



Request for Proposals
Provision of Food Services

RFP # UKC012

Issue date: January 13th, 2017

Site visit: January 25th, 2017

Last date for inquiries: February 21st, 2017

Closing date: February 28th, 2017

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OVERVIEW

The University of King's College (the "University" or "King's") is inviting proposals for the provision of Food Services on its campus as detailed in this Request for Proposals (RFP).

PROPOSAL SUBMISSION

1. Proposals must be submitted in accordance with the stated terms and conditions, specifications, proposal submission forms, and any appendices and addenda. Proposals must be signed and dated by a person authorized to make commitments on behalf of the Proponent.
2. Proposal submissions and signed copies of addenda are to be submitted to:

Jennifer Elvidge, Procure-to-Pay Officer
University of King's College
6350 Coburg Rd, Bursar's Office
Halifax, Nova Scotia
B3H 2A1

Telephone: (902) 422-1271 x 126
Email: jennifer.elvidge@ukings.ca

3. It is the Proponent's responsibility to provide all information requested. Failure to do so may result in a Proponent's proposal being rejected by the University at its sole discretion.
4. Submissions are to be received on or before 4:00 p.m. Atlantic Standard Time, as designated by the office clock, Tuesday, February 28th, 2017. Late proposals will not be accepted. Proposals may be submitted by email. If submitting hard copies please provide two official copies.
5. The following schedule will be used for this RFP:

| | |
|--------------------------------|----------------------------------|
| Information Session/Site Visit | January 25 th , 2017* |
| Proposal Submission Deadline | February 28 th , 2017 |
| RFP Award | March 31 st 2017 |
| Contract Negotiation | by April 30 th , 2017 |
| Start of New Contract | July 1 st , 2017 |

*In the event that the information session cannot be held on January 25th, 2017, due to inclement weather, it will be held on January 27th, 2017.

6. It is intended that a contract award be made by March 31st, 2017, following receipt of Proposals for a contract start date of July 1st, 2017. The contract will be for a period of five (5) years with an option for an additional five (5) years.
7. Proposals shall remain valid for at least 60 days.

8. It is the Proponent's responsibility to clarify interpretation of any item in the Request for Proposals before the closing date specified. Questions relating to the technical requirements of this RFP should be directed to:

Jennifer Elvidge, Procure-to-Pay Officer

Telephone: (902) 422-1271 x 126 or email: jennifer.elvidge@ukings.ca

9. The University is not bound to accept the lowest, or any, proposal, and reserves the right to reject any or all proposals for whatever reason or reasons the University deems proper at its own discretion.
10. The University reserves the right, in its sole discretion, to pursue any or all of the following actions in regards to this RFP:
 - a. Issue addenda to the RFP;
 - b. Withdraw this Request for Proposals;
 - c. Extend the time for submission of proposals; and
 - d. Take whatever action it deems to be in its best interest.
11. All costs associated with preparing a response and proposal to the RFP will be borne by the Proponent.
12. The Proponent should provide the information required in **Proposal Submission**.

MANDATORY PROPONENTS SITE VISIT

A site visit has been scheduled for 9:00 a.m. Atlantic Standard Time, January 25th, 2017, at Prince Hall, 6350 Coburg Road, Halifax, NS. Proponents are advised to visit the site as no allowance will be made for failure to do so. In the event of inclement weather, as decided by the University, the site tour will take place at 9:00 a.m. Atlantic Standard Time, January 27th, 2017. Proponents will be contacted by King's in the event of inclement weather.

1. INTRODUCTION

King's is seeking a qualified food service provider to operate food services on campus.

This opportunity includes the residence dining hall (Prince Hall), conference services (primarily in the summer months), and catering services. The successful Proponent will also be responsible for the operation of any future residence dining halls or retail food service outlets provided by the University.

Excluded from this opportunity are the King's Students' Union (KSU)-operated retail establishment known as the "Galley" and pub known as the "Wardroom." The Galley and Wardroom offer limited food services to students, faculty, and staff.

The University's food service goal is to provide high-quality, well-balanced, nutritious food options at reasonable prices for residence students, day students, faculty, staff, and visitors. King's, in partnership with the successful Proponent, will strive to offer something for everyone.

2. SERVICE EXPECTATIONS

Service expectations are explained under section 22. Overview/Background.

3. BASIS FOR AWARD

It is the intention of the University that, if awarded, to award the complete Proposal to one Proponent.

4. VALIDITY OF OFFER

Unless otherwise specified by the Proponent, King's will consider all Proposals irrevocable and valid for acceptance for a period of 60 days from the Proposal submission deadline.

5. COMMENCEMENT

It is intended that a contract award be made by March 31st, 2017, for a contract start date of July 1st, 2017. The contract will be for a period of five (5) years with an option for an additional five (5) years.

6. TAXES

All prices shall be exclusive of Harmonized Sales Tax (HST). Where applicable, the Proponent shall indicate HST as a separate item on all documentation. The successful Proponent shall provide their HST Registration Number on all invoices.

7. AMENDMENTS

Amendments to a submitted Proposal will be permitted if received in writing in a sealed envelope prior to the Proposal submission deadline and if endorsed by the same party or parties who signed and sealed the Proposal.

8. CLARIFICATION OF PROPOSALS

The University reserves the right following receipt of the Proposals to request that each Respondent clarify its Proposal. Respondents shall submit responses to such requests within two business days following receipt of such requests. The University may choose to meet with some or all of the Respondents to discuss aspects of their Proposals. Respondents may be required to submit supplementary documentation clarifying any matters contained in their Proposals, or the University may prepare a written interpretation of any aspect of a Proposal and seek the respective Respondent's acknowledgement of that interpretation.

Supplementary documentation accepted by the University and written interpretations which have been acknowledged by the relevant Respondents shall be considered to form part of the Proposals of those Respondents.

After the date set for receipt of Proposals, only the supplementary documentation specifically requested by the University for purposes of clarification shall be considered as additions to a Proposal.

The University is not obliged to seek clarification of any aspect of a Proposal.

9. PROPOSAL INELIGIBILITY

Proposals that are not provided in sealed envelopes or by scanned e-mail copy; are not executed on the forms provided by the University; or are unsigned, improperly signed, or illegible will be declared non-compliant. The financial submission template must be signed by the Proponent.

If it becomes necessary to correct an error made on the Financial Submission Form, such correction must be initialled and dated by the person or persons signing the Financial Submission Form.

Erasures or alterations to the proposed price(s) that are not initialled by or on behalf of the Proponent will be declared non-compliant.

Proposals submitted after the date and time specified will be declared non-compliant and will be returned to the Proponent unopened, kept on file for Procurement records, or shredded at the discretion of King's.

Proposals and addenda submitted by facsimile transmission will be declared non-compliant.

Proposals that fail to include signed addenda will be declared non-compliant.

There will be no obligation to receive unsolicited information, whether written or oral, from any Proponent.

10. CONFIDENTIALITY OF INFORMATION

All documents, information, specifications, tracings, or attachments provided by the University and pertaining to this Proposal remains the property of the University and shall be treated in strict confidence by the Proponent. No part of this Proposal may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the University, except for the purpose of this Proposal.

11. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including Proposals, submitted to the University become the property of the University. It should be noted that all proposals along with the final contract will be subject to the Freedom of Information and Protection of Privacy Act ("FOIPOP") of Nova Scotia.

12. COMMUNICATION

The University will not assume responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from, the specifications, or should the Proponent be in doubt as to their meaning, the Proponent shall notify Jennifer Elvidge, Procure-to-Pay Officer, who may, if necessary, send written addenda to all Proponents.

It is the Proponent's responsibility to clarify interpretation on any item in these documents by contacting Jennifer Elvidge. Clarifications requested by the Proponents must be submitted in writing by 1:00 p.m. Atlantic Standard Time, five (5) business days before the submission deadline. The reply may be in the form of an addendum, a copy of which will be forwarded to known Proponents no later than 1:00 p.m. Atlantic Standard Time, three (3) business days before the submission deadline.

The Proponent shall notify the University immediately upon finding discrepancies or omissions in the Proposal Documents.

Clarifications and alternates requested by the Proponents will be clarified in the form of an Addendum.

All Proponents will be notified in writing as to the award once a decision has been made.

13. ADDENDA

Addenda may be issued during the Proposal call.

Proponents are responsible for ensuring that they are aware of and have complied with any addenda by visiting www.gov.ns.ca/tenders or by contacting the Procurement Representative named in the document.

All addenda become part of the Proposal documents. The Proposal price must include any changes or clarifications set out in the addenda unless otherwise stated.

Only written addenda shall be binding.

All addenda must be signed and submitted before the submission deadline specified to be compliant. Signed addenda submitted by facsimile will not be accepted.

14. INDEMNITY

The successful Proponent shall indemnify and save harmless the University from any and all claims, losses, costs, suits, proceedings or actions, including legal costs associated with such actions arising out of or in the execution of the work, including any omissions or improper acts.

The successful Proponent will be responsible for any damage to the building or its contents arising from the action(s) of the Proponent's employees.

15. INSURANCE

The successful Proponent shall be required to provide proof satisfactory to the University that the Proponent has the following:

- Commercial General Liability insurance on an occurrence basis for bodily injury and property damage, personal liability, blanket contractual liability, premises and operations, products liability with limits not less than \$5 million (\$10 million products liability aggregate). To achieve the desired limit, umbrella or excess liability insurance may be used. Any non-standard exclusions (other than those applicable to pollution, asbestos, mold, employment practices, and professional liability) shall be declared to the University. King's shall be included as an additional insured as respects to claims or liabilities arising from, or connected with, the successful Proponent's work, operations, and completed operations, including claims arising from the University's vicarious liability emanating from the successful Proponent's work or operations.
- The successful Proponent shall maintain automobile insurance of at least \$5 million, combined single limit, on all owned, non-owned, leased or hired automobiles. The insurance policy shall remain in force for the duration of the contract. All insurance premiums shall be paid by the successful Proponent.
- The insurance policy shall remain in force for the duration of the contract period. All insurance premiums shall be paid by the successful Proponent.

16. CORPORATE REFERENCES

Proponents shall provide three (3) corporate references along with information on the type and scope of business that they are providing these organizations. If they have been the Supplier for a contract similar in nature to the one envisaged in this Proposal, they must provide that information, along with the name and telephone number of a contact person. The University reserves the right to contact references without prior consent of the Proponent.

17. EVALUATION BY THE UNIVERSITY

The University shall evaluate all valid Proposals and select the Proposal most attractive to the University and which, in the sole discretion of the University, is deemed to be in the best interest of the University.

The following criteria will form the basis of the evaluation of the proposals with their corresponding weights:

- Background and History of the Proponent Including References (15%)
- Proposed Food Service Offerings and Logistics in the Best Interest of King's (15%)
- Food and Service Quality Management and Menu Options (25%)
- Management and Staffing (15%)
- Financial Submission (see attached template) (25%)
- Transition Plan (5%)

Where the University has stated specifications that must meet a "minimum" standard, a Proponent may include a project or product which exceeds said standards provided there are advantages to the University in terms of operating or capital costs or other relevant factors.

The University reserves the right to clarify any portion of a Proposal with any Proponent.

Presentations may be requested of some or all of the Proponents.

All costs incurred in preparing a Proposal, or presenting or elaborating upon a Proposal, shall be borne solely by the Proponent.

If it becomes necessary to correct an error made on the Financial Submission Form, such correction must be initialed and dated by the person or persons signing the Financial Submission Form.

Erasures or alterations to the tendered price(s) that are not initialed by or on behalf of the Proponent will be declared non-compliant.

18. GENERAL CONDITIONS

At the conclusion of the tender process, Proponents will be expected to enter into a written agreement with the University on mutually agreed to terms and conditions.

If an agreement cannot be executed before the target approval date of April 30th, 2017, the University reserves the right to enter into an agreement with another Proponent, not to accept any submission, or to call for new submissions.

The Proponent declares that the Proposal is not made in connection with any other Proponent submitting a Proposal for the same goods or services and is in all respects fair and without collusion or fraud.

The Proponent represents that it does not discriminate based upon race, colour, religion, sexual orientation or gender identity, marital status, age, national origin, or disability. The University of King's College is an Employment Equity/Affirmative Action Employer. We encourage and welcome those who would contribute to the diversification of our staff and faculty including, but not limited to, women,

Aboriginal persons, persons with disabilities, visual minorities, and persons of any sexual orientation or gender identity.

It is the responsibility of the Proponent to ensure that no representative extends entertainment, gifts, gratuities, discounts or special services, regardless of value, to an employee of the University, or any member of the University Board of Governors, Faculty or Departments. A Proponent shall report to the Bursar any attempt to obtain such favours. Furthermore, a Proponent shall disclose if any University employee is involved with the Proponent's company in any way.

Proponents are advised that no commitment shall exist until such time as the successful Proponent receives official written notice from the University.

The University reserves the right to cancel the Proposal process at any time. In the event of any such cancellation, the University shall not be obligated to pay any costs, damages or claims of any type or kind to any Proponent or potential Proponent.

19. LEGAL JURISDICTION

This Request for Proposals and any Contract resulting from this Request for Proposals shall be governed by the Laws of Nova Scotia and shall be subject to the jurisdiction of the courts of Nova Scotia.

20. TERMINATION

The University reserves the right to cancel any resulting Contract for neglect as determined by the University, in its own discretion, which shall include but not be limited to such matters as insufficient insurance coverage, failure to abide by University regulations and policies, failure to provide adequate quality of service (i.e., service which remains unsatisfactory to the University after issuance of ten (10) days written notice to rectify), and any substantial change in university stewardship or proprietorship.

Either party may terminate this agreement at any time during its term by giving 90 days' notice in writing to the other party of its intention to terminate and setting forth a specific termination date.

21. ASSIGNMENT

The Contractor shall not assign the Contract or any part of it and may not employ or retain anyone as a subcontractor or otherwise to perform any part of its obligations under the Contract without prior written consent of the University.

Any approved assignment will not relieve the Contractor of its obligations under the terms of the Contract.

22. OVERVIEW/BACKGROUND

Background

Founded in 1789, the University of King's College is Canada's oldest chartered university. With a total student population of just under 1,000, it is a tightly-knit and extraordinarily lively academic community known for its interdisciplinary programmes in the humanities and journalism.

The University is primarily an undergraduate teaching university, although it also offers innovative graduate degrees in journalism. With the exception of its undergraduate journalism degrees, all other degrees are jointly awarded with Dalhousie University. Although an independent university, King's enjoys a close relationship with Dalhousie.

King's is requesting proposals from capable and qualified parties to operate the food service operations on the King's campus. This opportunity includes: a residence dining hall (Prince Hall), conference services, and catering services. In addition, the successful Proponent may be required to assist in the development of new facilities that are primarily for the provision of food service.

One exclusion to the scope of this contract exists. King's Students' Union (KSU) is responsible for the food service operations within the Galley, a small food service retail operation that serves students, faculty, and staff during the day with a limited selection of sandwiches, baked goods, and coffee. In addition to the Galley, the KSU operates a pub on campus called the Wardroom.

The University food service goal is to provide high-quality, well-balanced, nutritious food options at reasonable prices for residence students, day students, faculty, staff, and visitors. King's, in partnership with the successful Proponent, will strive to offer something for everyone.

King's Food Services Vision: The successful Proponent shall provide a great food experience at King's that enhances the quality of life on campus, covers related costs, and provides a financial return to the University. King's has a small college culture and the successful Proponent will be a key member of the campus community. Students, faculty, and staff build lasting relationships with food service staff members, and that interaction on a daily basis is important to the small campus culture.

The University must maintain the right to oversee the ongoing operations of the food service business to ensure that the price, quality standards, and expectations established during the planning phases are realized and maintained.

University of King's College Student Enrolment – Fall 2016

| Enrolment | 2016/2017 |
|------------------|------------|
| Headcount | |
| Full Time | 901 |
| Part Time | 23 |
| Total | 924 |
| International | |
| Included Above | 39 |

University of King's College Mandatory Meal Plans – Fall 2016

The meal plan structures and pricing listed below are for the current 2016-17 academic year. All residence meal plan revenue is collected by the University. Meal plans are subject to an annual fee review.

| Meal Plans | 2016/17 | Current Student Cost Per Academic Year |
|--------------------------------|------------|--|
| Freedom (all you care to eat) | 43 | \$4,063 |
| 19 meal plan | 75 | 3,604 |
| 14 meal plan | 56 | 3,358 |
| 10 meal plan | 31 | 3,167 |
| Total # Meal Plans Sold | 205 | |

A large portion of King's first year students reside in residence. All students in residence are required to purchase a meal plan. In the fall of 2016 there were 188 students in residence with a residence capacity of 266 beds. The residences are operating at 71% capacity for the fall of 2016.

In addition to students, approximately 44 faculty and 52 staff complete King's population, resulting in a total population of approximately 1,020.

The University is actively recruiting in order to grow enrolment.

King's offers two (2) full academic sessions per year in addition to a summer session with limited enrolment. Residences are not occupied during the summer months by students and are instead used for conference services:

- Fall session—September to December;
- Winter session—January to April and;
- Summer session—May to August (conferences and catering only)

Campus Map

<http://ukings.ca/campus-community/campus-map/>

23. CURRENT FOOD SERVICES

23.1 Meal Plans

Prince Hall is the residence dining hall. All residence students are required to purchase a board-style meal plan. Day students will have the option to purchase a variety of meal plans through King's.

The Prince Hall dining room seats 300.

The current hours for Prince Hall are as follows:

Monday to Friday

- Early Continental Breakfast **7:45 a.m. – 8:15 a.m.**
- Breakfast **8:15 a.m. – 9:30 a.m.**
- Continental Breakfast **9:30 a.m. – 10:30 a.m.**
- Lunch **11:45 a.m. – 1:00 p.m.**
- Light Lunch **1:00 p.m. – 4:00 p.m.**
- Dinner **5:15 p.m. – 6:30 p.m.**

Weekends

- Breakfast **9:00 a.m. – 10:00 a.m.**
- Lunch **12:00 p.m. – 1:00 p.m.**
- Dinner **5:30 p.m. – 6:30 p.m.**

There is a desire on campus to expand the hours of Prince Hall, especially after 6:30 p.m. in the evenings. In addition, there is a need for all students to be able to use the Prince Hall space for common space when meals are not being served. Proponents are encouraged to submit a proposal with options to allow for students, faculty, and staff to make better use of the space in Prince Hall with the possibility of expanded service in the summer months.

In addition to regular meals there are a number of special events held on campus throughout the year in addition to the regular day-to-day catering. Below is a list of some of the larger catered events:

- Formal meals (7) – Prince Hall
- Christmas Brunch and Formal Meal – Prince Hall
- President's Dinner – Prince Hall
- Encaenia Reception – Prince Hall
- Black Tie Dinner for Honorary Degree Recipients – Boardroom
- Lunches for Board of Governors meetings – Boardroom
- Welcome back reception – Lodge
- Matriculation reception – Lodge
- King's Family Christmas Party – Lodge
- Athletic Awards night – Prince Hall
- Donor Receptions – Lodge
- Dinners associated with major lectures

This list may vary from year to year.

23.2 Vending Services

All vending of cold beverages and snacks are managed through separate supply contracts and are not part of this proposal.

23.3 Catering Services

The successful Proponent will have the exclusive right to provide all catering services on campus provided that revenues for such catering are included in the successful Proponent's sales reports for the purposes of remitting commissions to King's. Currently, the catering on King's campus is not exclusive. The catering and summer conference services business for last fiscal year (April 1st, 2015, to March 31st, 2016) amounted to just over \$114,000 in sales. We anticipate this amount to increase in future years as we grow our conference services business. See section 23.6 Other Food Services on Campus for exceptions to catering exclusivity.

It is expected that the successful Proponent will honour current and future commitments that have been made with the current food service provider with respect to catering and conference services.

23.4 Summer Conferences

The successful Proponent is expected to provide Food Services required to support King's conference services business. The main summer conference services business runs from May to August. Conference attendance can range from 35 to 500 delegates and will require a range of Food Services (meals, refreshment breaks, banquets, bar service, boxed lunches, athletic meals, etc.) negotiated to meet the needs of each individual group. It is expected the successful Proponent will work closely with the Conference Services Coordinator to meet the needs of the groups on campus. Currently, in the summer months, a continental breakfast is included for guests staying in residence. There is some interest in this food service offering becoming a hot breakfast possibly served in Prince Hall over the summer.

23.5 Cold Beverage Contract

Proponents must be aware of the requirement to utilize cold beverages supplied through an exclusive cold beverage supply contract. The cold beverage contract is with The Coca-Cola Company.

23.6 Other Food Services on Campus

King's allows for applications by campus groups or departments holding special events or student groups fundraising by selling food products that would fall outside of this proposal. In addition to catering on campus, from time to time there may be ad-hoc student-run food services and faculty/staff social events where attendees bring food to share with others (e.g., pot luck meals). For small gatherings it is expected that the successful Proponent will allow for reasonable accommodation for individuals bringing in small food items. These events are considered outside of this proposal.

In addition, when film production companies are on campus they often will provide their own catering.

King's has a liquor license that includes all areas of Campus. All alcohol for events must be purchased under the license and served by the successful Proponent.

24. EQUIPMENT

King's owns a significant amount of equipment that will be made available to the successful Proponent. A detailed list of this equipment may be found in Appendix 3. King's leverages the Dal Card system to track meal plans in Prince Hall and provides the Point of Sale (POS) system in Prince Hall while the food service provider provides and pays for the merchant terminal.

25. SUSTAINABILITY

Sustainable food systems has been identified as an important issue by groups on campus. It is expected that the successful Proponent will leverage sustainable practices wherever possible in delivering food services. Proponents are encouraged to provide examples of sustainable food service initiatives in their proposal.

Proponents are expected to address sustainability issues in the service they propose to provide by addressing the following goals:

- Utilize sustainable, "green" cleaning products that are third-party certified.
- Work in concert with King's to reduce energy, water, and waste impacts in food operations.
- Support University education and engagement efforts to promote awareness and understanding of sustainable food systems and nutrition. Specific examples include initiatives such as maintaining a clear and comprehensive website, farm-to-table programs, and working with the campus community on collaborative research projects.
- Maintain minimum annual levels of local food procurement where possible.
- King's is a bottled water free campus.
- Offer food and beverage products that meet third-party certification for organic, fair trade, and sustainable food and help the University to meet Fair Trade campus standards.
- Support local cooperatives that have social responsibility policies, where possible.
- Comply with, and participate in, all present and future provincial and campus waste management recycling and composting programs. This will include:
 - Proper source separation of all streams including organics, paper, cardboard, recyclables, metals, and hazardous waste. Failure to not properly sort material will result in a waste handling fee;
 - Provide and collect materials from all catered events that serve beverages or other items and deposit in proper bin (organics, paper, recyclables, and waste).
 - Offer other waste management programs including, but not limited, to:
 - Trayless dining in the dining hall.
 - Prohibiting the use of Styrofoam.
- Maximizing opportunities to reduce overall packaging.

- Switching to paper “to-go” food containers (which are unbleached and contain high levels of recycled content) or biodegradable containers.
- Using paper napkins made with high levels of post-consumer recycled content.
- Participating in annual waste audits.
- Provide food service area signage that provides information on sustainable food systems; and
- Participate in a campus Sustainable Food Services Forum or committee where ideas for improvement can be shared, and students, faculty, and staff can be educated about the standards and procedures to which food service operators must adhere to ensure a safe food supply chain.

26. SERVICE EXPECTATIONS

26.1 General Requirements

The successful Proponent is expected to:

- Operate Food Services with the highest quality offerings and services;
- Provide a smooth transition from the current operator;
- Finance the day-to-day operations of the Food Services;
- Be responsible for the profits and losses incurred by the Food Services;
- Undertake advertising and marketing initiatives that target the King’s community;
- Receive Food Services inventory and supplies through the approved building access points at times approved by King’s;
- Maximize food service revenues and returns to King’s through appropriate menus, display merchandising, and promotion; and
- Comply with all King’s security rules and regulations.

26.2 Minimum Hours of Operation

Food Services must be available on campus between the hours of 7:30 a.m. and 9:00 p.m. during the academic year (student holidays excluded). The food service provider is welcome to extend these hours of operation. Hours of operation may vary by time of year (i.e., fall and winter terms, student holidays, May through August). Proponents are encouraged to consider the possibility of offering limited service in Prince Hall during the summer term to service a number of the summer conferences in addition to faculty and staff as well as students that are on campus for limited course offerings in our upper year programs.

King’s recognizes the need for food service levels to decrease in the evenings and on weekends as well as during the May through August period. The proposed hours of operation should address the community’s needs while being fiscally responsible.

26.3 Menu Variety and Selection

The successful Proponent must offer a variety of menu options and prices tailored specifically to effectively meet the on-site needs of King's students, faculty, staff, and visitors. Menus shall utilize, where possible, products grown locally. Proponents are asked to provide a minimum four (4) week sample menu using Appendix 2. All menus are subject to the approval of King's.

The successful Proponent must address the dietary needs of students, faculty, and staff seeking Hallal, kosher, vegetarian, vegan, gluten-free, lactose-free, and other dietary options. The successful Proponent will be required to use trans-fat-free products.

Proponents are encouraged to offer innovative meal plan options such as flex dollars that could possibly leverage either additional services on campus or be able to partner with Dalhousie food services including their retail operations.

The successful Proponent is expected to provide a box meal replacement option when conflicts in schedule prevent a residence student from accessing food during normal hours of operation, as well as a "grab and go" option for those individuals wishing to purchase a limited number of items (for example, a coffee, muffin, soup, sandwich, etc.) rather than paying for a full meal.

26.4 Liquor License

The Liquor License for the campus is held by the University of King's College. The successful Proponent will be required to obtain special occasion permits to provide alcohol service during catered events in facilities that are not licensed. Alcohol service must be in keeping with King's alcohol policies and provided in a responsible manner.

26.5 Signage

The successful Proponent is able and encouraged to provide creative unit identification and serverly signage for Prince Hall. All signage must be appropriate and in keeping with the building's design and architecture. All signage must be approved in advance by King's and should prominently display the King's branding along with the Proponent's branding.

26.6 Sanitation and Food Safety

The successful Proponent will be responsible for ensuring that food service preparation and service areas are maintained in a sanitary manner by its staff in accordance with the Canadian Food Service Sanitation Standards and the requirements of provincial health inspectors and their authorities. All food handling must be completed according to industry-accepted food safety and HACCP guidelines. The successful Proponent will be required to clean dining area tables and chairs on a regular basis and immediately attend to any spills. The successful Proponent will be expected to provide janitorial services for all food service operation and service areas in Prince Hall. In addition to the cleanup required in Prince Hall, the Proponent is required to clean up after all catering and conference services events.

Copies of all health inspector reviews as completed and a summary of the actions that will be undertaken to resolve any deficiencies must be provided to King's within one business day of the inspection. The successful Proponent may be asked to contract and pay for periodic third-party sanitation audits, in addition to the regular Health Canada inspections. Reports are to be submitted to the University on a timely basis.

The successful Proponent must transport waste, compost, and recycling to the waste management facilities in areas indicated by King's as it may determine in accordance with waste management and recycling policies set by King's. Compost, waste, and recycling must be moved to the approved locations in a timely manner.

The successful Proponent is responsible for cooperating with King's Facilities Management pest control initiatives in food service areas. King's will contract and pay for pest control services.

26.7 Service Provider Website

The successful Proponent will be required to develop a "Food Services" website in conjunction with King's that contains details of services offered at an overall program level. The scope of this site should include, but is not limited to, the following sections:

- Menus
- Meal plans
- Catering services
- Nutrition information
- Sustainability
- Contact information

The Food service Proponent will be asked to work directly with the King's communications staff to develop food service web-related content that promotes the Proponent's services foremost as a King's dining experience. The Proponent will be asked to work with King's to develop a seamless King's branded experience between the content on the King's website (www.ukings.ca) and any links to the Proponent's own content management system and portal products.

27. FOOD SERVICE FACILITIES AND CAMPUS RENEWAL

The successful Proponent will be required to be an active participant as King's continues to develop, coordinate, market, and identify opportunities for campus development. Prince Hall has not received any substantial improvements in a number of years and is in need of an update. The community at King's prefers the current seating layout of the long tables as it enables and encourages congregation in large groups. Proponents are challenged to submit proposals that would improve the existing layout while still incorporating the traditional space and culture that is Prince Hall.

Suggested improvements could be:

- Servery access and layout
- Updating food serving spaces

- Refreshing the aesthetics while keeping in mind King's culture
- Organizing the space to allow for multi-use events
- Use of a "my kitchen" concept for students

As part of the initiation of the next food service contract term, the successful Proponent will assist with the business case, design, project cost estimation, financing (if such option is selected and agreed to by King's), and, if applicable, leasing associated with renovations to Prince Hall to offer a more contemporary and efficient service and dining experience.

King's has recently completed an energy efficiency audit. The scope of the audit included Prince Hall and specifically the kitchen area. As a result of this audit, there may be some changes/upgrades to some equipment in the kitchen space with a focus on reducing energy costs.

28. MANAGEMENT AND STAFFING

The successful Proponent will be responsible for hiring, training, and retaining management and staff for the food service operations. Qualified food service management and supervisory personnel must be assigned to direct the operations in Prince Hall.

For all staff on campus, Proponents are required to complete appropriate criminal background checks and ensure all staff are bondable. As King's is a small community, food service staff become a key member of the King's family. As such it should be the goal of the Proponent to hire staff that are committed and work to build relationships with students, faculty, and staff.

The successful Proponent should do everything in its power to ensure continuity in management. King's, acting reasonably, reserves the right to require the replacement of any manager that it deems to be inappropriate for University food service operations.

The successful Proponent's Senior Food Service Manager will be expected to meet with the University on a regular basis. The successful Proponent will be expected to ensure that it employs the necessary staffing complement to meet food service demands in an efficient manner, support healthy eating initiatives, and address the dietary concerns of the King's population.

The successful Proponent will be expected to prepare, submit, and present an annual business plan for Food Services in accordance with the University's normal planning cycle. Additional reports and analyses may be required from time to time.

In order to support effective decision making between the successful Proponent and King's, the successful Proponent will provide monthly financial reports of sales and transaction counts (i.e., meal plan) and detailed operating expenses. King's will keep the successful Proponent advised of current enrolment data and other information that will assist in the effective servicing of the campus.

Where practical, the successful Proponent will be expected to employ King's students in a part-time capacity.

The successful Proponent will ensure that all employees provide the highest level of friendly, helpful, and efficient customer service. The King's community holds the food service staff in high regard, and being a part of the community means offering a personalized experience to students, faculty, and staff.

The successful Proponent will provide consistent and appropriate uniforms for staff, subject to the approval of King's.

The Proponent is expected to provide access to a dietician on site in order to meet students' needs.

29. PROPONENT INNOVATION

The University encourages Proponent innovation. If a Proponent offers goods or services that differ from those specified in the Proposal, and that may be of advantage to the University, Proponents are strongly encouraged to submit as many of these alternatives as they see fit. These alternatives should be clearly identified as alternatives and shall be considered at the sole discretion of the University.

30. FACILITIES AND EQUIPMENT

King's will provide and maintain all equipment listed in Appendix 3. Such equipment will be inventoried at the commencement of the agreement and must be returned to King's upon termination of the agreement in the same condition, subject to reasonable wear and tear.

While King's will provide the successful Proponent with office space, all furnishings required for that space are the responsibility of the Proponent. The successful Proponent will also be responsible to provide and maintain all of its own office equipment, phones, cell phones, fax machine/copier/printer, computer, security safe, and loose operating equipment for Prince Hall. The successful Proponent must provide for the maintenance and cover the cost of repairs to food service facilities and fixed equipment provided by the successful Proponent and all King's-owned facilities and fixed equipment in the event that such repairs are made necessary by the negligence of the food service operator or its personnel. King's will monitor and evaluate maintenance and repairs on a regular basis. The successful Proponent must also ensure that the food service preparation, service, and seating areas are maintained in a sanitary manner by its staff in accordance with Canadian Food Service Sanitation Standards and the requirements of the local health inspectors and their authorities.

31. PARKING

The successful Proponent will be provided with three (3) complimentary restricted parking spots on campus located behind the dining hall.

Facilities will make allowances for food service vehicles on delivery. The successful Proponent can make arrangements with Security for the overnight parking of vehicles with permits. The successful Proponent will adhere to all King's parking regulations.

32. FINANCIAL ARRANGEMENTS

King's is seeking a financial arrangement with Proponents that is a combination of a commission-based structure and capital investment.

The successful Proponent will operate Food Services on a profit and loss basis (i.e., all profits and losses will be for the successful Proponent's account).

Proponents are expected to propose the following:

- Estimated revenues and operating expenses for: catering services, conference services, and Prince Hall and in aggregate for the five (5) years of the term of the Agreement for the proposed food service operations;
- Proposed financial arrangements for the term of the Agreement and pricing/price lists for the first year of operation for:
 - Meal plans (residence and day students);
 - Conference services;
 - Catering services;
 - Other services (including walk-in visitors to the dining hall);
 - Estimated commissions to be paid each year in the five (5) years of the term of the Agreement (for all food services);
 - An annual bursary for use by King's;
 - A minimum marketing expenditure commitment to be specified by the Proponent (the cost associated with the promotion of food service will be the responsibility of the successful proponent); and
 - Other King's community donations as the Proponent may choose to offer.

King's invites Proponents to propose a capital investment structure over the initial five (5) year term of the agreement, which will be used to renovate and update Prince Hall and the kitchen space.

Meal plans, dining hall retail food sales, conference services, and catering services selling prices may be adjusted annually by the previous year's price increase in the Consumer Price Index (food purchased from restaurants—Nova Scotia). In the event of sudden increases in factors which affect pricing (e.g., commodity prices, labour rate adjustments prompted by legislated changes or taxes and levies imposed on the food service operation after the effective date), the successful Proponent may request additional increases. King's reserves the right to accept or reject such requests, which will not be unreasonably denied.

33. RESPONSIBILITIES OF THE UNIVERSITY OF KING'S COLLEGE

33.1 Facilities and Equipment

King's will provide and maintain the food service equipment listed in Appendix 3 in as-is condition. In addition, King's will:

- Provide the successful Proponent with office space. All furnishings and equipment, including computers, required for that space is the responsibility of the Proponent;
- Provide and maintain the necessary utilities, site, access and base building infrastructure for the food service spaces;

- Invest in all future food service buildings;
- Depending on the financing option selected by the University, provide and maintain all food service renovations and equipment that it elects to fund; and
- King's will provide general janitorial services for the Prince Hall dining hall.

33.2 Transaction Capabilities

Prince Hall must be able to accept payment methods (i.e., meal plan visits and retail sales of meals) enabled through the POS Dalhousie Card equipment (Dal Card), which King's owns and will continue to provide. The successful Proponent is expected to provide and pay for the ongoing costs and transaction fees associated with the merchant terminal.

33.3 Relationship Management

King's will schedule and lead regular relationship management meetings with the successful Proponent, and mandate reasonable rules and regulations from time to time governing the provision of Food Services, use of the premises, operation and use of King's facilities and equipment, shipping and equipment, advertising, and promotion.

34. PROPOSAL SUBMISSION

Proponents are required to submit a proposal to operate all King's residence (including retail sales in the dining hall), catering, and conference food service operations outlined in this RFP. This includes the operation of other future potential projects developed by King's. Proposals must address each of the requested items in the following sections. Presentations may be requested with some or all of the Proponents. There will be no obligation to receive unsolicited information whether written or oral, from any Proponent.

34.1 Background and History of the Proponent Including References

This section must include a brief description of the Proponent and its business including information on the ownership and leadership of the company. This section of the proposal must also include information on the Proponent's financial capacity. Specifically, Proponents should provide demonstrated financial capacity to make the proposed capital investments and manage the proposed business. King's reserves the right to request audited financial statements for the past three (3) years and a letter of reference from a major financial institution indicating that the Proponent has the financial capacity to provide the proposed services.

Experience must demonstrate the Proponent's capacity and ability to provide high-quality food services in a post-secondary institution. The Proponent must show experience providing retail food service, board plan meal plans in residence dining halls, as well as innovative catering services in a similar venue.

Proponents must provide a minimum of three (3) references that can attest to the Proponent's ability to operate Food Services. References shall include the name and title of the reference, telephone and email contact information, and a description of the work provided by the Proponent for the reference. Previous experience with King's will be considered.

King's reserves the right to contact any or all references provided without prior consent of the Proponent.

34.2 Proposed Food Service Offerings and Logistics in the Best Interest of King's

Proponents shall provide a detailed description of their vision and plans (conceptual designs and renderings) for their proposed renovations/changes to Food Services at King's reflecting a creative approach to enhance King's dining services and experiences that align to the culture of the campus. The Proponent should provide:

- Proposed food service concept descriptions (i.e., products, service style, customer experience, use of branded concepts, etc.) in written, and where appropriate, graphic form for Prince Hall; and
- A detailed description including conceptual design and renderings of the proposed renovations, equipment and signage and estimated capital costs for each of these categories for Prince Hall.

34.3 Food and Service Quality Management and Menu Options

Proponents are required to identify how food and service quality will be ensured and how ongoing quality verification will be confirmed.

The Proponent shall provide details of the proposed operations including specifics on how Prince Hall, catering services, and conference services will be operated and managed. Please note that King's wishes to continue with a full board plan in Prince Hall.

With respect to the retail and residence food service operations, the Proponent shall provide proposed:

- Operating schedules for Prince Hall;
- Organizational chart;
- Approach to offering a variety of ethnic, religious and health-related dietary needs of the community (e.g. Hallal, kosher, vegetarian, vegan, gluten-free, lactose-free, and other dietary options);
- Meal plan options for residence and day students (all you care to eat, declining balance, etc.);
- Price lists for retail operations (i.e., non-meal plan visitors to Prince Hall);
- Four-week cycle menus for Prince Hall;
- Healthy eating initiatives and support system;
- Branding, marketing, and promotional plan; and
- Types of management reporting, including frequency, that will be communicated with King's.

With respect to catering, the Proponent shall provide proposed:

- Menus and price lists to match a range of market needs;
- Inclusive list of all additional cost items and policies (e.g., delivery, gratuities, tasting fees, consultation fees, etc.);
- Minimum order level and confirmation and cancellation policies;
- Standard for turn-around time for provision of proposals/quotes to clients;
- Catering equipment to be provided by the Proponent;
- Presentation and service delivery styles;
- Promotional plan;
- Quality and customer care management programs; and
- Types of management reporting, including frequency, that will be communicated with the University.

34.4 Management and Staffing

Proponents shall provide biographies for the senior operations person(s) that will be directly responsible for food service operations at King's and the on-site Food Services Manager to be assigned to King's. Proponents must demonstrate a commitment to maintaining continuity of on-site management and indicate how they propose to interact with King's primary food service contact in terms of reporting and day-to-day communications.

The Proposal must include the proposed staffing complement for Prince Hall and catering services. This should include an analysis showing how such staffing levels will provide sufficient service levels at peak periods and minimum staffing levels in slow periods.

Proposals must include a commitment to maintain student employment. This should include a minimum commitment to student employment and detail in what capacity students would be working.

This section of the Proposal must also include details of any staff training programs that the Proponent will implement to ensure a high-quality food service experience for King's students, faculty, staff, and visitors. Training shall not be limited to Health and Safety.

The proposals shall include how the successful Proponent will ensure that the necessary staffing component is employed to support healthy eating initiative and address the dietary concerns of the King's population.

34.5 Financial Submission

Using the Financial Submission Form in Appendix 1 tailored to the nature of the Proponent's financial offer(s), Proponents are to provide the following:

- **Estimated Sales and Operating Costs.** Proponents are to provide estimated annual sales and supporting rationale for the five (5) years of the Agreement. Proponents should estimate direct and indirect operating costs and anticipated surplus/loss. Estimates should include the residence dining hall, conference services, and catering services, as well as the sale of voluntary (i.e., day student) meal plans and dining hall retail sales.

- **Pricing.** Proponents will submit a price or cost to King's per residence student per semester as may be applicable for the proposed meal plan structure and proposed price lists for retail food sales (single meal prices, day student meal plans), conference services, and catering services.
- **Proposed Investment.** Proponents will provide an estimated investment cost based on the proposed designs for the concepts identified over the initial five (5) year term of the agreement.
- **Proposed Commission Structure.** Proponents are asked to provide a proposed commission structure based on total food service sales net of taxes for each of the food service operations (meal plans (voluntary and mandatory), dining hall retail sales, conference services, and catering).

Estimated Commissions. Proponents shall provide an estimate of commissions paid to King's for each of the five (5) years of the term of the Agreement with supporting structure and rationale.

Proposed Participation in Campus Life: The Financial Submission should include details on the participation in Campus Life, including but not limited to a proposed financial commitment, including a minimum annual bursary, a minimum annual marketing expenditure commitment, and other contributions to King's, if any, proposed by the Proponent. These should be included in another category under the investment table and detailed in the proposal submission.

Proponents should identify all financial impacts of any element of their proposal not covered in the Financial Submission form. No allowances will be made for charges not identified in the proposal for services requested in this RFP.

Proponents are advised that pricing will be subject to an annual review as part of the business planning process.

34.6 Transition Plan

The Proponent must provide details of the proposed Transition Plan. The successful Proponent will be selected by March 31st, 2017, at which time the food service contract will be negotiated; the successful Proponent will assume food service operations on July 1st, 2017.

34.7 Other

Proponents are required to provide details of their proposed website and confirm that they accept that the content and design of the site are subject to the approval of King's. The Proponent agrees to abide by the terms of Section 26.7.

Proponents are to submit details of a complete sustainability program to address all sustainability requirements identified in this RFP. It is the goal of the University to increase the sustainability of the Food Services program over the life of the agreement.

Appendix 1

Financial Submission Template

| Estimated Revenues and Operating Costs | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--|--------|--------|--------|--------|--------|-------|
| Prince Hall | | | | | | |
| Mandatory Meal Plans | | | | | | |
| Voluntary Meal Plans | | | | | | |
| Retail Sales | | | | | | |
| Catering | | | | | | |
| Conference Services | | | | | | |

| |
|-----------------------|
| Total Revenues |
|-----------------------|

| |
|-----------------|
| Operating Costs |
| Direct Costs |
| Indirect Costs |

| |
|----------------------------|
| Net Surplus/ (Loss) |
|----------------------------|

| Proposed Investment by Proponent | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|----------------------------------|--------|--------|--------|--------|--------|-------|
| Renovations | | | | | | |
| Equipment | | | | | | |
| Signage | | | | | | |
| Other* | | | | | | |

| |
|--------------|
| Total |
|--------------|

| Estimated Commissions | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|-----------------------|--------|--------|--------|--------|--------|-------|
| Prince Hall | | | | | | |
| Mandatory Meal Plans | | | | | | |
| Voluntary Meal Plans | | | | | | |
| Retail Sales | | | | | | |
| Catering | | | | | | |
| Conference Services | | | | | | |

| |
|--------------------------|
| Total Commissions |
|--------------------------|

** Any other initiatives proponents wish to propose should be captured in this line, such as items relating to participation in student life.*

Proposed Year 1 Meal Plan Prices**Price to Students****Price to King's****Fall Semester**Mandatory Meal Plans

- Option 1
- Option 2
- Option 3
- etc.

Voluntary Meal Plans

- Option 1
- Option 2
- Option 3
- etc.

Winter SemesterMandatory Meal Plans

- Option 1
- Option 2
- Option 3
- etc.

Voluntary Meal Plans

- Option 1
- Option 2
- Option 3
- etc.

****Attach Year 1 price lists for retail sales, conference services, and catering.**

Sign off of Financial Template Submission

Name of Primary Contact Person with Authority to commit on behalf of Proponent:

Printed Name

Signature

Date

E-mail:

Appendix 2

Sample Menu Template

| | Week 1 | Week 2 | Week 3 | Week 4 |
|-------------------------|--------|--------|--------|--------|
| Menu | | | | |
| Special Dietary Options | | | | |

Appendix 3

Inventory of Equipment in Prince Hall – Owned by King's

| 2016 DISHWARE & UTENSIL INVENTORY | | | |
|-----------------------------------|-------|---|-------|
| ITEM | Count | ITEM | Count |
| Plain Knives | 383 | Water Glasses (Dining Hall Glasses) | 162 |
| Plain Forks | 359 | Water Glasses (Dining Hall Glasses Old) | 266 |
| Plain Dessert Forks | 202 | Goblets | 619 |
| Plain Spoons | 305 | Wine Glasses (Small) | 258 |
| Plain Soup Spoons | 94 | Sherry Glasses | 141 |
| Coffee Cups | 229 | Champagne (Reg. Glasses) | 78 |
| Dinner Plates | 228 | Carafes (Glass) | 32 |
| Side Plates | 600 | White & Black Plastic Carafes | 12 |
| Salad Bowls | 98 | Bouncer Jugs | 77 |
| Soup Bowls | 201 | 2" Half Pans SS Solid & Holes | 41 |
| Monkey Dishes (Nappe Bowls) | 132 | 4" Half Pans SS Solid & Holes | 22 |
| Casserole Dishes | 71 | 6" Half Pans SS Solid & Holes | 6 |
| Red Rim Dinner Plates | 341 | 2" Full Pans SS Solid & Holes | 35 |
| Red Rim Salad Plates | 121 | 4" Full Pans SS Solid & Holes | 27 |
| Red Rim Soup Bowls | 61 | 6" Full Pans SS Solid & Holes | 8 |
| Flower Vases | 93 | 4" 1/4 Pans SS | 7 |
| Candle Holders | 21 | 6" 1/4 Pans SS | 3 |
| Stainless Steel Creamers | 96 | Muffin Pans (assorted Sizes) | 46 |
| Salt/Pepper Shakers | 259 | Soup Pots | 8 |
| Roll Baskets | 89 | Baking Sheet Pans | 43 |
| Plastic Trays | 210 | Black Salad Bar Pans Assorted | 99 |
| Banquet Ovals | 21 | Salad Bar Crock Pots | 41 |
| Sherbet Dish | 12 | Pizza Pans | 48 |

| Prince Hall Industrial Equipment Inventory December 2016 | | | |
|--|-------|---|-------|
| ITEM | Count | ITEM | Count |
| Auto Shaam Oven Rm P102 | 1 | Halde Food Process Rm P102 | 1 |
| Moffat Grill Rm P102 | 1 | Induction Cooker Rm P102 | 3 |
| Garland Grill Rm P102 | 1 | MCD902 N.A. Extractor | 1 |
| Garland Hot Top Rm P102 | 1 | Brusher (whirlamatic 20 Ultra 2000 RPM) | 1 |
| Foster Reachin Rm P102 | 1 | Auto Scrubber w/Bat | 1 |
| SS Prep Table Rm P102 | 5 | Blender | 1 |
| SS Flat Bed Wagon Rm P102 | 1 | Cheese Melter | 1 |
| SS Charts SS Rm P102 | 4 | Robot Coupe with Dice Kit | 1 |
| Hobart Mixer Rm P102 | 1 | Safety Guard Mixer | 1 |
| Hobart Mixer Bowls | 4 | Blender/Mixer | 1 |
| Units Metro Slvs Rm P102 | 7 | Table Drapes | 10 |
| Wire Shelf Units Rm P102 | 2 | Rotating Single Rack Oven (Electric) | 1 |
| SS Utensil Cart Rm P102 | 1 | Convection Oven (Electric) | 1 |
| Cutlery Wagons Rm P101 | 2 | Dish Washer | 1 |
| Rolling Tray Racks Rm P102 | 14 | Steam Booster/Blower Dryer | 1 |
| Flour Bins Rm P102 | 6 | Fridge 3-Door | 1 |
| VIP Chaffing Rack Rm P102 | 2 | Bakery Freezer 3-door | 2 |
| VIP Chaffing Rack Round | 1 | Hot Landing c/w with heat lamps above | 1 |
| Chaffing Rack Solid | 5 | Prefabricated Freezer Unit to fit existing place | 1 |
| Chaffing Rack Wire | 4 | Prefabricated Fridge Unit | 1 |
| SS Cupboards Rm P102 | 1 | U/C Roll-in Fridge 3 Door | 1 |
| Service Line Rm P102 | 1 | 2-compartment sink | 1 |
| SS Sink Station Rm P102 | 1 | Wall-Hung stell counter c/w sink | 1 |
| SS Wall Cupboard Room Rm P102 | 1 | Wall-Shelving in Bakery | 1 |
| SS U Prep Station Rm P102 | 1 | Wall-Hung stall counter c/w sink | 1 |
| Double Thaw Sink Rm P102 | 1 | Steel Counter c/w space for owner-supplied dish cart | 1 |
| Baker Wall Table Rm 102 | 1 | Wire Shelving Unit c/w wire sides & doors | 1 |
| Salad Prep Table Rm P102 | 1 | Wire Shelving Unit | 1 |
| Double Prod Sink Rm 102 | 1 | Prep Table with steel counter c/w u/c shelf | 1 |
| Utensil Table Port Rm 102 | 1 | Prep Table with steel counter c/w shelving behind cabinet doors below | 1 |
| SS Island Table Rm 102 | 1 | Prep Table with steel counter c/w sink space under counter for roll-in fridge | 1 |
| Prep Slicer Table Rm 102 | 1 | S/S Prep Table with Sink | 1 |
| SS Cabinet Room Rm 102 | 1 | S/S Counter | 1 |
| Line Work Station Rm 102 | 1 | S/S Counter (2 units) | 2 |
| Walk-In Fridge Rm 102 | 2 | Wood Top Table | 1 |
| Walk-In Freezer Rm 102 | 1 | S/S Prep Table | 1 |
| Roby 300 Cart | 1 | S/S Prep Table with shelving on bottom closed by cabinet doors | 1 |
| Range Match Fryer 208 Volt | 1 | S/S Prep Table C/W sink | 1 |
| Holman Conveyor Toaster 240 V | 2 | Prep Table: 1/2 S/S-1/2 Model Top | 1 |

| | | | |
|----------------------------------|---|------------------------------------|----|
| Charboiler 42" | 1 | Wire Shelving | 1 |
| Convection Oven | 1 | Wire Shelving | 1 |
| 25Gal. Steam Kettle | 1 | Wire Shelving | 1 |
| 36" Range | 1 | Wire Shelving | 1 |
| 40Gal. Steam Kettle | 1 | Wire Shelving with Castors & Track | 1 |
| Kitchen Hood | 1 | Wire Shelving with Castors | 1 |
| Heating Pass | 1 | Security Storage | 2 |
| Milk Dispenser | 1 | Dry Storage 4 tier | 1 |
| Pizza Oven | 1 | Air Conditioning Unit | 2 |
| Salad Bar | 1 | Glass Tray Wagon | 4 |
| Garland Tilt Fryer Rm P102 | 1 | 2 Teir Heavy Duty Wagon | 6 |
| Garland Steamer Rm P102 | 1 | 3 Tier Wagon | 5 |
| Groen Kettle Rm P102 | 1 | 3 Tier SS Wagon | 1 |
| Hubert Kettle Rm P102 | 1 | Lettuce Spinner | 1 |
| Garland Fryer Rm P102 | 2 | Glass Racks (Grey) | 43 |
| Brute Warmer Rm P102 | 1 | Glass Racks (Green) | 85 |
| Plate Warmer Rm P102 | 1 | Glass Racks (Brown) | 26 |
| Soup Kettle Rm P101 | 2 | Lg. Pizza Warmer | 1 |
| Bun Coffee Machine Rm P101 | 1 | Sm. Pizza Warmer | 1 |
| Microwave Rm P101 | 1 | Proofer | 3 |
| Ice Machine Rm P102 | 1 | Panini Grills | 4 |
| Cambro Wagon Lg. Rm P102 | 2 | Plate Wagon | 3 |
| Cambro Wagon Sm. Rm P101 | 1 | Side Plate Wagon | 1 |
| Garland 3 Lvl Oven Rm P102 | 1 | Soup Warmer | 3 |
| Dining Hall Wagon Rm P101 | 5 | Industrial Can Opener | 1 |
| Refrigerating Salad Bars Rm P101 | 2 | Hobart Slicer | 1 |
| Hot Water Dispenser Rm P102 | 1 | Cambros | 2 |
| Alamo Time Clock Rm P102 | 1 | 2 tier cart (sm) | 1 |
| Bake Hood Rm P102 | 1 | SS Plate Warmer | 1 |
| Proofer Rm P102 | 2 | SS Tray Cart | 1 |
| Island Hood Rm P102 | 1 | Waffle Makers | 3 |
| 16 pound Baker's Scale Rm P102 | 1 | Rolling SS Table | 1 |
| Coffee Urn Rm P101 | 4 | | |