

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

**MAY 29, 2018**

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

**PRESENT:** Stephanie A. F. Barlow - Purchasing  
Elizabeth Miller – Student Services  
Mark B. Logan - Purchasing  
Andrea Wittig – President’s Office  
Rachel Mason – Bus. Ed./Hum./SS  
Dennis Osorio – ASCC (Alternate)  
Phil Herrera – ASCC

**ABSENT:** Christopher Richardson - HPEA  
Richard Crother – Theater  
Ramona Mellgoza – Purchasing  
Mayra Radillo - Purchasing

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**I. CALL TO ORDER**

The meeting was called to order at 11:12 am on May 29, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan. Dennis Osorio was introduced as an alternate for Christopher Rodriguez. Attendees were reminded to sign the attendance sheet.

The minutes were handed out to all members present for review and discussion. Ms. Miller made a motion to approve, which was seconded by Ms. Wittig. All voting members approved the minutes for May 8, 2018 and May 15, 2018 with no changes to the draft. Mr. Osorio abstained from voting on the minutes.

**II. FOOD SERVICES SURVEY**

The final food services survey results were distributed to the committee. As previously discussed, this survey along with the 2017 Fall survey results will be included in the RFP.

**III. FOOD SERVICES RFP**

Ms. Miller will follow up with Mr. Rodriguez regarding the payment capacity information from the SSCCC meeting.

The scoring sheet for the selection criteria was distributed; the Committee was reminded that the scoring sheet is the tool used during the Technical Evaluation process to weed through the submitted proposals. The Committee then reviewed the scoring sheet for the selection criteria and engaged in discussion regarding what they felt was important in terms of scoring weight while maintaining the 200 point maximum.

Clarification was provided to the Committee on several of the items. Line 4 allows for negative points if the vendor’s exceptions are material; a vendor’s proposal could also be disqualified based on

material items that would determine the proposal as non-responsive. Line 6 provides an area for the reviewer to assign differentiating quality points to the proposal. The language on Line 7.3 is unfinished and will need to be discussed at a future meeting. Line 7.4 was added to the scoring sheet to reflect customer payment methods and loyalty programs. Ms. Wittig suggested that since a large percentage of our students are low income and could qualify for food benefits, including points for vendors might be beneficial. Ms. Miller cautioned that we would need to research further to ensure that the Committee understands the process before assigning points. Further discussion on this item was tabled to the next meeting.

On the RFP document under Section 10, there was discussion regarding the language of “no additional charge” for ATM. It was suggested that the smaller vendors may have difficulty in not charging a fee for people to pay with their ATM card. Vendors may have to increase their food costs to cover the charge as a cost of doing business. However, the fee charged should be minimal.

**IV. CULINARY ARTS EMAIL**

Culinary Arts sent Mr. Logan an email requesting the first right of refusal for catering of events on campus. Mr. Logan asked the Committee if this is something they would like to discuss or if he can share it with his VP. Ms. Miller felt that there needs to be some sort of process/procedure. Mr. Herrera recommended that Mr. Logan contact Chef Amber for more information. Ms. Mason asked if this would extend to the Divisions having outside vendors come in and cater. Mr. Logan responded that this wouldn't pertain to RFP as much, but would likely become a campus procedure.

**V. NEXT STEPS**

The Purchasing Department will be bringing an informational Board item in July. The RFP is still scheduled to be released in August.

**VI. ITEMS FROM THE FLOOR**

There were no items from the floor.

**VII. NEXT MEETING**

The next meeting will be June 12, 2018 in LC-51 at 11:00 am.

**VIII. ADJOURNMENT**

The meeting was adjourned at 12:16 pm.