

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

MAY 8, 2018

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

PRESENT: Kristi Blackburn – IERP Elizabeth Miller – Student Services
Stephanie A. F. Barlow – Purchasing Andrea Wittig – President’s Office
Mark B. Logan – Purchasing Christopher Rodriguez – ASCC
Mayra Radillo – Purchasing Christopher Richardson – HPEA
Ramona Mellgoza – Purchasing Rachel Mason – Bus. Ed./Hum./SS
Phil Herrera – ASCC

ABSENT: Richard Crother – Theater

I. CALL TO ORDER

The meeting was called to order at 11:05 am on May 8, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan.

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 May 1, 2018 with no changes to the draft.

II. FOOD SERVICES SURVEY AND VENDOR MEETING UPDATE

Ms. Blackburn shared the preliminary food survey results with the Committee and there was a brief discussion. The finalized data and interpretation will be provided at the May 15, 2018 meeting.

Ms. Miller shared that Mr. Herrera and two of the current food vendors, Frantone’s and Fresh & Natural, were present at the Vendor Meeting held on May 7. Frantone’s requested that during the pre-proposal vendor walkthroughs, the District needs to be very open to any new vendors regarding how slow it is during summer. Both vendors recommended that any incoming vendors need to work closer with the college in terms of providing scholarships. They also reported that they felt the revenue percentage should not be bid on, rather, the District should state the amount they wish to receive. Mr. Logan asked if the rationale behind this statement was provided. Ms. Miller responded that the vendors felt that the 10% plus 1% was good enough, and if the percentages were higher, then they would have to cut corners. Pepsi increased their costs, so the vendors are feeling squeezed on both sides.

III. FOOD SERVICES RFP

Mr. Rodriguez requested to table item III.B. on the agenda for the next meeting.

Mr. Herrera suggested that “grab and go” wording should be changed to “prepackaged prepared foods”. He requested that discussion regarding wording changes on dietary restriction be tabled.

Ms. Wittig asked for clarification regarding the difference between a lease and an operating agreement. She also inquired if the operating fee covers all District costs incurred for maintenance, as the vendor should bear responsibility. Mr. Logan clarified that a lease provides for tenancy rights, where the operating agreement does not. Ms. Radillo will follow up with David Moore to determine the maintenance costs for each location. There was a brief discussion regarding the vendor statements/comments regarding the percentages assessed for the operating fee; the Committee tabled further action regarding the operating fee until information on maintenance costs could be provided.

The Committee discussed which method would be best regarding a Signing Bonus – the District stating the amount, or allowing the vendor to propose the amount. The consensus was that the District stating an amount was a more equitable practice. Ms. Wittig suggested the possibility of increasing the stated bonus, and requesting a bonus per location.

The section on Contractor Performance was updated to include the language “this shall include, but not be limited to, quarterly meetings with Student Services”.

The section on Selection Criteria will be discussed at the May 15 meeting.

Mr. Logan will be updating the site map to reflect addition of the two stadium locations to the RFP.

IV. NEXT STEPS

The Committee will continue to review the RFP document for changes, specifically Section 3 – Proposal Requirements, and the Operating Agreement. The finalized survey results/data will be presented to the Committee at the May 15 meeting.

V. ITEMS FROM THE FLOOR

There were no items from the floor to discuss.

VI. NEXT MEETING

The next meeting will be May 15, 2018 in LC-51 at 11:00 am.

VII. ADJOURNMENT

The meeting was adjourned at 12:21 pm.