



ADMINISTRATIVE SERVICES  
PURCHASING DEPARTMENT

Request for Proposal # 1038

FOR

Catering and Food Service Management

**DATE DUE: April 14, 2025 on or before 2:00 P.M. EDT**

**SUBMIT TO:**

Joshua Howell

Director of Purchasing

Westmoreland County Community College

145 Pavilion Lane

Youngwood, PA 15697

[howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu)

Contact Information:

724-925-4185

[howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu)

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## **1.1 GENERAL COLLEGE INFORMATION**

Since its founding in 1970, Westmoreland County Community College has provided affordable, high-quality, postsecondary education to thousands of southwestern Pennsylvania residents.

Westmoreland is a comprehensive community college serving approximately 5,554 students each fall and spring semester at seven locations and online. The college encompasses the main campus and six education centers in Westmoreland, Fayette, and Indiana counties, strategically located to serve every area of the region.

The main campus is located in rural Youngwood, PA, a short distance from the New Stanton Interchange of the Pennsylvania Turnpike off of US Route 119. The 80-acre campus comprises four buildings: Student Achievement Center, Health and Culinary Center, Science Innovation Center and the Business and Industry Center all of which contain general classrooms, smart classrooms and laboratories with modern equipment that provide opportunities for students to gain hands-on experiences in a variety of career fields. Founders Hall also contains the college bookstore, library, student activities center, gymnasium and fitness center, and more. In addition, there are athletic fields for baseball, softball, soccer and other sporting activities.

Westmoreland's state-of-the-art Advanced Technology Center offers education and training for students and incumbent workers in advanced manufacturing. Occupying 73,500-square-feet-of-space at RIDC-Westmoreland in Mount Pleasant, the center features numerous specialized labs to enhance learning including computer-aided drafting and design, computer numerical control, electronics, energy, metallurgy and welding/virtual welding.

Complementing the credit programming are a full array of student services, including financial aid, tutoring, and career placement, and student life activities such as intercollegiate athletics, intramurals and clubs.

The college also offers a variety of continuing education courses in workforce training, professional development, health care, computer training, personal enrichment, and public safety.

Westmoreland works with government, business and community leaders to continually develop and offer innovative and educational programs to improve the lives of the constituents it serves.

A full description of the Westmoreland College experience can be found at [www.westmoreland.edu](http://www.westmoreland.edu).

## **1.2 SCOPE OF WORK**

Westmoreland County Community College is seeking qualified vendors that can provide the management of the dining services in Youngwood, PA and catering services to all College locations.

Vending machine management is open to be bid separately but must follow the proposal deadlines and requirements. The vending machines are to be maintained by the awarded vendor for the term of the contract is to commence July 1, 2025. The contract will include three (3) years. The scope of the desired services is listed below:

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The term of the Catering and Food Service Management contract is to commence July 1, 2025. The contract will include three (3) years Required submittals will include, but not necessarily be limited to, insurance certificates, financial statements, and resumes for new or replacement management and/or support staff. The scope of the desired services is listed below:

**INTRODUCTION**

1. Two (2) retail dining locations (Westley’s and Up and Atom) located in Youngwood, PA
2. Exclusive catering in all buildings

A. Building Locations

Youngwood Campus (Student Achievement Center, Business and Industry Center, Heath and Culinary Center, Science Achievement Center)	145 Pavilion Lane Youngwood, PA 15697
Advanced Technology Center	1001 Technology Drive Suite 1009, Door 24 Mt. Pleasant, PA 15666-1767
Indiana Center	45 Airport Road Indiana, PA 15666
Latrobe Center	130 Depot Street Latrobe, PA 15650
Murrysville Center	6707 Mellon Road Export, PA 15632
New Kensington Center	1150 5th Avenue New Kensington, PA 15068
Public Safety Training Center	65 Public Safety Drive Smithton, PA 15479

3. Summer Day Camp/Conference Dining
4. Vending in all buildings (vendors may submit for all services or just vending separately)
5. Any Future Dining/Catering/Vending additions
6. Possible Concepts for Meal Plan options for Full-Time Athletic Students, Part-Time and Full-Time Students
7. Proposal Concepts for Open Market-Self-Service areas with kiosk check-out and/or vending machines.
  - a. Locations for Open Market Concept:
    - i. Advanced Technology Center
    - ii. Student Achievement Center
    - iii. Science Achievement Center
    - iv. Public Safety Training Center

**PROGRAM AND SERVICE EXPECTATIONS**

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Westmoreland County Community College has developed the following important program and service expectations for the contract. The successful Vendor will be the one whose proposal reflects the most creative and comprehensive understanding of these needs in conjunction with advantageous financial terms to Westmoreland County Community College.

A. Programmatic Expectations

1. Excellent quality food with ingredients, recipes and fresh preparation methods that support good nutrition and a healthy lifestyle.
2. An innovative portfolio of service concept that:
  - offers ordering, payment, and “to go” mechanisms that are responsive to consumer lifestyles (online ordering, alternative pay methods, i.e. apple pay);
3. A diversity of food and beverage choices that:
  - address the broad range of consumer preferences.
  - include entrees and other offerings that address special diet needs such as vegetarian, vegan, low fat, high protein, gluten free, etc.
4. Hours of service that support student, faculty and staff lifestyle needs.
5. Pricing to the consumer that is competitive with the local market. Catering pricing is competitive with off-campus caterers and that offers tiers of pricing and service for different event types (high-end to budget), including a service/price tier that is designed to offer an affordable pick-up menu. The selections should be consistent with the current offerings. See appendix 2 for the current menu.
6. A commitment to offering regularly scheduled special event programming designed to encourage participation and build community. A commitment to working with Student Activities and the Staff Social Committee to encourage participation from the campus community in Westmoreland County Community College programmed events.
7. Merchandising and food presentation that showcases the products offered and offers strong eye appeal.
8. An intentional and committed approach to staffing that results in:
  - staffing levels that are matched to customer demand so that service is fast and efficient.
  - Staff capability to handle in-person and online ordering.
  - friendly, courteous, knowledgeable and professional employees that receive regular and comprehensive training in both technical and customer service skills.

B. Management Expectations

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1. A professional food service management provider that is a leader in the field offers the best practice approach to retail dining, catering, and vending services.
2. District and regional management support that is present, involved, responsive which enables on-site management to be decision makers.
3. An on-site management team that is the best in the field, and one that is exceptionally knowledgeable, experienced, competent and professional in managing all aspects of Westmoreland County Community College's Dining Services Program. The management team should be collaborative with Westmoreland County Community College, its key stakeholders, and employees, with a communication strategy that is proactive and accessible.
4. Production, service and management information systems technology that is industry leading in all aspects of the program, with a commitment to a seamless interface with Westmoreland County Community College.
5. The management information system must be able to produce productivity and sales reports by location, daily sales, and peak sales and allow for this data to be provided preferably on a weekly, but at a minimum monthly basis.
6. Programs and standards that enforce safe food handling, proper sanitation, HACCP standards and health department requirements.
7. Responsible for handling and care of Westmoreland County Community College owned resources.
8. Financial control strategies that ensure a financially efficient Dining Services Program with a high level of accountability and financial reporting to Westmoreland County Community College.
9. Development and adherence to a continuous improvement philosophy founded on a comprehensive performance measurement program.

C. Human Resources Expectations

1. Human resource practices that are industry leading, and that support workplace diversity, employee retention and generally reflect the human resource practices of the College.
2. Fair and competitive wages are attractive in comparison to the local food service industry.
3. As reasonable, employee benefits that include affordable health and life insurance for employees.
4. A significant and ongoing focus on technical and service training for all employees and designed to maintain high standards across the program.

D. Wellness Expectations

1. Careful attention to product mix to ensure a wide selection of nutritionally healthy, and healthily prepared and portioned foods, with results that are measurable.

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2. Provision of comprehensive information that is easily accessed by the customer on the content of foods served in The Dining Services Program, including ingredients statements for food allergies and sensitivities, and nutritional information.
3. An ongoing program of customer education on issues pertaining to nutritional health, weight management and wellness.

E. Marketing and Business Development Expectations

1. An ongoing commitment to proactive marketing/communications and business development in the areas of retail sales and catering/event sales that is collaborative and coordinated with Westmoreland County Community College in articulating a seamless message and includes quantitative success measurement. Examples and marketing initiatives should be included in the RFP submission documents which should include a multi-year marketing proposal that should be considered the minimum the successful vendor will initiate.
2. Annual marketing plans customized to Westmoreland County Community College's unique needs and target audience, including creative use of social media.
3. Proactive analysis of new business opportunities, in coordination with Westmoreland County Community College, including the potential for service expansions and additions.
  - a. The successful vendor will advertise event opportunities at no expense to the College following the College branding guidelines.

F. Sustainability Expectations

- A sustainability program designed to address four key areas:
  - Preparation – Initiatives to ensure that management, kitchen, and serving operations use resources efficiently through the effective deployment of resource-saving practice.
  - All transportation is not provided by Westmoreland County Community College and is the responsibility of the vendor.
  - Staff trained to understand energy efficiency tactics and other sustainable preparation objectives.
  - Disposal – Minimization of waste; Mechanisms for composting or otherwise reducing the impact of food waste. Use of ecologically sensitive packaging; Use of recycling and other efficient waste disposal mechanisms.
  - Innovation and Education – Continuous evaluation and improvement of sustainability practices; Innovation in sustainability; Provision of education to employees about innovations and reasons for operational decisions in food service.

G. IT Expectations

1. A qualified IT support person appropriately trained in the software used in operating the Dining Services Program.

H. Compensation Expectations

1. A fair and balanced compensation agreement that supports both the Vendor and Westmoreland County Community College in meeting their respective financial objectives.

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2. The Provision of the Vendor contributed annual funding support for student scholarships.
3. The provision of a Vendor contributed capital investment plan designed to support the capital development needs of the dining program over the life of the contract.

In summary, the selected Vendor should provide Westmoreland County Community College with all food service management and operations personnel, technical support, training, food products, supplies, materials, systems, and effort necessary to operate the Dining Services Program at a level of quality that consistently exceeds owner expectations.

**SITE BACKGROUND**

A. Demographic Information Fall 2024

1. Students\*

Full-Time	1,166
Part-Time	2,825
<b>TOTAL</b>	<b>3,991</b>

2. Faculty/Staff

Full-Time Faculty	76
Part-Time Faculty	146
<b>TOTAL FACULTY</b>	<b>222</b>

Full-Time Staff	134
Part-Time Staff	71
<b>TOTAL STAFF</b>	<b>205</b>

B. Campus Demographics – On site between 10am-2pm - FY24 Average (last full count)

Youngwood	Monday	Tuesday	Wednesday	Thursday	Friday
Faculty/Staff	41/60	41/60	43/100	40/60	7/45
Students*	507	461	539	430	87
<b>TOTAL</b>	<b>608</b>	<b>562</b>	<b>682</b>	<b>530</b>	<b>139</b>

- *\*Student numbers based on current status and can be increased based on student enrollment.*



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- C. Westmoreland County Community College operates Culinary Arts and Baking programs on Youngwood campus. As part of the educational requirements of these programs:
  - a. Students run a Bistro for some lunch and dinner service. Some dates of operation require reservations. The Bistro is open a couple days a week for limited times throughout the semester. The bistro is run out of the Health and Culinary Center.
  - b. Students sell Bistro Bites from the Bistro which are products produced in classes. They are available in limited quantities during limited times throughout the semester. Items vary based on curriculum requirements.
  - c. Culinary students hold fundraising dinners throughout the spring and fall semester as needed.
  - d. Sporting events and College student organizations should also be able to supply their own food during some events.

**1.3 CARES ACT GRANT DISCLOSURE**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state: 1) the percentage of the total costs of the program or project which will be financed with Federal money; 2) the dollar amount of Federal funds for the project or program; and 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019.

**1.4 PROPOSAL DUE DATE**

The due date of this RFP is Monday, April 14, 2025, on or before 2:00 p.m., EDT. **Responses must be clearly marked with the RFP number and RFP title listed in this document and your company name in the lower left corner of the outer envelope or box. Submissions must also be emailed to [howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu) on or before the due date. The time of submission will be based on when the email is received. The paper copy must be mailed and cannot be dropped off on campus.** The purchasing department will distribute the copies to proper personnel.

The college will not consider or examine late responses. Amended responses will not be considered unless they are received in the Purchasing Department on or before the above date and time. The official copy must contain the complete response and related materials. A duly constituted corporate official legally capable of binding the contractor must sign responses.

**The college reserves the right to reject any or all proposals or any part thereof.**

**1.5 CALENDAR**

Date	Event
Friday, March 7, 2025	RFP Issued
Thursday, March 20, 2025 at 2:00 PM EDT	Mandatory Pre-Bid Meeting: Lobby of the Student Achievement Center 145 Pavilion Lane

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	Youngwood, PA 15697
Wednesday, March 26, 2025, prior 2:00 P.M. EDT	Questions due to Joshua Howell at <a href="mailto:howelljo@westmoreland.edu">howelljo@westmoreland.edu</a>
Thursday, April 3, 2025, 2025 by 5:00 P.M. EDT	Addendum emailed (if applicable)
Wednesday, April 9, 2025, by 5:00 P.M. EDT	Acknowledgement / Intent to Propose
Monday, April 14, 2025, on or before 2:00 P.M. EDT	Proposals must be submitted to the Purchasing Department <a href="mailto:howelljo@westmoreland.edu">howelljo@westmoreland.edu</a>
April 23, 2025	Recommendation to the Board

**1.6 ISSUING OFFICE**

This request for proposal is issued for the Westmoreland County Community College by the Purchasing Department. The issuing office is the sole point of contact for the college for this RFP. Please refer all inquiries in writing to:

Joshua Howell  
Director of Purchasing  
Westmoreland County Community College  
145 Pavilion Lane  
Youngwood, PA 15697  
Phone: 724-925-4185  
[howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu)

**1.7 INSTRUCTIONS TO VENDORS**

**Advice:** The department responsible for this RFP is the Purchasing Department located at 145 Pavilion Lane Youngwood, PA 15697. The WCCC point of contact is Joshua Howell, Director of Purchasing: [howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu).

**Examination of the Document:** Bidders are responsible for examining the solicitation documents and any addenda issued to become informed to all conditions that might in any way affect cost or performance of any work performed. Should the bidder find discrepancies in or omissions from the solicitation documents or should their intent or meaning appear unclear, promptly report such to the College, per below. Failure to do so will be at the sole risk of the bidder.

**Question Submittal Process:** Questions can be sent to Joshua Howell, electronically at [howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu) on or before Wednesday, March 26, 2025, at 2:00 P.M. EDT. All

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questions and answers will be published and provided to all potential vendors, by means of an Addendum to the RFP, on or before Thursday, April 3, 2025, by 5:00 p.m.

**Submission:** The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All proposals **MUST** include the Certification of Bidder form. The proposal **MUST** be submitted by the date and time of opening and **MUST** include one (1) original, one (1) copy, and one (1) electronic (email) copy of the RFP must be provided. The email copy must be emailed by the deadline to Joshua Howell at [howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu).

**RFP's must be addressed to:** Westmoreland County Community College, Attn: Joshua Howell, Director of Purchasing, 145 Pavilion Lane Youngwood, PA 15697. Proposals must be submitted in a **Sealed Envelope** with RFP #1038 Catering and Food Service Management and your company name in the lower left corner of the outer envelope.

RFPs not submitted in the format as instructed by this RFP may not be accepted. Addendums to your proposal, once filed, may be submitted in a sealed envelope only, and properly identified, prior to the opening hour.

**Receipt of RFP / Late RFP:** Sealed RFPs shall be received and remain unopened until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. WCCC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be considered for award, and will be returned to the Bidders, unopened.

**Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of sixty (60) days subsequent to the opening of the RFP without the prior written approval of the Director of Purchasing or Westmoreland County Community College.

**Addenda:** The only method by which any requirement of this solicitation may be modified is by written addendum.

If an addendum to the proposal is document required, WCCC will mail the addendum within a reasonable time prior to the due date. WCCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Proposals may not be considered if they do not include acknowledgement of a formal addendum. Addendums will be mailed to all vendors of record and such an addendum shall be acknowledged by signing and including in your proposal submission.

**Cancellation of the RFP:** If the College determines that it is in the College's best interest, the College reserves the right to do any of the following:

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- Cancel the RFP in its entirety
- Modify the RFP, in writing, as needed
- Reject any and / or all proposals received for this RFP

**Taxes:** WCCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, WCCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, WCCC's Tax Exemption Certificate will be furnished.

**Insurance:** The vendor performing services for WCCC shall:

1. Maintain worker's compensation insurance as required by Pennsylvania statutes, for all employees engaged in the work.
2. Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.
3. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

### **1.8 FORMAT FOR RESPONSE**

Proposals must be organized in the order presented in this RFP and include a Quotation which is based on the specifications provided by Westmoreland County Community College. Proposals not organized in the prescribed manner will be eliminated from consideration. The Vendor must respond, in order, to all of the items listed in the RFP, use the numbering system of this RFP, and be complete and comprehensive in a concise manner.

The Vendor must provide written, point-by-point narrative responses to each Proposal requirement; simply stating "agreed" or "complies" is not acceptable. Supplemental technical information, product literature and other supporting materials that further explain or demonstrate the proposed system capabilities may also be included within the proposal response.

All Vendors who provide a proposal in response to this RFP are responsible for all costs associated with preparing that proposal, answering all questions, providing the Westmoreland County Community College with requested information, and making a Vendor presentation to the Westmoreland County Community College. The Westmoreland County Community College is under no obligation to incur or reimburse any Vendor for any proposal costs.

#### **A. Title Page**

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

**B. Table of Content**

- a. Clearly identify the materials by sections and page number(s).

**C. Letter of Transmittal**

Limit to one or two pages.

- a. Give the names of the persons who will be authorized to make representations for the vendor, their titles, addresses, and telephone numbers.
- b. Indicate any third-party firms involved with your program and state their role(s).

**D. Invoicing Procedure**

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

Evaluation Procedure

**E. Proposals will be reviewed according to the following evaluation criteria.**

A. Technical Proposal

1. Proposed Service Concepts:

- a. Evidenced quality, variety and authenticity of proposed food concepts, menus and service standards for Retail Dining.
- b. Evidenced ability of proposed catering and summer camp/conference services, menus, pricing, service levels, policies and technology to meet the diverse service needs and quality expectations.
- c. Quality of proposed vending service for all sites.

2. Continuous Improvement Plan

Comprehensiveness of your proposed continuous improvement plan, including strategies for:

- a. Identification, measurement and reporting of key performance metrics.
- b. Monitoring customer satisfaction which includes, at least, conducting a survey to receive feedback to help with continuous improvement.
- c. Monitoring client satisfaction.
- d. Identifying improvement needs and remedying deficiencies.
- e. Ensuring innovation over the life of the contract.
- f. Evidenced ability to control operating costs.
- g. Strict adherence to proper accounting procedures.

3. Corporate Experience and Expertise

- a. Evidenced company-wide approach to excellence in food acquisition, food preparation and merchandising, quality control, personnel acquisition and training, and cost control.
- b. Evidenced company-wide organizational strength and longevity.

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- c. Evidenced company-wide financial strength to ensure the full and proper performance of the contracts throughout the term.
- d. Client references and presented documentation of specialized experience with corporate dining accounts similar in nature to Westmoreland County Community College.

3. Sustainability Plan

Quality and comprehensiveness of proposed sustainability plan relative to:

- a. Energy and resource management strategy.
- b. Waste Reduction.
- c. Use of sustainably grown and/or harvested foods.
- d. Use of locally grown foods.
- e. Use of environmentally sensitive products.

2. Marketing

Ability of your proposed marketing plan and marketing resources to drive retail and catering sales which includes a vendor provided multi-year marketing plan.

3. Wellness Program

Quality and comprehensiveness of proposed wellness program relative to:

- a. Availability of nutritionally healthy products, and healthily prepared foods and portioned foods.
- b. Strategy for providing comprehensive nutritional information to customers.
- c. Depth and breadth of proposed wellness education program.

4. Transition Plan

Quality and comprehensiveness of Vendor's transition plan for assuming management of the Dining Services Program.

5. Overall Quality

Overall quality of presentation of proposal in demonstrating Vendor's ability to effectively carry out the requirements as outlined in this RFP.

B. Management and Staffing Proposal

The Committee will review all properly submitted Management and Staffing proposals and rank them according to the Evaluation Criteria identified below, listed in descending order of importance.

- 1. Qualifications and experience for the proposed key on-site managers.
- 2. Qualifications and experience for the proposed key corporate managers.
- 3. Qualifications and experience for the corporation.

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4. Adequacy of proposed management and employee staffing levels, salaries/wages and benefits packages as demonstrated through the provision of a detailed staffing plan and benefits recap.
5. Proposed strategy for ongoing management recruitment, training and retention for this contract.
6. Proposed strategy for ongoing employee recruitment, training and retention for this contract.

C. Financial Proposal

All properly submitted proposals and rank to review them according to pre-established Evaluation Criteria, as follows, listed in descending order of importance:

1. Total projected cost of each component of the service to Westmoreland County Community College as supported by a financial analysis demonstrating that Vendor's proposal is financially sustainable as projected.
2. Net present value of any other proposed compensation to the Westmoreland County Community College over the life of the initial contract term (ex: investments in trade dress smallwares, etc. to support Vendor's proposed concepts).
3. Evidenced financial strength to ensure full and proper performance over the life of the contract in the form of the provision of audited financial statements for the past three fiscal years.
4. Accuracy and completeness of financial information provided to Westmoreland County Community College.

Through this process will determine which proposals are acceptable or unacceptable. If the Vendor elects to submit multiple proposals, each proposal submitted must be complete and will be subject to a full and independent evaluation.

3. Presentations and Site Visits to Vendor Accounts

Vendors whose proposals are deemed to be unacceptable will be notified. Vendors whose proposals are deemed to be acceptable will have an opportunity to make oral presentations for their proposals. Notice of confirmation of the interview date, time and location will be given by email. Because the timeframe between proposal submission and oral presentations is short, Vendors should assume that they may be required to make an oral presentation in Youngwood, PA, and prepare accordingly. Oral presentation must be in English and should be no more than 1 hour in length, including questions and answers. The presentation should include the following:

- Proposed management team for the account
- Proposed food concepts, program and management approach for Dining Services Program
- Proposed menus, program and management approach to catering
- Proposed products and management approach for vending
- Marketing plan
- Proposed sustainability program
- Financial terms

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Please be aware that Westmoreland County Community College may require your proposed On-site Manager and On-Site Chef to participate in the oral presentation.

4. Final Ranking and Selection

Final selection will be based on written proposals, oral presentations, and observations resulting from visits to Vendor accounts. The College will make recommendations for the award of contracts to the responsive and responsible Vendor whose proposal is determined to be the most advantageous to Westmoreland County Community College considering both the technical and financial factors set forth in response to this RFP. This does not require that the winning proposal must be the lowest cost.

5. Letter of Intent

Immediately upon completion of the selection process, Westmoreland County Community College will issue a Letter of Intent to the successful Vendor and immediately begin contract negotiations. Should the successful Vendor to whom a letter of intent is issued fail or be unable to execute the contract, for any reason, within thirty (30) calendar days after notification of award, Westmoreland County Community College, at its discretion, may end negotiation with the successful Vendor and begin negotiations with a different Vendor.

6. Pre-Occupancy Planning

Immediately upon receipt of the Letter of Intent, the Vendor and its on-site manager shall immediately begin Pre-Occupancy Planning to ensure fulfillment of all its obligations. The Vendor will be expected to provide professional Pre-Occupancy coordination services upon execution of the contract, the expenses of which will be borne by the Vendor. The Vendor will be expected to attend meetings as required by Westmoreland County Community College to ensure a smooth transition into full operation.

**1. EXECUTIVE SUMMARY**

- a. Provide an Executive Summary of your Technical Proposal. The Executive Summary should touch on all components of your Technical Proposal but highlight those features that you believe best demonstrate the advantages of selecting your firm for this contract.

**2. TECHNICAL PROPOSAL**

- a. Corporate Experience and Expertise

To evaluate the depth of your corporate expertise, provide key information about your corporate capabilities in the following areas. The narrative provided is limited to a maximum of one (1) page in length for each topic referenced below and should include information on corporate-wide programs, performance standards and metrics, unique features, key initiatives and the corporate support structures available.



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1. Background and Overview of the Company
2. List of a minimum of three (3) current account references similar in size and nature to Westmoreland County Community College's needs.
3. Menu and Culinary Development
4. Rotation Schedule for Menu Offerings
5. Quality Control of Food and Services
6. Food Safety and Sanitation
7. Equipment and Facility Maintenance
8. Cost Control
9. Performance Measurements

b. Proposed Service Concept – Retail Dining

Provide your proposed service concept for the Youngwood Campus.

1. Proposed service concept, including the style of service, menu, pricing and brand identity. The operation should reflect maximum creativity and range of choice that will accommodate a diverse clientele and their nutritional needs while balancing quick service, high quality and convenience. Attention should be paid to the desires of today's customer—quality products, speed of service and variety at a fair price are paramount, as well as the ability to take food "to go".
2. Provide a full menu with pricing and key portion sizes. If using a cycle menu, indicate the number of weeks in the cycle, and provide the proposed cycle menu. Cycles should change between breakfast, lunch and dinner on the same day.
3. Identify the proposed service hours and operating days for the facility, bearing in mind minimum service hours and operating day requirements. Minimum service hours to be the same as Fall 2024.
4. Proposed promotional calendar of special events/programs you propose for the first year of the contract.
5. Describe your Company's philosophy, tools, and practices for assessing the success of existing retail concepts and implementing new concepts and/or refreshing existing concepts over the life of the contract. Indicate the criteria used to evaluate the success of current concepts and the determining factors that trigger implementation of new and/or refreshed concepts.

c. Exclusive Catering Program

Catering program shall meet the needs of the College, which include a wide range of catered events daily and throughout the year, and at varying levels of service and pricing. The College expects online ordering and invoicing capabilities.

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1. Provide the catering menus you propose, along with proposed pricing structures, in each of the following menu categories.
  - a. Buffet Breakfast
  - b. Box Breakfast
  - c. Served Breakfast
  - d. Buffet Lunch
  - e. Box Lunch
  - f. Served Lunch
  - g. Receptions
  - h. Buffet Dinners
  - i. Served Dinners
  - j. Beverage and Break Service
2. The catering menus and pricing structures should encompass pick-up, budget, moderate and premium options with all ancillary charges clearly noted.
3. Describe your operating standards for delivery, set-up, staffing and clean up for events. In particular, describe the techniques you use to ensure that the quality of service for catered events will meet or exceed the expectations of customers.
4. Provide detailed information on the composition, features and capabilities of the catering software system you propose.
- d. Summer Day Camps/Conferences

Provide sample menu, including portion sizes, and pricing for summer day camps/conferences. Describe your standards for event planning, food quality, presentation, staff and representation of Westmoreland County Community College to attending guests.
- e. Vending
  1. Provide a complete description of the vending equipment you are proposing, including quantities and manufacturer literature. Identify which machines will be new and which will be used (if any).
  2. Provide a full listing of product offerings (including brand names) along with proposed pricing structures, which should be similar to the current pricing in effect at the sites.
  3. Discuss your methodology for tracking sales by product and adjusting product lines to optimize sales at each vending location.
  4. Describe any merchandising and special promotions techniques you utilize to maximize sales

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volumes.

5. Describe your methodology for restocking of vending machines, including frequency. Provide an outline delivery/restocking schedule.
6. State your refund policy and outline the procedure at each site for employees to obtain a refund due to equipment malfunctions or damaged/sub-standard products.
7. Describe in full your policies with regard to maintenance of the equipment you are proposing, with particular emphasis on response time in the event of equipment breakdown, as well as frequency of routine maintenance.

f. Year One Marketing Plan

1. Provide your proposed multiple year marketing plan for the Dining Services Program structure to meet the requirements outlined in the RFP. Your plan must be a custom plan developed for Westmoreland County Community College's unique marketing needs – a "canned" approach will be viewed negatively by the Selection Committee. Each element of the proposed plan must include a description of how Vendor will measure success in implementing the plan, along with the specific performance measures that will be utilized.
2. Describe the corporate staff support and resources the on-site management team will receive in developing and implementing the proposed Marketing Plan. Describe who will be responsible for implementing marketing initiatives on site.
3. Identify the annual financial commitment you propose to spend on Marketing, expressed as a percentage of sales (this commitment must also be reflected in your pro forma financial projections).

g. Wellness Plan

Provide your proposed Wellness Program Plan for the Dining Services Program. Each element of the proposed plan must include a description of how Vendor will measure success in implementing the plan, along with the specific performance measures that will be utilized.

h. Sustainability Plan

Provide your proposed Sustainability Plan for the Dining Services Program. Each element of the proposed plan must include a description of how Vendor will measure success in implementing the plan, along with the specific performance measures that will be utilized.

i. Capital Improvement Plan

Provide your proposed capital improvement plan for the Dining Services Program. The capital

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improvement plan should cover the initial term of the contract only, and must include the following:

1. Narrative description of the proposed major capital projects'
2. Narrative description of the proposed trade dress, signage, display equipment and smallware's investments unrelated to major capital projects
3. Implementation of timeline from design through completion of construction.
4. Floor plans (mandatory) and rendering (desired) illustrating the implementation of proposed capital projects.
5. Temporary dining requirements and proposed solution, where applicable.
6. Itemized estimate of total probable cost for the project.
7. Proposed College dollar investment.
8. Proposed Vendor dollar investment.

j. Continuous Improvement Plan

Describe the Continuous Improvement Program you propose for the entire Dining Services Program, which at a minimum should include the following:

1. Identification of key performance metrics and strategy for measurement and reporting.
2. Strategies for monitoring customer satisfaction.
3. Strategies for monitoring client satisfaction.
4. Process for identifying improvement needs and remedying deficiencies.
5. Strategy for ensuring innovation over the life of the contract.

k. Proposed Pre-Occupancy Transition Plan:

Provide a detailed pre-occupancy transition plan that describes your process for transition and start up should your company be selected for the contract. Provide a list of all tasks involved in the form of a critical path schedule and timeline. Identify members of the startup team, their backgrounds, and roles/responsibilities with regard to the transition.

## **MANAGEMENT AND STAFFING PROPOSAL**

Please provide the following information:

- A. A narrative and accompanying organizational chart describing the proposed management structure for Westmoreland County Community College's account, from corporate support personnel to the General Manager and on-site supervisors. All management, supervisory and support positions should be clearly identified.
- B. Provide detailed resumes for your proposed on-site General Manager and on-site Chef. If your firm is short-listed, be aware that some or all of these individuals may be asked to be present at a short-list interview. The personnel identified must be the same personnel that will service Westmoreland County Community College. Switching of personnel is forbidden unless it can be demonstrated that

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it is in the best interest of Westmoreland County Community College.

- C. Provide your proposed staffing guide for each dining location, including management, full-time and part-time employees. You must use and follow the format outlined in the attachment – Staffing Guide Workbook.
- D. Using the format outlined in the attachment, provide the requested information on your proposed management and staff benefits programs
  - 1. Provide your proposed strategy for ongoing staff recruitment, training and retention for the account. As with any organization, food service management companies are only as good as the staff they are able to hire and retain. Thus, wage, benefits and training programs which do not meet local area or industry norms may be an indicator of potentially poor performance. Also, discuss your policy (policies) regarding the hiring of existing dining service staff.
  - 2. Provide a brief description of the practices/methods in place for evaluating both management and staff and discuss your proposed incentive reward programs available for both managers and staff.
  - 3. Provide a brief description of staff uniforms and employee identification to be provided by your company. Photographs are preferred.

**NOTE: All Employees of the successful Proposer will be subject to the following as a condition of employment, at the successful Proposer's expense:**

**PA Child Abuse History Clearance – Act 151**

**PA Criminal Record Check Clearance – Act 34**

## **FINANCIAL PROPOSAL**

Westmoreland County Community College is providing the space, furnishings, utilities and most food service equipment for its Dining Services Program. Westmoreland County Community College expects the Vendor to be vigilant with the resources provided by Westmoreland County Community College, while maintaining offerings and programs that are perceived by Westmoreland County Community College as being high in quality and providing good value.

Westmoreland County Community College's objective is to begin the contract with a management fee structure with Westmoreland County Community College providing a subsidy or retaining any profit based upon the yearly operating P&L statements. Once a certain threshold of annual total revenues is reached, for the next contract year the contract would change to a profit and loss structure where the Vendor collects all revenues, is responsible to pay all operating expenses, keeps all profits and is responsible for all operating losses.

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Vendors shall provide a **BASE PROPOSAL** with all of the Financial Proposal components. **Additionally,** Vendors may provide an **ALTERNATE PROPOSAL** with a new stated contract term along with any changes to the Technical Proposal and all of the Financial Proposal components.

A. Financial Structure & Narrative

**You must follow the format below in presenting your financial proposal, and failure to do so may disqualify you from selection.** Structure your financial proposal in any manner you feel is to Westmoreland County Community College's best advantage, in accordance with the following guidelines.

1. Identify the Management Fee structure (clearly state a fixed fee or % or revenues) including the "at risk" portion you propose, as well as any performance incentive fees you propose.
2. Provide the Total Annual Revenue threshold for a change to a P&L contract structure. Clearly state your parameters for the definition of Total Annual Revenue.
3. For the remaining years of the contract on a P&L basis, define the commission structure for:
  - Retail Dining
  - Catering
  - Summer Day Camp/Conference
  - Snack Vending
  - Beverage Vending (Coke)
4. Capital Investment Plan for the Dining Services Program (to be amortized over the base term of the contract) and must include the following:
  - Identify the amount of Capital Investment
  - Narrative description of proposed trade dress, signage, display equipment and smallwares investments, by location;
  - Identify any proposed concept refresh investments over the initial term of the contract.
5. For the Management Fee contract structure, discuss the amount, structure and nature of any proposed Indirect Costs and/or Corporate Overhead Costs that will be applied to the account, such as Administrative Overhead Charges, Purchasing Charges, Corporate Marketing Charges, etc. **It is a requirement of this RFP that all such costs be clearly disclosed on an item by item basis as part of your proposal.**

B. Pro Forma Projections

Using the Excel workbook format provided, provide Pro Forma projections of revenue and expense for each year of the initial contract term, with all pricing escalated annually for inflation. When developing your projections, you must follow these guidelines:

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1. Retail Dining, Catering, Summer Day Camp/Conference and Vending:
  - a. Indirect Costs must be separately identified from Direct Costs and Management Fees. With each type of Direct Cost, Indirect Cost and Management Fee listed as a separate line item.
  - b. Provide a detailed schedule of any one-time transition or start up costs identified for Year One (see format).
  - c. Westmoreland County Community College will pay the costs of the following:
    1. Annual Deep Cleaning (hoods, ducts, dining room floors)
    2. Pest Control
    3. Parking Permits for Vendor Employees
    4. Dumpster Waste Removal
    5. Electricity, Gas, Water, Internet Access
  - d. Ensure that all formulas are correct on each of the spreadsheets, including the consolidated spreadsheet for each set of pro forma projections.

**PROGRAM REQUIREMENTS**

Following is a description of the minimum program requirements for the contract.

1. RETAIL DINING

The service ware standard for all retail dining locations will be environmentally sensitive disposable ware at all service platforms, including beverages. Recycling containers shall be available in the dining area. Customers can order individual meal service for pick up at Retail Dining locations. Orders are placed via the Vendor’s online ordering system. The Vendor shall be required to provide, at Vendor expense, an on-line, interactive software platform for web-based retail ordering, and to provide an efficient pick up strategy for orders.

A. Hours of Operation (may change based on College needs)

**Westley’s**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday/ Sunday</b>
Fall Semester	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	8:00-2:00	Closed
Spring	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	8:00-2:00	Closed

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Semester						
Summer Semester	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	8:00-2:00	Closed
Academic Breaks	Closed	Closed	Closed	Closed	Closed	Closed

**Up and Atom (Currently looking to only have Beveridge and pre-packaged food)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday
Fall Semester	8:00-2:00	8:00-2:00	8:00-2:00	Closed	Closed	Closed
Spring Semester	8:00-2:00	8:00-2:00	8:00-2:00	Closed	Closed	Closed
Summer Semester	8:00-2:00	8:00-2:00	8:00-2:00	Closed	Closed	Closed
Academic Breaks	Closed	Closed	Closed	Closed	Closed	Closed
Special Events (scheduled)	Upon Request	Upon Request	Upon Request	Upon Request	Upon Request	Upon Request

**2. EXCLUSIVE CATERING**

Westmoreland County Community College’s catering needs encompass the potential for a wide range of event types daily and throughout the year, including coffee breaks, box lunches, buffets, plated events, and receptions for groups large and small. Service levels range from drop-off catering to fine dining events. Thus, while the majority of catering will be for coffee breaks, buffets or drop-off meals (salads, box lunches, etc.), the Vendor must have the capability to provide a variety of hot and cold waiter-served meals as well, including upscale menu offerings. Catering on the Youngwood campus is exclusive.

- A. Service Hours: Events typically occur Monday through Friday, during normal business hours, including occasional events in the evenings or on weekends.
- B. Online Ordering: The Vendor shall be required to provide, at Vendor expense, an on-line, interactive software platform for web-based Catering ordering.



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- C. Service ware: China ware, glassware and stainless-steel flatware will be the standard of service for catered events in the dining room and environmentally friendly disposables for events at other locations. The event arranger can specify a change in service ware at the time of placing the order.
- D. Westmoreland County Community College Event & Conferences Services will continue to be the 'One Stop' for event planning. Based on the Vendor supplied catering menus, Event & Conference Services staff will book all events and place the required catering orders for the events. Vendor's chef or appropriate personnel shall be available to schedule planning sessions for special menu needs, as they arise.

3. SUMMER DAY CAMPS/CONFERENCES

Summer Day Camps/Conferences are a vital component to Dining Services and to Westmoreland County Community College. Summer Day Camps/Conferences provide a unique opportunity for visitors that may not be familiar with the College to experience the Westmoreland County Community College. The Vendor will need to provide creative and competitively priced menu options for the College event planners. The Vendor must execute the meals with first class presentations regarding food quality, service and atmosphere.

- A. Service Hours: Events typically occur Monday through Friday, during normal business hours, with the potential for occasional events in the evenings or on weekends.
- B. Service ware: environmentally sensitive disposable ware will be the standard of service for summer day camps/conference events, unless the event arranger specifies disposable ware at the time of placing the order.

4. VENDING SERVICES (Optional, the College reserves the right to contract with an outside vendor for this service)

Westmoreland County Community College currently provides the following sites and offerings for vending:

CENTERS/BUILDINGS	SNACKS	FOOD/ SANDWICHES	PEPSI/COKE COMBO DRINKS	COFFEE	STARBUCK MACHINES	LOCATIONS
SCIENCE HALL (SH)	X		X (2)	X		MAIN LOBBY
CULINARY & HEALTH (CHH)	X		X (2)		X	LOBBY TO THE LEFT
FOUNDERS (SAC)	X		X(5)		X	SOUTH ENTRANCE
	X		X			BY FCENTER
	X		X(2)			BY GYM
BUSINESS & INDUSTRY (BIC)	X		X(2)			STUDENT LOUNGE
ATC	X	X	X(2)	X		STUDENT HUB
LATROBE	X		X(2)	X		1ST FLOOR BY DESK/COFFE FRONT LOBBY/ POP BACK LOBBY
NEW KEN	X		X	X		2ND FLOOR STUDENT LOUNGE
PSTC	X		X			ONE MACHINE IN FRONT OF BUILDING
MURRYSVILLE	X		X			LOBBY
INDIANA	X		X			LOBBY

- The Vendor shall be required to provide, install, clean and maintain the necessary vending equipment. The Vendor shall be required to check and fully restock vending machines a minimum of two times per week. The Vendor **will not** be responsible to provide janitorial services at vending areas. The Vendor is responsible for any lease costs of the vending machines. The successful vendor will be responsible to either fix or replace any machine that is malfunctioning within five working days.

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- The current setup and selection of vending machines are open to change with the proposals.

## 5. EQUIPMENT

Westmoreland County Community College will provide its current inventory of equipment for Vendor use in operating the Dining Services Program. The Vendor will be responsible for providing any additional equipment necessary to support Vendor's operating concept. Vendors will be responsible for performing due diligence in understanding the operational capabilities of these facilities. An inventory of Westmoreland County Community College equipment can be available upon request.

The vendor shall notify the Facilities Department when Westmoreland County Community College owned equipment is in need of repair through the College online work request system. Westmoreland County Community College shall be responsible for repair costs to Westmoreland County Community College owned equipment.

## 6. SMALLWARES

Existing smallware's owned by the College are available for vendor use. Additional smallware purchase is the responsibility of the vendor. Any smallware purchased will become property of the College at the expiration of the contract. Inventory of equipment and smallware's must be maintained by the vendor.

Any purchase of equipment or smallware's required by the College must be purchased by the College purchasing Department and Policy and have approval prior to purchase. Supplies and miscellaneous items purchased by vendors are the responsibility of vendor.

# 1 GENERAL TERMS AND CONDITIONS

## 2.1 Terms and Conditions

**Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.

**Purchase:** After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Purchasing.

**Right to Cancel:** WCCC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty (30) calendar day's written notice of such cancellation. Should WCCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

**Governing Law and Venue:** This contract shall be construed in and governed under and by the laws of the Commonwealth of Pennsylvania. Any actions or remedies pursued by either party shall be pursued in either the Westmoreland County Court of Common Pleas or the Federal District Court for the Western Districts of Pennsylvania.

**Dispute Resolution:** As a condition precedent to litigation, WCCC and the contractor shall attempt to resolve any controversy or claim arising from any dispute by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

**Costs:** All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

**Confidential Proprietary Information/Trade Secrets:** Vendor should be aware that the contents of all submitted proposals are subject to public review and disclosure in accordance with the Pennsylvania Right-to-Know Law. All information submitted with your proposal is presumed to be public information and subject to disclosure under the Right-to-Know Law. If the vendor believes that its proposal contains trade secrets or proprietary confidential information, such information must be clearly marked on the top of each page so considered, "Confidential Proprietary Information." WCCC will notify the vendor if a third party right to know request is submitted for any proposal so marked and may request additional information from the vendor to determine if such information meets the definition of confidential proprietary information or Trade Secrets under the Right to Know Law. Also, WCCC may request from the vendor a redacted copy of the proposal deleting any information considered by the vendor to be confidential proprietary information in order to satisfy the right to know request. While WCCC will endeavor to maintain all submitted information deemed by the vendor to be confidential proprietary information, WCCC will not be liable for the release of such information.

**Negotiation:** WCCC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. WCCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of WCCC.

**Award:** The successful vendor(s), as determined by WCCC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project subject to review and approval of the College Solicitor. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from WCCC.

**Retention of Documentation:** All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of WCCC.

**Opening of Proposals:** Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

**College Environment:** The contractor shall be responsible for maintaining an environment in compliance with all rules, regulation, and codes covering an occupied school facility.

**Tobacco Restricted:** The College is a tobacco restricted campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in college

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buildings and premises. All individuals are expected to acknowledge the tobacco restricted policy and provide full compliance. Smoking will not be permitted in vehicles during traveling or standing time.

**Indemnification:** The vendor shall protect, indemnify and hold WCCC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.

**Disclosure:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

**Invoicing:** A copy of this document along with an original invoice must be submitted to the WCCC Accounts Payable email at [apinvoice@westmoreland.edu](mailto:apinvoice@westmoreland.edu). The purchase order number must be on the invoice.

**Subcontracting:** No portion of this contract may be subcontracted without prior written permission of the College. Please identify the use of a subcontractor in your RFP response.

*Disclaimer: If any changes are made to this solicitation document by any party other than Westmoreland County Community College, the original document in the college's file takes precedence.*

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**REFERENCES:**

All proposals must include three (3) references including educational institutions (if possible). Local Pennsylvania references are preferred. References should include company name, contact name, address, phone, fax, and email address and contact information for the specific person who is knowledgeable about the contractor's record and performance. References may be contacted for consultation and/or site visits at our discretion.

NAME

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COMPANY

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ADDRESS

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CITY/STATE/ZIP

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PHONE/FAX

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Westmoreland County Community College  
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ACKNOWLEDGEMENT OF RECEIPT

**This Form Must be Completed and Emailed upon Receiving the Request for Proposal**

**RFP #1038**

Catering and Food Service Management

Please fill in the requested information below and return by email, as acknowledgement that you have received the Request for Proposal noted above.

Email this to Joshua Howell prior to: **Wednesday, April 9, 2025, prior to 5:00 P.M. EDT**

**Email to: [howelljo@westmoreland.edu](mailto:howelljo@westmoreland.edu)**

**By doing this, we will be able to provide responses to questions and notification of any addenda to the RFP.**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: (Print) \_\_\_\_\_

Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Yes, our company does have an interest in responding.

\_\_\_\_\_ No, our company does **NOT** have an interest in responding.

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of Federal or State law.

---

NAME OF CONTRACTOR/BIDDER

---

SIGNATURE OF CONTRACTOR/BIDDER

---

TITLE

---

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joshua Howell  
Director of Purchasing  
Westmoreland County Community College  
145 Pavilion Lane  
Youngwood, PA 15697

**INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this RFP. According to the Pennsylvania Antitrust-Rigging Act, 73 P.S. § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. RFP rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the vendor with responsibilities for the preparation, approval or submission of the RFP.
4. In the case of an RFP submitted by a joint venture, each party to the venture must be identified in the RFP documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary RFP" as used in the affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to submit an affidavit with the RFP in compliance with these instructions may result in disqualification of the proposal.



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**NON-COLLUSION AFFIDAVIT**

Contract Name \_\_\_\_\_ Contract/Bid No. \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

I state that I am \_\_\_\_\_  
(Name and title) of \_\_\_\_\_ (Name of firm) and that I am authorized to  
make this affidavit on behalf of my firm, and its owners, directors, and, officers. I am the person  
responsible in my firm for the price(s) and the amount of this RFP.

I state that:

- (1) The price(s) and amount(s) of this RFP have been arrived at independently and without consultation, communication or agreement with any other contractor, vendor or potential vendor.
- (2) Neither the price(s) nor the amount(s) of this proposal, and neither the approximate price(s) nor approximate amount(s) of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from responding to this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

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(5) \_\_\_\_\_ (Name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract, except as follows:\*

I state that \_\_\_\_\_ (Name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by **Westmoreland County Community College** in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Purchasing Agency of the true facts relating to the submission of this RFP.

---

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\*Note: Such a conviction of liability does not prohibit acceptance of your bid or award of a contract but may be a basis for a determination that you are not a responsible bidder. Please list any convictions or liabilities in attached pages to this affidavit.

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The information in the table below is completed by Westmoreland County Community College Purchasing Department.

<b>RFP/RFQ#</b>	1038
<b>NAICS</b>	722310-Food Service Contractors
<b>Size Standard</b>	\$47.0 M
<b>Purchasing Department Contact</b>	Joshua Howell

**Instructions: Please complete the information below. Upon completion sign and return the form with the RFP or RFQ response according to the due date.**

**Found more information:**

**Small Business Size Regulations Information:** [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#)

**Small Business Table of Size Standards:** [Table of size standards | U.S. Small Business Administration](#)

Given the above NAICS code and business size standard identified by the Purchasing Department for this procurement, the supplier is representing and certifying that it is a:

- Small Business  Other than Small Business *\*Note that Non-profits do not qualify as a Small Business*

**IF** Small Business then check all applicable:

- Disadvantaged Small Business
- Women-Owned Small Business
- Veteran-Owned Small Business
- Service-Disabled Veteran-Owned Small Business
- HUBZone (historically underutilized business zone)

**OR**

- The SAM.gov Reps and Certs are current, accurate, and complete for the NAICS code and size standard above (More info on SAM.gov [Entity Registration | SAM.gov](#))

<b>CAGE CODE</b>	
<b>UEI</b>	

By signing below, the authorized signatory certifies that the size and socioeconomic representations above are current, accurate, and complete and do not misrepresent: Small Business Size Regulations Information: [eCFR :: 13 CFR Part 121 -- Small Business Size Regulations](#)

<b>Company Name:</b>			
<b>Quoted Value:</b>	<i>Dollar amount references at vendors solicitation</i>		
<b>Name:</b>			
<b>Signature</b>			
<b>Title:</b>		<b>Date:</b>	
<b>Email</b>		<b>Phone:</b>	