

LANE COMMUNITY COLLEGE
REQUEST FOR INFORMATION FOR FOOD SERVICES VENDORS

RFI Issue Date: May 9, 2019

First Review of Responses: June 20, 2019

1. STATEMENT OF PURPOSE: Lane Community College (“College”) issues this Request for Information (“RFI”) for the purpose of exploring external options for providing quality, local, nutritionally sound meals, non-alcoholic beverages, and snacks for students, employees, staff, and visitors while they are on campus. This RFI is only for obtaining information. It does not constitute a solicitation for bids or an offer of a contract. Responses will not bind a vendor to the College or the College to a vendor contractually, monetarily, or in any other way but will provide the College with information if the college goes forward with a solicitation or other process. Responses will be used to improve College knowledge of the private sector’s capabilities and interest. Vendor input and participation in this process is appreciated.

2. BACKGROUND: Lane Community College operates seven food service venues on its main campus to deliver services to students, employees, and visitors during times when the college is open, although not all venues are open at all times and hours may and do vary. Current services are described at the following website:

<https://www.lanec.edu/food>

Venues generally have access to full kitchen facilities, including coolers and freezers, ovens, steamers, and other commercial-grade equipment in excellent condition. Not all venues are complete as standalone kitchens, but additional institutional kitchen space is available for shared use. Some storage is available, including coolers, freezers, and a limited amount of dry goods storage space. There is also a potential for satellite kitchens and other unique food service arrangements. College is committed to minimizing waste while providing adequate food options to the campus community.

3. INFORMATION REQUESTED: College requests that all interested vendors complete the attached form, *Response to Lane Community College Request for Information*. Vendors may also submit requested information in a different format, and may include any relevant attachments or documentation.

4. COMMUNICATIONS:

4.1. Please submit completed form and any attachments to:

Deborah Butler, Building 3 College Services, Lane Community College, 4000 East 30th Ave, Eugene, OR, 97405, (541) 463-5608, butlerd@lanec.edu. Responses may be submitted electronically, by US mail, hand delivery, or by courier. First review of responses will occur on June 20, 2019. However, responses will be accepted after that date.

4.2. Ms. Butler is also the contact for any questions regarding this RFI.

**Response to Lane Community College
Request for Information for Food Services**

Vendor Information

Legal business name and any assumed business name(s)
Contact person, including name, address, telephone number, and email
Is this business locally owned?

Please provide the following information in your submission:

Experience

1. Please provide a brief description of your experience providing a similar scope of services/products. Include startup timeframes and sample operations plans, if appropriate.

2. Please provide specific examples of work in a food service setting.

Goals and Objectives

1. Describe your concept for providing food service management including menu and local purchasing.

2. Describe what products and/or services are included with your concept.

3. Describe any value-added services in which Lane Community College may be interested in nutritional information, ties to the community, community-support efforts, local product sourcing, etc.

Planning and Surveys

1. Would your entity require a site survey?
 - a. If so, what would your representatives be observing or looking for during such a visit?

- b. What information would your representatives request from Lane Community College to complete a site survey?

Technology/Systems

1. Describe the type of technology used and procedures involved.
2. Describe any minimal technical software and hardware requirements needed for the solution.

Food Preparation

1. Describe your organization's meal preparation process.
2. Where would food products be prepared?
3. If food products are not prepared onsite, how would food transportation, storage and warehousing be approached?
4. What on-site food preparation, if any, would be required before the food is served?

Menu and Diet

1. Please provide a sample menu.
2. Describe the typical price range for similar items or goods.

Additional Considerations

1. Please provide input on alternative approaches or additional considerations that might benefit the college.