future needs of these students. This

plan should not include any financial offerings at this point and should not affect the proposed pricing of the meal program. (***High Priority***)

UNK is exempt from the payment of any federal, state and local sales and use taxes. Proposal prices for goods or services to be purchased by University, if any, must not include the amount of any such tax.

In addition to the required financial reports to UNK, Bidder shall, upon reasonable requests during regular business hours, provide and allow UNK representatives access to such financial records as UNK deems relevant in order to measure and confirm Bidder's performance of the contract awarded.

Credit, cash, refunds or billing adjustments to the University for missed meals will not be required of the Bidder for those persons regularly participating in a contract board program.

The University will adjust the contract payment due to the Bidder due to any refunds to those persons who begin participating in the program and subsequently cancel the program or withdraw from the University during the contract period so long as that withdrawal meets the University's withdrawal procedures. The University Finance Office will notify the Bidder of any such cases and resulting adjustments along with a new master list.

Contract board charges shall be billed on a per day rate, per type of meal plan. Payment for partial days served shall be billed as follows:

- Breakfast – Daily rate multiplied by 0.200
- Brunch/Lunch – Daily rate multiplied by 0.350
- Dinner – Daily rate multiplied by 0.450

Billing and accounting services for non-contract board services are to be provided by the successful Bidder. The Finance Office will collect contract board fees and post payments to the contractor's account or pay on a mutually agreeable schedule for when a cash balance is owed to the contractor.

2.6.14 Reporting

Bidder shall keep full and accurate records in connection with the dining services operations at the University. All such records shall be retained by the Contractor for a period of seven (7) years plus the current and may be audited by the University at any time during regular working hours.

By August 1 of each year, the University Business Services Office shall provide the Bidder with a calendar of the number of days/meals and the number of partial days/meals the Bidder is to provide by academic term (fall, spring, and summer) in the ensuing year (see APPENDIX "I" – Dining Services Calendar).

The University Finance Office shall provide the Bidder with a weekly updated list which includes all current contracts, new contracts, program cancellations and withdrawals.

2.6.15 Pricing and Price Adjustments

Prices submitted in the proposal document shall be the prices put into effect from May 21, 2019, through August 20, 2020.

After August 20, 2020, request for price adjustments for the ensuing year(s) will be considered by the University no later than October 1, 2019, for the contract board program, retail, catering operations, camps/conferences and possible Child Care operations. The University reserves the right to review and approve all proposed price increases related to University Dining Services.

Mid-year price changes for contract board services will not be considered.

Requests for price increases by the Bidder during the annual adjustment process must be accompanied by as many of the factors listed below as are applicable:

- Menu item(s) impacted;
- Changes in menu, points-of-service, additions or levels of service provided which have been previously approved by the University;
- Verification/substantiation of any other cost factors through submission of supplier invoices over the previous six-month span;
- Current/anticipated product cost;
- Current/ projected number of items sold per day for retail operations;
- Current/anticipated participation; and,
- Comparison to retail operating situations in the geographic area.

2.6.16 Acceptable Barometer Price Index Bases

Request for increases in the per meal rates and flex meal exchange rates (if applicable) for the board plan meals will be based upon the following local, state and national barometers: the Consumer Price Index for “All Food” categories and the U.S. Department of Labor Regional Statistics. The University will also consider increases in tax rates which affect labor costs.

2.6.17 Quality Assurance Plan

Currently, the UNK dining program uses various methods and metrics to assess success and continuous improvement. Please describe your continuous improvement plan which would include benchmarking, assessment and collaborative work with the UNK. (***High Priority***)

Bidder shall submit a listing of the desired and expected participation/attendance percentages for each board plan offering. Measures to assure mutual accountability towards the realization of these participation/attendance percentages are encouraged. The

University has a strong desire to ensure that students maximize the use of the offered meal program.

2.6.18 Food Procurement Standards

Food purchased by the Bidder for use at the University shall meet or exceed the purchasing specifications for each item listed below. Minimum food specifications are as follows:

- Beef and Veal – USDA Choice, except for meat used in extended dishes which may be USDA Standard;
- Pork and Lamb – USDA Grade A (#1);
- Poultry – USDA Grade A;
- Seafood – USDA Grade A;
- Eggs – USDA Grade A;
- Frozen Foods – USDA Grade A Fancy;
- Fresh Produce – USDA #1 Quality;
- Canned Foods – USDA Grade “A” Fancy, except Choice may be used for cooking purposes; fruits should be packed in light syrups;
- Cheeses such as Cheddar, Swiss and Monterey Jack shall be all natural, non-processed, when served as a prime ingredient. In addition, processed cheese may be used in some cooking or as an alternative for some non-entrée foods;
- Ground Beef – USDA Standard or better, ground beef and beef patties shall be 100% all beef and fat content shall not exceed 20%;
- Veal and Pork steaks shall be solid meat portions – un-breaded and not preformed from chopped or ground meat;
- Frankfurters/Hot Dogs – maximum 8 per pound, all beef. Turkey franks may be used as an alternate to satisfy certain health and ethnic diet requirements; and,

All meat cuts shall be in accordance with U.S.D.A. Institutional Meat Packaging specifications. The indicated grades are intended as minimum standards only, and the Bidder is encouraged to exceed these minimums wherever possible. All other food specifications not included in the above categories shall be of comparable quality.

Describe initiatives for procurement and promotions of local and state products.

2.6.19 Food Preparation Standards

The general policy shall be to do on premises preparation of food items, utilizing batch cooking as close to time of service as possible. Cook-to-order or progressive cooking should be the normal method of operation; staggering the preparation of food whenever possible so that nutritional value, temperature, taste, and overall quality can be maintained during serving hours. Minimization of pre-prepared food items is desirable.

Bakery items shall be made on premises. Pre-prepared mixes and dough are permissible, but every attempt should be made to provide products that are “homemade”.

Sandwich breads, hamburger and hot dog buns, bagels, English muffins and other such items may be purchased from commercial bakeries.

Vegetable shortening rather than animal shortening must be used for food prepared on site. The Bidder is strongly encouraged to purchase food prepared with vegetable shortening and oil. If this is not possible, then it must be clearly labeled as containing animal fat when the food is served.

2.6.20 Housekeeping and Sanitation Services

The University shall be responsible for:

- Periodic stripping, sealing or waxing of floors, if any;
- Shampooing carpeted areas and furniture;
- Periodic cleaning of draperies, blinds, ceilings and outside windows, air distribution devices and light fixtures, including maintenance and replacement of light bulbs; and,
- Cleaning hood ducts, plenums and related units and fans.

Bidder shall provide daily housekeeping, cleaning, preventive maintenance and sanitation service, which includes necessary commercial equipment and supplies, for all assigned food service areas.

In addition, the Bidder will maintain The Market at 27th, Louie's Diner and Union Food Court throughout the service hours to include wiping down tables, cleaning spills, emptying trash, sweeping floors, and keeping the dining facilities neat, clean, and presentable. These facilities shall include, but not be limited to, production and serving areas, dining rooms, snack bars, delis, bakeries, refrigerators, freezers, receiving and storage, trash and garbage, The Market at 27th restrooms, offices, interior hallways, and stairs used by the Bidder.

The Bidder shall develop, implement and update cleaning and sanitation schedules for all equipment and areas as assigned. Cleaning must be sufficient to provide protective maintenance against unnecessary deterioration, and provide a clean and neat appearance. Upon review and approval by the University, schedules shall be posted and implemented within 30 days of the beginning of the contract.

The Bidder shall be responsible for: Routine daily sweeping, mopping and buffing non-carpeted floors, vacuuming and spot cleaning carpets and furniture; routine weekly cleaning of the hoods, filters and pipes leading from the area; and providing, cleaning and maintaining an adequate inventory of table linens, employee uniforms, aprons, towels and other related dining service items.

When the Dining Services areas are closed for University breaks in schedule, these areas shall be left in a clean and ready-for-inspection condition. Work schedules shall provide sufficient personnel and time for heavy duty cleaning prior to a shut-down of three (3) or more days.

2.6.21 Equipment and Maintenance

Attached is a list of equipment (see APPENDIX “J” – Equipment) as of June 30, 2016, prior to recent renovations, that the University will make available to the successful Bidder for use in Dining Services operations.

Provide a list, with quantity, brand and model number of all equipment and other personal property Bidder proposes to bring onto the University campus. All proposals must include complete manufacturer’s description literature regarding any equipment proposed.

The Bidder shall be responsible for all costs of operation of the Dining Services, except those specifically designated to be provided by the University, and shall pay all costs and expenses connected with the Bidder’s use of the Facilities, including but not limited to the following:

- Raw food and food products;
- Labor, benefits, compensation and insurance;
- Supplies: paper, plastic and foam tableware; cleaning agents for dishes, flatware, pots and pans; janitorial equipment and cleaning and sanitizing agents; and office supplies;
- Office expenses, computers, cash registers, telephone, postage, printing, photocopying, etc.;
- Uniforms, laundry and dry cleaning; the Bidder will furnish appropriate uniforms for the employees and may assume all expenses for the cleaning of uniforms, table linens, napkins, aprons, etc. used in the dining service;
- All necessary vehicles for the conduct of dining services business;
- Maintain the University’s inventory of flatware, glassware and china and any replacement costs;
- All franchise fees and signage associated with branded concepts; and,
- Marketing: research, signage, brochures, menu boards, advertisement, promotions, etc.

The University shall be responsible for fixed and movable equipment purchases which represent Capital improvements.

The Bidder shall be responsible for minor repairs to equipment and facilities such as sharpening food slicers, sharpening knives, changing filters, etc.

Bidder shall be responsible for proper operation and routine cleanings of all equipment and services in the existing kitchen. Bidder shall be responsible for costs of damage to other building occupants caused by improper operation or inadequate supervision, including all costs for cleanup, repair and/or replacements.

2.6.22 Other Facilities Services

The University shall be responsible for providing electricity, gas, water, sewer service and heating/air conditioning, where available, for the dining service operations.

University telecommunications provides monthly rates for phone connections, voicemail and long distance charges. The Bidder agrees to such rates and to approve payment for such services. Bidder is required to utilize these services.

The University will provide for the removal of trash and garbage from the designated outdoor receptacles. The Bidder shall be responsible for transporting all waste from its assigned areas to the appropriate receptacles. The Bidder shall cooperate with the University in minimizing disposal costs. Storage of refuse and recycling should be in appropriate containers and in unobtrusive areas of the facility, not in production or dining areas.

Bidder shall be responsible for grease removal and keeping the receptacle area clean and in a presentable manner according to University standards. Standards are set based on the expectations of UNK administration and overall appearance to all University guests and visitors.

2.6.23 Pest Control

The University will be responsible for all costs and maintenance of insect and pest control in assigned areas for production, service and storage. The University contracts with a third party to provide this service. Bidder shall provide access to facilities as needed for insect and pest control purposes.

2.6.24 Recycling and Energy Conservation

Bidder shall make a commitment to recycling that, at a minimum, matches and evolves with the University's recycling program, and actively participate in initiatives created by the University's Sustainability Committee.

Bidder shall incorporate biodegradable and recyclable products and containers into its daily dining operation to the extent feasible.

The Bidder shall recycle food, packaging and other items to the extent that there are available markets and outlets for the products.

Submit a description of Bidder's sustainability program which will be used to minimize disposal costs, including all paper, plastic and other disposable items. The University desires a trayless dining program to reduce waste.

2.6.25 ITS Requirements

Communication cabling for the UNK data network must be authorized by UNK Information Technology Services and must meet current UNK data cabling standards.

Any communication cabling within UNK buildings for a private or corporate network must meet current UNK data cabling standards and must be installed by a UNK Information Technology Services approved contractor.

Bidder is responsible for support and customizations of POS devices at food service locations. UNK Information Technology Services will provide network connectivity to POS devices.

Bidder is to comply with the Payment Card Industry Data Security Standard (PCI DSS); no Primary Account Number (PAN) is stored, processed or transmitted on the UNK data network.

UNK Information Technology Services staff serves as administrators of the CS Gold system in support of meal plans and SVC (points). Implementation of new or additional functionality and/or applications in support of the campus food service will be coordinated with Information Technology Services.

Planning and deployment of new software applications is dependent on the availability of UNK technical staff in Information Technology Services and the availability of a UNK Information Technology Services approved third-party software developer to write interfaces. Any costs will be paid by the successful Bidder.

UNK Information Technology Services Helpdesk is not responsible for the support of hardware and software not owned or licensed by UNK.

Bidder's staff utilizing UNK technology resources, including the UNK network and UNK email, are required to abide by all UNK policies. These policies can be viewed at <http://its.unk.edu>.

2.6.26 Confidential Information

Bidder shall label and specifically identify all information Bidder believes to be proprietary, commercial, a trade secret or otherwise confidential. Should UNK determine, in its sole discretion, that such Bidder-identified information is indeed proprietary or otherwise confidential, then it will not publicly disclose that portion of the proposal without the consent of the Bidder, unless otherwise required by law, e.g. judicial order. In the event UNK reasonably determines that such Bidder information is not proprietary or otherwise confidential, UNK will disclose such information upon notice to Bidder. As a general matter, UNK considers financial statements of privately held companies, if such are a required submission, to be proprietary. Pricing terms appearing in proposals are considered public information.

2.6.27 Additional Information

Bidder shall provide any other information it believes will be helpful to the selection committee in evaluating Bidder's proposal.

2.6.28 Insurance

The successful Bidder shall, at its own expense, obtain and maintain throughout the term of this Agreement general commercial liability insurance against claims for bodily injury, death and property damage and workers compensation with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) general aggregate. The Bidder shall also name The Board of Regents of the University of Nebraska as an additional insured to cover such liability caused by, or arising out of, activities of the Bidder and its agents and/or employees while engaged in or preparing for the provision of the services. The Bidder shall furnish to the University certificates of insurance evidencing that such insurance has been procured within fifteen (15) days upon notice of award of contract.

2.7 Implementation/Delivery Time Line

The successful Bidder's operation of the UNK Dining Services will commence on a date no later than May 21, 2019.

2.8 Bid Bond

The Proposal must be accompanied by a certified check payable to UNK, a money order payable to UNK or a bid bond executed by the Bidder as principal and a surety company approved by UNK in the amount of 5% of the bid. Should the Bidder fail or refuse to execute and deliver a contract after having been selected as the successful Bidder, then the amount secured by the bid bond, money order or check shall be forfeited to UNK. Such checks, money orders or bid bonds will be returned promptly upon execution of a contract, or if no award has been made, within one hundred twenty (120) days after the date of the opening of the bids.

2.9 Performance Bond

Upon award of the contract, the selected vendor will be required to provide an annual \$500,000 (five-hundred thousand dollars) performance bond for each year the contract is in effect. Bonding requirements commencing after the first year of operation may be reviewed by the University at its sole discretion.

The performance bond required must be acquired upon contract award at the vendor's expense. The purpose of this bond is to protect the University of Nebraska in the event of default on one or more of the contract terms by the Contractor chosen. The bond is in an amount sufficient to reimburse the University of Nebraska for the full amount of its anticipated business risk under the contract and includes provision for both the time and expense which would be incurred by the University in obtaining an alternate vendor in the event of contractual default. The amount of the bond does not include punitive damages. The bond also does not prevent the exercise by the University of any other remedies available to the University, in whole or in part, under current Federal and State Statutes, in the event of contractual default.

SECTION 3: Components of the Process

3.1 Requirements - Responding to Specifications

Each Bidder responding to this RFP is expected to submit a well-organized, easy-to-read, written proposal, which clearly and coherently provides the information outlined in Section 2: Certain Selection Criteria. Answers and responses to the information required by Section 2 must be numbered to directly coordinate with the number of the inquiry as it appears in Section 2.

3.2 Communications

All questions concerning this RFP shall be in writing, and faxed or e-mailed by the Bidder and addressed to:

Scott Benson
Office of Procurement and Payment Services
2504 9th Ave
University of Nebraska at Kearney
Kearney, Nebraska 68849-1240

Fax: (308) 865-8668
E-mail: bensonsa1@unk.edu

For additional information concerning Bidder questions, clarifications and addenda, see Section 4: Proposal Submittal Requirements, item 4.

3.3 Critical Dates

3.3.1 Due Dates

Proposals are due upon the date and time set forth on the cover to this RFP.

3.3.2 Bid Withdrawal

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Unless otherwise stated in this RFP, no Proposal may be rescinded within one hundred twenty (120) days following the scheduled opening of proposals without the approval of the Director of Business Services.

3.4 Basis of Selection

3.4.1 Award of Contract

The award of a contract, if any, shall be made to the most responsible Bidder. The University reserves the right in all circumstances to analyze bids in detail and to award contracts which in the exercise of reasonable discretion, the University believes to be in its best interest. While pricing is often an important criterion, it may or may not be determinative. UNK shall establish evaluation criteria and their components before proposals are opened. UNK may waive any informality or irregularity or other requirement, which it deems does not materially affect the integrity or effectiveness of

the competitive bidding process. Factors that may be considered include, but are not limited to, clarity and responsiveness, conformity with RFP specifications, cost effectiveness, design, delivery, installation, the ability to work within the allotted time frame, the specific needs of the UNK community, Bidder's reputation and/or past performance, quality of goods and/or services offered to UNK, technical performance, installation, and ability to expand with UNK's needs. Please note if ALL Bidders fail to meet a specification the UNK reserves the right to delete that specification.

3.4.2 Evaluation

Proposals will be evaluated, and the contract, if any, awarded and performed in compliance with all relevant University of Nebraska policies.

3.4.3 Confidentiality

The deliberations of the evaluation committee are confidential, and no representative of a Bidder should directly or indirectly contact any member of the evaluation committee, or any faculty or staff member concerning this RFP, unless permission is explicitly otherwise given to the Bidder by the Office of Procurement and Payment Services, for the purposes of providing additional information or facilitating the evaluation. Any attempt by a Bidder to contact a member of the evaluation committee or any other faculty or staff member about this RFP can lead to disqualification.

3.4.4 Request for Additional Information

UNK reserves the right to request additional information from a Bidder after the bid opening in any format which UNK deems necessary to evaluate the proposals, including formal Q & A or meetings and presentations. The evaluation may include subjective assessment of the proposal materials, including factors not listed specifically in this RFP.

3.4.5 Sample Evaluation

Bidders may be required to submit samples of any item or product offered in response to this RFP. Each sample must be clearly identified by the name of the Bidder, name of the manufacturer, or other information, if requested, relevant to the evaluation of the sample.

3.5 Negotiation

UNK reserves the right to conduct discussions and negotiations with any or all respondents to this RFP, concerning any element of or response to this RFP, for the purpose of clarification and modification. Discussion and negotiation may include, but is not limited to, the scope of work, design, schedule, and price.

3.6 Notification of Award

Upon completion of the evaluation process, the Bidders will be notified in writing, or by e-mail, of the identity of the successful Bidder. If for any reason, UNK and the successful Bidder fail to finalize a contract within two weeks, UNK reserves the right to attempt to enter into a contract with the next most responsive Bidder, based on evaluation results.

3.7 Reservation of Rights: Rejection of Proposals; Non-Responsive Proposals

3.7.1 UNK Rights

UNK reserves the right to reject any and all proposals received and discontinue the evaluation and selection process at any time. UNK also reserves the right to resolicit proposals in response to this RFP or any amendment of this RFP if all proposals are rejected, but the proposed purchase is not abandoned. If no responsive bids are received by UNK, UNK reserves the right to negotiate with any firm in order to substantially fulfill the RFP under such terms and conditions as UNK deems best serve its needs.

3.7.2 Rejection

The University may reject the bid of any Bidder who has (a) failed to perform a previous contract with the University; (b) failed to provide any required bid security; or (3) submitted a bid which is in any way incomplete, irregular or not responsive to specifications.

3.8 Public Information

Bidders' names are public information at the time proposals are opened until the scheduled bid closing time. Until the successful Bidder is determined and announced, UNK will treat all other elements of the proposals as confidential information, not subject to public disclosure. However, once the successful Bidder is announced, then the proposals will be treated as public information, except any information that the Bidder has submitted and UNK has deemed as indeed proprietary or otherwise confidential as requested in Section 2.6.26 – Confidential Information.

Bidder shall be chiefly responsible for providing the defense for any challenge to a decision to withhold information contained in a Proposal, based upon Bidder's identification of the information as not subject to public disclosure.

SECTION 4: PROPOSAL SUBMITTAL REQUIREMENTS

4.1 Submittals and Bid Opening

One (1) original and seven (7) copies, marked accordingly, and one Flashdrive of any proposal in response to this RFP must be received by UNK in the Office of Procurement and Payment Services, 2504 9th Ave, University of Nebraska at Kearney, Kearney, Nebraska 68849-1240 no later than the date and time set forth on the cover of this RFP. At that time, the proposals will be opened publicly. No proposals received after the opening time will be considered. All proposals submitted, along with any exhibits, addenda or modifications, shall be the property of UNK.

4.2 Submitting of Proposal

4.2.1 Mail

Each Bidder is responsible for making sure their proposal is properly addressed/identified. In order to assure proper processing and receipt, your bid submittal should be returned in a sealed envelope (or parcel) and delivered to/addressed as follows: University of Nebraska at Kearney, Office of Procurement and Payment Services, 2504 9th Ave, Kearney, NE 68849-1240 along with the applicable “RFP Number” and “Title of Bid” to which you are responding.

4.2.2 In Person

If you are delivering your proposal in person, it should be sealed, submitted and labeled in the above manner, and given to an authorized member of the Procurement and Payment Services staff. This provides immediate bid identification.

4.3 Inspection of Premises

Bidders are invited to inspect the project sites completely prior to submitting a proposal in order to determine all requirements associated with the contract. Failure to inspect adequately shall not relieve the Bidder from the necessity of furnishing and installing, without additional cost to the University, any materials and equipment or performing any labor that may be required to carry out the intent of the contract.

4.4 Bidder Questions, Clarifications, and Addenda Interpretation

4.4.1 Project Requirements

It is the responsibility of each Bidder to become familiar with the project requirements. Lack of knowledge concerning the project requirements will not relieve Bidders of the conditions required as responsive to this RFP.

4.4.2 Bid Interpretation

Except in the course of preliminary conference open to all interested parties, should one be held, no interpretation related to the requirements of this RFP will be made verbally to any Bidder by UNK. Any request for bid interpretation shall be put in writing and faxed or e-mailed by the Bidder and addressed to:

Scott Benson
Office of Procurement and Payment Services
University of Nebraska at Kearney
Kearney, Nebraska 68849-1240

FAX (308) 865-8668
E-mail: bensonsa1@unk.edu

4.4.3 Notification of Addenda

In order to be given consideration, any requests for interpretation must be received no later than March 11, 2019. Any and all interpretations and any supplemental instructions provided by UNK shall be in the form of a written addenda to the Request for Proposal, which if issued, will be mailed, e-mailed or faxed to all known interested parties or Bidders, or such other form of communication as UNK deems reasonably likely to reach interested parties; provided however, that Bidders who were notified of this RFP by accessing the UNK Office of Business Services website are responsible to check the website from time-to-time in order to inform themselves of any addenda to the RFP. The Bidder, not UNK, is responsible to secure notification and delivery of any addenda. Failure of any Bidder to receive any addenda or other information released by UNK after the initial distribution of this RFP shall not relieve the Bidder from the obligations specified in addenda or other releases. All addenda shall be incorporated in the RFP to the same effect as if they were set out in the initial RFP release. Last day Bidders will receive addendums will be March 15, 2019.

4.4.4 Contact Information

The Bidders are solely responsible for providing their correct mailing addresses, email addresses, and fax numbers for any response to inquiries. UNK is not responsible for lost or undeliverable responses.

4.5 Cost of Preparation

UNK will not be responsible for any costs incurred in preparation of the Bidder's proposal.

4.6 Bidder Qualification

UNK may make any investigations deemed necessary or request any documentation to evaluate the ability of the Bidder to perform the specifications of this RFP. The Bidder shall furnish UNK with pertinent information and data upon request. UNK reserves the right in its sole discretion to reject any bid based on the facts resulting from an investigation which indicate that a Bidder: (a) is not properly qualified to carry out the obligations of any contract

awarded; or (b) presents a public image not in keeping with the professional standards and reputation which UNK expects. Conditional bids will not be accepted.

4.7 Exceptions

Any exceptions with respect to any requirement of this RFP must be specified in writing as part of the submitted proposal. Specific reference must be made to the paragraph numbers and other identifying criteria with respect to any exceptions proposed by the Bidder. Generally, UNK will not look favorably upon the request for any exceptions. However, UNK recognizes that in certain instances, an exception may be appropriate, and therefore, will consider and reserves the right to grant exceptions when UNK deems such exceptions promote its best interests. Conditional bids will not be considered. Unless the exceptions are stated with the proposal at the time of its submission, no further consideration of the exceptions exist and the Bidder will be held responsible for compliance to the detail of all specifications, terms and conditions in this RFP.

SECTION 5: TERMS AND CONDITIONS

The information contained in this section is a partial listing of standard terms commonly appearing in contracts awarded by UNK. All proposals are subject to these terms, unless otherwise explicitly stated.

5.1 General

The specifications, terms and conditions set forth in this RFP and any related award document shall be incorporated by reference, without Bidder exception, into any resulting contract between the University and the successful Bidder. Any additional or different terms proposed by the successful Bidder are not accepted, unless the same are expressly accepted in writing by UNK. The contract may not be changed in any way except by an instrument in writing signed by both parties. The contract cancels and supersedes any prior understandings or agreements between the parties with respect to the subject matter hereof. Failure of any party to enforce its right under the contract shall not constitute a waiver of such rights or of any other rights under the contract.

5.2 Termination for Cause

UNK may terminate the contract at any time if the successful Bidder fails to carry out its terms or fails to make substantial progress toward the fulfillment of those terms. In such an event, UNK shall provide the successful Bidder with a thirty (30) day written notice of the terms in breach. If after such notice, the successful Bidder fails to remedy the breach within those 30 days, UNK may immediately cancel the contract.

5.3 Contract Assignment

Contracts granted pursuant to this RFP shall not be transferred or assigned without prior written consent of UNK.

5.4 Contract Payments

The Nebraska State Treasurer has directed that individual vendor payments of \$25,000 or more be processed via ACH (direct deposit to vendor's bank). Any Bidder who is not currently set up to receive payments from the State of Nebraska and/or the University of Nebraska via ACH, must complete the State of Nebraska ACH Enrollment Form and forward the form to the Nebraska Department of Administrative Services so that the University can complete payment of invoices generated from the award of this contract. The form can be found at <http://www.treasurer.state.ne.us/documents/tm/pubachform.pdf>.

5.5 Indemnity, General and Patent

The successful Bidder shall indemnify and save harmless UNK and its respective officers, agents and employees from and against any and all liabilities and losses whatsoever, including without limitation, costs and expenses in connection therewith, on account of, or by reason of, injury to or death of, any person whosoever, or loss of or damage to any property whatsoever, suffered or sustained in the case of, or in connection with, the performance of the contract, except for that liability and loss arising from the acts or omissions of UNK or its agents.

With respect to anything provided to UNK by the Bidder pursuant to this RFP, the Bidder shall indemnify the University and its respective officers, agents and employees against liability, including costs and attorney's fees for infringement of any United States patent, copyright, trade infringement or other intellectual property right arising out of the manufacture, delivery and use of such by UNK.

5.6 Governing Law; Venue

The laws of the State of Nebraska shall govern any contract awarded to the successful Bidder. Any dispute arising under any contract awarded, which is not settled by agreement of the parties, shall be resolved in forums (except for applicable federal appellate courts) located in the State of Nebraska.

5.7 Force Majeure

Neither party to the contract shall be liable to the other for damages for any delay in performance arising out of causes beyond its reasonable control and without its fault or negligence, including without limitation: (1) fire, flood or water damage, elements of nature or other acts of God, including any of the foregoing that are harmful to electronic circuitry; (2) outbreak or escalation of hostilities, war, riots, or civil disorders in any country; (3) act or omission of the other party or any governmental authority, (4) labor disputes (whether or not the employees' demands are reasonable or within the party's power to satisfy), (5) non-performance by a third party (including any voice or data telecommunications common carrier), (6) failures or fluctuations in telephone, computer or other telecommunications equipment or lines or other equipment, (7) the real, potential, or credible threat of terrorist activity, or (8) a health emergency (e.g. serious outbreak of contagious disease such as an influenza pandemic) which in the judgment of UNK poses a serious threat to the public health. In the case of any such excusable delay, the non-performing party will be excused from performance of any affected obligation only for so long as the cause of the excusable delay prevails and such party continues to use commercially reasonable efforts to re-commence performance of its obligations as soon as possible; provided however, that the parties may mutually agree that such excusable delay is cause to cancel the contract in its entirety, in which case neither party shall be liable to the other for any further performance in relation obligations arising after cancellation.

5.8 Compliance with Laws and Regulations; Gramm Leach Bliley; University of Nebraska Policies

This contract must comply with all applicable federal, state and local laws, specifically including all laws and regulations related to the protection and security of any personal information gathered by the successful Bidder, such as the Gramm Leach Bliley Act implemented at the University of Nebraska by Presidential Executive Memorandum No. 26 which requires specific vendor contract provisions; and all other applicable policies of the University of Nebraska. Bidder agrees to indemnify UNK against any loss, cost, liability, or damage by reason of Bidder's violation of any applicable law or regulation. Any successful Bidder must be qualified to conduct the business necessary to the performance of the contract in the State of Nebraska throughout the duration of the contract term or any renewal thereof.

The successful Bidder shall obtain, at its own cost and expense, all necessary licenses, professional certifications and permits and shall assume the responsibility for and pay all applicable fees and all other taxes, which are now or may be imposed in the future by any governmental authority arising out of the conduct of Bidder's business.

5.9 Sexual Harassment

State and federal law, as well as the policies of the Board of Regents of the University of Nebraska, prohibit sexual harassment of members of the UNK community. Sexual harassment includes any unwelcome sexual advance, any request for sexual favors, and other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive environment. UNK contractors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of UNK employees, students and other members of the UNK community. The employer of any person who UNK, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of any contract awarded hereunder to cause such person to be removed from the project site and from UNK premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

5.10 Investigation and Resolution of Discrimination and Harassment Complaints

State and federal law, as well as the policies of the Board of Regents of the University of Nebraska, prohibit discrimination or harassment against members of the UNK community on the basis of race, color, national origin, sex, age, disability and any other protected status. In the event the University determines that an employee, agent or other person affiliated with the Contractor has engaged in discrimination or harassment, the Contractor will take prompt and effective action, in accordance with the University's direction, to prevent recurrence of the discrimination or harassment and to correct its effects, which may include, removal of the employee, agent or other person affiliated with the Contractor from the University campus. Contractor's failure to comply with the University's directive or any other part of the provision will be deemed a material breach of the Agreement, and the University may initiate the termination process in the Agreement.

5.11 Drug Free Workplace

The successful Bidder agrees that in the performance of this contract, neither the Bidder nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity covered by the contract. UNK reserves the right to request a copy of the Bidder's Drug Free Workplace Policy. The Bidder further agrees to insert a provision similar to this statement in all subcontracts or services required in response to this RFP.

5.12 Weapons Policy

Possession of firearms, explosives, weapons, dangerous chemicals or fireworks is prohibited on property controlled by the University of Nebraska, in University vehicles and at events sponsored by the University. This policy applies to all members of the general public, students and University employees, except University employees who are specifically authorized to as

part of their job responsibilities. Any person violating this policy is subject to University discipline up to expulsion/termination and/or may be charged with the appropriate criminal offense.

5.13 Affirmative Action/Equal Opportunity

The University of Nebraska at Kearney is responsive to University issues which support a diverse work and academic environment. It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation. This policy is applicable to all University administered programs including educational programs, financial aid, admission policies and employment policies. UNK is an Affirmative Action Equal Opportunity employer. Veterans and persons with disabilities are encouraged to apply.

The University affirms a policy of equal educational and employment opportunities, affirmative action in employment and nondiscrimination in providing services to the public. University employees, students and others associated with the University who have not received the benefits of these policies, are encouraged to contact the Human Resources Director/ADA Coordinator.

5.14 Proprietary Information; Confidential Employee Information; HIPAA; FERPA

It is to be expected that the parties to the contract may find it necessary to reveal certain proprietary information to each other. The contract may, when proprietary information is exchanged, include certain provisions to mutually protect against the use and disclosure of the proprietary information of each party. In the unusual circumstance that the contract should result in the sharing of employee information protected by the law or University of Nebraska policy, information protected by the Health Insurance Portability and Accountability Act, information protected by the Family Educational Rights and Privacy Act of 1974, or any other information deemed confidential and protected by the law, the parties to the contract agree to maintain the confidentiality of such information to the extent and manner required by the law and University policy.

5.15 Subcontractors

The successful Bidder shall not subcontract all or substantially all of any facet of the Proposal without the prior written approval of UNK. The successful Bidder shall be fully responsible for the acts and omissions of its subcontractors and of the persons directly or indirectly employed by them. Every subcontractor shall be bound by the terms of any contract awarded under this RFP; provided however, that no contractual relationship shall exist between any subcontractor and UNK, unless it is evidenced in a separate contract independent of the contract with the successful Bidder.

5.16 Legislative Funding Out Clause

Notwithstanding any provision in the contract to the contrary, if the legislative body appropriating funds does not allocate sufficient funds to allow UNK to make any periodic

payment agreed to in the contract for any future fiscal period, UNK will not be obligated to pay the contract balance remaining at the time of the governmental funding short-fall.

5.17 Parking

The successful Bidder and/or its employees and agents will be solely responsible for permits or any fines resulting from parking violations occurring on UNK property. Successful Bidder and any temporary employees are responsible for contacting UNK Police Department at the Facilities Building, Kearney, Nebraska, at (308) 865-8367 to obtain information regarding parking and to obtain permits.

5.18 Building Rules and Regulations; Tobacco Use:

Employees of the successful Bidder and any subcontractors shall comply with all UNK rules and regulations pertaining to conduct in UNK's facilities. UNK reserves the right to request the removal or replacement of any Bidder or subcontractor employee who fails to comply with such rules and regulations.

The use of all forms of tobacco products is prohibited on University of Nebraska at Kearney property with the exception of parking lots. The prohibition extends to vehicles and venues owned, operated, leased, occupied or controlled by the University. "Tobacco products" includes all forms of tobacco, inclusive of but not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and similar devices and smokeless tobacco products. Enforcement of the policy relies on the respect and cooperation of all members of the University community.

5.19 Use of Premises

To the extent that any contract awarded requires the successful Bidder or its employees or agents to be present on or within UNK's properties, then the Bidder shall limit its presence and activities to such areas as are reasonably necessary in order to perform under the contract. The successful Bidder shall take such precautions as are required to avoid damage to buildings, facilities, utilities, ground resources, trees and landscape amenities and other properties adjacent to the Bidder's activities within the scope of the contract and agrees to be responsible and/or carry out any repairs for which it is liable, as a result of its performance under the contracts.

5.20 Hazardous Waste Generated by Contractors

Any hazardous waste that is generated from the performance of any contract awarded shall be properly disposed of by the successful Bidder in a timely fashion and in accordance with applicable hazardous waste laws and regulations. The cost for hazardous waste management and disposal is successful Bidder's responsibility. Should UNK deem it prudent to dispose of any hazardous waste left on its property, as a result of the successful Bidder's failure to meet its responsibilities, all costs associated with such disposal shall be deducted from any amount yet to be paid to the Bidder and/or billed to the Bidder. University Environmental Health Services is to be notified of all hazardous waste issues.

5.21 Delivery; F.O.B.; Shipping

The successful Bidder shall bear all costs of transportation, packing, crating, delivery, installation, storage and service under warranty for any goods or related services, delivered pursuant to the contract. The successful Bidder shall be responsible for and make delivery, including costs of delivery, cartage, temporary storage, off-loading costs and insurance, F.O.B. destination: University of Nebraska at Kearney, Kearney, Nebraska, unless otherwise specified, all shipments will utilize the best commercial practice to insure safe arrival at the UNK delivery point.

5.22 Quantity

With respect to quantity of any good purchased under the contract, UNK need not accept any variation in quantity except as specified in the contract. Over-shipments may be returned to the Bidder at its expense, which shall include a reasonable cost for UNK handling, or be retained by UNK at no increase in price.

5.23 Inspection

UNK may, at any time in the course of the contract, inspect, test and approve materials and supplies being used in the performance of the contract, including at the point of manufacture. If inspection and tests are made on contractor's premises, contractor without additional charge, shall provide reasonable facilities and assistance for the safety and convenience of the testing/inspection personnel. Except as otherwise agreed in writing, all goods, equipment and supplies furnished under the contract shall be subject to final inspection and acceptance by UNK at the delivery destination.

5.24 Defective Goods or Work

UNK, notwithstanding any prior acceptance, at its option, may reject or require prompt correction (in place or elsewhere) of any goods, equipment, supplies or other work, which are defective in material or workmanship or otherwise fail to meet the requirements of the contract. All supplies furnished under the contract shall be subject to inspection at F.O.B. destination, and successful Bidder shall be given notice of any defects, other than latent defects, within a reasonable time after receipt of the goods, equipment and supplies, along with all records of delivery. UNK may, in addition to any rights it may have by law, prepare for shipment and ship the defective goods, equipment and supplies to the successful Bidder, require the successful Bidder to remove them, or direct a correction in place. The expense of any such remedy shall be borne by the successful Bidder, including any excess cost.

5.25 Liens

Successful Bidder warrants that it has title to any goods delivered under the contract and shall deliver same free of all liens, claims and encumbrances.

5.26 Federal, State and Local Sales Taxes; Federal Excise Taxes

Purchases made by the University of Nebraska are exempt from the payment of state sales and use taxes and federal excise taxes. Certification of these exemptions will be provided to the successful Bidder upon request.

5.27 Ambiguities

Should the successful Bidder perceive an ambiguity in the contract, the successful Bidder shall request an interpretation from UNK before proceeding. If a successful Bidder fails to make such a request, failure to perform with respect to the alleged ambiguity shall not be excused.

5.28 Recycling Policy

When purchasing products, materials or supplies for use, the University, when making such purchases shall actively pursue the purchase of products, materials or supplies which are manufactured or produced with at least 10% post-consumer recycled materials. This policy shall not operate when it would result in the purchase of products, materials or supplies that are of inadequate quality, not readily available or substantially higher in cost. It is the intent of the University to continually increase the percentage produced from post-consumer recycled material, and, to increase each year the types and variety of products, materials or supplies purchased with post-consumer recycled material.

5.29 Contractor Identification

All Contractor's employees while on campus shall be identifiable as Contractor's employees. This requirement can be met by an employee uniform or clothing identifying the Contractor name or an identification card issued by the Contractor. The Contractor's employee must be prepared to show identification while working on the UNK campus. The Contractor employee uniforms to be provided by the Contractor at Contractor's expense must easily and appropriately identify the Contractor and employees by name. Individuals who are not able to produce this identification may be requested to leave University property. Contractor's employees may be required, at Contractor's expense, to be issued UNK ID Cards designating the Contractor's employee as a contracted vendor of the University.

5.30 Federal Immigration Verification – E-Verified

The successful Bidder, on behalf of itself and any subcontractor to the Contract, agrees that it shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

5.31 Federal Procurement

No contract shall be awarded to any Contractor/Bidder listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension," (the "Debarment List"). For contracts which in the aggregate exceed \$25,000, Contractor/Bidder specifically warrants and represents that it is not included on the Debarment List. Contractor/Bidder further agrees that should it be included on the Debarment List at the

time the contract/proposal is awarded, or at any time during which it performs its contractual obligations pursuant to the contract, such listing shall be considered a material breach of the contract between the University and the Contractor.

5.32 Legal Relationship

The contractor shall under no circumstances be considered as an agent or employee of the University and shall have no right or authority to, in any manner, obligate the University to any person or company except as authorized in writing by the University.

5.33 Use of University Names and Logos

The contractor shall not use any University name, sign, logo, symbol, etc. for any purpose, without the prior written approval of the University. Use of University brands generally requires licensing.

5.34 Improper Business Relationships and Conflict of Interest Prohibited

In connection with this RFP, each Bidder shall ensure that no improper, unethical or illegal relationships or conflict of interest exists between or among the Bidders, the University and any staff, faculty and any other party to this RFP. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not, and to decide whether or not Bidder disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

5.35 Electronic and Information Technology Accessibility

All electronic and information technology procurements, agreements, and contracts shall comply with Section 508 or the Rehabilitation Act of 1998 as amended, and the Nebraska Accessibility Policy to be found at http://www.nitc.ne.gov/standards/accessibility/accessibility_standards.pdf. LB352

5.36 Equal Opportunity Clause Certification of Non-Segregated Facilities, Executive Order 11246

This form is attached and shall be executed by the successful Bidder upon notice of award.

SECTION 6: PROPOSAL SCHEDULE

Issue Date of RFP	February 22, 2019
Deadline for Questions	March 11, 2019
Issue Date of Addendums	March 15, 2019
Deadline for Receipt of Proposals	March 27, 2019
Current Contract Termination	May 20, 2019

SECTION 7: LIST OF EXHIBITS

Exhibit I: High Priority Criteria

Exhibit II: Equal Opportunity

Exhibit III: References

Exhibit IV: Retail Pricing Sheet

Exhibit V: Contract Board

Exhibit VI: Commission

Exhibit VII: Compensation

SECTION 8: LIST OF APPENDICES

Appendix A: Definitions

Appendix B: Administrative Support

Appendix C: Pre-Season Meals

Appendix D: Exclusive Contracts

Appendix E: Chancellor's Picnic

Appendix F: Non-Board Rate Sheet

Appendix G: Food Service Sales

Appendix H: Dining Service Hours

Appendix I: Dining Services Calendar

Appendix J: Equipment

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
EXHIBIT I – High Priority Criteria

- 1) At present, the contractor employs one hundred twenty-two (122) persons, including forty-five (45) students. UNK expects that management and staff members will consistently keep the UNK students a top priority and will develop a strong partnership and effective working relationship with the UNK community. They are the main reason for the continued improvements of the dining program over the past couple years. It is imperative that the transition to a new Contractor takes into consideration the skills, service and longevity that current employees bring to UNK Dining Services. Describe your transition plans in detail with respect to these employees, including plans to retain any present employees, plans to interview present employees, and for any employee not retained, length of notice given prior to separation or other information relevant to this concern.
- 2) Submit Bidder's implementation/transition plan with key dates and milestones including the ability to begin on the May 21, 2019 start date and service the camps and conferences that soon follow.
- 3) The University desires to gain an understanding of Bidder's ability to innovate, create and utilize an entrepreneurial approach for meal plan development. Most importantly, the University values a program that meets the needs of current and future students. Below is a ranked list of needs that UNK has identified as crucial to the continued success of the dining program:
 - 1) Affordability for all students;
 - 2) Upperclassmen meal plans that promote on-campus living and assist with recruitment and retention efforts;
 - 3) Attractive and innovative meal plans for all students especially on-campus freshmen that allow for flexibility in retail options including the Boost Market;
 - 4) Flexible meal plans for commuter students;
 - 5) Flexible hours that meet the needs of all demographics of students; and,
 - 6) Meal plans that encourage faculty and staff to participate in the dining program and its offerings.

Propose any one or a combination of meal plans which Bidder deems will meet the stated, diverse needs of UNK's students and community. Bidders are encouraged to be creative yet realistic.

- 4) UNK works each summer to attract various campus and conferences. This is not only outside group but also campus groups, primarily Athletics. Athletics, Admissions and other campus departments also work to attract groups to campus throughout the academic year. Submit a plan for a simple, affordable meal program and associated prices to meet the needs of these groups (Complete EXHIBIT "V" – Contract Board).
- 5) Recently, the UNK Nebraskan Student Union went through a series of renovations. This included two new retail concepts, Chick-fil-A and Starbucks. A summer renovation of the

Subway location will bring all of the spaces up-to-date. Confirm your ability to retain these retail options as well as the convenience store located in the Union and the coffee shop located in the Fine Arts Building. In addition, provide your plan to continue to assess student needs and wants to not only maintain the success of the current retail options but refresh concepts in the future to ensure the program does not become stagnant. The dining service contract will be contingent upon the selected Bidder's ability to enter into all required agreements with Chick-fil-A, Starbucks and Subway to continue their operations.

- 6) UNK is currently constructing a new Early Childhood Education Center. This program will eventually grow from 60 children to approximately 180 children under the age of six. Provide a proposal and associated prices to provide and deliver breakfast, morning snack, lunch and afternoon snack to these children on a daily basis, Monday through Friday, when the University is not closed. These prices should be presented as individual meal prices and an overall daily price. These meals should follow required State and Federal food program guidelines and can also be delivered to the Center in bulk and then distributed individually to the children by Center staff (Complete EXHIBIT "V" – Contract Board).
- 7) Currently, UNK receives the following annual catering funding and wants to retain these sources of funding:
 - \$25,000 – Student Catering Fund Support
 - \$100,000 – Chancellor's Catering Fund
 - \$30,000 – Blue and Gold Welcome Week Catering FundConfirm your ability to continue providing this funding to UNK.
- 8) With these recent renovations, UNK has \$2,200,000 in unamortized capital investments in the dining operation facilities. Describe the Bidder's ability and willingness to assist the University in financing these investments at the start of the contract with UNK repaying the Bidder in five equal payments of \$440,000 over the five-year initial term of the contract.
- 9) With the recent completion of the Health Science Education Complex, the future completion of the STEM building (spring of 2020), and continued development on the University Village site, a large population of students will be spending more time on the west side of campus away from The Market at 27th and retail spaces. Bidder should provide a plan for working with UNK to address the future needs of these students. This plan should not include any financial offerings at this point and should not affect the proposed pricing of the meal program.
- 10) Currently, the UNK dining program uses various methods and metrics to assess success and continuous improvement. Please describe your continuous improvement plan which would include benchmarking, assessment and collaborative work with the UNK.

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
EXHIBIT II – Equal Opportunity

UNIVERSITY OF NEBRASKA
 EQUAL OPPORTUNITY CLAUSE AND CERTIFICATION OF
 NON-SEGREGATED FACILITIES

Unless otherwise exempted by rules, regulations or orders issued under Executive Order 11246, during the performance of each order received from the Buyer:

“(1) The Contractor will not discriminate against any employee or applicant of employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

“(2) The contractor will, in all solicitations or advertisement of employees placed by or on behalf o the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

“(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers’ representative of the contractor’s commitments under Section 202 of Executive Order No. 11246 of Sept. 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

“(4) The contractor will comply with all provision of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

“(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of Sept. 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

“(6) In the event of the contractor’s noncompliance with the nondiscrimination clauses of this contractor with any of such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No. 11246 of Sept. 24, 1965 or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

“(7) The Contractor will include the provisions of Paragraph (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 24 of Executive Order No. 1 1246 of Sept. 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.”

Seller certifies that he does not and will not maintain or provide for his employees any segregated facilities at any of his establishments, and the he does not and will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

Seller agrees that a breach of this certification is a violation of the Equal Opportunity clause in this certification. As used in this certification, the term “segregated facilities” means any waiting rooms, work areas, restrooms and washrooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, or color or national origin, because of habit, local custom or otherwise.

During the performance of furnishing goods or services as stipulated in any purchase order, contract, or agreement whether written or verbal, the contractor agrees that the concern presented will comply with the provision of 41 CFR 60-741.4 relating to employment of the Handicapped and 41 CFR 50-250.3 relating to employment of Disabled Veterans and Vietnam Era Veterans.

-----CUT-----

Moreover, if annual sales to the University of Nebraska exceeds \$50,000, I certify that our firm has on file an Affirmative Action Compliance Program,” dated _____, or that our firm is exempt for the following reason: _____

During the performances of furnishing goods or services as stipulated in any purchase order, contract, or agreement whether written or verbal, the undersigned certifies that the concern represented will comply with the provisions of Executive Order 11246 as amended, and all rules, regulations and relevant orders of the Secretary of Labor, and will incorporate by reference in each contract and in each order which is within the scope of the regulations the clause relating to Equal Opportunity contained in 41 CFR 60-1.4, and the clauses relating to Employment of the Handicapped contained in 41 CFR 60-741.4, and Employment of Disabled and Vietnam Era Veterans, 41 CFR 50-250.3. The concern further agrees to comply with all existing federal, state and city legislation Prohibiting discrimination in all phases of its performances and certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

	Address	City	State	Zip
Signature of Authorized Representative	Title	Date		
Federal I.D. # _____				

Please Return to: University of Nebraska at Kearney, Procurement and Payment Services, 2504 9th Ave, Kearney, NE 68849-1240

**University of Nebraska at Kearney
Bid #19-03
February 22, 2019
EXHIBIT III – References**

*College and University accounts of similar size, scope and nature.

1. Campus Contract Administrator Name and Address: _____ **Contact Name:** _____

_____ Title _____
_____ Tele# _____
_____ E-Mail _____

Chief Business Officer Name and Address: _____ **Contact Name:** _____

_____ Title _____
_____ Tele# _____
_____ Fax# _____

Contract Description:

Contract Term _____ Yrs _____ Mos _____ Annual Gross Sales _____

2. Campus Contract Administrator Name and Address: _____ **Contact Name:** _____

_____ Title _____
_____ Tele# _____
_____ E-Mail _____

Chief Business Officer Name and Address: _____ **Contact Name:** _____

_____ Title _____
_____ Tele# _____
_____ Fax# _____

Contract Description:

Contract Term _____ Yrs _____ Mos _____ Annual Gross Sales _____

3. Campus Contract Administrator Name and Address: Contact Name:

_____	_____
_____	Title _____
_____	Tele# _____
_____	E-Mail _____

Chief Business Officer Name and Address: Contact Name:

_____	_____
_____	Title _____
_____	Tele# _____
_____	Fax# _____

Contract Description:

Contract Term _____ Yrs _____ Mos _____ Annual Gross Sales _____

University of Nebraska at Kearney
 Bid #19-03
 Exhibit IV - Retail Pricing Sheet

Proposed
Product Cost

Boost Market	
AMP Energy (16 oz)	
Rock Star Energy (16 oz)	
Bottled Pepsi (20 oz)	
Gatorade (20 oz)	
Lipton Iced Tea (16 oz)	
Frappuccino (9.5 oz)	
Ocean Spray Orange Juice (15.2 oz)	
Snickers Candy Bar	
Jerky (1.5oz)	
Chips Ahoy Cookies	
Cereal Bar	
Ritz Craker	
Pop Tart	
Lunchable-Box	
Pot Pie – Beef	
Popcorn	
Total Retail Pricing*	

Java Notes	
Latte (12 oz)	
Latte (16 oz)	
Latte (20 oz)	
Cappuccino (12 oz)	
Cappuccino (16 oz)	
Cappuccino (20 oz)	
Mocha (12 oz)	
Mocha (16 oz)	
Mocha (20 oz)	
Large Muffin	
Yoplait Yogurt	
Apple	
Donuts	
Casear Wrap	
Turkey Croissant	
Tossed Salad	
Fruit Salad	
Total Retail Pricing*	

**University of Nebraska at Kearney
 Bid #19-03
 Exhibit V - Contract Board**

Please present all proposed meal plans with associated prices using this matrix format as needed	Board Contracts	Daily Rate
	Board Contracts	
	1,400 - 1,450	
	1,451 - 1,500	
	1,501 - 1,550	
	1,551 - 1,600	
	1,601 - 1,650	
	1,651 - 1,700	
	1,701 - 1,750	
	1,751 - 1,800	
	1,801 - 1,850	
	1,851 - 1,900	

Cash-Gate Pricing	
Breakfast	
Lunch	
Dinner	
Special Rates (Other)	

Childcare	
Breakfast	
Morning Snack	
Lunch	
Afternoon Snack	
Total (Daily Rate)	

Camp Conference Pricing	
Submit a plan for a simple, affordable meal program with associated prices to meet the needs of the specified groups	

University of Nebraska at Kearney

Bid #19-03

Exhibit VI - Commission

Market @ 27th St.		
	Cash Sales	
	Credit Sales	
	Loper Dollar Sales	
Louies Diner (URS)		
	Cash Sales	
	Credit Sales	
	Loper Dollar Sales	
Chick-fil-A		
	Cash Sales	
	Credit Sales	
	Loper Dollar Sales	
Starbucks		
	Cash Sales	
	Credit Sales	
	Loper Dollar Sales	
Java Notes		
	Cash Sales	
	Credit Sales	
	Loper Dollar Sales	
Boost Market		
	Cash Sales	
	Credit Sales	
	Loper Dollar Sales	
Catering Sales		
Student Organization Service		
Standard Service		
Premium Service		
Off-Campus Service		

University of Nebraska at Kearney

Bid #19-03

Exhibit VII - Compensation

Current - Annual
Unless Otherwise
Specified
Proposed

Required University Support		
Contract Card Fee	\$10/Card	
Loper Dollars Fee	2.5%	
Chancellor's Catering	\$ 100,000	
Registered Student Organization Catering	\$ 25,000	
Blue Gold Picnic	\$ 30,000	
Pre-Season Student meals	Yes	
Total Required Funding	\$ 155,000	
Optional University Support		
Total Optional University Support		
Total Estimated Compensation		

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX A - Definitions

“**Academic Term**” is a division of an academic year, the time during which the University holds classes. These divisions may be called ‘terms’ or ‘semesters.’

“**Academic Year**” begins with the start of fall and ends the following summer.

“**Business and Finance Staff**” refers to the Bidder’s reporting hierarchy for the Department of Business and Finance. Bidder shall contact the Director of Business Services first, followed by the Assistant Director of Business Services, the Assistant Vice Chancellor of Business and Finance and, if necessary, the Vice Chancellor of Business and Finance.

“**Census Date**” means official enrollment for the University of Nebraska based on the seventh day of classes.

“**Hold**” A *hold* will stop students from either registering or getting a copy of their transcript or both. A registration or transcript hold is placed on a student's record if a student has an outstanding financial obligation to the University or has not met a particular enrollment requirement. Holds mean that a student cannot pre-register until the student contacts the appropriate office and resolves the problem. A hold is not removed until a student resolves the problem which caused the issuing department to place a hold on the record.

“**Lease Year**” is each annual period beginning on July 1 and ending on June 30 during the Initial Term and any annual renewal of the Agreement.

“**Loper Dollars Stored Value Account**” refers to the ability of any UNK student or employee who is eligible to receive a UNK ID Card to open an optional Loper Dollars Stored Value Account (“Loper Dollars Account”) by making a deposit at designated locations on campus. The Loper Dollars Account may be used for purchases at locations participating in the Loper Dollars program.

“**Loper Dollars**” refers to a declining balance program. Loper Dollars is an on-campus debit system administered by UNK and is not affiliated with any financial institution.

“**Lopers**” refers to the University of Nebraska at Kearney school mascot. The University of Nebraska at Kearney is nicknamed the Antelopes (Lopers for short).

“**MIAA**” means Mid-America Intercollegiate Athletics Association

“**NCAA**” means the National Collegiate Athletic Association or a successor organization to the jurisdiction of which the University’s Intercollegiate Athletic Program is subject.

“Proposal” means Contractor’s written proposal documents submitted to the University pursuant to its Request For Proposals #19-02.

“RFP” means University of Nebraska at Kearney Request for Proposals #19-02.

“StarRes” refers to a comprehensive student housing solution including: online housing applications, online roommate and room self selection, core staff administrative functions such as billing, reporting, email, and mail merge, as well as, complete integration with other campus systems.

“Term” shall refer to that period of time during which the Agreement is executed, commencing on May 21, 2019, and ending at midnight on June 30, 2024 or an earlier date of termination as provided for herein.

“University Dining, Catering and Retail Services,” “University Dining Services,” “Dining Services” represent food service operations which support University students, staff, faculty and guests.

“UNK,” “University” means University of Nebraska at Kearney.

“UNK Card” is the official identification card issued to eligible students, staff and faculty.

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX B – Administrative Support

CHANCELLOR'S ACCOUNT - EXAMPLE OF HISTORICAL EVENTS

EVENT	ESTIMATED ATTENDANCE
ANNUAL COMMENCEMENTS	
SUMMER COMMENCEMENT	
Rehearsal Refreshments	200
Stage Party Refreshments	35
Picnic Luncheon	350
WINTER COMMENCEMENT	
Rehearsal Refreshments	350
Facilities Lunch	30
Stage Party Refreshments	40
Box Lunches for Special Guests	2
Pre-Commencement Dinner	40
Commencement Luncheon	75
SPRING COMMENCEMENT	
Rehearsal Refreshments	400
Facilities Lunch	30
Stage Party Refreshments	40
Box Lunches for Special Guests	2
Pre-Commencement Dinner	40
Commencement Luncheon	125

Lunch for Band Members

30

FALL "WELCOME BACK" EVENTS

New Faculty Orientation (Morning Refreshments; Lunch)	50
Faculty/Staff Convocation (Morning Refreshments)	300
Chancellor's Community Picnic	3,500
UNK/Kearney Public/Kearney Catholic Schools Reception	100
Student Move-In Day Picnic (not scheduled every year)	800

ATHLETIC PRE-GAME TAILGATE EVENTS (Football/Basketball/Volleyball – Number Varies)

6 Pre-Game Meals	75
6 During-Game Refreshments	75
National Championship Events (Athletics) – Occasional – Includes Meals, Hospitality, etc.	10 to 50

CHANCELLOR'S AMBASSADOR EVENTS

Fall Etiquette Luncheon	30
Chancellor's Holiday Reception	75
Interview Luncheon	15

ANNUAL OMAHA WORLD-HERALD EVENTS

2 Scholarship Luncheons @ 40 Each	80
Scholars Day (Morning Refreshments)	300
Scholars Day (Luncheon) – Note: OWH pays first \$3,000 luncheon expenses	350

MISCELLANEOUS DEDICATIONS

Number varies from year to year.	
Approximate attendance per event	200

MISCELLANEOUS RECEPTIONS/DINNERS

New Frontiers Reception – Annual Event (Afternoon Refreshments)	100
Faculty Staff Club – Annual Event (Afternoon Refreshments)	75
Frank House Holiday Reception – Annual Event	300
Statehood Birthday Party – Annual Event (Cookies, 1 Cake)	100
World Affairs Conference Dinner – Annual Event	50
Federal Team Meeting – Annual Event (Lunch and Refreshments)	15
Board of Regents Campus Visit – Every Other Year (Lunch and Refreshments)	20
Duke TIP Award Reception – Every Other Year	300
Welcome/Farewell Receptions – Approximately 4 Per Year @ 150 Each	600
Capital Campaign Events – 2-3 per year	30
Foundation/Major Donor Dinners – Occasional	200

ACADEMIC PROGRAM REVIEW

Approximately 25 meals per year (various: breakfast, lunch, dinner) @ 10 guests each	250
--	-----

CHANCELLOR'S LEADERSHIP CLASS

Spring Etiquette Dinner	15
-------------------------	----

MISCELLANEOUS LUNCHEONS, SPECIAL REQUEST REFRESHMENTS, ETC.

Average of 40 per year @ 25 Each

1,100

WARNER CONFERENCE ROOM SUPPLIES

Supplies used on annual basis by various groups who meet in the Warner Conference Room meetings and by Chancellor's guests:

Soft Drinks	150 Cases
Individual Juice Servings	6 Cases
As Needed: Plastic Tumblers; Styrofoam Cups; Plastic and Styrofoam Plates; Napkins (Beverage, White and Blue); Regular Coffee to accommodate 6 pots per day, Decaffeinated Coffee to accommodate 2 pots per day and Coffee Filters; Cocoa Mix; Tea Bags; Sugar Packets; Sweet-n-Low Sugar Packets; Stir Straws; Creamers; Plastic Forks, Knives, Spoons.	

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX C – Pre-Season Meals

Pre-Season meals are historically provided at no cost to the following groups:

Athletics: 135 people for a period not to exceed seven (7) days before the official first day meal plans commence for the semester.

Residence Life: 26 people for a period not to exceed fifteen (15) days, 95 people for a period not to exceed eleven (11) days before the official first day meal plans commence for the semester.

The University desires that bidders provide the above-mentioned pre-season meals to the fullest extent as allowed by the NCAA.

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX D – Exclusive Contracts

Food Service Contract: Chartwells’ Division of Compass Group USA, Inc.
Term: July 1, 2011 to June 30, 2021 (Scheduled to terminate on May 20, 2019)

Beverages Rights Licensing Agreement: Pepsi Beverages Company
Term: January 1, 2010 to December 31, 2019

Agreement for Lease and Operation of Antelope Bookstore: Barnes & Noble College
Booksellers, LLC
Term: July 1, 2015 to June 30, 2020

Concessions Agreement: Runza Restaurants
Term: July 1, 2017 to June 30, 2022

Vending Services: First Choice Vending
Term: July 1, 2007 to June 30, 2019

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX E – Chancellor’s Picnic

2018 Chancellor Picnic Cost Data

UNK Dining, Catering and Retail Services served 2,501 guests at the Community Picnic. The retail value was \$24,229, or approximately \$9.69 per guest.

Notes:

*4,560, 20 oz Aquafina bottles were provided through Pepsi, a retail value of \$6,480

Guest Served

Year	Family Picnic	Community Picnic	Totals
2018	NA	2501	2501
2017	NA	2501	2501
2016	NA	2154	2154
2015	NA	2604	2604
2014	NA	2501	2501
2013	NA	4442	4442
2012	NA	5075	5075
2011	NA	2736	2736
2010	NA	3610	3610
2009	1604	3692	5296
2008	1539	3327	4866
2007	650	3460	4110

*UNK no longer offers a Family Picnic

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX F – Non-Board Rate Sheet

Summer Conference, Athletic Camps, Athletic Recruitment, Admissions Rates
 (September 1, 2018 – August 31, 2019)

<i>From</i>	<i>To</i>	<i>Daily Rate</i>	<i>Partial Day Rates</i>		
			<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
Below	146	\$21.29	\$3.62	\$6.99	\$10.64
147	196	\$20.93	\$3.55	\$6.90	\$10.47
197	246	\$20.88	\$3.55	\$6.89	\$10.44
247	296	\$20.84	\$3.54	\$6.87	\$10.41
297	346	\$20.66	\$3.51	\$6.82	\$10.33
347	396	\$20.22	\$3.22	\$6.68	\$10.12
397	446	\$19.47	\$3.31	\$6.43	\$9.74
447	Above	\$18.92	\$3.22	\$6.25	\$9.46

UNK Child Care

(July 1, 2018 – June 30, 2019)

Daily Rate of \$3.15 for a lunch meal; no other meals provided at this time

Cash “Gate” Prices

(July 1, 2018 – June 30, 2019)

	Breakfast	Lunch	Dinner	Premium
Guest 11 and Up	\$7.06	\$9.06	\$10.85	\$12.54
Guest Under 11	\$2.66	\$4.71	\$4.91	\$5.42
Guest Under 4	No Charge	No Charge	No Charge	No Charge

University of Nebraska at Kearney
 Bid #19-03
 February 22, 2019
 Appendix G - Food Service Sales

7/1/10 to 6/30/11

	DINING HALLS			TOTAL DINING
	Commons	URS	URN	
Dining points (Gold)	\$ 11,148.68	\$ 579.30	\$ 753.40	\$ 12,481.38
Loper \$ (CS Gold)	\$ 20,993.71	\$ 505.16	\$ 389.11	\$ 21,887.98
Cash (includes tax)	\$ 26,424.09	\$ 348.55	\$ 232.06	\$ 27,004.70
CC (includes tax)	\$ 13,583.64	\$ 230.20	\$ 28.36	\$ 13,842.20
Invoiced Sales	\$ 42,610.51	\$ -	\$ -	\$ 42,610.51
Sales Tax	\$ (2,325.72)	\$ (35.15)	\$ (15.35)	\$ (2,376.22)

CATERING
\$ 265,638.20
Camps NVSP \$ 64,253.68
Orientation \$ 27,249.23

AVG PART	
15MP	59%
21MP	55%

AVG #OF STUDENTS ON MP	
15MP	1014
21MP	852

	LOPER	TBX	JITTERS	RETAIL FINE ARTS	BAMBOO	CJ	UCS	TOTAL RETAIL
Meal Trans	\$ 780,820.41	\$ 213,098.05	\$ 67,071.55	\$ 91,503.52	\$ 221,366.48	\$ 328,489.26	\$ 262,288.19	\$ 1,964,637.46
Dining points (Gold)	\$ 146,160.26	\$ 7,899.91	\$ 6,677.41	\$ 10,564.19	\$ 13,576.87	\$ 39,006.11	\$ 38,312.75	\$ 262,197.50
Loper \$ (CS Gold)	\$ 9,036.63	\$ 2,746.26	\$ 3,200.35	\$ 3,568.58	\$ 2,936.48	\$ 4,648.03	\$ 7,550.02	\$ 33,686.35
Cash (includes tax)	\$ 22,462.40	\$ 11,758.12	\$ 24,628.38	\$ 23,966.87	\$ 5,998.21	\$ 12,441.51	\$ 20,146.88	\$ 121,402.37
CC (includes tax)	\$ 10,306.80	\$ 11,232.11	\$ 17,565.38	\$ 19,477.70	\$ 8,167.40	\$ 12,663.56	\$ 15,958.33	\$ 95,371.28
Invoiced Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	\$ (385.63)	\$ (1,508.81)	\$ (1,460.31)	\$ (1,905.04)	\$ (913.79)	\$ (1,617.40)	\$ (2,072.54)	\$ (9,863.52)

PLEASE NOTE TRANSFER MEALS AND DINING POINTS ARE NOT ACTUAL DOLLARS WE ARE PAID WE ARE PAID A SET AMOUNT FOR EACH STUDENT ON A MEAL PLAN THAT WE BILL ON OUR BOARD BILL

Meal Transfers	Ran gold Report (wrong rings would not be included)
Dining Points	Ran gold Report (wrong rings would not be included)
Loper \$	Gold Reports (wrong rings would not be included)
Cash	RMC Report (Register Reports) (wrong rings would not be included)
CC	RMC Report (Register Reports) (wrong rings would not be included)
Catering	Commission Report
Camps PreSeason	Commission Report
NSE	Commission Report
Discounted	Commission Report
Conv MP	Commission Report
Day Care	Commission Report
Avg Part and Avg MP	Board Report

Note Invoiced sales for this year would have included Day Care, Discounted tickets in Market and Full Price tickets in the market
 This year did not have void key so wrong rings would have been higher

University of Nebraska at Kearney
 Bid #19-03
 February 22, 2019
 Appendix G - Food Service Sales

7/1/11 to 6/30/12

	DINING HALLS			TOTAL DINING
	Commons	URS	URN	0
Dining points (Gold)	\$ 19,532.30	\$ 614.42	\$ 681.92	\$ 20,828.64
Loper \$ (CS Gold)	\$ 32,544.82	\$ 618.36	\$ 91.11	\$ 33,254.29
Cash (includes tax)	\$ 27,781.23	\$ 167.40	\$ 163.73	\$ 28,112.36
CC (includes tax)	\$ 20,670.23	\$ 268.40	\$ 74.15	\$ 21,012.78
Invoiced Sales	\$ 35,960.20	\$ -	\$ -	\$ 35,960.20
Sales Tax	\$ (2,894.99)	\$ (23.10)	\$ (13.48)	\$ (2,931.57)

CATERING
\$ 264,371.99
Camps/PreSeason \$ 58,698.15
NSE \$ 39,172.85

AVG PART	
10MP	60%
15MP	64%
21MP	57%
AVG # OF STUDENTS ON MP	
10MP	39
15MP	746
21MP	1109

1,894

	OUTTAKES	SUBWAY	JITTERS	JAVA	FOOD CT BAMBOO	FOOD CT CJ	Cyber Café	TOTAL RETAIL
Meal Trans	\$ 740,976.26	\$ 415,717.83	\$ 58,774.08	\$ 111,295.92	\$ 202,511.82	\$ 301,757.71	\$ -	\$ 1,831,033.62
Dining points (Micros)	\$ 130,910.30	\$ 41,350.62	\$ 6,156.59	\$ 12,662.49	\$ 15,662.40	\$ 39,296.59	\$ 19,777.24	\$ 265,816.23
Loper \$ (CS Gold)	\$ 5,605.58	\$ 4,741.65	\$ 3,029.59	\$ 4,915.18	\$ 4,035.61	\$ 6,196.54	\$ 3,514.18	\$ 32,038.33
Cash (includes tax)	\$ 12,899.50	\$ 7,659.79	\$ 8,944.89	\$ 14,743.55	\$ 4,422.08	\$ 9,271.12	\$ 7,218.90	\$ 65,159.83
CC (includes tax)	\$ 8,583.14	\$ 9,072.64	\$ 13,164.37	\$ 17,589.39	\$ 6,757.27	\$ 11,304.81	\$ 7,131.81	\$ 73,603.43
Invoiced Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	\$ (269.94)	\$ (1,098.75)	\$ (621.76)	\$ (1,566.07)	\$ (690.29)	\$ (1,349.81)	\$ (878.93)	\$ (6,475.55)

PLEASE NOTE TRANSFER MEALS AND DINING POINTS ARE NOT ACTUAL DOLLARS WE ARE PAID WE ARE PAID A SET AMOUNT FOR EACH STUDENT ON A MEAL PLAN THAT WE BILL ON OUR BOARD BILL

Meal Transfers Ran gold Report (wrong rings would not be included)

Dining Points Ran gold Report (wrong rings would not be included)

Loper \$ Gold Reports (wrong rings would not be included)

Cash RMC Report (Register Reports) (wrong rings would not be included)

CC RMC Report (Register Reports) (wrong rings would not be included)

Catering Commission Report

Camps PreSeason Commission Report

NSE Commission Report

Discounted Commission Report

Conv MIP Commission Report

Day Care Commission Report

Avg Part and Avg MP Board Report

University of Nebraska at Kearney
 Bid #19-03
 February 22, 2019
 Appendix G - Food Service Sales

7/1/12 thur 6/30/13

	DINING HALLS			TOTAL
	Market	Louies	Little Louies	DINING
Meal Trans				\$ 73,278.87
Dining points (Gold)	\$ 12,431.79	\$ 2,838.96	\$ 18,946.65	\$ 34,217.40
Loper \$ (CS Gold)	\$ 16,577.78	\$ 179.37	\$ 422.78	\$ 17,179.93
Cash (includes tax)	\$ 24,913.18	\$ 283.34	\$ 774.93	\$ 25,971.45
CC (includes tax)	\$ 18,102.78	\$ 338.95	\$ 1,679.28	\$ 20,121.01
Invoiced Sales	\$ 28,221.84			\$ 28,221.84
Sales Tax Reg	\$ (2,385.90)	\$ (39.16)	\$ (161.61)	\$ (2,586.67)

CATERING

\$ 285,324.00

Camps/PreSeason
\$ 70,449.48

NSE
\$ 37,332.25

AVG PART	
10MP	62%
15MP	54%
21MP	52%
AVG # OF STUDENTS ON MP	
10MP	32
15MP	577
21MP	1229

1,838

	OUTTAKES	SUBWAY	JITTERS	RETAIL	JAVA	Lantern	Rustic Range	LIVINGROOM	Red Mango	Total
Meal Trans	\$ 103,864.02	\$ 288,927.75	\$ 16,697.91	\$ 66,571.84	\$ 125,498.10	\$ 104,656.34	\$ 5,097.12	\$ 57,990.87	\$ 769,303.95	
Dining points (Gold)	\$ 111,069.24	\$ 57,943.88	\$ 8,506.08	\$ 26,480.36	\$ 10,114.69	\$ 11,642.97	\$ 26,158.34	\$ 30,033.98	\$ 281,949.54	
Loper \$ (CS Gold)	\$ 2,617.11	\$ 4,023.00	\$ 1,523.32	\$ 3,769.18	\$ 1,739.43	\$ 2,536.56	\$ 2,670.63	\$ 815.41	\$ 19,694.64	
Cash (includes tax)	\$ 14,095.32	\$ 11,650.82	\$ 8,074.76	\$ 18,001.22	\$ 3,546.22	\$ 4,917.81	\$ 7,016.53	\$ 4,098.64	\$ 71,401.32	
CC (includes tax)	\$ 10,454.99	\$ 14,127.78	\$ 7,891.49	\$ 17,088.15	\$ 5,442.87	\$ 6,294.08	\$ 7,747.13	\$ 3,692.70	\$ 72,739.19	
Invoiced Sales										
Sales Tax Reg	\$ (187.44)	\$ (1,680.58)	\$ (405.08)	\$ (1,466.19)	\$ (587.61)	\$ (736.19)	\$ (929.99)	\$ 513.53	\$ (5,479.55)	

PLEASE NOTE TRANSFER MEALS AND DINING POINTS ARE NOT ACTUAL DOLLARS WE ARE PAID WE ARE PAID A SET AMOUNT FOR EACH STUDENT ON A MEAL PLAN THAT WE BILL ON OUR BOARD BILL

Meal Transfers Ran gold Report (wrong rings would not be included)

Dining Points Ran gold Report (wrong rings would not be included)

Loper \$ Gold Repots (wrong rings would not be included)

Cash RMC Report (Register Reports) (wrong rings would not be included)

CC RMC Report (Register Reports) (wrong rings would not be included)

Catering Commission Report

Camps PreSeason Commission Report

NSE Commission Report

Discounted Commission Report

Conv MP Commission Report

Day Care Commission Report

Avg Part and Avg MP Board Report

University of Nebraska at Kearney
 Bid #19-03
 February 22, 2019
 Appendix G - Food Service Sales

7/1/13 thru 6/30/14

DINING HALLS				TOTAL
Market	Louies	Little Louies	DINING	0
Dining points (gold)	\$ 7,647.38	\$ 634.93	\$ 15,042.80	\$ 23,325.11
Loper \$ (CS Gold)	\$ 20,275.29	\$ 614.52	\$ 145.91	\$ 21,035.72
Cash (includes tax)	\$ 20,809.30	\$ 273.90	\$ 459.44	\$ 21,542.64
CC (includes tax)	\$ 17,904.21	\$ 736.57	\$ 672.70	\$ 19,313.48
Invoiced Sales	\$ 51,174.34			\$ 51,174.34
Register Sales Tax	\$ (2,116.38)	\$ (65.93)	\$ (74.38)	\$ (2,256.69)

CATERING	
	\$ 255,210.30
Camps/PreSeason	\$ 77,956.37
NSE	\$ 30,954.85

AVG PART	
AA60	44%
AA160	38%
AA200	39%
AVG # OF STUDENTS ON MP	
AA60	692
AA160	392
AA200	634

	CJ/Flipside RR	Lantern	RM	Subway	Livingroom	Java	Jitters	TOTAL RETAIL
Dining points (gold)	\$ 45,466.90	\$ 29,716.57	\$ 26,402.37	\$ 173,956.52	\$ 91,672.76	\$ 42,146.14	\$ 11,746.59	\$ 421,107.85
Loper \$ (CS Gold)	\$ 3,881.33	\$ 3,038.27	\$ 1,195.00	\$ 9,060.50	\$ 6,927.56	\$ 6,562.31	\$ 2,087.01	\$ 32,751.98
Cash (includes tax)	\$ 5,802.69	\$ 3,889.02	\$ 2,646.81	\$ 17,106.55	\$ 16,579.40	\$ 21,414.58	\$ 10,000.30	\$ 77,439.35
CC (includes tax)	\$ 9,191.59	\$ 7,986.48	\$ 2,665.41	\$ 29,619.86	\$ 19,006.90	\$ 31,112.20	\$ 10,739.70	\$ 110,322.14
Invoiced Sales	\$ 1,042.46	\$ 956.68		\$ 2,309.76				\$ 4,308.90
Register Sales Tax	\$ (982.65)	\$ (776.87)	\$ (349.93)	\$ (3,076.80)	\$ (2,245.27)	\$ (3,269.27)	\$ (1,161.59)	\$ (11,862.38)

PLEASE NOTE DINING POINTS ARE NOT ACTUAL DOLLARS WE ARE PAID A SET AMOUNT FOR EACH STUDENT ON A MEAL PLAN THAT WE BILL ON OUR BOARD BILL

- Dining Points Ran gold Report (wrong rings would not be included)
- Loper \$ Gold Reports (wrong rings would not be included)
- Cash RMC Report (Register Reports) (wrong rings would not be included)
- CC RMC Report (Register Reports) (wrong rings would not be included)
- Catering Commission Report
- Camps/PreSeason Commission Report
- NSE Commission Report
- Discounted Commission Report
- Conv MP Commission Report
- Day Care Commission Report
- Avg Part and Avg MP Board Report

1,718

University of Nebraska at Kearney
 Bid #19-03
 February 22, 2019
 Appendix G - Food Service Sales

7/1/14 thru 6/30/15

	DINING HALLS			TOTAL DINING
Market	Louies/Little L	Faculty Staff		0
Dining points (gold)	\$ 9,257.73	\$ 907.68		\$ 10,165.41
Loper \$ (CS Gold)	\$ 16,807.79	\$ 885.08	\$ 15.00	\$ 17,707.87
Cash (includes tax)	\$ 17,452.86	\$ 278.30	\$ 8.71	\$ 17,739.87
CC (includes tax)	\$ 18,518.23	\$ 781.36	\$ 60.09	\$ 19,359.68
Invoiced Sales	\$ 79,033.43			\$ 79,033.43
Sales Tax Reg	\$ (2,125.25)	\$ (70.76)	\$ (5.14)	\$ (2,201.15)

CATERING	
	\$ 196,275.70
Camps/PreSeason	\$ 59,623.67
NSE	\$ 32,750.15

AVG PART	
AA60	40%
AA160	36%
AA200	36%
AVG # OF STUDENTS ON MP	
AA60	771
AA160	395
AA200	546

	CJFlipsideRR	Lantern	RM	RETAIL Subway	Livingroom	Java	Jitters	TOTAL RETAIL
Dining points (Micros)	\$ 65,197.01	\$ 14,865.64	\$ 20,251.90	\$ 167,256.61	\$ 84,382.35	\$ 41,328.83	\$ 7,851.17	\$ 401,133.51
Loper \$ (CS Gold)	\$ 6,338.04	\$ 2,413.78	\$ 1,063.28	\$ 14,577.01	\$ 8,050.56	\$ 10,333.33	\$ 1,672.97	\$ 44,448.97
Cash (includes tax)	\$ 7,016.43	\$ 2,275.23	\$ 2,075.95	\$ 17,906.96	\$ 15,438.75	\$ 22,909.28	\$ 10,149.35	\$ 77,771.95
CC (includes tax)	\$ 11,512.33	\$ 5,407.32	\$ 2,275.32	\$ 35,884.12	\$ 17,190.00	\$ 35,674.47	\$ 10,047.38	\$ 117,990.94
Invoiced Sales				\$ 1,096.61	\$ 708.41			\$ 1,805.02
Sales Tax Reg	\$ (1,289.89)	\$ (522.16)	\$ (303.64)	\$ (3,724.74)	\$ (2,272.28)	\$ (4,071.01)	\$ (1,395.44)	\$ (13,579.16)

PLEASE NOTE DINING POINTS ARE NOT ACTUAL DOLLARS WE ARE PAID WE ARE PAID A SET AMOUNT FOR EACH STUDENT ON A MEAL PLAN THAT WE BILL ON OUR BOARD BILL

- Dining Points Ran gold Report (wrong rings would not be included)
- Loper \$ Gold Reports (wrong rings would not be included)
- Cash RMC Report (Register Reports) (wrong rings would not be included)
- CC RMC Report (Register Reports) (wrong rings would not be included)
- Catering Commission Report
- Camps PreSeason Commission Report
- NSE Commission Report
- Discounted Commission Report
- Conv MP Commission Report
- Day Care Commission Report
- Avg Part and Avg MP Board Report

1,712

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX H – Dining Service Hours

The Market @ 27th

Mon-Fri
Breakfast 7-10:30am
Lunch 11am-4pm
Dinner 4:30-8pm (7:30/Fri)

Sat. & Sun.
Brunch 9:30-2pm
Dinner 5-7:30pm

Boost Market

Mon-Thur 11am-7pm
Fri 11am-4:30pm
Sun 11am-3:30pm

Starbucks

Mon-Thur 7:30am-8pm
Fri 7:30am-6pm
Sun 2pm-8pm

Chick-fil-A

Mon-Thur 11am-7:30pm
Fri 11am-6:30pm
Sat 11am-3:30pm

Subway

Mon-Thur 7:30am-7:30pm
Fri 7:30am-6pm
Sat 10:30am-3:30pm
Sun 3pm-7pm

Java Notes

Mon-Thur 7:30am-3pm
Fri 7:30am-2pm

Louie's Diner

Mon-Thur
Breakfast 7-10:30am
Lunch 11am-4pm
Dinner 4:30-8pm (7:30/Fri)

Sat. & Sun.
Brunch 9:30-2pm
Dinner 5-7:30pm

University of Nebraska at Kearney
Bid #19-03
February 22, 2019
APPENDIX I – Dining Services Calendar

UNK Dining Services Calendar 2018-2019 School Year

Friday, August 17th (Fall Semester Board Plans Start)

- The Market @ 27th Street and Louie's Diner
 - 7:00 a.m. to 2:00 p.m., Dinner – Chancellor's Picnic 5:30 p.m. to 7:00 p.m.
(.55 day of Board)

Saturday, August 18th

- The Market @ 27th Street
 - Special Blue and Gold Breakfast and Lunch times and Locations
- Market & Louie's Diner
 - 5:00 p.m. to 7:30p.m

Sunday, August 19th

- The Market @ 27th Street and Louie's Diner
 - 9:30a.m.to 2:00p.m. and 5p.m. to 7:30p.m.

Monday, September 3th (Labor Day) (Traditionally all retail closes Friday and reopens Tues.)

- The Market @ 27th Street and Louie's Diner
 - 9:30 a.m. to 2:00 p.m. and 5:00 p.m. to 7:30 p.m.

Monday and Tuesday, October 15th / 16th (Fall Break) (Market Louie's)

- 9:30 a.m. to 2:00 p.m. and 5:00 p.m. to 7:30 p.m.
(Traditionally retail closes 2pm Fri. and reopens Wed.)

Tuesday, November 20th

- The Market @ 27th Street and Louie's Diner
 - Close at 2:00 p.m. (.55 Day of Board)

Wednesday, November 21st through Sunday, November 25th (Thanksgiving Break)

- Closed

Friday, December 14th (Traditionally retail closes at 1 pm)

- The Market @ 27th Street and Louie's Diner
 - Close at 2:00 p.m. (.55 Day of Board)

Saturday, December 15th through Saturday, January 5th (Winter Break)

- The Market @ 27th Street and Louie's Diner
 - Closed

Sunday, January 6th (Spring Semester Board Plans Start)

- The Market @ 27th Street and Louie's Diner
 - 9:30 a.m. to 2:00 p.m. and 5:00 p.m. to 7:30 p.m.

Monday, January 21th (Martin Luther King Holiday)

- The Market @ 27th Street and Louie's Diner
 - 9:30 a.m. to 2:00 p.m. and 5:00 p.m. to 7:30 p.m.

Friday, March 15th

- The Market @ 27th Street and Louie's Diner
 - Close at 2:00 p.m. (.55 Day of Board)

Saturday, March 16th through Sunday, March 24th (Spring Break) - Closed

Friday, May 3rd (Traditionally Retail Closes Thursday at 1 pm)

- The Market @ 27th Street and Louie's Diner
 - Close at 2:00 p.m. (.55 Day of Board)

University of Nebraska at Kearney
 Bid #19-03
 February 22, 2019
 Appendix J - Equipment

UNK Food Services Inventory of Major Equipment (cost \$5,000 or greater)
 June 30, 2016

Inventory #	Asset description	Serial number	Building	Room	Dept	Dept description	Cap. date	Manufacturer of asset	Cost
1000002043	DISH MACHINE	Model ZXI	Fine Arts Bldg-UNK	RETAIL		Food Service		HOBBART	-
1000002865	SHOWCASE	37523	Fine Arts Bldg-UNK	RETAIL		Food Service		SPARTAN	-
1000002773	UNDERCOUNTER REFRIGERATOR	100004185	Fine Arts Bldg-UNK	RETAIL		Food Service		BEVERAGE AIR	-
1000002774	UNDERCOUNTER REFRIGERATOR	990453	Fine Arts Bldg-UNK	RETAIL		Food Service		BEVERAGE AIR	-
1000003003	MICRO USER 4 WORKSTATION (CHARTWELLS)	5011054506	Fine Arts Bldg-UNK	STARBUCKS	54420	Food Service	8/1/05	Micors	\$ 0.01
1000002224	VERISMO 701 ESPRESSO MACHINE	B148408	Fine Arts Bldg-UNK	STARBUCKS	54420	Food Service	8/1/14	VERISMO	9,942.00
1000001745 (5322)	CAMTHERM ELECTRIC FOOD HOLDING CABINET	B143407	Nebaskan Student Union	248	54420	Food Service	6/6/14	CAMTHERM	10,318.95
1000002224	CAMTHERM ELECTRIC FOOD HOLDING CABINET	M6065567	Nebaskan Student Union	248	54420	Food Service	6/6/14	CAMTHERM	10,318.95
1000002578	TAYLOR C717 SOFT SERVE ICE CREAM MACHINE	241001497	Nebaskan Student Union	203 COMM	54420	Food Service	7/18/16	TAYLOR	25,700.00
	BAXTER PC206-M28 PROOF BOX	W08030085	Nebaskan Student Union	BAKERY	54420	Food Service	6/30/00	Baxter	5,975.00
	BELSHAW DOUGHNUT FRYER-TAG BEHIND TEMP DIAL	174137	Nebaskan Student Union	BAKERY		Food Service	3/20/08	Belshaw	0.01
	BREAD SLICER	94549	Nebaskan Student Union	BAKERY	54420	Food Service	1/1/95	OLIVER	-
	CUTLER ROTATING OVEN	31-1365-124	Nebaskan Student Union	BAKERY		Food Service		HOBBART	47,712.00
	LEGACY MIXER	E20-00240323	Nebaskan Student Union	BAKERY		Food Service		VOLKATH	-
	MIXER	D42-0022934-0227	Nebaskan Student Union	BAKERY		Food Service		VOLKATH	-
	MIXER	12629	Nebaskan Student Union	BAKERY		Food Service		ACME	-
	ROL SHEETER	BDW/ 23505	Nebaskan Student Union	BAKERY		Food Service		GROEN	-
	STEAM KETTLE		Nebaskan Student Union	BAKERY		Food Service			-
1000002617	SOTO OVEN (COST=\$5712)	37523	Nebaskan Student Union	BKR CRST	54420	Food Service	7/1/12	TURBO CHEF BY TORNADO	0.01
1000001877	SPLIT / DRY / REFRIGERATED EURO DISPLAY CASE		Nebaskan Student Union	COFF SHP	54420	Food Service	9/25/02	Spartan	6,135.00
1000002960	TANGO ESPRESSO CAPPACCINO MACHINE	6124112164	Nebaskan Student Union	COFF SHP	54420	Food Service	2/8/16	UNIC	14,561.00
1000002147	MICRO WKSTN & HAND SCANNER (\$5565 CAP IN BLDG CST)	8190054005	Nebaskan Student Union	COMMONS	54420	Food Service	7/31/06	MICROS	0.01
1000002303	MICROS 9700 WORKSTATION-TRACKING ONLY-COST \$4238.36	138CP9331	Nebaskan Student Union	COMMONS	54420	Food Service	6/29/09	Micors	0.01
1000002624	32 YD COMPACTOR W_ POWER PLANT	N018232 (MODEL?)	Nebaskan Student Union	DOCK	54420	Food Service	1/4/13	WASTEQUIP	29,835.00
1000002608	CUSTOM SNEEZE GUARD (COST=\$5592)	5011054454	Nebaskan Student Union	DSSRT BR	54420	Food Service	7/1/12	ANTHONY TEMPERED GLASS	0.01
1000002041	MICRO USER 4 WORKSTATION (CHARTWELLS)	4008235001	Nebaskan Student Union	FLIPSIDE	54420	Food Service	8/1/05	Micors	0.01
1000002650	MICROS WORKSTATION 5A	UNKRMUC6110702	Nebaskan Student Union	FLIPSIDE	54420	Food Service	10/26/12	MICROS	10,524.49
1000002581	REFRIG MAKEUP COUNTER (60x42x30)	J13053197	Nebaskan Student Union	FLIPSIDE	54420	Food Service	11/27/02	AMFAB	12,116.49
1000002720	24" CUSTOM UPRIGHT DISH MACHINE		Nebaskan Student Union	KITCHEN	54420	Food Service	8/6/13	CHAMPION	171,467.54
	36" COLD PLATE		Nebaskan Student Union	KITCHEN		Food Service			-
1000002615	36" GAS 6 BURNER RANGE W/ FIRE SYS (COST=\$5187)	11G28871	Nebaskan Student Union	KITCHEN	54420	Food Service	7/1/12	RANGE-SOUTHBEND/FIRE SYS-ANSUL	0.01
	36" GAS GRILL		Nebaskan Student Union	KITCHEN		Food Service		WELLS	-
	6' SALAD BAR WELL		Nebaskan Student Union	KITCHEN		Food Service			-
	6' SALAD BAR WELL		Nebaskan Student Union	KITCHEN		Food Service			-
	60 GALLON STATIONARY STEAM KETTLE		Nebaskan Student Union	KITCHEN		Food Service			-
	60 GALLON STATIONARY STEAM KETTLE		Nebaskan Student Union	KITCHEN		Food Service			-
1000002230	ALTO SHAM COOK & HOLD OVEN / SMOKER	505608-000	Nebaskan Student Union	KITCHEN	54420	Food Service	8/30/07	Alto-Sham	0.01
1000002298	BAQUET CABINET	434759-042009	Nebaskan Student Union	KITCHEN	54420	Food Service	4/30/09	CARTER HOFFMANN	7,101.62
1000001674	BUFFALO CUTLER (KSC TAG 11330)	1513309	Nebaskan Student Union	KITCHEN	54420	Food Service	1/1/77	HOBBART	6,975.00
1000002961	CLEVELAND CONVECTION STEAMER	1512230009951	Nebaskan Student Union	KITCHEN	54420	Food Service	2/11/16	CLEVELAND	15,012.00
	COFFEE MACHINE	21523122147350	Nebaskan Student Union	KITCHEN		Food Service		FETCO	-
	COFFEE MACHINE	21251221477349	Nebaskan Student Union	KITCHEN		Food Service		FETCO	-
	COFFEE MAKER	105726	Nebaskan Student Union	KITCHEN		Food Service		BUN	-

1000002698	SOLID DOOR REACH IN REFRIGERATOR T5 FLOOR MACHINE TENNANT T5 WALK-BEHIND FLOOR SCRUBBER TILTING SKILLET	9905811 T5-10612553 70N02C2616-2 9901375 9901374 9901365	Nehrasan Student Union Nehrasan Student Union Nehrasan Student Union Nehrasan Student Union Nehrasan Student Union Nehrasan Student Union	KITCHEN KITCHEN KITCHEN KITCHEN KITCHEN KITCHEN	54420	Food Service	4/4/13	BEVERAGE AIR TENNANT SOUTHBEND	6,647.10
1000002213	MARKET FORGE 6 GAL. TILT KETTLE (TAG INSIDE BOTTOM)	228890	Nehrasan Student Union	KITCHEN	54420	Food Service	10/15/07	MARKET FORGE	9,327.38
1000001858	MARKET FORGE TILTING DUAL KETTLES	212069	Nehrasan Student Union	KITCH	54420	Food Service	6/14/02	Market Forge	9,358.00
1000002121	ICE MACH W/ STACKING BIN-TAG INSIDE DOOR BY MOTOR	6101320013871	Nehrasan Student Union	KITCHICE	54420	Food Service	12/6/06	Seasman	7,893.16
1000002710	EXHAUST HOOD W/ FIRE SYSTEM	1534933	Nehrasan Student Union	LANTERN	54420	Food Service	10/5/12	CAPTIVE AIRE	8,443.00
1000002040	MICRO USER 4 WORKSTATION (CHARTWELLS)	5013054941	Nehrasan Student Union	LANTERN	54420	Food Service	8/1/05	Mifoss	0.01
1000002714	WOK RANGE	126193	Nehrasan Student Union	LANTERN	54420	Food Service	10/5/12	FOOD SERVICE EQUIP	13,249.72
1000002618	BLACK REFRIG. DISPLAY CASE (COST=\$7685)	11083167079/80	Nehrasan Student Union	LIVNG RM	54420	Food Service	7/1/12	WILSON-ART	0.01
1000002923	ROTISERIE OVEN	551830D11T4XXX000	Nehrasan Student Union	MKT 27TH	54420	Food Service	7/7/15	BKI	7,756.00
1000002613	CUSTOM EXHAUST HOOD (COST=\$5225)	JOB # 1361944 - 3	Nehrasan Student Union	MN GRILL	54420	Food Service	7/1/12	CAPTIVE AIRE SYSTEMS	0.01
1000002610	CUSTOM SNEEZE GUARD (COST=\$8425)	N018232 (MODEL?)	Nehrasan Student Union	MN GRILL	54420	Food Service	7/1/12	ANTHONY TEMPERED GLASS	0.01
1000002614	MONGOLIAN BBQ GAS RANGE (COST=\$16025)	115942	Nehrasan Student Union	MN GRILL	54420	Food Service	7/1/12	TOWN	0.01
1000001861	FOOD COURT CASH REGISTER	POSS1848	Nehrasan Student Union	OUTTAKES	54420	Food Service	8/21/02	Diabold	5,089.00
1000002044	MICRO USER 4 WORKSTATION (CHARTWELLS)	5013054922	Nehrasan Student Union	OUTTAKES	54420	Food Service	8/1/05	Mifoss	0.01
1000002609	CUSTOM SNEEZE GUARD (COST=\$5592)	N018232 (MODEL?)	Nehrasan Student Union	PIZZA STN	54420	Food Service	7/1/12	ANTHONY TEMPERED GLASS	0.01
1000002709	MILL WORK COUNTER	570691107001	Nehrasan Student Union	REDMANGO	54420	Food Service	10/5/12	IL FORNO	7,735.35
1000002707	SOFT SERVE MACHINE	M2064847	Nehrasan Student Union	REDMANGO	54420	Food Service	10/5/12	TAYLOR CROWN	15,110.94
1000002708	SOFT SERVE MACHINE	M2064848	Nehrasan Student Union	REDMANGO	54420	Food Service	10/5/12	TAYLOR CROWN	15,110.94
1000002708	BLACK CURVED GLASS REFRIGERATOR	9501606	Nehrasan Student Union	RETAIL	54420	Food Service		BEVERAGE AIR	-
	COFFEE MAKER	21525122147385	Nehrasan Student Union	RETAIL				FETCO	-
	FOOD WARMER	Model #CSCME028048	Nehrasan Student Union	RETAIL				METRO	-
	FREEZER	16040049	Nehrasan Student Union	RETAIL				NORLAKE	-
	FRIALATOR	G02YCC029301	Nehrasan Student Union	RETAIL				PTCO	-
	GAS GRILL	B33-00175424-0045	Nehrasan Student Union	RETAIL				VOLRATH	-
	GLO-RAY WARMER	8896270230	Nehrasan Student Union	RETAIL				HATCO	-
	HAIF-SIZE COUNTERTOP CONVECTION OVEN	Model #OV-013SS	Nehrasan Student Union	RETAIL				CADCO	893.93
	HOLDING CABINET	464223-062012	Nehrasan Student Union	RETAIL				CARTER HOFEMANN	-
	ICE MACHINE	Model #13005AH3	Nehrasan Student Union	RETAIL				HOSHIZAKI	-
	OPEN FRONT DISPLAY COOLER	1-3888794	Nehrasan Student Union	RETAIL				BEVERAGE AIR	-
	PREP FRIDGE	1-3336643	Nehrasan Student Union	RETAIL				TRUE REFRIGERATOR	-
	REACH IN REFRIGERATOR	1113744	Nehrasan Student Union	RETAIL				TRUE REFRIGERATOR	-
	REACH IN REFRIGERATOR	1021237	Nehrasan Student Union	RETAIL				TRUE REFRIGERATOR	-
	SANDWICH WORKTOP	10211053	Nehrasan Student Union	RETAIL				BEVERAGE AIR	-
	SANDWICH WORKTOP	1-3350197	Nehrasan Student Union	RETAIL				BEVERAGE AIR	-
	UNDERCOUNTER REFRIGERATOR	9902734	Nehrasan Student Union	RETAIL				TRUE REFRIGERATOR	-
	UNDERCOUNTER REFRIGERATOR	9902734	Nehrasan Student Union	RETAIL				BEVERAGE AIR	-
1000002611	CUSTOM SNEEZE GUARD (COST=\$7027)	N018232 (MODEL?)	Nehrasan Student Union	SALAD BR	54420	Food Service	7/1/12	ANTHONY TEMPERED GLASS	0.01
1000002445	MICROWAVE CONNECTION OVEN (TAG-RIGHT SIDE)	NGC600606466	Nehrasan Student Union	STORAGE	54420	Food Service	9/28/10	TURBO CHEF	5,812.80
1000001884	NIECO GAS BROILER (tag found right side bottom)	22052	Nehrasan Student Union	STORAGE	54420	Food Service	11/7/02	Neo	11,733.00
1000002640	SUBWAY OVEN 1PH 208-240V 30A 60 HZ (COST=\$5035)	NGCD6D10067	Nehrasan Student Union	SUBWAY	54420	Food Service	7/1/12	TURBO CHEF BY TORNADO	0.01
1000002657	SUBWAY OVEN 1PH 208-240V 30A 60 HZ (COST=\$5035)	NGCD6D10067	Nehrasan Student Union	SUBWAY	54420	Food Service	7/1/12	TURBO CHEF BY TORNADO	0.01

