

REQUEST FOR PROPOSALS (RFP)

FOOD SERVICES VENDORS

RFP No. 2023-1



KLAMATH
Community College

RFP Contact:

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Legal Counsel

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7390 South 6th Street

Klamath Falls, OR 97603

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Responses due: Not later than October 23, 2023 at 3:00 pm

KCC is not responsible for any costs incurred by responders in furnishing proposals in response to this RFP.

Timelines

ACTIVITY	DATE
Advertise RFP	October 9, 2023
Optional – Pre-proposal meetings and tours	Upon request
Deadline for questions	October 18, 2023
Finalist Interviews (if needed)	October 23-27, 2023
Anticipated Contract Start Date	Available November 1, 2023

NOTE: KCC reserves the right to deviate from this schedule

I. Introduction

Klamath Community College is seeking food service vendor(s) to occupy one or more of its commercial kitchens and storefront; to maintain business hours with hot and cold prepared food available to students, staff and the general public. Food would need to be available no less than every weekday in which school is in session.

The facilities in Building 4 include an indoor walk-up food order and pickup window. There is capacity in the pickup area to set up tables for dining just in front of the food ordering area with a small commercial kitchen with the capacity to meet the reasonable needs of the storefront. In the same building there is a large commercial kitchen with a walk-in refrigerator and freezer which has historically been used for classroom instruction but which could be used for a catering or restaurant business. Finally there is an additional classroom-sized area adjoining the large kitchen which could be used as an exclusive dining area.

We are seeking applicants who are interested in using one or all of these spaces to help give more food options to the students, staff and guests of the campus. We want to make food available and affordable for our students while also creating a business opportunity for the vendor to reach new potential market farther from traditional city restaurant locations.

Our campus frequently hosts events for students, staff, and the general public which often requires catering services or food trucks to meet the high-volume needs. Some of these events include student kick-off events, welcome week events, advisory committee meetings, community events such as Comic-Con, graduation, all-employee meetings, all-employee parties, job fair, benefits fair, resource fair, and more. Small regular events include board of education monthly meetings and weekly cabinet meetings.

This is a good opportunity, as there are low startup costs and low monthly overhead. The College is located at the intersection of two highways entering into Klamath Falls from the South and the East, which would make this location an attractive potential eatery for people entering town from outside the immediate area. It is also close to several healthy middle-income neighborhoods while only being a few minutes from the heart of downtown Klamath Falls. We want to build a relationship that will help meet the needs of our students while serving as an opportunity for a local business to grow.

II. Overview

KCC is requesting proposals for food service vendors for the main campus located at 7390 South 6th Street, Klamath Falls in the food service area in Building 4. The general use area in Building 4 currently includes a fitness center, the office of student services, the career services center, the aviation department, and several other offices. The building is used throughout the year to host the College's largest indoor events, both for the school, private events and the general public. The food services area includes a small commercial kitchen with an indoor walk-up food order and pickup window. There is capacity in the pickup area to set up tables for dining just in front of the food ordering area which are cleaned and maintained by KCC's internal facilities department. In the same building there is a large commercial kitchen with a walk-in refrigerator and freezer which has historically been used for classroom instruction but which could be used for a catering or restaurant business. There is ample space for perishable and dry good storage across the three spaces dedicated for food service as well as a large array of fixtures and appliances available for tenant usage. These fixtures include commercial sized

espresso machine, grills, fryers, ovens, mixers, proofers, steamers, refrigeration and dishwasher(s). Finally there is an additional classroom-sized area adjoining the large kitchen which could be used as an exclusive dining area.

The campus has enjoyed consistent growth over a long period and continues to expand as its appeal extends to traditional students, non-traditional students, and international students. Our highest priority is to make the campus a place that is conducive to student success while serving as a positive member of the larger community.

Along with creative entrees, made to order grilled specials and combos, an emphasis should be placed on freshly prepared and healthy food options such as salads, soups, wraps, pitas and deli style sandwiches to be included with various complimenting side dishes, beverages, as well as brewed and specialty coffee at a reasonable price.

Klamath Community College educates approximately 2,000 full-time-equivalent students each year while serving about 4,000 individuals of all ages in various educational categories. KCC also employs a work-force of approximately 400 staff both full- and part-time. For additional information, please visit www.klamathcc.edu.

KCC currently provides food exclusively in the form of on-campus vending machines and outside vendors.

KCC hosts numerous events which attract a large number of visitors. There are also numerous student programs held frequently on Campus.

Please email guestj@klamathcc.edu to schedule a tour of the facilities or to make additional inquiries.

III. Award

Proposer's submissions will be judged on the following:

- Days, times, and hours of operation offered
- Price point, variety, quality and appeal of food/beverage offerings

Additional evidence which will be considered if submitted:

- Narrative summary of the history of the proposer in the food service industry
- Written testimonials or online reviews of proposer's current or previous business(es)
- Business plan (either current or previously submitted for similar ventures)
- Credit report
- Proposed monthly rent (bids do not need to include estimated cost of utilities or commercial dishwasher usage)

KCC reserves the right to:

- Accept or reject late proposals at its sole discretion
- Accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in the proposals.

- Withdraw or cancel this RFP at any time without prior notice and makes no representation that any contract will be awarded to any firm responding to this RFP.
- Reissue a new RFP for the same or similar services.

Note on schedule: This RFP is open for 14 days on the basis that the College has already received expressions of interest from interested individuals and the bid is local.