



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE



REQUEST FOR PROPOSAL (RFP) FOR FOOD SERVICE

March 26, 2025

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Alexandria Technical and Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Alexandria Technical and Community College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Reject proposals if it is determined that a Vendor's ability to work with the existing infrastructure will be too limited or difficult to manage;
3. Select a proposal for contract negotiation other than the one with the lowest cost;
4. Negotiate any aspect of the proposal with any Vendor;
5. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
6. Terminate negotiations and prepare and release a new RFP;
7. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is the sole discretion of Minnesota State. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the [Vendors and Suppliers at Minnesota State page](#). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Alexandria Technical and Community College

School: Alexandria Technical and Community College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor/Vendor/Supplier: The firm selected by Minnesota State as the successful Vendor(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business which must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota as determined by the [Department of Administration](#).

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran or service-disabled veteran as determined by the [Minnesota Department of Veterans Affairs](#).

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decisions/policy making in a way that shares power.

About Minnesota State and Alexandria Technical and Community College

Minnesota State Colleges and Universities is the third-largest system in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities and serves approximately 300,000 students annually. Please view its website at www.minnstate.edu.

A member of the Minnesota State Colleges and Universities System, Alexandria Technical and Community College is a comprehensive college located in Alexandria, Minnesota. Alexandria College offers nearly 50 career-focused programs and transfer pathways in areas such as business, health, manufacturing, and law enforcement. The college also provides continuing education programs and a variety of community services. Last year, Alexandria College served

over 4,200 students with a full-year student equivalent of approximately 2,500 students. Alexandria College is proud to have a 99% job placement rate, one of the highest graduation rates in the nation, and top-ranked online programs. For more details about the college, please visit www.alextech.edu. For RFP-specific information, visit <https://www.alextech.edu/rfp>.

Authority

This RFP is undertaken by Alexandria Technical and Community College (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Project Overview

Alexandria College is seeking proposals from qualified vendors to supply, operate, and provide food and catering services for the following locations. Vendors may submit proposals for one or both locations:

- **A café** located in the main campus building
- **A kiosk** located in the 700 building on campus
- **Both the café and kiosk**

This RFP is issued under the authority of Minnesota Statutes § 136F.581 and other applicable laws. Alexandria College intends to enter into a contract with the selected vendor(s) by July 1, 2025, or on the date the final recognized signature is obtained, whichever occurs later.

Food services are expected to begin in mid-August to align with the start of the academic year. The initial contract term will be for two (2) years, with the option to extend the contract for up to three (3) additional years.

If Minnesota State and the selected respondent(s) are unable to successfully negotiate and sign a contract by July 1, 2025, Minnesota State reserves the right to pursue an alternative respondent(s).

What Alexandria College is Looking For

The College seeks proposals from vendors with proven experience in providing successful food service programs that offer:

- High standards of service
- Quality food products
- Sustainable and cost-effective operations

We encourage vendors to be creative in designing a food service program that maximizes customer satisfaction. Proposals should be clear, detailed, and comprehensive to allow Alexandria College to fully evaluate the vendor's ability to deliver the requested services, with an emphasis on innovative ideas and solutions to enhance the campus dining experience.

Additional Opportunity – Head Start Preschool Program

The West Central Minnesota Communities Action (WCMCA) Head Start Preschool program, located on campus, requires contracted food services under the USDA Child and Adult Care Food Program (CACFP). Ideally, the same vendor selected to provide services for Alexandria College would also serve Head Start.

Ideally, the same vendor selected to provide food services for Alexandria College would also serve the Head Start program.

The Head Start program operates:

- Monday through Thursday
- Follows the District 206 schedule, starting after Labor Day and ending in mid-May (aligning with Alexandria College's academic calendar)
- Requires breakfast, lunch, and an afternoon snack to be prepared each operational day

Vendors interested in serving both Alexandria College and the Head Start program are encouraged to include this in their proposal.

Technical/Functional Requirements

College Operating Conditions

- i. The College will provide adequate equipment for the cafe and kitchen preparation areas. Replacement of existing college-owned equipment shall be the responsibility of the College. The purchase of additional pieces of preparation or service equipment shall be done only on a written and signed contract with the College. Please see **Addendum B** for a list of the equipment that is currently in place.
- ii. The college will provide for cleaning of the exhaust system and will coordinate such cleanings during academic breaks to minimize disruption to the food service operations.

- iii. The college shall be responsible for deep cleaning the kitchen area floors, ceiling, light fixtures, and wall twice per year, to be scheduled during the academic breaks.
- iv. The college will allow the Vendor use of all the college-owned cafe equipment and supplies (plates, utensils, pots, pans, etc.) that are already in place.
- v. The college will provide the Vendor with reasonable and required utility services for the efficient performance of the Agreement.
- vi. The maintenance of the dining room furniture will be the responsibility of the College.
- vii. ATCC will purchase janitorial supplies for the food service areas and supply garbage bags for use in the cafeteria.
- viii. ATCC will provide telephone and telephone service. The vendor shall be responsible for long distance services and will reimburse ATCC. ATCC will provide a monthly report of long distance charges to the vendor. The vendor shall not use telephone to transmit cardholder data.

Vendor Operating Conditions

- i. The hours for the café food service during the academic year will be at a minimum of 7:00 a.m. to 2:00 p.m., Monday through Friday.
- ii. The kiosk will follow the same schedule as the café service during the academic year, with a minimum of 7:00 a.m. to 2:00 p.m., Monday through Friday. However, to accommodate lower traffic in the 700 building on Fridays, the kiosk may operate with reduced hours on Fridays.
- iii. The café service will operate with the official College academic calendar during fall and spring semesters and will be open every day the College has classes and/or exams. Menus may vary. The fall and spring academic year runs approximately from late-August to mid-May. The Vendor may continue to provide catering services in summer with first right of refusal. Please see **Addendum D** for the 2025 – 2026 Academic Calendar
- iv. The food service line will include, but not limited to:
 - a variety of hot grilled and non-grilled luncheon selections
 - low-fat and healthy food choices, including fresh fruits and vegetables
 - deli-sandwiches and other pre-prepared “eat on the run” items
 - seasonal foods/beverages, e.g. ice cream, hot chocolate, etc.

- nutritionally balanced daily special
- soup of the day, specialty sandwiches/salads with some variety in options
- gluten and allergen free options
- dollar or low-cost menu option
- grab and go options, with a variety of portions and prices

Food presentation should be aesthetically pleasing, and “extras” such as cookies, fruit, condiments, eating and serving utensils, etc. should be conveniently located to traffic flow and accessible to wheelchairs.

All food should be of a quality comparable to other restaurants in the community and must meet government regulations. Basic nutritional and allergen information should be available upon requests.

- v. Food and beverage catering service for select College and outside group-sponsored functions, such as banquets, receptions, conferences and/or other special events will be provided by the Vendor. Catering events not sponsored by the college shall be mutually agreed upon by the Vendor and the College. The Vendor will notify the College of catered events not sponsored by the College, but held on College property.
- vi. The Vendor shall furnish all labor, food, supplies, paper supplies and products, that are necessary for the efficient and effective operation of areas mentioned in this contract.
- vii. The Vendor has the responsibility for keeping the dining area tables clean and cleared during the hours that the Cafe is open. The Vendor will also have the responsibility for keeping the floor area¹ clean and cleared during the hours that the Cafe is open.
- viii. The cleaning of the preparation, kitchen, serving, and payment areas will be the responsibility of the Vendor.
- ix. The Vendor will be responsible for providing cleaning supplies, institutional grade dishwasher soaps/supplies, and garbage bags for use in the kitchen and cafe areas.
- x. The Vendor will be responsible for weekly cleaning of the grease trap.

¹ The floor area is defined as the area in which food is prepared, served, dispensed, and/or purchased.

- xi. The Vendor will also be responsible for collection and properly disposing of refuse from the food preparation and dining area. The refuse will be disposed of a minimum of one (1) time each day, or when garbage containers are full. The Vendor will move refuse to the appropriate disposal areas.
- xii. Waste reduction, recycling and a “Green Commitment” are encouraged in college operations.
- xiii. The Vendor shall abide by all applicable ATCC policies and procedures.
- xiv. The Vendor will provide the Point of Sale (POS) system at the cashiering station(s).
- xv. The Vendor will accept cash, debit and credit cards.
- xvi. **Online Ordering:** While not required, the Vendor is encouraged to provide an easily accessible online ordering system for students and staff to enhance convenience and accessibility.
- xvii. **Meal Plan Options:** The Vendor is requested to propose a meal block plan or declining balance plan for students. The proposal should include the following details:
 - **Pricing Structure:** Clear breakdown of the costs associated with each plan.
 - **Meal/Balance Allocation:** Number of meals or the amount of funds provided per plan.
 - **Usage Flexibility:** Information on how the plan can be used (e.g., which campus locations are included, any limitations on when or how the plan can be used).
 - **Rollover Policy:** Whether unused meals or balances can carry over to the next semester.
 - **Plan Adjustments:** Options for students to modify, adjust, or upgrade their plan during the academic year.
 - **Additional Features:** Any added benefits or features that would enhance the student dining experience.
- xviii. The Vendor will obtain its own internet services which will not be connected to the College’s network. None of the hardware used by the Vendor will be connected to the College’s internet, intranet, or servers. The Vendor will be

responsible for all costs associated with its communications, including any costs related to maintenance, equipment, and service charges.

xix. The Vendor agrees to pay the College a commission based on the Vendor's Gross Sales at the College, which helps offset the indirect costs associated with the College's operation of this auxiliary unit. Please see **Addendum A** for Food Service Commissions to cover indirect. For a summary of previous annual sales, please refer to **Addendum C**.

- 4% of onsite gross sales
- 4% of catering gross sales

Additionally, the Vendor is responsible for collecting applicable sales tax from customers and ensuring timely remittance of such taxes to the Minnesota Department of Revenue in accordance with applicable law.

xx. The Vendor will be charged for parking for annual flat fee approximate the same rate as college employees.

xxi. The Vendor shall have exclusive rights to operate the Food Service for events that are sponsored by ATCC as defined herein. The parties may revise the scope of VENDOR exclusivity upon mutual written agreement. Upon mutual written agreement with ATCC, the vendor may relinquish its exclusive rights for a specific, pre-identified event. Exceptions to the exclusive right provisions are as follows:

- i. The exclusive rights granted to the vendor to conduct the café and catering food service on campus shall not prevent concession sales by student clubs or others designated by ATCC. Furthermore, upon prior notification to vendor, for special circumstances, limited specialized food service may be provided by ATCC or others. Student clubs may purchase food and beverages from a source other than vendor if the purchase cost is lower than vendor's charge. Such purchases may then be re-sold by student clubs to third parties. Groups having approval from ATCC to sell food and beverages will be encouraged, but not required, to consider purchasing products from vendor.
- ii. The ATCC Campus Store reserves the right to sell refrigerated grab-and-go items, candy, gum, snacks, and beverages of their

choice, in their sole discretion. The vendor agrees that the vending machine service at ATCC is not subject to this Agreement, and that this Agreement does not confer any rights to the vendor to sell food or beverages in the campus store or in the vending machines located at ATCC.

- iii. During summer hours of operation ATCC may solicit and contract for catering services from another vendor, if the vendor is not able to provide the services ATCC desires, and such action by ATCC is not a breach of this Agreement.
 - iv. The exclusive rights granted to the vendor to conduct the cafeteria and catering service on ATCC's campus shall not prevent student clubs, faculty and employee associations, Senior College, Customized Training, Alexandria Technical and Community College Foundation, outside sponsored events held on campus and other similar groups from purchasing food from a source other than vendor. Such groups having approval to conduct events on campus will be encouraged to consider purchasing products from vendor, but are not be required to do so.
- xxii. The vendor shall not allow use of ATCC's café, kitchen, or equipment for purposes other than food service and ATCC's catering operations related to this agreement. Use of the facility and equipment by vendor, employee(s) of vendor, or other parties for personal or other reasons not related to this contract is prohibited.

RFP Information Contact

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

Name: Megan Galarneau
Title: Chief Financial Officer
Address: Alexandria Technical and Community College
1601 Jefferson Street
Alexandria, MN 56308

Telephone: 320-762-4541

E-mail address: megan.galarneau@alextech.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and Vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Terms and Conditions

This RFP includes and incorporates [Terms and Conditions](#). Vendors should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the Vendor's name or corporate name of the Respondent and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

Key Dates	Timeline
Wednesday, March 26, 2025	Publish RFP notice on MinnState.edu/Vendors webpage
Wednesday, March 26, 2025	Publish RFP notice in Echo Press
Thursday, April 17, 2025	Non-mandatory pre-bid meeting and facility walk through
Wednesday, April 23, 2025	Deadline for RFP proposal submissions is 3:00 pm
Friday, May 23, 2025	Complete review RFP proposals
Friday, May 30, 2025	Vendor selected and notified, contract drafted and signed
Tuesday July 1, 2025	Deadline for executing contract

Minnesota State reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Minnesota State desires to enter into a contract with the successful Respondent(s) effective July 1, 2025, or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract will be two (2) years, with an optional three (3) year extension. If Minnesota State and Respondent are unable to negotiate and sign a contract by July 1, 2025, then Minnesota State reserves the right to seek an alternative Respondent(s).

Proposal Deadline

Submitted proposals must be received at the following address not later than 3:00 p.m. CT on Wednesday, April 23, 2025:

Name:	Megan Galarneau
Title:	Chief Financial Officer
Mailing Address:	Alexandria Technical and Community College FOOD SERVICE PROPOSAL 1601 Jefferson Street Alexandria, MN 56308

Format of Proposals and Submission

Proposals will include a proposed menu for the Cafe for Fall Semester 2025. The menu should be detailed in respect to names and prices individually and in aggregate. Proposed menus should include samples of special diet menus, dollar/value menu options for breakfast and lunch, a sample weekly menu with daily specials, and salad bar options.

Menus for catering service including prices shall also be included. Any special services available through the catering program (waitress service, etc.) should be included with prices attached. A proposed itemized catering menu to include hot/cold lunch options, box lunch options, and meeting “break” options, at a minimum, must be included in the RFP response.

Prices stated in the proposal shall be in effect for at least the first year of the contract. The vendor will be expected to have allowed for the inflationary factor, etc., in presenting a food service proposal and should not expect college approval to increase prices during the first year of the contract. Under no circumstances shall price changes be put into effect without having first obtained written consent of the college. A price change in this context also includes a reduction in the size of any item/serving while charging the original price. After the initial contract year, the parties, upon mutual written contract, may negotiate the specific terms and conditions of this contract where circumstances beyond the control of either party required said adjustments.

The exclusive rights granted to the vendor to conduct the food service shall not prevent concession sales by athletics, student clubs, customized training, ATCC's foundation or others designated by the college. Nor shall it limit the right of the campus store to sell candy, gum, snacks, grab and go items, coffee, and other beverages. Furthermore, for special circumstances (such as culturally authentic ethnic food), limited specialized food service may be provided by the college, external vendors, or others.

The Vendor shall submit 2 printed copies of its RFP response and one copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Vendors name and address clearly written on the outside.

Proposals received after the proposal deadline date and time will not be considered. Fax or E-mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of "white out" is considered an alteration

Proposal Content

A non-mandatory pre-bid meeting will take place at 2:00 pm, Thursday, April 17, 2025 in the Dining Room of the cafe. The meeting will include a walk-through of the food service kitchen, dining area, and kiosk.

The College reserves the right to:

- i. Reject any and all proposals received in response to this RFP.
- ii. Select for contract negotiation, a proposal other than the one with the lowest cost / highest commission / lease amount.
- iii. Waive or modify any informalities, irregularities, or inconsistencies in proposals received and/or accept a late written modification requested by the college if the proposal itself was submitted on time and if the modified proposal is more favorable to the College.
- iv. Clarify any aspect of the proposal with any vendor.

The following vendor background information shall be included in the proposal:

- i. Name and address of the operation company and the primary activity (type of business) in which your firm is engaged and what secondary activities, if any, is it engaged.

- ii. The duration and extent of experience in the operation of food service and catering services.
- iii. Within the last three (3) years, has your company filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?
- iv. Is your company now the subject of any litigation in which an adverse decision might result in a material change in the company's financial position or future viability?

Provide menu ideas for the college operation with prices and portions.

Provide sample catering menus.

Vendors must submit the following information:

1. **Adherence to Minnesota State Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate its view and understanding of the nature of the contract.
2. **Work Plan:** A description of the deliverables to be provided by the Vendor along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.
3. **Vendor Qualifications and its Personnel:** An outline of the Vendor's background and experience with examples of similar work complete by the Vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.
4. **Accessibility:** A completed response to the linked [Voluntary Product/Service Accessibility Template\(s\)](#)[®](VPAT) for all software, hardware, and websites as applicable (guidance available in the 'Products' tab). The response must contain adequate information to evaluate the responsiveness to the accessibility standards (i.e. a completed [VPAT](#) or equivalent).
5. **Cost/Value:** Identify the level of the participation of Minnesota State in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation. Please complete **Addendum A**

Terms of Payment

Payment shall be made by Minnesota State promptly after Vendor's presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Vendor pursuant to the resulting contract shall be

performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. **All** Vendors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Vendors must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.
3. Workforce Certificate. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$100,000**, Vendors are required to complete the Minnesota Department of Human Rights [Workforce Declaration Page](#) and submit your certification with the response (including extension options).
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$500,000**, Vendors are required to complete the Minnesota Department of Human Rights [Equal Pay Declaration Page](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.

Selection Process

The selection process includes the Vice President of Academic and Student Affairs, Chief Financial Officer and additional members of Leadership Council. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

Evaluation Criteria	Description	Weight
Food Service Operations and Menu Offerings	Quality and variety of food options, dietary needs, compliance with regulations.	25%
Meal Plan Options	Clarity of meal plan pricing, structure, flexibility, rollover policies, and features.	20%
Vendor Operational Conditions	Adherence to operational hours, cleanliness, waste disposal, and food service standards.	15%
Catering Services	Ability to provide catering for college and outside events, quality, and flexibility.	10%
Technology and Customer Convenience	POS system, online ordering system, and customer experience enhancements.	10%
Financial Viability and Cost Structure	Evaluation of the vendor’s pricing model, commission rates, and overall cost effectiveness, ensuring alignment with the College’s financial goals.	10%
Other (Adherence to Minnesota State Terms and Conditions)	Compliance with Minnesota State’s terms, conditions, and contract requirements	10%
	Total	100%

Minnesota State reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Minnesota State does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhancing and optimizing business and contracting opportunities that promote economic growth and prosperity in the communities we serve. We are committed to developing mutually beneficial relationships with historically underutilized minority-owned, women-owned, and disability-owned business enterprises. The goal is to ensure that diverse suppliers that satisfy our procurement and contractual standards have opportunities to provide goods and services system-wide. Suppliers are encouraged to complete and submit the [Supplier Diversity Form](#) with their RFP, which will be used to confirm eligibility based on their status and/or commitment to meeting the stated diversity goal for the specific project.

Preference to Small TG/ED/VO Businesses and Individuals

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%)

preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the [Directory of Certified TG/ED/VO](#) are eligible for the preference.

Vendors interested in becoming a certified should refer to the [Office of Equity in Procurement](#) with the State of Minnesota.

Insurance Requirements

The selected vendor will be required to submit an ACORD Certificate of Insurance to the Alexandria Technical and Community College's authorized representative prior to execution of the contract. The selected vendor shall not commence work under the contract until they have obtained all the insurance described below and College has approved evidence of such insurance. Vendor shall maintain such insurance in force and effect throughout the term of the contract.

The selected vendor will be required to maintain and furnish satisfactory evidence of the following:

1. **Workers' Compensation Insurance.** The vendor must provide workers' compensation insurance for all its employees and, in case any work is subcontracted, the vendor will require the subVendor to provide workers' compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer's Liability, at limits not less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.
2. **Commercial General Liability.** The vendor will be required to maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the vendor or by a subVendor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate
\$2,000,000.00 annual aggregate – Products/Completed Operations

In addition, the following coverages must be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Products and Completed Operations Liability

Blanket Contractual Liability

Name the following as Additional Insureds:

Board of Trustees of the Minnesota State Colleges and Universities

Alexandria Technical and Community College

3. Commercial Automobile Liability. The vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the vendor, a subVendor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence Combined Single Limit (CSL)

In addition, the following coverages should be included:

4. Errors and Omissions (E & O) Insurance. The vendor will be required to maintain insurance protecting it from claims the vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the vendor's professional services required under this contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence

\$2,000,000.00 annual aggregate

Any deductible will be the sole responsibility of the vendor and may not exceed \$50,000 without the written approval of MnSCU. If the vendor desires authority from MnSCU to have a deductible in a higher amount, the vendor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that MnSCU can ascertain the ability of the vendor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this contract and the vendor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by vendor to fulfill this requirement.

Additional Insurance Conditions:

- Vendor's policy(ies) shall be primary insurance to any other valid and collectible insurance available to MnSCU with respect to any claim arising out of vendor's performance under this contract;
- If vendor receives a cancellation notice from an insurance carrier affording coverage herein, vendor agrees to notify MnSCU within five (5) business days

with a copy of the cancellation notice, unless vendor's policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to MnSCU;

- Vendor is responsible for payment of contract related insurance premiums and deductibles;
- If vendor is self-insured, a Certificate of Self-Insurance must be attached;
- Vendor's policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;
- Vendor shall obtain insurance policy(ies) from insurance company(ies) having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
- An Umbrella or Excess Liability insurance policy may be used to supplement the vendor's policy limits to satisfy the full policy limits required by the contract.

Alexandria Technical and Community College reserves the right to immediately terminate the contract if the vendor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the vendor. All insurance policies must be available for inspection by Alexandria Technical and Community College and copies of policies must be submitted to Alexandria Technical and Community College's authorized representative upon written request.

Addendum A Food Service Commission

Food Service Commissions Based on Academic Year Operations

We, the undersigned, in compliance with the Request for Proposal for Food Service dated March 26, 2025, hereby agree to pay commissions and make charges for manual, catering, and satellite food services at the College's as follows, assuming that food service operates during the above stated period. In making these proposals, we acknowledge that we have read and understand the Request for Proposal and Food Service Specifications.

1. café and Kiosk Service

The Vendor shall pay the College a period commission of _____ percent of gross café and Kiosk service cash and charge sales.

2. Catering Service

The Vendor shall pay the College a period commission of _____percent of gross catering cash and charge sales.

Signed: _____

Title: _____

Vendor Name: _____

Address: _____

Date: _____

Addendum B Equipment Available

Item Description	Qty
True, sliding glass door reach in refrigerator	1
Microwave	3
Toaster	1
Salad Bar hot & cold	1
Roll away silverware and tray Server	2
Countertop heated food display Server	2
Heated serving line	1
Refrigerated sub & sandwich cart with cutting counter	2
Pizza oven	1
Kitchen Aid countertop mixer	1
Univex free standing mixer	1
Vulcan gas six-burner range	1
Double gas fryer with automatic oil filter	1
Four-foot flat grill	1
Berkel meat slicer	1
Vulcan convection oven	2
Scottsman ice machine	1
CMA dishwasher	1
Kromo dishwasher	1
Hobart food disposal	1
Vegetable steamer	1
Silver King refrigerated prep table	1
Walk-in Cooler (14.5' X 8')	
Walk-in Freezer (14.5' X 8')	
Dry Storage Area (15.5' X 6.5')	
Dry Storage Area (12' X 10')	

Addendum C Summary of Revenues

<u>Fiscal Year</u>	<u>Café</u>	<u>Catering</u>	<u>Notes</u>	<u>Head Start</u>
2024 - 2025	\$ 99,459.16	\$ 34,495.04	* Through February 14	\$ 25,355.00
2023 - 2024	\$ 192,729.53	\$ 60,493.95		\$ 40,975.44
2022 - 2023	\$ 238,144.73	\$ 59,827.27		\$ 39,988.08
2021 - 2022	\$ 122,322.00	\$ 27,349.00	* Through April 20	\$ 23,212.00
2020 - 2021	\$ 74,969.00	\$ 26,511.00	* Closed March - Covid	\$ 18,874.00
2019 - 2020	\$ 122,815.00	\$ 43,208.00		\$ 23,823.00
2018 - 2019	\$ 226,456.00	\$ 79,310.00		
2017 - 2018	\$ 289,929.00	\$ 24,255.00		
2016 - 2017	\$ 280,648.00	\$ 16,567.00		
2015 - 2016	\$ 269,836.00	\$ 23,943.00		

Addendum D 2025 – 2026 Academic Calendar



August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2025-2026 ACADEMIC CALENDAR

AUGUST

- 11-14 : New Instructor Workshop
- 12 : Summer Semester Session II Ends
- 19-21 : Faculty/Staff Workshop
- 25 : Fall Semester Begins

FEBRUARY

- 16 : President's Day (College Closed)

MARCH

- 9-13 : Spring Break (Faculty & Students Off)
- 16 : Second Half of Spring Semester Begins
- 19 : Student Advising Day

SEPTEMBER

- 1 : Labor Day (College Closed)

OCTOBER

- 16-17 : Fall Break (Faculty & Students Off)
- 20 : Second Half of Fall Semester Begins
- 22 : Student Advising Day

MAY

- 13 : Spring Semester Ends - Graduation!
- 18 : Summer Semester Session I Begins
- 25 : Memorial Day (College Closed)

NOVEMBER

- 11 : Veterans Day Observed (College Closed)
- 27-28 : Thanksgiving Break (College Closed)

JUNE

- 19 : Juneteenth (College Closed)

JULY

- 3 : Independence Day Observed (College Closed)
- 14 : Summer Semester Session I Ends
- 15 : Summer Semester Session II Begins

DECEMBER

- 22 : Fall Semester Ends
- 23-Jan 11 : Winter Break (Students Off)
- 25 : Christmas Day (College Closed)

AUGUST

- 11 : Summer Semester Session II Ends

JANUARY

- 1 : New Year's Day (College Closed)
- 8 : College Planning Day (Students Off)
- 9 : Program/Division Planning Day (Students Off)
- 12 : Spring Semester Begins
- 19 : Martin Luther King Jr Day (College Closed)



Academic Calendar – Updated October 17, 2024