

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

JUNE 12, 2018

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

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

I. CALL TO ORDER

The meeting was called to order at 11:15 am on June 12, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan. Attendees were reminded to sign the attendance sheet.

The minutes were handed out to all members present for review and discussion. Ms. Barlow noted that she misspelled Mr. Osorio’s last name and would make corrections. Ms. Mason made a motion to approve, which was seconded by Mr. Osorio. All voting members approved the minutes.

II. FOOD SERVICES RFP

Ms. Wittig was unable to attend but sent information regarding food payment options. In her research, she determine that the Food Insecurity Task Force would be better able to tackle payment options due to various intricacies with locations accepting EBT cards. She did note that CSULB’s Corner Market convenience store accepts EBT which may be worth looking into. Mr. Logan indicated that the Corner Market was operated internally by CSULB, and he has a point of contact that he may be able to place inquiries with.

Mr. Logan provided a brief recap of the changes made to the RFP document. Section 1.4 was updated to reflect the points allotted from the evaluation scoring sheet developed by the committee. Information regarding current enrollment data and current fiscal year information will be updated soon. The RFP will include Vendor Locations 1-8 and Stadium Concessions (both Home and Visitor sides). The Spring 2018 Food Survey has been included as well. In Section 1.6, a line was added to note that Culinary Arts will have first right of refusal regarding catering on campus; a similar line will be added to the Vendor Agreement. Mr. Herrera provided language in Sections 8, 9, and 10 which has been incorporated into the final draft of the RFP. The Committee decided to leave Section 10 as-is since it was optional; the Committee did not to make any additional changes to the RFP.

Mr. Logan will update the Stadium Concessions area with photos at a later date. Mr. Herrera inquired if more photos of the microwave station area and the storage space affiliated with it could be added. He expressed that it would be nice to have cleaned-up photos of the area to provide vendors a better idea of the space and to show that the college does take cleanliness seriously. Mr. Logan stated that the request will be placed with Facilities.

The Committee reviewed the evaluation scoring sheet and decided to adjust point values in several areas. Mr. Herrera inquired if there was a specific area on the scoring sheet to capture point-of-sale. Mr. Logan responded that there wasn't since it was difficult to capture all lines of the RFP scope of work. Mr. Osorio passed out information from Chris Rodriguez regarding the payment capacity information for the Committee to review. After a brief discussion, the Committee reached consensus regarding the final changes on the evaluation scoring sheet.

III. NEXT STEPS

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

IV. ITEMS FROM THE FLOOR

Mr. Herrera mentioned that he has been installed as the new Student Trustee, so he will be sitting in at the Board meetings.

Mr. Richardson mentioned concerns he had regarding the stadium concession locations and inquired as to how the RFP evaluation committee would handle the locations moving forward. Mr. Logan responded that pre-proposal and conference meetings are held on a Friday afternoon and Saturday morning during the RFP process, and that certain aspects of the campus are emphasized (e.g., uniqueness of campus, campus closures, academic calendar, summer session decrease in student population, etc.). All vendors are invited to attend these meetings so they will have an opportunity to gain a full understanding.

V. NEXT MEETING

The next meeting will be June 26, 2018 in LC-51 at 11:00 am.

VI. ADJOURNMENT

The meeting was adjourned at 11:53 am.