

**BERGEN COMMUNITY COLLEGE
REQUEST FOR PROPOSAL (RFP No. R-097)
FOR MANAGEMENT AND OPERATION OF FOOD SERVICES**

**BERGEN COMMUNITY COLLEGE
400 PARAMUS ROAD
PARAMUS, NEW JERSEY 07652
PUBLIC NOTICE**

Request for Proposals

Notice is hereby given that Bergen Community College (the "College") is requesting Proposals for the Management and Operation of Food Services ("RFP No. R-097" or "Request for Proposals"). Copies of the Request for Proposals are available by registering on the College's website at www.bergen.edu. Select "Vendor Opportunities" on the home page.

Proposals will be received at the office of the Director of Purchasing and Services, Bergen Community College, Pitkin Student Center, 400 Paramus Road, Second Floor, Room A-205E, Paramus, NJ 07652 until 3:00 PM local time, Wednesday, October 5, 2022, at which time Proposals received will be opened in Room A-231; Proposers are welcome to view the opening. Proposals must be submitted in sealed envelopes with the identifying text "RFP for Management and Operation of Food Services" clearly marked on the outside of the sealed envelope. Proposals may not be faxed or transmitted over the telephone. Attendance at a Pre-proposal Conference to be held in room # A-231 at the College, 400 Paramus Road, Paramus, NJ on Monday, August 29, 2022, at 10:00 AM is highly recommended.

The College assumes no responsibility for delays in any form of carrier, mail or delivery service causing any Proposal to be received by the Purchasing Department later than the above referenced scheduled deadline.

Proposal Bond

A Proposal Security, in the amount of Twenty Thousand and 00/100THS (\$20,000.00) Dollars, payable to the College, must accompany each Proposal that is submitted. At the option of the Proposer, the Proposal Security may be in the form of certified check, cashier's check or bond payable to Bergen Community College. In the event the Proposer submits a bond, such Proposal Bond shall be in substantially the form set forth in Form 00600 included in Section Seven of this RFP No. R-097. The Proposal Bond shall be obtained from a surety(ies) that is (are) authorized to do business in the State of New Jersey, that satisfies the requirements set forth in N.J.S.A. 2A:44-143 a. (1) (b) and that is listed in the United States Treasury Department Circular 570. Such Proposal Bond shall not contain any conditions to the obligations of the surety company(ies) issuing such Proposal Bond.

GENERAL INFORMATION

1.1 SCOPE OF WORK

Bergen Community College (hereinafter referred to as “BCC” or the “College”) is soliciting proposals for the management and operation of food services, vending, and catering at the College, in accordance with the terms, specifications, conditions, and provisions of this RFP No. R-097. The College seeks an experienced food service provider (hereinafter referred to as the “Successful Proposer”) that has outstanding credentials operating a multi-faceted food service program, has experience operating within a higher-education environment, and who is interested, energized, and entrepreneurial in their approach to the College’s program. This RFP No. R-097 provides an outline of the desired structure for a relationship between the College and the Successful Proposer. BCC has identified several key interests that should be addressed by the Successful Proposer:

- Authentic culinary offerings representative of BCC’s diverse student body;
- Implementation of technology enhancements typical of the post-COVID environment such as pre-order, contactless payment options, self-service kiosks, etc.;
- Partnering with BCC’s Culinary Arts Department through a student-run station as well as potential learning/collaboration opportunities;
- Operating BCC’s dining and vending facilities at the Paramus and Lyndhurst campuses with an eye towards variety, dietary diversity and restrictions, freshness, environmental sustainability, and made-to-order menu items; and
- Responsibly executing all operations at BCC in a management fee agreement with a willingness to re-examine a future change to a P&L model should necessary conditions develop.

1.2 ANTICIPATED PROCUREMENT TIMELINE

The anticipated procurement timeline with respect to this RFP is as follows:

Pre-Proposal Conference	Monday, August 29 th at 10:00 a.m.
Written Questions Due	Friday, by 5:00 p.m., September 9 th
Proposals Due	Wednesday, by 3:00 p.m., October 5 th
Shortlist Notification	Friday, October 21 st
Oral Interviews & Tastings**	November 9 th -10 th
Follow-up Deliberations	Week of November 14 th
Contract Award*	Wednesday, November 23 rd
Commencement of Services	January 1 st , 2023