

**CAMPUS FOOD SERVICES AD-HOC COMMITTEE
MEETING MINUTES**

MAY 1, 2018

**RFP No. 18C0001
FOOD AND/OR CONCESSION SERVICES
FOR VARIOUS CAMPUS LOCATIONS**

PRESENT: Stephanie A. F. Barlow - Purchasing	Amber Dofner – Student Activities (Alternate)
Mayra Radillo - Purchasing	Phil Herrera – ASCC
David Ward – Theater (Alternate)	Andrea Wittig – President’s Office
Ramona Mellgoza – Purchasing	Christopher Rodriguez – ASCC
Mark B. Logan - Purchasing	Christopher Richardson - HPEA
ABSENT: Rachel Mason – Bus. Ed./Hum./SS	Angela Teshima - IERP

I. CALL TO ORDER

The meeting was called to order at 11:05 am on May 1, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan.

Attendees were reminded to sign the attendance sheet. David Ward was introduced as an alternate for Richard Crother, and Amber Dofner was introduced as an alternate for Elizabeth Miller.

The minutes were handed out to all members present for review and discussion. Mr. Herrera made a motion to approve, which was seconded by Mr. Rodriguez. All voting members present approved the minutes for April 17, 2018 with no changes to the draft. Mr. Ward and Ms. Dofner abstained from voting on the minutes.

II. FOOD SERVICES SURVEY

Mr. Logan shared that at this time, IERP has received 766 responses, which is enough to generate significance in terms of the data collection. For the 2017 Fall Survey, there were 2,518 responses received. He inquired of the Committee if they still wished to move forward with the May 3rd close date on the survey. Mr. Herrera expressed concern that there might be criticism if the survey window was shorter than last time. Ms. Wittig inquired if we would be doing one last communication push with the students, since they provided the bulk of responses last time. Mr. Logan responded that there has been communication regarding the survey since January. Since the Committee was formed, some sort of communication has been sent to the campus roughly every two weeks. An email was sent on April 30 to the students as well as an OrgSync message. Since no objections were raised by the Committee, the survey will close on May 3rd as originally planned.

Mr. Logan shared that Fresh & Natural had approached Elizabeth Miller regarding an opportunity to present information before the Committee. Ms. Miller sent an email to all food vendors

indicating that she would be adding an additional “Quarterly Vendor Meeting” on May 7. She would be sharing information from that meeting with the Committee. Mr. Logan asked the Committee if they felt it would be appropriate for vendors to present at the Food Service Committee meetings. Mr. Rodriguez felt that a synopsis of the May 7 meeting would be sufficient. Mr. Ward and Ms. Wittig felt that vendors speaking at the Committee meetings would be inappropriate. Ms. Wittig inquired if there was potential for an issue with outside vendors by allowing the current vendors to discuss the RFP with the Committee. The overall consensus of the Committee was that vendors should be trying to respond to the RFP, not shape it. Ms. Miller also was asked if a current food vendor could offer a discount or free drink as an incentive to take the survey. The response from the Committee was that it would be unfair and may create a perceived “quid pro quo” situation.

III. FOOD SERVICES RFP

Mr. Logan provided a brief run-through of the document to familiarize the alternates. The selection criteria for the RFP would be discussed at a later meeting. Ms. Barlow will send out the RFP document in Word to the Committee members and place in Microsoft Teams.

In the Committee’s review of Section 2 of the RFP, there was general discussion regarding the breakdown for annual sales. Mr. Logan clarified that the annual sales were shown for “All Locations” and “Food Court Locations” since this breakdown had been requested in the past. Mr. Herrera inquired if the microwave station (Location No. 4) was off limits, or could this also be included in the RFP? Mr. Logan responded Location No. 3 (Subway) is included in the new RFP proposal, but may need further discussion. If Location No. 4 was included, we would need to determine what to do with the microwaves.

Ms. Wittig inquired if it would be acceptable to include the results from the 2013 and 2017 surveys in the RFP. Mr. Logan responded that the Committee can obtain input from IERP if this would be a good direction. Ms. Barlow will send copies of both surveys to the Committee members for review. The Committee determined that the term of the agreement will be for five years; it will commence on July 1, 2019 and end on June 30, 2024. Mr. Logan clarified that this is an Operating Agreement, not a Lease as the vendors have no property rights; any modifications/alterations must be approved by the District, and remain the District’s property.

Vendors are encouraged to propose a location for coffee cart services, but are not required. Los Angeles County has stringent restrictions for carts in terms of storage and disposal. In order to have a cart location, a vendor would benefit by having an actual store location to meet county guidelines. The wording “fresh and healthy” under food options, was expanded to include vegetarian and/or vegan. Mr. Herrera will provide additional wording to clarify this section further. The Committee decided, after lengthy discussion, that menu pricing should hold for a minimum of two years, with a provision that any proposed changes to pricing due to unusual circumstances would need to be approved by the District.

The Payment Options/Loyalty Programs section in the previous RFP may not be weighted as heavily. Mr. Rodriguez felt the section was important since many people do not carry cash. He also stated that per discussion at SSCCC, colleges will need to provide card/EBT payment capacity. Mr. Logan

inquired if Mr. Rodriguez could bring the information or minutes from these discussions for the next meeting. Ms. Wittig inquired if we could indicate on the RFP that vendors who provide point-of-sale (POS) transaction options cannot charge fees to the customers. Also, it may not be as easy for vendors to accept alternate payment methods such as CalFresh, SNAP, and EBT due to a lengthy application/approval process. It was determined that the Payment Options/Loyalty Programs section should be optional with the possibility of extra points if they do have the capability. The Committee also recommended creating a new section for POS transactions to further expand on the topic.

It was determined that sustainability efforts by the vendors should mirror what the District is currently doing in the Culinary Arts program. Mr. Herrera will assist with the wording of the RFP in this section. The question was raised as to who is responsible for the food waste receptacle.

In regards to the operating fee, the past standard has been that the College receives 11% of gross sales - 10% to the College and 1% for maintenance. For the 2017 RFP, vendors proposed the percentage of gross sales on monthly basis. Per the Board of Trustees, it was suggested that perhaps the vendors should provide a minimum annual guarantee, with an additional percentage of sales if sales are up. The signing bonus was first proposed in 2013 and provided for a minimum of \$1,000.00 per location. In 2017, the RFP allowed vendors to propose an amount for each location(s); the Board of Trustees suggested that the bonus amounts submitted may be too low.

IV. NEXT STEPS

The Committee will continue to review the RFP document for changes. The initial survey results/data will be presented to the Committee at the May 8th meeting.

V. ITEMS FROM THE FLOOR

There were no items from the floor to discuss.

VI. NEXT MEETING

The next meeting will be May 8, 2018 in LC-51 at 11:00 am.

VII. ADJOURNMENT

The meeting was adjourned at 12:30 pm.