**Specifications for**

**Food Service**

**Operation**

Request for Proposal 17-074

Missouri Western State University

St. Joseph, MO 64507

(816) 271-4465

FOOD SERVICE OPERATIONS

AT

MISSOURI WESTERN STATE UNIVERSITY

St. Joseph, Missouri

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**PART I**

**Definitions/Terminology**

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

1. **Missouri Western/University** means Missouri Western State University the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the Purchasing Department. Missouri Western is also responsible for payment.
2. **Amendment** means a written, official modification to an RFP or to a contract.
3. **Attachment** applies to all forms which are included within RFP to incorporate any informational data to requirements related to the performance requirements and/or specifications.
4. **Contractor** refers to the person or organization that responds to the RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
5. **Request for Proposal (RFP)** means the procurement document issued by the Purchasing Department to potential contractors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments and Amendments thereto.
6. **Contract** means a legal and binding agreement between two or more competent parties for a consideration for the procurement of equipment, supplies, and/or services.
7. **Academic Year** is that period of time beginning with the start of the fall semester and ending with the end of the spring semester.
8. **May** means that a certain feature, component, or action is permissible, but not required.
9. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive and not evaluated any further.
10. **Pricing Page(s)** applies to the form(s) on which the contractor must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing page(s) must be completed and returned by the contractor with the sealed proposal prior to the specified proposal opening date and time.
11. **Accounting Period** refers to the Contractor’s reporting and payment to the University. It is on a monthly basis.
12. **Cash Sales** are those sales resulting from the Food Court, POD, Java City (x2), catering, etc.
13. **Catering Meals** is the serving of special parties such as banquets, receptions, faculty and/or student groups, snacks for the meetings and including any other special services requested by Missouri Western. The serving of non-Missouri Western

group’s off-campus must meet Missouri Western guidelines.

1. **Contract Student** is a contract between the student and the University for participation one of the meal plans offered by the University during the academic year. Summer session students will not be on contract but can be served casual meals.
2. **Shall** have the same meaning as the word must.
3. **Should** have the same meaning as the work may.
4. **Facilities** shall mean and include the Food Court, POD, Max’s Mart, Java City in Hearnes and Blum, cafeteria, kitchen, SH214, SH216 food preparation areas, Fulkerson Center, Spratt Stadium Hall of Fame Room and Einstein Brothers Bagels.
5. **Summer Session** is the period of time from the end of the spring semester to the beginning of the fall semester.
6. **Accounting Period** refers to the Contractor’s reporting and payment to the University, that is the first day of the month through the last day of the month.
7. **Groups**
8. **University Group** is any University department or any other student, faculty, or staff group which has received official recognition from the president or their designated representative. Example: Chemistry Department, SGA, Phi Sigma Kappa, etc.
9. **University sponsored group** is any non-University group established or given official recognition of sponsorship by the president or their designated representative. Example: Parent’s Council, Alumni Association.
10. **Food Service Committee** is an institutional committee that shall include, but not be limited to, the Vice President for Student Affairs and student representatives from the Residence Council and the SGA association. This committee is designated to deal with various food service issues.
11. **Non-affiliated** is all other groups or organizations.

**PART II**

**Proposal Submission Terms and Conditions**

**2.1 Project Description:**

Missouri Western State University invites qualified Dining Service contractors to submit proposals in accordance with the Request for Proposal specifications for the complete operation of the dining services at the University.

**2.2 Timeline**

December 19, 2016 Request for Proposal RFP 17-074 Issued

January 5, 2017 The contractors must attend **a Mandatory Pre-Bid Conference**. The pre-bid conference will be held in the Blum Union, Room 223 at 10 a.m. CST. Tour of facilities will follow. A follow up question session will be held at 1:00 p.m. in Blum Union, Room 223.

January 11, 2017 All questions must be emailed to the Purchasing Department at: [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu) by noon, CST.

January 20, 2017 Sealed bid proposals are due at 2:00 p.m. CST (Please see section 2.4)

Week of January 23 Initial evaluations made

Week of January 30 Contractor Presentations

Week of February 13 Final Evaluations

February 23, 2017 Approval of the contractor by the Board of Governors

* 1. **Pre-Bid Conference:**

A **mandatory** pre-bid conference will be held on January 5, 2017 at 10 a.m., CST, in Blum Union, Room 223. The conference is scheduled to answer any questions relative to the RFP and to tour the dining facilities. This will be the only opportunity for tours before the proposals are submitted. The tour will be restricted to three (3) representatives per company. Contact with staff or students will not be permitted so activities are not disrupted. Questions will not be answered during the tour. An exit interview will be held at 1 p.m. in Blum Union, Room 223 to answer all the questions presented to the entire group. Any questions not answered at that time will be addressed in an amendment.

All questions and/or clarifications regarding this RFP must be submitted in writing to the Purchasing Department via email to [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu) by January 11, 2017 by noon, CST.

* 1. **Sealed Bids:**

Sealed bids for the operation of the food service at Missouri Western State University must be received by 2:00 p.m. CST, January 20, 2017 at:

Missouri Western State University

Office of Purchasing, Popplewell Hall, Room 221

St. Joseph, Missouri 64507

The envelope is to be marked in the lower left corner as:

Food Service Bid, RFP 17-074

2:00 p.m., January 20, 2017

Sealed bids will be opened at 2:00 p.m., January 20, 2017 in the Office of Purchasing, Popplewell Hall, Room 221. The proposals will then be reviewed by the committee.

* 1. **Proposal**

The contractor must submit an original plus (3) copies of the written responses to the RFP, and submit three copies of supportive/promotional materials. Please submit the full RFP response on a non-returnable flash drive. Each proposal shall be bound separately. Unnecessary, elaborate brochures or other presentations beyond what is sufficient to present a complete, effective proposal are neither necessary nor desired.

* 1. **Bid Bond:**

Each bidder is required to submit with the bid in a clearly marked envelope, either a bid bond or a certified check in lieu thereof, made out to Missouri Western State University in the amount of $250,000. Unsuccessful bidder's bid bond or certified check will be returned on or about February 27, 2017, or upon Board approval of a contract. Successful bidder's checks will be returned upon receipt of properly executed performance bond.

* 1. **Performance Bond:**

The successful bidder is required to furnish a performance bond in the amount of two hundred and fifty thousand dollars ($250,000) from a surety company authorized to do business in the State of Missouri. The bond requirement must be met before the formal contract is signed.

**2.8** **Basis of Bids:**

Bids are to be based upon Specifications for Operation of Food Services at Missouri Western State University. Bids must be sent on the Base Bid Financial Submission Proposal Form (**Attachment 1)** submitted with the Specifications. Bids received by telephone or fax will not be accepted. No bidder may withdraw his bid for a period of sixty (60) days after the date of opening bids.

**2.9 Pricing**

2.9.1 The contractor must provide prices as indicated on the Bid Submission Pricing Page, included

herein. All prices must be quoted in accordance with the terms and conditions of this document. The contractor is to submit prices based on the meal plans and commissions on **Attachment 1.**

2.9.2 Any and all cost and/or pricing data submitted or related to the contractor’s proposal including the maximum percentage increases quoted for the contract extension options, shall be subject to evaluation if deemed by Missouri Western administration to be in the best interests of the University. Please note that Residential Life contracts and Spratt Stadium suite contracts for FY18 have already been issued; the successful contractor must meet or beat current meal plan pricing already committed to students.

**2.10 Contractor Qualifications:**

2.10.1 It is the purpose of this RFP to obtain as complete data as possible to enable to meet all the criteria that will be considered in the award of the contract. The contractor shall furnish, as part of its proposal, a complete general description of the capabilities in the field of food service operations. Additional information that must be submitted is throughout the RFP. Reference Part V Evaluation section for Level I and Level II requirements.

2.10.2 The Contractor should have at least ten (10) years of experience providing Food Management Services overseeing accounts equal to or greater than two million dollars with multiple locations of food service (i.e., cafeteria, branded retail operations and other operations).

2.11 **Insurance**

The Contractor shall bear the full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize the institution for any losses incurred related to this contract. The Contractor shall not commence work under this contract until they have submitted a “Certificate of Insurance” for all the insurance required under this Article, nor shall the Contractor allow any Subcontractor to commence on its subcontract until all similar insurance required of the of the subcontractor has been obtained.

**Types of Insurance**

* + 1. **Worker's Compensation** insurance is for all of its employees at the site of the project, and, in case any work is sublet. The Contractor is responsible to ensure that they are in compliance with all the requirements of the Statutes of the State of Missouri, including employer’s liability of not less than $500,000.

2.11.2 **Comprehensive General Liability Insurance** protects the Contractor and any Subcontractor that is performing work covered by this contract from claims for damages for personal injury, including wrongful death, and from claims for property damage which may arise from operations under the contract including all trucks and automobiles used, whether owned or not, and whether such operations and be by the contractor or any subcontractor or by anyone directly employed by either of them. The amount of insurance shall not be less than the following:

**Comprehensive General**

Bodily Injury

Each occurrence $ 1,000,000

Each aggregate $10,000,000

Property Damage (each occurrence) $ 1,000,000

2.11.3 Comprehensive General Liability includes, but is not limited to: consumption or use of products, existence of equipment or machines on location, liquor liability, and contractual obligations to customers.

2.11.4 The Comprehensive General Liability insurance certificate shall contain a statement from the insurer that for this contract they waive the care, custody or control exclusion unless broad form property damage coverage is provided.

2.11.5 **Comprehensive Automobile** (Including owned and non-owned)

Bodily Injury

Each person $ 300,000

Each occurrence $ 1,000,000

Property Damage (each occurrence) $ 1,000,000

2.11.6 **Business Interruption Insurance** should have a minimum limit that

meets or exceeds the annual commission guarantee.

2.11.7 **University as Additional Insured**. Missouri Western State University,

Its officers, agents, and employees” shall be added as an additional insured under the commercial general and automobile liability policies.

2.11.8 **Certificates:** At least thirty (30) days prior to the Effective Date of the Agreements, and prior to commencements of services hereunder, and at least thirty (30) days prior to the commencement of any renewal Term of this agreement, the vendor shall furnish the University with certificates of insurance in a form acceptable to the University, certifying that the foregoing insurance policies and coverage are in force.

**2.12 Notification**: The insurance policy(s) shall contain a covenant by the insurance company insuring the same that they will not be canceled unless a thirty (30) day prior written notice of cancellation is given to the University. In the event the vendor received notice of insurance cancellation of any of the policies required under this Agreement, the vendor shall obtain a policy of insurance with the same limitations and coverage from an insurance carrier acceptable to the University prior to the effective date of cancellation.

**2.13** **Renewal:** In the event that the Contractor fails to maintain and keep in force the insurance and worker's compensation as herein provided, the institution shall advise each insuring agency to automatically renew all policies and coverage in force at the start of and resulting from this contract until specified coverage requirements are revised.

* 1. **Permits, Fees:** It shall be the responsibility of the successful Contractor to obtain and pay for any and all permits, fees, vehicle registrations, licenses (including restaurant license) and the inspections required by state and local authorities which pertain to this contract.
  2. **Codes, Laws and Ordinances:** The Contractor is to perform his work in accordance with the respective codes involved and the code which applies in this area. Furthermore, all operations must conform to all federal, state, county, and city regulations, laws, and ordinances.
  3. **Nondiscrimination:** The Contractor for this project must comply with Missouri Western State University's policy of treating all employees equally and without discrimination because of ethnic background or race, creed, color, religion, gender, sexual orientation, national origin, political affiliation, age, disability or socio-economic background.
  4. **Amendment:** The contract shall not be varied in its terms by any oral agreement or representation, or otherwise, than by an instruction in writing or subsequent date hereto executed by both parties (University and Contractor) or other persons duly authorized.
  5. **Liability and Indemnity:** It is expressly understood and agreed that the Contractor is an independent contractor engaged in transacting its own business on its own account in the facilities furnished to the Contractor and said Contractor does hereby expressly agree to pay for the cost of all merchandise, services and other expenses in connection with the operation of its business. The Contractor shall indemnify and hold harmless the University and its officers, agents and employees from and against any and all claims and demands whatsoever of any kind or nature that may be brought against said University by reason of any matter arising out of, acting, or concerning the food service operations of the Contractor and not occasioned through the fault of the University.

The Contractor hereby expressly relieves the University, its officers, agents or employees from all responsibility for any destruction, damage to, loss or theft, of its equipment, supplies, raw food, or any other material in the facility belonging to the Contractor, and for injury to any of its members or employees, howsoever occurring, and covenants that it will indemnify and save harmless the University, its officers, agents or employees from any and all manner of actions, liabilities, and claims of others on account thereof, and on account of any and all other actions, liabilities and claims arising out of or incidental to the use of the facility or the exercise by the Contractor of any of the rights acquired by it under the terms of this contract.

* 1. **Severability of Invalid Provisions:** In the event any term, covenant, or condition herein contained is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect any other term, covenant or condition herein contained, provided that such invalidity does not materially prejudice either the University or the Contractor in their respective right and obligations contained in the valid terms, covenants, or conditions hereof.
  2. **Waiver:** It is expressly understood and mutually agreed that no waiver granted on account of violation of any covenant, term or condition of this contract shall constitute or be construed in any manner as a waiver of the covenant, term or condition or the right to enforce the same as to any other or future violation.

Acceptance by the University of rentals, commission, fees, charges or other payments in whole or in part for any periods after a default of any of the terms, covenants, and conditions hereof to be performed, kept, or observed by the Contractor shall not be deemed a waiver of any right on the part of the University to terminate the contract for any like or other or succeeding break of default.

* 1. **Assignment of Subletting:** The Contractor shall not at any time sell, convey, transfer, mortgage, or assign this contract, either in whole or in part, nor any of its rights, title, interest or privilege hereunder, nor sublease or sublet any of the facilities or any part thereof, without the prior written consent of the University.
  2. **Paramount Agreement:** The resulting contract supersedes any and all other and/or written agreements entered into by the parties hereto prior to the execution of the contract covering the subject matter hereof.
  3. **Successors and Assigns:** Each and all of the expressions, phrases, terms, conditions, provisions, stipulations, promises, covenants, agreements, requirements and obligations of the contract shall, wherever applicable, extend to and bind and insure to the benefit of the University and Contractor, and the legal representatives, successors, and assigns of either and both of them.
  4. **Rights of Entry Reserved:** The University, by its officers, employees, agents, representatives, and contractors, shall have right at all reasonable times to enter into all portions of the facilities for the purpose of inspecting the same, for observing the performance of the Contractor of its obligations under this contract, and to service or post or keep posted thereon notice provided by any law or rules or regulation of the State which the University deems to be for the protection of the University and/or the facilities, and for the doing of any act or thing which the University may be obligated or have the right to do under the contract, or otherwise.

Without limiting the generality of the foregoing, the University by its officers, employees, agents, representatives, and contractors, and furnishers of utilities and other services, shall have the right for its own benefit, for the benefit of the Contractor, or for the benefit of others than the contractor at the University, to enter upon said premises at all reasonable time to make such repairs, replacements, or alterations as may, in the opinion of the University, be necessary or desirable, and from time to time to construct or install over, in or under, the facilities new systems or parts thereof, and to use the said facilities for access to other parts of the University not otherwise conveniently accessible.

No abatement of rental shall be claimed or allowed to the Contractor by reason of the exercise by the University or any or all of the rights contained in this section provided, however, that nothing in this section contained shall or shall be construed to permit the University to exercise any right of access or entry for any of the purposes devoted herein above except at reasonable time and in such a manner as not to unreasonably interfere with or hinder the use, occupancy, and enjoyment of the facilities by the Contractor.

* 1. **Damage or Destruction:** If and in the event the facilities or premises or any part thereof and structurally damaged by fire, explosion, the elements, the public enemy, or other casualty, but not rendered untenantable, the same shall be repaired with due diligence by the University at its own cost and expense. If such structural damage shall be so extensive as to render the facilities untenantable, but capable of being repaired within thirty (30) days, the same may be repaired at the option of the University at its own cost and expense. If such repairs are needed, the Contractor and the University will mutually decide, in an equitable manner, the status of this food service contract at the University.

If and in the event the facilities or any part thereof is completely destroyed by fire, explosion, the elements, the public enemy, or other casualty, or so damaged that they will remain untenantable for more than thirty (30) days, the University shall be under no obligation to repair and reconstruct the facilities or premises or any part thereof. In the event of such loss the Contractor and the University will mutually decide, in an equitable manner, the status of this food service contract at the University.

* 1. **Maintenance:** The University will furnish the services of its maintenance staff, if and when required, for the proper maintenance and repairs of said premises, fixtures, and equipment. Any equipment damage by negligence on the part of the Contractor, or its employees, will be replaced or repaired by the Contractor.

The University will seal and polish floor areas three to four times a year. The public restrooms shall be maintained and serviced daily by the University. This excludes restrooms in the kitchen area.

* 1. **Utilities:** The University will provide all utilities for normal operation--heat, electricity, gas, water, steam, and sewer. The University requires the Contractor to reimburse the University for FY18 $12,200 for utility usage. The utility reimbursement shall increase by approximately 1.5% for the next six years as follows: FY19 $12,400, FY20 $12,600, FY21 12,800, FY22 $13,000, FY23 $13,200 and FY24 $13,400.
  2. **Safety and Health Standards:** The Contractor must comply with all O.S.H.A. standards applicable to the food service operations at Missouri Western State University.
  3. **Alcoholic Beverages:** The sale of alcoholic beverages on campus is approved for consumption in the Fulkerson Center, Spratt Stadium, Looney Complex and Leah Spratt Hall. The Contractor will be liable and responsible in the event alcoholic beverages are served at a catering event. The University reserves the right during this contract to manage and administer the sale of alcoholic beverages on campus if it so chooses. Permits fees and licenses are the responsibility of the vendor.
  4. **Contract Length:** The contract shall be effective on the date indicated in the letter of award and shall run for seven (7) years from the date, with an option of the University, and by mutual agreement of the University and Contractor, to renew for one (1) additional three year period, subject to the state legislature's appropriation of funds. The contract may run for a total period of ten (10) years. This contract may be renewed through re-negotiation for an additional three year addendum into its eighth (8th-10th) years unless the vendor is notified to the contrary, in writing, by the University or Contractor ninety (90) days prior to expiration of the initial and/or succeeding contract period.

* 1. **Notice of Acceptance:** All bidding contractors will be promptly notified as to successful bidder, when

awarding of a contract has been approved by the Board of Governors.

* 1. **Term of Contract:**

The initial term of this contract will be for a period of May 26, 2017, through May 25, 2024 (7 years). It may be renewed through re-negotiation for an additional three year addendum. The University reserves the right not to renew the contract. Either party may cancel the contract by giving ninety (90) days written notice of their intention to cancel.

**2.33** **Final Acceptance of the bid** will be contingent on the successful agreement of contract terms in accordance with this RFP response.

**PART III**

**Scope of Work**

**3.1 Company Profile, Experience and Qualifications**

In this section Contractors are to include concise documentation outlining experience, competence and financial stability relating to the operation of food services in the college and university sector.

3.1.1 Provide a corporate overview of the organization including but not limited to the structure and size of the company, divisions, departments and/or business units, location of U.S. headquarters and locations of regional or affiliate office that would be responsible for managing this account.

3.1.2 Describe the structure of subsidiaries, affiliates, divisions or departments of your organization responsible for the various aspects of this opportunity including internal and external reporting relationships and proposed interface with the University. Also list regional managers, area vice president, the person that has the contractual authority to bind your company (i.e., execute the Agreement)—and an organizational chart reflecting positions and authorities from your CEO/Owner to the on-site general manager at the University. Detail the frequency and purpose of on-site visits from regional and senior support staff from your company.

3.1.3 Identify the total number of current higher education accounts under contract, number of higher education accounts within 200 miles of the University; and document a minimum of three (3) and a maximum of five (5) existing, directly comparable reference sites that are managed by the same regional team that will manage the University food service program. Document the following for each:

Brief general description of the operation and service provided

* Length of service
* Approximate annual revenues
* Name of regional/district manager
* Any investments made by the Contractor during the course of the contract
* Client contact names, email addresses and phone numbers
  + 1. Provide financial resources and capabilities. If privately owned, include three (3) years audited financial statements and balance sheets (note: tax returns and other financial information from private companies may be requested at a later date) as prepared by an outside public accounting firm. If a public company, include your company’s most recent annual report.
    2. Provide a description of any and all pending litigation, agreements, or liabilities that may reasonably be anticipated to have an adverse effect upon the Contractor's ability to comply with the terms and condition of the contract or this RFP.
    3. Identify a minimum of three (3) past higher education contracts where in the past five (5) years the Contractor was no longer retained. Specifically list the contracts that were managed by the same regional team proposed to manage the University food services. Document the following for each:
* Name, location and size of the account
* Description of the operation and service provided
* Approximate revenue
* Reason cited for loss or nonrenewal of contract
* Client contact name, email address and phone number

3.1.7 Indicate any current or contemplated merger or acquisition of your company with another. If such activity is underway or contemplated before July 2017, provide information as to the potential effect of such action on the University’s operations and/or contractual negotiations.

**3.2 Operational Plan – Resident Dining**

In this section the Contractor is required to submit an operational plan that describes how resident dining will be provided at the University. The operational plan must demonstrate programs that may be implemented in future years in accordance with the requirements outlined in **Part II** and **Part III**. Reminder: the successful contractor will provide the current meal plan and concepts for the first year of service.

* + 1. Describe the proposed program for future years for Missouri Western dining. Program description should include but not be limited to concepts, menus for each meal period, offerings, brands, floor plans/renderings, marketing materials, etc.
    2. Describe alternate meals plans (without costs) that your firm believes will enhance resident student satisfaction levels, provide more flexibility and convey a better price/value perception.
    3. Describe in detail any investment or renovations plans (without costs) that your firm believes will be necessary to provide the proposal programs. Include an overview of scope of work, risks, outcomes and timeline.
    4. Although all financial projections must be based on the hours of operation, provide alternate hours of operations for Missouri Western dining location operation that you believe will enhance student satisfaction. Include the total number of hours each venue would be open for service during each day of the week during the academic year.

**3.3** **Operational Plan – Retail**

In this section the Contractor is required to submit an operational plan that describes how retail dining will be provided at the University. The operational plan must demonstrate programs that will be implemented as per the requirements outlined in **Part II** and **Part III**. Reminder: the successful contractor will provide the current meal plan and concepts for the first year of service

3.3.1 Describe the proposed program for University Union Food Court retail dining outlet. Program descriptions should include but not be limited to concepts, brands (local, national and/or regional including rationale for recommending the brands), menus, offerings, retail prices, etc.

3.3.2 Describe the proposed program for Java City Coffee Stand retail dining outlets (Hearnes Library & Blum Union). Program descriptions should include but not be limited to concepts, brands, menus, offerings, retail prices, etc.

3.3.3 Describe the proposed program for POD (Provisions on Demand) retail dining outlet, located in Popplewell Hall. Program descriptions should include but not be limited to concepts, brands, menus, offerings, retail prices, etc.

3.3.4 Remington Hall includes Einstein Brothers Bagels. Describe a Dining Dollars (declining balance) meals plan (without costs) that your firm would implement that would improve non-resident student and University faculty and staff participation in the retail dining outlets. Include any requirements such as systems, infrastructure or otherwise that would be necessary to implement the proposed plan.

3.3.5 Describe the proposed program for Max’s Mart Convenience store, located in the Commons Building. Program descriptions should include but not be limited to concepts, brands, menus, offerings, retail prices, etc.

3.3.6 Although all financial projections must be based on the hours of operation in,provide alternate hours of operations for each retail dining location operation that you believe will enhance student satisfaction. Include the total number of hours each venue would be open for service during each day of the week during the academic year.

**3.4 Operational Plan – Catering**

In this section the Contractor is required to submit an operational plan that demonstrates how catering will be provided at the University. The operational plan must describe programs that will be implemented as per the requirements outlined in **Part II** and **Part III**.

3.4.1 Describe and provide information on how your firm will implement a three (3) tiered catering program that provides menu options, service levels and price points for all constituents in the University Community. The first tier should focus on student groups, information gatherings and/or pick up service. The second tier should focus on internal patrons and University guests that desire conference style catering for breakfast, lunches, working lunches and/or meeting break service. The third tier should focus on special event catering for events such as formal dinners, receptions, celebrations, fund-raising or Administration events.

3.4.1.1 An annual catering fund shall be available for use by the President for meals served to University guests and/or special functions for the betterment of Missouri Western State University. Describe the plan you will provide.

3.4.1.2 The Contractor currently provides six (6) courtesy meal plans to the President. These meal plans are not always used, so please offer your plan for flexible guest meal plans that may be used at the President’s discretion (such as 250 meal vouchers).

3.4.1.3 The Contractor currently provides funds for Admissions that are used for prospective students and their family. Describe your plan for prospective student meal funds.

3.4.1.4 The Contractor currently provides funds for Athletic catering events. Describe the plan your firm would offer.

3.4.1.5The University encourages the Contractor to offer student groups cost effective catering options that will work within their limited budgets. Describe your plan for student group funding.

* + 1. Provide sample customer catering guide and menus with proposed pricing in line with current prices (found at <http://www.campusdish.com/en-US/CSMW/MissouriWestern/Catering/>) of proposed tiered catering programs. Sample catering guides should include all catering terms and conditions proposed at the University.
    2. Describe and provide samples of a formal standard operating procedure (“SOP”) manual that will be developed and approved by the University and become part of the agreement. The catering SOP manual must include but not be limited to ordering procedures, confirmation of orders with patrons, kitchen and preparation procedures, event standards, service level standards, billing procedures, uniform standards, staff training programs, sources for staffing for large events, etc.
  1. **Human Resources & Staffing Plan**

The successful Contractor will be required to employ and manage the food service staff at the University. Each Contractor will be required to submit as part of their proposal a human resource plan, which includes but is not limited to the following:

* + 1. Provide an onsite management organizational chart and the resumes and description of the relevant experience and skill set of the proposed candidates for all management (including catering and culinary) positions at the University.
    2. Provide a description the program your firm will implement regarding student employment to include but not be limited to recruitment, positions, pay rates, percentage of students making up workforce, internships, and applied learning experiences; programs for advancement and/or promotion.
    3. Provide a listing of corporate resources, educational and training and staff development programs that will be implemented for all food service management and line staff working at the University.
    4. Provide details regarding the benefits package that will be offered to management and hourly staff members. Also provide the expected employee contribution rates for participation in the employee benefit program to include the cost to an individual, couple or family participating in the full benefit program.
    5. Detail your plans to effectively staff Missouri Western’s food service operation with qualified people. Retention of current staff members shall be considered as part of this contract.

**3.6 Marketing**

In this section Contractors are required to describe an operational plan that demonstrates how marketing will be provided at the University. The operational plan must describe programs that will be implemented in all areas (Resident Dining, Retail, Catering, Concessions and Additional Services) and as per the requirements outlined in **Part II** and **Part III**.

3.6.1 Describe how your firm will conduct market research on the campus and in the local area to determine the recommendations for concepts, brands, programs, events, menu items and pricing.

* + 1. Provide a sample calendar and marketing plan for one academic year for the resident dining program that will be implemented at the University. The plan should include but not be limited to premium meal nights, seasonal promotions, seasonal menu offerings, student events, etc.
    2. Provide a sample calendar and marketing plan for one academic year for the retail dining program that will be implemented at the University. The plan should focus on increasing participation and include but not be limited to seasonal promotions, coupons, frequent buyer programs, off campus vendor delivery programs, etc.
    3. Provide a plan on how your firm will “rebrand” the University food services program to become “University Dining Services” or similar name. The plan should include but not be limited to proposed name, sample logos, uniform proposal, sample dining services brochure, etc.
  1. **Technology and Online Services**

In this section the Contractor is required to describe the technology proposed to be deployed at the University. The technology plan must describe programs that will be implemented in all areas (Resident Dining, Retail, Catering, Concessions and New Services) and as per the requirements outlined in **Part II** and **Part III**.

3.7.1 Describe inventory and/or POS systems that will be deployed to manage Concessions sales and inventory.

3.7.2 Describe the online catering solution that will provide the University community the ability to order non-custom catering online. Describe major features, how the system will be deployed, sample screen shots and how the system will be updated and remain current.

3.7.3 Describe how your firm will deploy a web site and online nutritional information for the University community. Provide a sitemap that includes the pages that will be included, a schedule on how often the site will be updated and other innovative features that will enhance the dining service experience.

3.7.4 Describe any other technologies that will be deployed at the University to enhance the dining services experience and efficiency (i.e., mobile apps, alternative pay options, etc.).

**3.8 Sustainability Practices**

In this section the Contractor is to provide a plan for implementing sustainable practices throughout all food service locations on campus. The sustainability plan must describe programs that will be implemented in all areas (Resident Dining, Retail, Catering, Concessions and Additional Services) and as per the requirements outlined in **Part II** and **Part III**.

3.8.1 Describe how your firm will maximize recycling and eliminate food waste (both consumer and kitchen) programs at the University food service locations.

3.8.2 Describe how your firm will implement local buying practices to support local food suppliers and growers while reducing carbon footprint.

3.8.3 Provide examples and describe how your firm has introduced sustainable programs for resident, retail, catering and concessions that have resulted in energy management, decreased water usage, consumer awareness and/or consumer education at similar sized Universities. How will your firm educate consumers of these practices?

**3.9 Quality Assurance**

In this section the Contractor is to provide a plan for quality assurance. The quality assurance plan must describe programs that will be implemented in all areas (Resident Dining, Retail, Catering, Concessions and Additional Services) and as per the requirements outlined in **Part II** and **Part III**.

3.9.1 Describe how your firm will conduct customer satisfaction surveys in each area. Provide the number of times surveys will be taken, how the surveys will be deployed, collected and tabulated, sample surveys for each area, how results will be communicated with the University and a methodology for action plans based on responses from the survey results. Describe other methods in which your firm will listen to and gather feedback from customers and act on the feedback received.

3.9.2 Provide samples and describe how your firm will conduct quality assurance audits for both in-house and national branded concepts. Descriptions should include but not be limited to frequency of audits, personnel performing audits, how the audit results will be shared with the University and how poor results will be corrected.

3.9.3 Describe the quality assurance tools and processes your firm will deploy to ensure compliance with all health, safety and sanitation standards.

**3.10 Operational Plan – Concessions**

In this section the Contractor is required to submit an operational plan that demonstrates how Concessions will be provided at the University. The operational plan must describe programs that will be implemented as per the requirements outlined in **Part II** and **Part III**.

3.10.1 Describe and provide information on how your firm will implement an innovative concessions program that provides branded concepts, provides value and enhances the fan experience, to include alternate customer payment options.

* + 1. Describe the scope of any investment (without costs) your firm would make on behalf of the University to enhance the concessions program, provide additional services in mobile locations and increase revenue.
    2. Provide a proposed concessions base menu to include menu items, brand names, portion size and retail selling price.
    3. Provide a plan for staffing methods that may be used in concessions.

**PART IV**

**Financial Proposal**

**4.1** **Financial Investments**

In this section the Contractor is required to submit details regarding any investments proposed by the Contractor to the University.

* + 1. The Contractor agrees to invest one million eighty four thousand seven hundred and ninety three dollars ($1,084,793) (unamortized capital investment) upon award of the contract. This represents the unamortized portion of the existing contractor’s investment in the food service facility renovations and for the purchase and installation of food service equipment on the University’s premises. The following is the breakdown of the outstanding investments.  
         
       Capital investments for freezers, cash registers and Einstein Brothers Bagels total $59,793 outstanding as of June 30, 2017. Please adjust the meal plan rates in your bid to cover the annual amortization that will be specified in Attachment 10.

Renovations and equipment of $800,000 included updates to the food court (Subway, Burger Studio and Zoca), and included a complete renovation to The Pod. The Investment was set up to be amortized over an eight (8) year period and has an outstanding balance of $575,000 at June 30, 2017. Please adjust the meal plan rates in your bid to cover the annual amortization specified in Attachment 10.

An unrestricted donation of $1,000,000 was made to the MWSU Foundation for the capital campaign for the construction of Spratt Stadium. The investment was set up to be amortized over a five (5) year period and has an outstanding balance of $450,000 at June 30, 2017. Please adjust your meal plan rates in your bid to cover the annual amortization specified in Attachment 10.

Describe the amount of financial investment the Contractor will provide to the University for new capital projects. Any additional capital investment that is being proposed must be amortized over the life of the current contract.

* + 1. Describe the amount of financial investment the Contractor will provide to the MWSU Foundation for student scholarships for year one through year seven of this contract.

These funds are to be prorated over the academic year and disbursed by Contractor to the University Foundation in equal biannual payments. University may award such scholarships in amounts and to students of its choice and at its discretion.

* + 1. Describe other financial investments your firm is proposing for the University including, but not limited to, athletic sponsorships and a Presidential allowance.
       1. Missouri Western is in the beginning stages of creating a Hospitality Management academic program on campus. Describe how your program may enhance or cooperate with this new academic program.
    2. Provide evidence that the total capital investment ***and*** financial investment included in this proposal, regardless of type (buy-back or non buy-back), has been approved by your company or parent company’s board of directors. Indicate source of funds for the total estimated capital investment (bank account, savings account, line-of-credit, brokerage account, loan, etc.).

**4.2 Commission Structure**

In this section the Contractor is required to submit details regarding commissions proposed by the Contractor to the University. Commission proposals should comply with the terms and conditions outlined in Attachment 1 and the Proposed Contract Template.

4.2.1 Describe the commission structure that is proposed to be paid to the University for each operating unit. Provide detail on how commissions will be calculated, reported and paid to the University.

4.2.2 Complete the Commission worksheet and include a printed copy in this section. The worksheet can be found in **Attachment 1.**

**4.3 Value-Added Financial Offers**

In this section the Contractor is required to submit details regarding value-added financial offers (i.e. scholarships, donated meal plans, fundraising support, etc.) proposed by the Contractor to the University. Describe the value added financial offer your firm is proposing to make on an annual basis as a partner of the University.

**4.4** **Financial Projections**

In this section the Contractor is required to describe the elements that make up the financial proforma submitted in the proposal.

4.4.1 Summarize the financial returns anticipated for both the Contractor and University during the initial term of the agreement.

4.4.2 List major financial assumptions used to calculate the financial returns. Complete the Proforma Financial Profit and Loss worksheet **Required Submittal Attachment 2.**

**PART V**

**Evaluation**

**5.1 Introduction**

The University expects to receive proposals from firms having complied with proposal submission requirements as outlined in **Part II and Part III**. The University reserves the right to request additional information to clarify a submitted proposal.

**5.2 Evaluation Process**

The evaluation process will consist of a four (4) level system. Each Contractor must pass Level I in order to reach Level II and III. Only the finalists will reach Level IV.

**Level I – Proposal Requirements**

The Food Service Financial Committee will conduct a review of all proposals submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. Criteria shall be:

* Attendance at the pre-proposal conference
* Submission of sealed Technical Proposal
* Submission of sealed Financial Proposal (Attachment I & II)
* Correct Number of printed copies (equal number of Technical and Financial proposals)
* Completed required submittal forms provided on USB drive in original format (MS Word and/or Excel)
* Electronic version of the full Technical & Financial proposal published in PDF format
* Signed cover letter

The scoring for this section will be “pass” or “fail”. All Contractors that “fail” to be compliant with the submittal requirements as outlined in the RFP will be eliminated from further consideration.

**Level II – Technical Evaluation**

If a Contractor passes Level I, the Technical Proposal shall be evaluated by the selection committee members on the criteria below:

* Company Profile, Experience and Qualifications
* Operational Plan – Resident Dining
* Operational Plan – Retail
* Operational Plan – Catering
* Operational Plan – Concessions
* Operational Plan – New Services
* Human Resource and Staffing Plan
* Marketing Plan
* Technology Plan/ PCI Compliance
* Sustainable Practices
* Quality Assurance
* Acceptance of Contract Terms and Conditions
* Three current contract references and three who no longer have contract

Technical Proposal evaluations will be completed prior to selection committee member’s review of Financial Proposals.

**Level III – Financial Evaluation**

Financial Proposal shall be opened and distributed to selection committee members after the completion of the Technical Proposal evaluation. Financial Proposals shall be evaluated by the selection committee members on the criteria below:

* Capital Investment - Improvements / Renovations
* Commission Structure
* Value-Added Financial Offers
* Market Basket
* Staffing Plan
* Financial Projections

**Section of Finalists**

The Food Service Committee will evaluate the technical and financial portion of the bid and determine the finalists. The University reserves the right to qualify as finalists up to the three (3) Contractors’ whose combined proposals were evaluated the highest.

Finalists will be asked to conduct site tours of current operations at other institutions with University representatives whereby the Contractor must demonstrate services and practices detailed in their proposal. Upon completion of the site tours, finalists will be asked to participate in vendor presentations at the University. Evaluation of vendor presentations will be conducted as Level IV of the evaluation process.

**Level IV – Vendor Presentations**

Each vendor presentation shall be evaluated by the selection committee members on the criteria below:

* Compliance with requested presentation information
* Proposed on-site management team
* Willingness to partner with University
* Quality of sample food tasting on site
* Overall quality of presentation

**5.3 Evaluation Recommendation**

The selection committee will independently formulate a recommendation to the Vice President of Financial Planning and Administration, who will be free to accept or reject the selection committee’s recommendation and present his recommendation, setting forth the reasons therefore in a Board Report.

The Board of Governors will consider the Vice President of Financial Planning and Administration’s recommendation during a public meeting and may accept or reject the recommendation in making their decision as to the selection, if any, stating publicly the reasons for their action. Contract agreements between the recommended Contractor and University are subject to the University General Counsel, or designated representative, approval or further negotiations.

**5.4 Selection Committee**

A selection committee will review and evaluate all proposals based on the above criteria. The selection committee will have only the response to this solicitation to review for selection of finalists and therefore, it is important that Contractor’s emphasize specific information considered pertinent to the services to be provided.

##### PART VI

##### Campus and Dining Operation Description

**6.1 Current Situation/Background**

Missouri Western State University is a four year, state supported institution providing a blend of traditional liberal arts and modern career oriented degree programs. MWSU is authorized under Missouri statute to offer one year certificates, two year associate degrees, four year baccalaureate programs and graduate programs. In addition, the University offers some three year pre-professional transfer programs.

The student body is a mixture of non-traditional students with workplace experience and the traditional student that is entering directly from high school. This provides an exciting and dynamic learning environment. It affords all Missouri Western State University students the opportunity to learn from one another. It brings life to the classroom and challenge to our faculty. Above all, it provides the student with a special experience intended to expand horizons and provide rich career opportunities.

The University has 5,300 students enrolled for the Fall 2016 semester. Approximately 1,100 students currently live on campus in the residence halls.

Missouri Western is located in St. Joseph which is the principal city and county seat of Buchanan County. It is located on the Missouri River in the northwest section of the state, 50 miles north of Kansas City and 195 miles east of the geographic center of the United States. It was established by Joseph Robidoux in 1826 as a trading post. In 1843, the community became known as St. Joseph, named for Robidoux's patron saint. The city has a population of approximately 87,000 and was selected as an All-American City in 2000. St Joseph offers an abundance of job opportunities for students and a mix of activities ranging from a community theatre, art galleries, museums, golf courses and a beautiful city wide parkway system.

For additional information about Missouri Western, please see our website at www.missouriwestern.edu.

**6.2 Food Service Philosophy and Objectives**

A food service program as an integral part of the students' higher education experience; thus, the University believes the students deserve a quality food service program in a pleasant environment on a cost effective basis. The University accepts the responsibility, with the assistance of the Food Service Committee, to provide conditions to achieve that philosophy. The Food Service Committee is composed of faculty, staff and students. The purpose of the Food Service Committee is to be a liaison between the Contractor and the campus community to work towards the betterment of the food service program.

The first and foremost priority of the University for the Missouri Western food service is the food itself. This priority encompasses the quality of the food, and the variety of the food being served, the choices offered by the multiple locations on campus, customer service, competitive price/value, and the ability of the vendor to replace and/or rotate food concepts in a timely manner to keep the food service fresh and up to date to reflect customer preferences. The University is interested in exploring new, creative dining plans coupled with focus on providing acceptable fresh, creative dining formats and foods.

The second priority of the University is the food service facilities on campus. There have been upgrades to some facilities but more are needed. Missouri Western and its dining services partner need to construct/renovate/maintain clean and attractive food service facilities at multiple locations on the campus.

A third priority, but one which is essential to attain the first two priorities is the financial package of the dining services contract. The financial package should be some combination of company investment and commission to Missouri Western in order to provide the high quality campus dining service desired by Missouri Western. It is essential that the financial package be structured such that the investment / commission is not too heavily front-loaded so that there will be funds available for reinvestment in the dining program throughout the life of the agreement. Commissions should be clearly stated as a percentage of gross sales revenues and/or minimum annual guarantees.

The University and Contractor should demonstrate a commitment to the student consumer to provide convenience of dining, cost effective service, enhancement of social living in a University environment, an adequate diet through a variety of quality foods and access to information regarding nutritional information.

Consistent review of available types of food service is necessary to maintain a quality program on a cost effective basis. A quality food service program is achieved when students, the Food Service Committee, the University, and the Contractor all take the responsibility to provide constructive recommendations, and to initiate the required actions to accomplish those recommendations.

**6.3 Dining Facilities**

The Blum Student Union, constructed in 1971, was designed to function as both a student union and a cafeteria. It has been developed to deliver valued services and programs that enhance campus life and to inspire student involvement. The students can use their meal plan flex dollars at any of the following venues.

6.3.1 **Dining Hall:** The Student Union has an all you can eat cafeteria that has a total capacity of approximately 400 that is available for faculty, staff and community. In the year 2000 the cafeteria was updated and remodeled to enhance the student’s dining experience. Students have the option of receiving a carry out container upon entering the cafeteria & presenting their ID to the cashier. On certain occasions the cafeteria is used for special programs such as Breakfast & Bingo.

6.3.2 **University Food Court:** Located in the Student Union, the Food Court is a cash based operation. The food court offers many choices in dining including Zoca (Mexican), Burger Studio, and Subway. Additionally, fountain drinks and grab and go items are offered.

6.3.3 **The Pod:** In Popplewell Hall, the POD (Provisions on Demand) is a cash basis operation. This venue offers breakfast items, deli sandwiches, salads, two hot entrees and vegetables, soup and desserts**.**

6.3.4 **Einstein Brothers Bagels:** is located in Agenstein Hall. This venue offers breakfast and lunch items, including bagels, smoothies, and snack items.

6.3.5 **Max’s Mart** is located in the Commons building next to the Residence Halls. This venue serves

as a convenience store and offers griller items, pizza, prepackaged food items and snack items.

6.3.6 **Java City:** has two locations, located in the Hearnes Learning Center in the Library and in the Blum Student Union lobby. These offer specialty coffees and pastries. The Java City in Blum also offers some salads, sandwiches and bottled drinks.

**6.4 Meal Plan Options**

Students living in the residence hall **must** participate in one of the following meal plans. The contractor is obligated to offer these meal plans or a plan with the same (or lesser) cost for the first year of the contract. After the first year the contractor may negotiate with the University new plans that would be beneficial to both the students and the University. Complete Attachment 1 (Base Bid Financial Submission) in its entirety.

6.4.1 **Twenty (21) meal plan.** This plan allows for any 21 meals to be eaten in the cafeteria for the week. Because of the presumed participation rate the diners do not receive a credit or a rebate for uneaten meals.

6.4.2 **Fifteen (15), Twelve (12) or Ten (10) meal plans with Flex dollars.** These three plans allow a specific number of meals to be eaten in the cafeteria, plus flex dollars that can be used at all other Dining Facilities on campus.

* Fifteen (15) plus $425 Flex
* Twelve (12) plus $225 Flex
* Ten (10) plus $425 Flex

6.4.3 **Meal Block Plan.** This is a designated number of meals that can be used throughout the semester in the cafeteria, originally created for non-traditional students, commuters, and faculty / staff.

Twenty five (25) meal block

Fifty five (55) meal block

10 meal block (Faculty & Staff only)

20 meal block (Faculty & Staff only)

40 meal block (Faculty & Staff only)

6.4.4 **Flex Plan only meal plans.** These meal plans consists of the stated dollar amount that can be used at any of the dining facilities on campus. The consumer is charged the cash operation rate for the meals.

$800 Flex plan is currently limited to participation for Juniors and Seniors.

$1,600 Flex Plan is currently limited to participation for Sophomores, Juniors and Seniors.

6.4.5 **Flex Option**. All University ID holders may add flex dollars to their University ID. Taxes are not applied to these purchases and the vendor often offers purchasing bonuses, such as a 10% value addition when dollars are placed on the card. This is an option and cannot be used as a full meal plan, except as noted in 6.4.4.

**6.5 Food Service Operation Relative to Calendar:**

6.5.1 The Food Court, POD and Java City (x2) will be open during hours that have been negotiated. The schedule may be adjusted on the basis of student use and with approval of the Vice President for Financial Planning & Administration. See Attachment 3.

* + 1. Contract student food service will begin with lunch, two days prior to regular registration each term.

6.5.3 The total food service operation will be open on regular registration days unless negotiated with the University.

6.5.4 The breakfast meal will be the last meal provided, under contract student meal services, on the day the residence halls close at a recess or at the end of a term (subject to change based on the Residence Hall closing schedule).This meal may be a limited menu.

6.5.5 The lunch meal will be the first meal provided, under contract student meal services, on the day the residence halls open after a recess (subject to change based on the Residence Hall closing schedule). This meal may be a limited menu.

* + 1. Please provide a plan for contract student meal services provided during the summer sessions. Summer session meals may additionally be provided on a cash basis recommended by the Contractor and approved by the University.

**6.6 Residence Halls**

Missouri Western has seven residence halls that can accommodate 1342 students. Juda, Logan, & Beshears are suite style with exterior entrances and house 290 students. Griffon Hall houses 240 students in an apartment style arrangement with full kitchen. Scanlon Hall (predominantly freshman housing) can house 400 students in a modified traditional style. Leaverton and Vaselakos halls house 205 students each and have a small suite with kitchenette space. Missouri Western houses roughly 500 freshman students per year with the remaining 500-600 being a mixture of sophomores through graduate students. Over 80% of the student housing space on campus does not have a kitchen in the living unit.

**6.7 Exclusivity**

6.7.1 The Contractor will have exclusive rights (with limited exceptions) to board plans, retail sales, and catering on Missouri Western’s main campus. All menu items and pricing will be approved by the University.

The Contractor will be given the first option to initiate new food service concepts that are recommended by the Contractor or University. Should the Contractor waive the opportunity to initiate such services, the University has the option to solicit alternative vendors.

The successful Contractor will purchase, prepare and serve food and beverages on the campus. The Contractor shall provide balanced meals and operations for all meals, refreshments, breaks, receptions, banquets, conferences and symposiums for the University students, faculty, staff and guests on such schedules as may be determined by the University.

**Exceptions to the above service may include:**

* Food purchased or prepared by individuals for personal consumption
* Food prepared in personal and community kitchens, break rooms
* Food and beverages for individual consumption at approved tailgate functions
* Individual pre-packaged snack foods (such as chips, pretzels, etc.), candy and beverages sold through vending machines, the Barnes & Noble bookstore and events (as approved through a waiver process).
* Kit Bond Technology Incubator
* Food and beverage donations and corporate sponsorship gifts in kind contributions through the MWSU Foundation
* Bake sales and fundraisers at approved times in approved locations.
* Where the University leases property to an outside entity for retail development.
* Other exceptions made at the Director’s discretion.

6.7.2 **Pepsi Contract**. The University has an exclusive contract with Pepsi Cola Bottlers through December 31, 2025. Only Pepsi products may be served on campus.

* 1. **Summer Session, Camps & Conferences**

The University promotes and provides significant summer programs on campus. Dining services plays an important role in attracting and serving participants of summer camps and conferences.

* Contractor must develop and provide a summer camp food and beverage program to accommodate scheduled events. The program shall be approved by the Conferences and Special Programs Director on an annual basis. **See Attachment 7** for catering facilities and Conference schedules.
* Summer camp and conference services will be provided based on a daily meal rate to cover all expenses of providing the services requested by the customer.
* Contractor must provide options for summer session/summer resident meal plans, including summer staffing, sites and hours.

**6.9 Performance Evaluations:**

6.9.1 The University shall appoint a Food Service Committee which shall meet with the Contractor's representatives on a regularly scheduled basis. The Contractor shall take action on all reasonable requests.

6.9.2 The Contractor shall conduct an aggressive public relations program for the purpose of achieving public knowledge and understanding of the University food service operation. This shall include a breakdown of costs and periodic insights into the profit margin of the Contractor on the contract with the University. The University is especially concerned that food service is a partner in a meaningful educational experience to all students. The mutual goals are convenience, cost effectiveness, adequate diet, and appropriate services to all participants including persons with disabilities, for a pleasant dining experience. (See Food Service Philosophy and Objectives in General Information)

6.9.3 Contractor shall conduct customer satisfaction surveys two (2) times per calendar year; once in the first half of the fall semester and once in the first half of the spring semester. Satisfaction surveys are to be conducted in the following core business lines, resident dining, retail dining and catering. Completed surveys will be sent to University approved third party vendor to be tabulated. Results will be reported in writing to the Contract Administrator within four (4) weeks of the surveys being conducted by the Contractor.

6.9.4 The Contractor shall provide a method for performance evaluation of the unit manager on a semester basis. This evaluation shall encompass two areas of concern: the manager's relationship and responsiveness to students; and the manager's relationship and responsiveness to the administration, staff, faculty and other users.

6.9.5 At least once per semester, at the Contractor’s expense, the Food Service Committee will appoint an independent evaluator to spot check that the standards and expectations listed in the Food Service Contract are being adhered to.

**6.10 Staff and Committee Meetings:**

The Contractor's unit manager shall meet, upon request, with administrative and/or student personnel staff members to discuss menus, festive meal plans, serving policies trends, and publicity of the food service. The Contractor's staff will meet with the Food Service Committee at the beginning of each semester to discuss employee training sessions.

**6.11** **Liaison Officer:**

The official liaison between the Contractor and the University shall be the Vice President of Financial Planning and Administration and the Vice President for Student Affairs and/or his/her designee.

**6.12** **Equipment, Utilities, Supplies and Space Use:**

The University shall provide the Contractor with a physical inventory of all expendable, non-expendable supplies (i.e. dishes, glasses, silverware) and capital equipment at the start of the contract. Depletions shall be replaced, or current value equivalent paid the University, at least semi-annually and on completion or termination of this contract by the Contractor at his expense and to the University's satisfaction. The University shall maintain an up to date physical inventory record of non-expendable supplies and capital equipment during the life of this contract. Additional new items or increased inventory level requirements shall be provided by the University through University Purchasing and authorized funding procedures.

* + 1. The University shall provide by mutual agreement the following office furniture and equipment for use by the Contractor in the performance of this contract at no charge under the same terms applicable to capital equipment contained in this contract:

Desks Filing Cabinets

Chairs Tables

* + 1. Ownership of all non-expendable supplies and capital equipment shall remain with the University and shall not be loaned or removed from the University without its prior written approval. The Contractor shall take such measures as may be reasonably required by the University for the protection against loss by pilferage or destruction.

6.12.3 Equipment, dry stores, refrigerated and freezer storage required in addition to such space deemed adequate by the University may be leased from the University if available. A square footage charge comparable to commercial handling and storage rates for similar services shall be invoiced the Contractor on a monthly basis as a separate transaction from those related to other terms of this contract.

* + 1. On termination or expiration of this contract, the University shall conduct a physical inventory of all non-expendable supplies and capital equipment. At that time the Contractor shall surrender the facilities and equipment to the University in as good condition as at the start of the contract; ordinary wear and tear and loss or damage by fire, flood and other perils covered by extended coverage insurance excepted.
    2. On expiration or termination of this contract, the inventories of food and expendable supplies of the Contractor shall remain those of the Contractor until purchased by the new contractor. Final payments to be made to the Contractor by the University, shall be withheld until all transactions or arrangements for these inventory purchases or removal have been completed to the satisfaction of the University.
    3. The University shall be the mediator, if one is required, in the sale of the present Contractor's inventories of food, paper supplies, janitorial supplies and equipment, and cleaning supplies to the new contractor. Included shall be the purchase of unfilled orders placed by the present Contractor prior to expiration of his present contract.

6.12.7 A new contractor shall have access to the premises at reasonable times, as determined by the University, prior to the termination or expiration of the present contract. The University shall determine and coordinate required arrangement for this access, and a new contractor shall not interrupt or disturb the operation of a present contractor.

* + 1. The Contractor shall be responsible for advising the University of required additional capital equipment purchases, and of required repairs and replacement of capital equipment and related facilities. The University shall be responsible for the purchase of additional capital equipment and shall make or authorize the repair and replacement of worn, damaged, or malfunctioning equipment and related facilities, except where it has been determined by the University that damages were due to the Contractor's negligence, the University shall, at its option, request the Contractor to make and pay for the necessary repairs and replacement, or repair or replace said capital equipment and related facilities and invoice the Contractor for said repairs or replacements. The Contractor shall pay such costs which shall not be charged back to the University.

A preventative maintenance program and regular replacement of worn, damaged, or malfunctioning capital equipment and related facilities shall be instituted and paid by the University and executed with full cooperation of the Contractor.

The Contractor will assume full monetary responsibility for telecommunications service, both voice and data, local and long distance, installation, University chargebacks, and monthly charges. Telecommunication costs shall be a direct cost of operation.

* + 1. If there are food or beverage items under this contract which must be transported by the Contractor, the Contractor is responsible for providing and using a motor vehicle suitable for such a purpose, and for providing qualified and an adequate number of staff to operate the vehicle. The Contractor shall be liable for damages or injuries caused by the negligent operation of said motor vehicle by the employees or agents of the Contractor. If the Contractor leases a motor vehicle for the transportation of food or beverage items under this contract, the terms of said lease must be approved in advance by the University.
    2. The Contractor has the responsibility to consult with the University on the disposition or use of excess capital non-expendable or expendable food service supplies and equipment. The disposition or declaration as surplus shall be the responsibility of the University and in accordance with state inventory control procedures.
    3. The Contractor is responsible for control of keys obtained from the University and the security of those areas for which and when they are used by his representatives. The Contractor shall be responsible for immediately reporting all the facts relating to losses incurred as a result of break-ins to areas of the University. The University shall designate the authority as to who shall receive these reports and be responsible for key control.
    4. The University is responsible for the costs of rekeying and replacing lock cylinders, as determined by the University. The Contractor shall be responsible for replacement of lost keys and the cost of rekeying and replacement of lock cylinders required as a result of his negligence and/or loss of keys.
    5. The University shall approve, make contracts for, and make payments on all lease rental food service related equipment, except food service motor vehicles. The Contractor has the responsibility to inform the University of periods in which such equipment is not required (i.e. cash registers, changers, special catering and one-time use equipment).
    6. Purchase of products, (food or supplies) which require equipment for their dispensing and have the equipment and service costs prorated in the costs of their product shall not be purchased for use at the University without prior approval of the University. If a lease agreement is required for carbonated beverage dispensing equipment, it shall be signed by and held in the name of the University for use by the Contractor as the University's agent.

6.12.15 The University shall not guarantee an uninterrupted supply of water, steam, electricity, gas, telephone and heat or air conditioning. However, it shall be diligent in restoring service following an interruption. The University shall not be liable for any product loss which may result from the interruption or failure of any such utility services. In the event of a breakdown, the Contractor is solely responsible for any loss.

6.12.16 It is specifically understood that the University may, without interfering with normal food service, use the dining, production, and service areas from time to time for such purposes (movies, dances, etc.) as may be required. Appropriate setup and cleanup shall be undertaken by the University's personnel at no cost to the Contractor. Facilities shall be restored to conditions mutually satisfactory to the Contractor and the University before the next regularly scheduled meal service. This shall involve maintenance and sanitation to the areas, dining and service equipment, and trash removal.

* + 1. It is specifically understood that when the Contractor uses areas which are not primarily intended for food service (e.g., meeting rooms and lounges) from time to time for such purposes (catered meals, receptions, etc.) as may be required; appropriate setup and cleanup shall be undertaken by the Contractor's personnel at no cost to the University.

Facilities shall be restored to conditions mutually satisfactory to the University and the Contractor before the next scheduled use of that area. This shall involve maintenance and sanitation of the areas, furniture rearrangement and equipment and trash removal. Likewise, when the Contractor caters beverages and snacks in a meeting room, it is understood that the Contractor's personnel are responsible for prompt removal of their equipment and food residue from the area, following the completion of the meeting.

* + 1. General telephone exchange tariff regulations require the telephone service be provided by the University, if any provided, only for communications in which the University has a direct interest and shall not be used for any purpose for which a payment or other compensation shall be received by the University from the Contractor for such use, or in the collection, transmission, or delivery of any communication for others. The Contractor shall be responsible for providing a private line for their outside and long distance business activity.
    2. The Contractor shall not produce, store or use University facilities, equipment, or inventories for other company operations, individual, or organizations, without permission from the University.
  1. **Equipment and Facilities Maintenance, Replacement and Sanitation:**

The premises, equipment, and facilities shall be maintained throughout the life of this contract in condition satisfactory to the University. Thus, the Contractor shall adhere to the highest standards of cleanliness and sanitary practices to insure continual sanitation in all functions and matters related to the execution of the terms of this contract including food handlers' appearances and performance in the preparation, service, transport and storage of food and related items.

* + 1. Consultant inspectors of the Missouri State Division of Health, Hotel and Restaurant Section, and/or Agent Health Departments of the division, and campus safety and sanitation personnel shall have complete cooperation and access to all food service, production and storage areas on inspections which they may conduct. These inspections may be at the request of the University or on said agencies own discretion. A management representative of the Contractor shall conduct equipment and facilities maintenance and sanitation inspections periodically. Vendor representatives who normally provide checks and reports as part of their equipment or product service shall be furnished to the University by the Contractor. The Contractor is responsible to implement corrective operating measures required as a result of these inspections and reports within ten days of notifications and by mutual agreement of the University.
    2. The Contractor shall provide adequate daily housekeeping, cleaning, maintenance, and sanitation service, and the equipment and supplies for all food service equipment and areas. This shall include, but not be limited to: production, serving kitchens, refrigerators, freezers, receiving and storage, trash and garbage, dining and service areas, employee locker and restrooms, offices, hallways, and stairs used by food service.
    3. The Contractor shall provide an adequate inventory of table linens, employee uniforms, aprons, jackets, towels, bar swipes, pot holders, and such other related food service linens. The Contractor shall be responsible for the laundry and cleaning and maintaining an adequate inventory of these items.
    4. The employee uniforms and table linens which shall be provided by the Contractor shall be mutually agreed upon between the University and Contractor as best suited for the job function intended and be in harmony with the decor of the room and occasion.
    5. The Contractor shall be responsible for the costs of maintaining first aid equipment and supplies in all production and service areas.
    6. The Contractor shall provide waste containers in the dining areas in sufficient quantity to maintain sanitary standards for trash disposal. Waste containers shall be kept in a clean and satisfactory condition at all times, and emptied as often as necessary by the Contractor to maintain sanitary conditions. The Contractor shall be expected to see that the entire service area meets minimum standards of orderliness at all times.
    7. The University is responsible for cleaning ceilings, drapes, windows, and light fixtures; including maintenance and replacements, and for dumpster service. The Contractor is responsible for cleaning the walls and for pest control.
    8. The University shall furnish and maintain fire extinguisher equipment and the Contractor shall notify the University immediately of extinguisher use for purposes of a fire. Contractor will be responsible in the event of extinguishers being discharged for any other purposes.
    9. The University is responsible for the periodic cleaning of hood ducts and related vents and fans. The Contractor shall be responsible for routine cleaning and maintenance of the hood and filters.
    10. **Contractor Inventory**. Contractor will provide, at Contractor’s sole cost and expense, one hundred percent (100%) of all required inventory covering the Services in sufficient quantities to provide high quality service at all times during the Contract Services Term. Under no circumstances shall Contractor’s shipments be made or invoiced to University.
    11. **Shrinkage of Inventory**. Contractor will be solely responsible for all losses or shrinkage of inventory.

6.13.12 **Notice of Health Code Violations.** Contractor will provide University, immediately upon Contractor’s receipt, copies of any reports, citations or notices to appear from the local Health Department or any other governmental agency, as well as copies of any Contractor field inspection and action reports in response thereto.

* + 1. **Monthly Meeting**. The Vice President of Financial Planning and Administration and the Vice President for Student Affairs or their designee(s) shall meet with Contractor’s on-site general manager and Contractor’s district manager, or his/her designee no less frequently than monthly (or otherwise, upon mutual agreement of the parties) to discuss operations, service and quality issues, as well as concerns, pricing issues, customer service/complaints, prior month’s operating statements in all areas and related statistical data and any other aspects of this Agreement and the relationship between University and Contractor.

At such meeting, Contractor will inform University of any changes to Contractor’s staff, including newly hired or newly separated or transferred employees. Minutes documenting the information shared and decisions made in each of these meetings shall be generated by Contractor within five (5) business days following the conclusion of each meeting. Such minutes shall attach and reference all materials and documents provided and/or discussed in each meeting including, but not limited to, reports and complaint forms. Such minutes will be subject to University review and approval.

6.13.14 Within thirty (30) days of the Commencement of the Contract Services Term, Contractor and University shall jointly take a complete inventory of Loose Equipment in all foodservice locations. University will maintain ownership of all Loose Equipment.

6.13.15 If Contractor and University agree that beginning inventory level of Loose Equipment is not sufficient for the Contractor to perform the Services outlined in this Agreement, Contractor shall submit a Loose Equipment request to the Contract Administrator for approval.

* 1. **Vendor Supplied Equipment**

6.14.1 From time to time, Contractor may have an opportunity to install vendor supplied equipment. Contractor must receive approval from the Contract Administrator prior to installation. Title of all vendor supplied equipment shall remain with the vendor. Repairs and maintenance of all vendor owned equipment shall be the responsibility of the Contractor, at its own expense.

6.14.2 Contractor will remove such vendor supplied equipment from the Premises within forty-eight (48) hours after expiration or earlier termination of this Agreement. If Contractor fails to remove such vendor supplied equipment within such period, such vendor supplied equipment shall become the property of University.

6.14.3 Loading Area. Contractor shall be responsible for receiving its deliveries and at all times keeping University’s loading and delivery areas free from delivery and other debris of, or related to, Contractor.

**6.15 Recycling; Prohibited Products**. Contractor shall comply with all University rules and regulations relating to recycling and conservation.   
  
When permissible by the Health Code, “to go” boxes should be provided for items remaining at the end of catered events. If not permissible, please provide alternate solutions and/or list of items that may address this matter.

* 1. **Vehicles.** The Contractor must provide and maintain sufficient motor vehicle(s) suitable for transporting food and beverage items as required to perform the Services. The Contractor must also provide qualified staff to operate the vehicles and shall be solely liable for damages or injuries caused by operation of said vehicles by Contractor’s employees or agents.

The Contractor will be responsible for gas, oil, repairs, maintenance, and insurance as required by Missouri state law. All Contractor controlled vehicles will be owned or leased and operated only by the Contractor.

All employees of the Contractor shall adhere to parking and vehicle regulations of University. All Contractor vehicles must display a valid parking pass purchased by the Contractor. The costs of parking permits for non-student dining services employees will be the responsibility of the Contractor at rates set annually by University. All motor vehicle and parking costs shall be a direct cost of operation.

Except as otherwise specified herein, the Contractor shall be responsible for furnishing all material, labor, equipment, and supplies necessary to perform the Services required herein. If the Services specified in the contract require the Contractor to: (1) operate a vehicle over 26,000 pounds, (2) haul hazardous materials, (3) transport more than 15 passengers, or (4) engage in any other activity outlined in the Uniform Commercial Driver License Act, the vehicle's driver must meet the requirements of the Uniform Commercial Driver's License Act. The Contractor must submit proof of such if requested by University.

Contractor shall hold the University harmless regarding any liability resulting from the use of Contractor vehicles.

**6.17 RESPONSIBILITIES OF UNIVERSITY**

**Premises: Delivery of Possession**. University shall deliver possession of the Premises to Contractor at the commencement of the Contract Services Term in its “as-is” condition as of May 26, 2017. University shall permit Contractor reasonable access to the Premises in advance of the Commencement of Contract Services Term in order to prepare for the Services.

Phone, utilities, HVAC, FF&E and Parking responsibilities are all referenced elsewhere within this document.

**PART VII**

**Meals, Menus and Other Minimum Food Service Requirements**

**7.1 Food Services:**

7.1.1 The Contractor agrees to provide meals, as per the terms and conditions of this document, to all students participating in the contract boarding program in accordance with the plan selected. The dining areas are currently open and operated according to the schedule in Attachment 8. Please note that Residential Life contracts and Spratt Stadium suite contracts for FY18 have already been issued; the successful contractor must meet or beat current meal plan pricing already committed to students.

7.1.2 The successful contractor shall provide pricing for a la carte meals for students, administrative personnel, faculty members, and visitors going through the attended contract food service lines at times when board meals are regularly scheduled. (Prices exclusive of state sales tax). Faculty and Staff that have funds on their MWSU Gold Card will be charged a discounted rate as follows:

Monday through Friday Faculty/Staff Lunch $4.64

2016/2017 Cash Line Price (negotiated on an annual basis, with percentage increase not to exceed the annual food & beverage CPI).

Breakfast $6.00

Lunch $7.50

Dinner $7.75

Steak Dinner $8.25

Special Dinner $8.25

7.1.3 The Contractor agrees to provide assistance to persons with disabilities.

**7.2** **Contract Prices and Minimum Portions:**

7.2.1 At the start of the contract, the Contractor shall provide a detailed listing of portions and prices of all menu items intended to be served for prior approval to the University representative. All portion and price change requests shall be submitted in writing for approval prior to implementation not exceed the food & beverage CPI rate. No portion or price changes shall be made until authorized by the University in writing.

7.2.2 The Contractor shall comply with the minimum food portions mutually agreed upon and shall affect control and uniformity starting each school semester through group employee training sessions. The University shall be informed of the schedule of these sessions in advance so that a representative of the institution may attend.

**7.3** **Catering Service:**

Catering services are to be provided throughout campus. The Contractor will be expected to provide catered functions at all the main campus buildings including, but not limited to, sporting events, academic events, classroom buildings, outside areas and the President’s residence.

7.3.1 **Exclusivity**. Except as otherwise provided in Section 6.7, the Contractor shall be the exclusive caterer for the main campus.

7.3.2 **Bookings.** The University shall handle the booking of rooms on campus for all catering events.

7.3.3 **Catering Menu**. The Contractor shall be responsible for the formulation, printing and distributing of a catering manual including relevant instructions, policies, and procedures to users. The cost of the manual must be borne by the Contractor. The Contractor is encouraged to provide an online and printed catering manual for each level of service provided.

The University will approve catering menus, portions, and prices for all catering services offered. Pricing for University Groups catered events are non-commissionable sales; therefore, catering prices for these groups will be less the commission rate.

The Contractor must provide a tiered catering program which includes menus and pricing for at least three (3) levels of catering from a basic pick up service, to a traditional conference/special event catering.

The University encourages the Contractor to offer student groups cost effective options that will work within their limited budgets.

7.3.4 The Contractor shall honor the specific commitments of menus, price, and other arrangements made by the University for catering service prior to the start of this contract.

7.3.5 **Operational Responsibilities**. Contractor shall be responsible for facility preparation and clean-up for catered events, including without limitation, setup and breakdown of tables, trash removal and storage of catering equipment and supplies (e.g., tables, chairs, plates, cups, etc.) within an on-site storage location(s) designated by the University.

7.3.6 **Facility Rentals**. Facility rental contracts shall be between the University and the customer. University will be responsible for billing and collecting facility rental fees and shall retain the fees.

The Contractor shall be responsible to bill and handle collection of billings. All billing and collection procedures shall be approved by the University at the start of this contract. All catering cash receipts and accompanying verification cash reports shall be the responsibility of the Contractor.

**7.4 Dietary Restrictions:**

The Contractor shall provide special diets for students and conference / special event (catered) attendees when prescribed in writing by the University Health Services and/or the family physician. If the cost of the special diet exceeds the normal contract costs, the customer will be responsible to pay the difference.

**7.5 Sick Tray Services:**

The contractor must develop and implement a system to provide take-out meal service for resident hall meal plan participants who are ill and request this service.

**7.6 Nutritional Ingredient Information:**

The contractor agrees to implement a health and wellness program at all food service locations where the Nutritional Information must:

* be made available to patrons for all standard menu items including recipe ingredients
* be clearly marked on the menu, station signage and/or labels.

**7.7 Carry-out & Delivery Services:**

Contract students who are scheduled and required to take field trips, athletic trips, or official University assignments off campus will be provided sack lunches upon written request from the supervising University official. Contract students (21 meal plan participants) who are scheduled and attend class during the entire cafeteria serving hours will be provided sack lunches upon written request from the student and approved by the Vice President for Student Affairs.

7.7.1 Missouri Western requests a proposal for delivery service from Max’s Mart and the Food court to the Residence Halls on campus. Peak hours would most likely be at night for dinner and all items in each area would be subject to delivery. This service could be established in place of 7.5 to aid students if they are sick or if they do not have the means to access the food venues on campus.

* 1. **Serving Hours:**

7.8.1 The dining areas are currently open and operated according to the schedule in Attachment 8. These hours should be proposed and may be negotiated with the University on an ongoing basis.

* + 1. The contractor must provide a late night dining option (until 10pm) on weekdays for the resident students.

**7.9 Special Food Service:**

7.9.1 Pre-season meals, including Band, Residential Life student staff and Athletic Training Table (Athletic Teams) will be provided by the Contractor at contract athletic rates. The menu, portion size, and seconds’ policy will be the same as for board contracts. The University Athletic Director, or his designate, will meet with the Contractor prior to athletic seasons to finalize meal times, menus, number of meals, number of athletes and the type of meals to be provided at contract athletic rates. Contractor may charge an additional amount for special meals by mutual agreement with the University Athletic Director.

7.9.2 Pregame meals (all sports) will be provided by the Contractor to the contract student boarding athletes at no additional cost. Non-boarding athletes will be charged casual rates. Contractor may charge an additional amount for special meals by mutual agreement with the University Athletic Director.

7.9.3 Visiting athletic teams whose University or university is served by the Contractor will have home team food service privileges when visiting the University. Likewise, when the University teams are visiting other University’s or universities served by the Contractor, home team food service privileges will be available upon advance request.

7.9.4 The Contractor currently provides six (6) courtesy meal plans to the President. Please offer your plan for flexible guest meal plans that may be used at the President’s discretion, such as 250 meal vouchers in lieu of the full meal plans.

7.9.5 The Contractor agrees to provide "study break" refreshments for all contract students during the finals’ week of each semester. This will include at least one hot midnight breakfast, with various snacks being provided the remaining nights.

7.9.6 Meal services for up to forty (40) housing staff members shall be provided at no cost to the University.

7.9.7 Meal service for seven (10) Residential Life Staff shall be provided at no cost to the University.

7.9.8 An annual catering fund shall be available for use by the President for meals served to University guests and/or special functions for the betterment of Missouri Western State University. Please provide your proposed seven year financial schedule of contribution.

7.9.9 Boarding students participating in a regularly scheduled event at a school served by Contractor shall be served at no additional charge to the University.

**7.10 Food and Supplies Specifications:**

All food and supplies purchased shall be in conformance with the specified minimum

standards of federal and state specifications. In the absence of grade labeling, the contractor shall provide the University with packers’ labeling codes or industry accepted grade equivalent standard to verify the minimum grades specified are being provided. All other miscellaneous groceries not mentioned in the following categories shall be of comparable quality. A robust menu that includes daily vegetarian and dietary restriction menu items is expected. Fresh, health-conscious, protein dense options must be provided at every meal.

7.10.1 **Meat Products**: must be USDA Choice or higher. All meat cuts shall be in accordance with USDA IMP specifications. The indicated grades are intended as minimum standards only, and the Contractor is encouraged to exceed these minimums wherever possible.

**Beef:** All cuts will be USDA Choice, yield grade 2 or 3. Primal cuts will include round, loin, flank, rib and chuck. No plate or shank cuts shall be used.

**Ground Beef:** All ground beef and stew meat shall be USDA choice with no higher than 15% fat content. No fillers shall be utilized.

**Poultry, Pork, Lamb, Veal**

**Seafood:** U.S. Grade A certified.

**Hot Dogs:** All meat products must be used, no additives.

1. 7.10.2 **Dairy Products**

**Milk:** Grade “A”, butter fat content shall be in accordance with federal standards for the

milk being served.

**Cheese:** US Grade “AA” where grade is available. Natural, low fat products.

**Ice Cream:** 8 to 10% milk fat, no ice milk.

**Eggs:** USDA Grade A large

**Butter & Margarine:** USDA Grade “AA”

7.10.3 **Fresh Produce – USDA #1 Quality**

**Apples:** USDA Grade A fancy, no smaller than 113 count.

**Oranges:** USDA Grade A fancy, no smaller than 133 count.

**All other fruits and vegetables:** Grade A fancy or above.

## 7.10.4 Canned Fruits, Vegetables & Juices: shall be USDA Grade “A” Fancy.

7.10.5 **Frozen Foods:** vegetables, potatoes and juices shall be a minimum USDA Grade A Fancy or above.

7.10.6 **Condiments:** USDA Grade “A”.

7.10.7 Specific item purchases below the grade minimums shall be made only after receiving the permission of the University, including subsequent purchases.

7.10.8 The Contractor shall take under advisement the University's wishes regarding such considerations as brand preference, use of state products, and use of local vendors where the resulting costs do not significantly jeopardize the board rate costs or a la carte prices. At this time the University has an exclusive contract with Pepsi Cola Bottlers. The Contractor is bound by this contract and will be allowed to serve only Pepsi products campus wide.

7.10.9 The Contractor shall maintain rigid procurement procedures throughout the entire process of purchasing, receiving, storage, and inventory of all foods and direct supplies, and shall pay for all food, and direct supplies, related to food production, service and management applicable to this contract.

7.10.10 Where the Contractor is responsible to purchase inventory items such as replacement

equipment, china, silver and glassware and flatware at the Contractor's expense, specifications for these items shall be arrived at by mutual agreement with the University.  
  
The Contractor shall maintain the University's inventory of silver, glassware, flatware and china and any replacement cost shall be borne by the Contractor.

* + 1. The specifications from the State of Missouri Purchasing Department shall be the minimum standards accepted for all food products not specifically listed in these criteria.

7.10.12 The University shall periodically, or as deemed necessary, inspect the Contractor’s inventory of food and supplies to determine that purchase standards are maintained.

7.10.13 Contractor at their own expense shall require their purchasing agent(s) to review all vendor, purveyor and supplier operations to ensure compliance with all local state and federal regulations; as well as accepted industry safety and sanitation standards including HACCP and ServSafe.

* 1. **Menu Specifications:**

7.11.1 The Contractor agrees to use menus prepared by a dietician who is certified, registered or licensed by the American Dietetics Association, or other appropriate agency, in order to insure nutritional balance in the meals. A copy of each menu cycle must be submitted to liaison officials of the University. Menus must be posted (or made available) at least one week in advance in the dining halls and all residence halls.

The Contractor agrees to maintain a high standard of product quality control to offer unlimited seconds of all food and beverages in the cafeteria except for the premium entree(s).

**7.12 Minimum Choices:**

The indicated choices are intended as minimums only, and the Contractor is encouraged to exceed these minimums wherever possible. Fresh, health-conscious, protein dense options must be provided at every meal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Breakfast** | | | |
| \*Please note that the breakfast meal shall be self-serve except for the grill to order eggs/omelets. | | | |
| **No. of Item** | | |  |
| **Minimum** | **Daily Choices** | **Comments** | |
| Juices | 5 | Frozen orange juice, grape juice, and apple juice will always be included in the selection (juices to be canned or fresh frozen.) | |
| Fruits | 4 | 1 canned (in light syrup or natural juices), 2 fresh, varied daily | |
| Entrees | 5 | Two types of eggs must be offered every day (in addition to grill to order eggs) and supplemented with hotcakes or french toast. | |
| Grill |  | A grilled to order station will be available each day to serve various eggs and/or omelets | |
| Waffle Station | 2 | 2 “make your own waffle” stations will be available each day | |
| Meat | 2 | Served daily, choice of two (biscuits and gravy is considered a meat item | |
| Potatoes | 1 | Varied daily | |
| Toast | 3 | White, wheat, or rye. | |
| Rolls, donuts, or other pastries | 3 | 1 should be donuts – 2 should be varied in accordance with student  Preferences such as Danish, muffins, coffee cake, bagels w/cream cheese | |
| Dry Cereal | 10 | Individual or bulk. Two must be fortified with at least 25% RDA iron per Serving. One must have no sugar content. Granola must be served daily | |
| Hot Cereal | 1 | Varied daily | |
| Beverages | 12 | Coffee, hot chocolate, tea, milk (skim, two percent, chocolate), fruit, carbonated drinks (5 choices). | |
| Condiments |  | To include, but not be limited to, margarine, syrup, jam or jellies, salt, pepper, sugar, peanut butter, honey, and catsup. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Lunch** | | | |
| **Minimum No. of** | | |  |
| **Item** | **Daily Choices** | **Comments** | |
| Soups | 2 | All soups should be homemade and served with crackers, one of which must be chili. The same soup should not be served more than 2 days in a row. | |
| Salad Bar | 7+ | At least two salad greens, 1 of which must be iceberg lettuce, cottage cheese and shredded cheese served daily, one meat topping served daily, assorted gelatin molds, applesauce, coleslaw, macaroni salad, potato salad, and fruit salad such as tropical fruit, creamy fruit, fresh fruit, and assorted other salads. At least ten toppings from a cyclic rotation of 15. At least six salad dressings to include two fat-free dressings. | |
| Entrees | 2 | 1 hot meat sandwich, 1 made to order station. None shall be leftovers | |
| Grill | 2 | Grilled hamburgers should be available on a daily basis in addition to another choice varied daily. | |
| Waffle Station |  | A “make your own waffle” station should be available on adaily basis in addition to the 2 entrees above. | |
| Sandwich Bar |  | A sandwich bar will be available which has a minimum of four (4) varieties of sliced meats and two (2) varieties of sliced cheese each day. One variety of sandwich spread will be available. Premium meat (turkey) ran daily, with one (1) other choice of premium meat will be available each week. | |
| Potato, pasta, or  Or substitute | 2 | Varied to compliment entree. Not to include self-service chip items which are served daily | |
| Vegetable | 2 | Varied to compliment entree | |
| Bread | 3 | Variety. | |
| Desserts | 6 | One must be a fresh or unsweetened fruit. If canned or stewed such fruit must be packed in water or natural juices. Other acceptable desserts include fruits or cream pies, fruit cobblers, cream puffs, turnover, puddings, cakes, cookies and low fat frozen yogurt. 2 varieties of soft serve ice cream daily. | |
| Beverages | 12 | Milk (skim, two percent, chocolate), coffee & hot flavored teas (regular and decaf), fruit juices (2 choices), carbonated drinks (5 choices). | |
| Condiments | 10+ | Include but not limited to, jams, jellies, margarine, syrup, sugar, Honey, salt, pepper, peanut butter, catsup, spices, etc. | |

|  |  |  |
| --- | --- | --- |
| **Dinner** | | |
| **Minimum No. of** | |  |
| **Item** | **Daily Choices** | **Comments** |
| Soups | 1 | All soups should be homemade and served with crackers, one of which must be chili. The same soup should not be served more than 2 days in a row. |
| Salad Bar | 7+ | At least two salad greens, 1 of which must be iceberg lettuce, cottage cheese and shredded cheese served daily, one meat topping served daily, assorted gelatin molds, applesauce, coleslaw, macaroni salad, potato salad, and fruit salad such as tropical fruit, creamy fruit, fresh fruit, and assorted other salads. At least ten toppings from a cyclic rotation of 15. At least six salad dressings to include two fat-free dressings. |
| Entrees | 3 | 1 solid meat protein, 1 made to order station, and one vegetarian entrée None shall be leftovers |
| Grill | 1 | Grilled hamburgers should be available on a daily basis in  addition to the 3 entrees and varied daily |
| Potato, pasta, or substitute | 2 | Varied to complement entree. Not to include self-service chip  items which are served daily. |
| Vegetable | 2 | Choices of at least 2 to complement the entrée. |
| Bread | 3 | Choice of loaf bread or warm dinner roll daily, hot specialty  Breads; plus wheat and rye bread |
|  |  | Milk (skim, two percent, chocolate), coffee & hot flavored teas (regular and decaf), fruit juices (2 choices), carbonated drinks (5  choices). |
|  |  | One must be a fresh or unsweetened fruit. If canned or stewed  such fruit must be packed in water or natural juices. Other acceptable desserts include fruits or cream pies, fruit cobblers, cream puffs, turnover, puddings, cakes, cookies and low fat frozen yogurt. 2 varieties of soft serve ice cream daily. |
| Beverages | 12 |  |
| Desserts | 6 |  |
| Condiments | 10+ | Include but not limited to, jams, jellies, margarine, syrup, sugar,  Honey, salt, pepper, peanut butter, catsup, spices, etc. |

**7.13 Monotony Breakers:**Special meals (such as holiday dinners, international dinners, luaus, or picnics) shall be offered at least twice a month. The contractor shall collaborate with the Food Service Committee to plan the specifics of the monotony breakers that will be offered. In addition to a change from the usual type of menus, decorations and/or other varieties shall be utilized to achieve a festive atmosphere.

* + 1. The Contractor shall provide a premium entrée choice consisting of grilled steak, chicken or shrimp (4) times each semester. Steak specification - USDA choice steak (solid meat) not less than 8 ounces boneless, raw weight, (Example: Top sirloin, N.Y. strip, rib eye.). The meal entrees and meal days should rotate to accommodate the students’ different schedules.
    2. At least 1 mini-theme or pace changer per week (i.e. baked potato night, ice cream sundae night).

**7.14 Product Recalls and Alerts**

Within twenty-four (24) hours of a product recall or alert issued by the USDA, FDA, local health department or other government agency; Contractor must inform University if the food services operations may be impacted. Furthermore, Contractor must provide in writing the specifics relevant to this recall/alert for distribution to the University. Contractor will be required to contact their suppliers and verify that no product included in the recall/alert was and/or could be distributed to the University. If the possibility exists that some of the product involved in the recall/alert could be in the on premise inventory, then the Contractor will conduct a product audit at all University food service operations. If any product is found on premise the Contractor will;

* Inform University of this finding
* Provide a detailed listing of all affected products with associated costs and quantities
* Comply with the directives issued for removal, return and/or destruction of the product detailed in the recall/alert.

**PART VIII**

**Personnel, Employment Practices, Staffing and Schedules**

**8.1** A company organizational plan for administrative management and supervision of staffing proposed under the specifications of this contract, including an organizational chart. The organizational chart should include job titles, job classification categories, number of employees, salary ranges, years’ experience, number of years with the company, and work locations. Detail your plans to effectively staff Missouri Western’s food service operation with qualified people. Contractor is to maintain, at a minimum, the current level of management. The current level of management consists of a director, operations manager, retail manager, food court operations manager, catering manager, kitchen manager (chef/culinary degree).

**8.2** Contractor shall at all times maintain on duty at the University an adequate staff of

employees to provide for efficient operation. Contractor shall provide expert administrative, dietetic, purchasing, equipment consulting, and personnel supervision. See appendix material regarding employee fringe benefits, insurance, etc.

**8.3** Contractor shall provide professionally trained, salaried, management personnel (no

student managers) as designated by the University. The Contractor's management staff shall cover all meals, preparation, special dinners, catering events, and operational hours as determined by the University. The assistant manager or designee is to be present during all service hours by at least one qualified person to assist students with temporary meal passes, carry-out meals, or other food service related problems.   
  
The Contractor's food service director and assistant managers assigned to the institution shall be selected with prior approval of the University. The individuals selected for these positions shall remain at the University for a minimum period of one (1) year and as long thereafter as their performance is acceptable to the University. The food director and assistant managers assigned to the University shall not be changed more than once a year unless mutually agreed, and not without thirty (30) days advance notice and replacement selection made which is acceptable to and mutually agreed by the University.

These positions shall not remain unfilled for a period to exceed thirty (30) days. If a position is open beyond 30 days, the Contractor shall be responsible for filling the position with a temporary replacement. The Contractor shall consult with the University regarding all off campus transfers of individual food directors or unit managers prior to announcing the transfer to the selected individual.

**8.4** **Minimum Management Staffing:**

The food service contractor is expected to provide an adequate number of management

and staff to cover food service operations campus wide. This includes having adequate

staff during the academic year and the summer months to cover conference and catering needs.

**8.5** The Contractor shall provide headquarters management staff, made known to the University by name, to routinely review and inspect operations, fill staff vacancies if necessary, consult with the University on current and future food service programs, and to act with full authority on the Contractor's behalf in any and all matters pertaining to the specifications of this contract.

**8.6** Personnel relations of employees on the Contractor's payroll shall be the Contractor's responsibility. The Contractor shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel.

**8.7** The Contractor shall have the resources and staff for continually providing satisfactory training and development programs for their employees at all levels of the organization. Regularly scheduled full time and student employee training meetings shall be conducted by the Contractor. The Food Service Committee and contract liaisons will be notified of location and times of training meetings. The Contractor shall be responsible for the expense of such training meetings.

**8.8** Personnel of the Contractor shall observe all regulations of the University. Failure to do so may be grounds for dismissal.

**8.9** The Contractor shall supply the University with a complete list of employees, supervisors, and management by assigned work area and/or salary allocation on both academic and full year basis. This list may be reviewed and approved annually or at any time during the year by the University.

**8.10** The Contractor will provide an opportunity for employment to students and pay them directly.

**8.11** The Contractor will only hire and retain employees acceptable to the University. Existing employees shall be granted a 120-day fair trial with preferential consideration for employment at the conclusion of that trial period. The Contractor shall provide full-time employees with a fringe benefit program equal to or exceeding the existing program.

**8.12** **Parking Facilities**

Food service employees will be required to register each vehicle that will be parked on campus. The registration year extends from August 1 through August 31 of the following year. The vehicle registration fee will be due to the University by August 31.

**8.13 PERSONNEL**

8.13.1 **Quality of Employees**. Contractor shall employ and supervise such personnel as shall be necessary for the efficient performance of its obligations under this Agreement and consistent with Contractor’s employment policies, which policies shall be subject to the reasonable approval of University. Contractor assumes full responsibility for all Contractor employment policies, practices and procedures and the University has no responsibility in this regard. Contractor shall only employ persons of good moral character, and Contractor shall not hire or retain any employee that University considers to be unfit for such employment or otherwise objectionable. Contractor shall conduct a background check on all employees prior to initial employment with Contractor. The manner and scope of the background check, as well as Contractor’s internal communication or other use of the results, is a matter within the reasonable discretion of Contractor. Contractor shall not assign any person to perform work under this Agreement who has been convicted of a crime that is job related or would present safety or security risks. University reserves the right to investigate the background of any person employed or to be employed by Contractor.

8.13.2 **General Manager; Key Personnel**.

Contractor shall perform the Services under the supervision of an on-site, full-time resident general manager during the Contract Services Term. This manager and any other key management or supervisory personnel of Contractor located at the Premises shall be subject to prior review, interview and approval by University, such approval not to be unreasonably withheld. The general manager shall be the authorized representative of Contractor and shall be entitled to act in all matters related to the operations of the Services at the Premises. The Vice President of Financial Planning and Administration is designated as the University representative and primary contract contact point.

Contractor shall provide at least thirty (30) days’ prior notice to University in the event that the employee(s) of Contractor holding the title(s) of the general manager, executive chef and/or district manager of University are intended to be replaced. The intended replacement for such positions shall be subject to review and interview by University, and Contractor shall consider, in good faith, the University’s comments.

At least one (1) member of the culinary team assigned full-time to University must be certified by the American Culinary Federation as an Executive Chef, or be otherwise approved by University.

8.13.3 **Training.** Contractor’s employees shall be required to meet the employment requirements and standards that Contractor establishes, as amended from time to time, including without limitation a comprehensive employee training program to ensure that such employees perform their jobs in accordance with University quality standards. Contractor shall establish the requirements of employment, but University shall have an opportunity to review and comment on any such requirements. If an employee violates any standards that result in the Contractor taking disciplinary action against such employee, Contractor shall notify University within three (3) business days of the standard and the disciplinary action taken toward such employee.

8.13.4 **Alcoholic Beverage Service Training**. Contractor shall train all Contractor employees involved in the sale and service of alcoholic beverages in effective alcohol awareness, which includes training based on any applicable law of the Missouri Division of Alcohol and Tobacco Control. See also 2.29.

8.13.5 **Health**. Contractor’s employees shall receive, at Contractor’s expense, medical examinations of a type and scope as consistent with normal retail practices, prior to the commencement of their work at the Premises and at other times as may be prudent to ensure a safe and healthy workplace. If requested by University, Contractor shall certify to University that such examinations have been performed and that its employees are in full compliance with all applicable medical standards as may be required under federal, state and local laws.

8.13.6 **Notice of Diseases**. Except as may be prohibited by Legal Requirements, Contractor will immediately notify University of all cases of communicable diseases, skin infections, food poisoning, or foodborne illnesses contracted by its employees or by customers of the Premises. Contractor shall promptly report to University the details of any such case, the action Contractor has taken to remedy the case, as well as the action Contractor has taken to prevent recurrence.

8.13.7 **Labor Disputes**. Whenever Contractor obtains knowledge that any actual or potential labor dispute involving employees or vendors is delaying or threatens to delay the timely performance of its obligations under this Agreement, Contractor shall immediately provide written notice of all relevant information, to University and any labor dispute involving Contract employees and/or vendors will not be a cause or basis for Contractor to not fully discharge their responsibilities under this Agreement.

8.13.8 **Emergency Training**. Contractor shall train Contractor’s employees to respond to fire, civil defense, bomb threats, and other emergencies based on procedures established by University.

8.13.9 **Removal of Staff**. In the event University has reasonable problems with any Contractor management personnel or, subject to any then current collective bargaining agreement, hourly staff that works in customer areas and/or has customer contact, upon University request, Contractor will immediately remove the staff person(s) from Premises, provided such request is made in writing.

8.13.10 **Non-Discrimination**. In connection with the furnishing of equipment, supplies, and/or services under the contract, the Contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation or veteran status.

The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;

The exclusion of discrimination from all collective bargaining agreements; and Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a Contractor is found to exist, University shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, until corrective action by the Contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

8.13.11 **Drug-Free/Smoke-Free Workplace.** Federal law and University policy require compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989 as amended and smoking legislation adopted by the State of Missouri. University policy further prohibits the possession, distribution, or use of any prohibited substance on University property. The Contractor agrees to distribute materials pursuant to this policy as required by University to the Contractor's employees at its own expense and further agrees that University may require the removal from campus of any employee who in the sole judgment of University violates University drug and alcohol abuse policies.

8.13.12 **Occupational Safety and Health Act (OSHA).** Contractor agrees that it and its subcontractors will give access to the authorized representatives of any governmental agency for the purpose of inspecting and/or carrying out any of the agency's duties under the Occupational Safety and Health Act of 1970, as amended. Contractor shall notify University within seven (7) days of any such inspection or action by the OSHA Administration and the results of the same. Contractor shall be responsible for any violation by it of the said Act or any citation or fine issued thereunder applicable to the Premises and shall immediately remedy any conditions giving rise to such a violation. University can review and approve Contractor’s OSHA required standards and Contractor will be responsible for OSHA training of its staff.

8.13.13 **Food Handler Hygiene**. The Contractor shall examine all food handlers visually, at least daily, to ensure that they are following established hygiene practices in the handling of food including:

* Bathing daily.
* Wearing clean outer clothing, to include staff uniforms.
* Keeping fingernails short and clean.
* Using hairnets or caps when hair is longer than six inches (for both male and female employees).
* Removing wristwatches and rings, except plain wedding bands, during preparation and service of foods.
* Washing hands with warm water and soap upon reporting for duty; after each visit to the restroom; after handling raw meat, fish, or fowl; and after otherwise contaminating the hands.
* Reporting symptoms of infectious diseases, including colds, to supervisor.
* Wearing gloves and changing gloves often.
  1. **CLEANING & JANITORIAL** 
     1. **Daily Cleaning**. Contractor is responsible for daily cleaning during open hours and after hours of all premises including, but not necessarily limited to, floors, Loose Equipment, storage and office areas, spaces behind counters, walls, windows and doors (inside), carts and kiosks, and trash receptacles and maintaining these areas in a clean and sanitary condition at all times, as necessary, to maintain appearance and cleanliness to University’s standards.

8.14.2 **Premises to be Kept Clean; Safety Codes Compliance**. Contractor shall keep the Premises in a clean and sanitary condition at all times and, in connection therewith, shall comply with all safety codes. Without limiting the generality of the foregoing, Contractor shall not stack supplies in front of electrical panels or rear of furnaces or hot water heaters and shall maintain clear access to fire extinguishers. Contractor shall clean and keep clean at all times the areas adjacent to food services locations, whether indoor or outdoor, i.e., clearing, wiping clean and regularly maintaining the tables and seating areas supporting the food services locations. Contractor shall be responsible for all trash and rubbish removal associated with the Services and, the placement of all such trash and rubbish into dumpsters provided by University, and the cleaning of the interior and exterior of garbage cans. Contractor is responsible for keeping the area around such dumpster(s) clean, sanitized, and odor free and shall hose down this area, using a disinfectant, on a daily basis. Contractor shall comply with all procedures for trash and rubbish removal requested by University.

8.14.3 **Health Department Ratings**. Contractor must maintain an “A” rating on all local Health Department inspections at each location on the Premises. Copies of all health inspections must be forwarded to Contract Administrator upon receipt by Contractor. Contractor shall not be held responsible for receiving a rating less than “A” due to conditions of the facility that are defined in this Agreement to be the responsibility of University.

**PART IX**

**Accounting and Payments**

**9.1 Books and Records**

Contractor shall maintain complete and accurate financial records for all transactions contemplated hereby, including, but not necessarily limited to, those transactions that support Gross Receipts such as cash register tapes, software, data, and other sales receipts. These items shall be properly stored and shall be kept by Contractor for the minimum time four years or until the completion of an audit made by University’s auditors, whichever is sooner. Such records shall not be destroyed or discarded until the resulting audit report has been accepted by University.

9.1.1 Contractor will use United States Generally Accepted Accounting Principles, otherwise known as GAAP, consistently applied to identify and track the Gross Receipts, costs, and expenses incurred in the performance of this Agreement.

9.1.2 The Contractor shall use point of sale systems and other automatic cash counting equipment to properly and accurately record all Gross Receipts. University shall have the right, upon reasonable notice given to Contractor, to review and to inspect such systems and equipment. University shall have the right to observe transactions or transaction handling between Contractor’s employees and retail Customers in all areas of the Premises to determine the quality and quantity of merchandise offered to the public, the prices charged for merchandise and the accountability of the revenue received from the sale of merchandise. If University finds any discrepancies or irregularities during any such observation, University will promptly provide documentation to Contractor after the incident or incidents occurred with the facts and details and Contractor agrees to correct any deficiencies noted that fall under Contractor’s area of responsibility under this Agreement in an expeditious manner and providing University notice when such deficiencies have been corrected.

9.1.3 If electricity is not available at any of the Services concessions (i.e., at carts and/or kiosks, etc.), Contractor shall maintain a detailed written daily inventory method of accounting acceptable to University.

9.1.4 University shall have the right to audit books and records maintained by Contractor on an annual basis at a time that is mutually agreed on the University campus. If the result of any such audit establishes that Contractor has overpaid University, then such overpayment shall be credited against payments currently payable to University. If the audit reveals an underpayment to University, then Contractor must pay University the difference. In the event that the audit reveals an underpayment to University equal to, or in excess of, five percent (5%), Contractor, within twenty (20) days after notice thereof, also must pay University for the actual cost of the audit and interest on the amount of the underpayment at the lawful rate in Missouri on judgments and any damages, fees, fines, or penalties assessed against or incurred by University.

9.1.5 The books and records referenced above will be available for routine inspection and audit by University representatives at any time during the Contract Services Term (and for four (4) years thereafter), but only during reasonable business hours and upon reasonable notice. The routine inspections and audits referred to herein will not be conducted more frequently than six (6) times in any consecutive twelve (12)-month period, subject to University’s right to conduct special audits whenever University deems such audits to be necessary or appropriate. University reserves the right to conduct surprise audits on and at the Premises and/or to mystery shop at any point of sale under the control of Contractor.

9.1.6 Contractor shall maintain accurate books and records in connection with the Services and shall retain such records for a period of at least four (4) years following the conclusion of each Contract Year.

9.1.7 **Bank Deposits**. Contractor shall maintain a separate bank account or other account(s) acceptable to University for the operation of the Services at the Premises and shall retain all banking records and bank deposit receipts concerning the same. University reserves the right to require Contractor to furnish such records and receipts to University at any time during the term of this Agreement and for four (4) years thereafter.

9.1.8 **Accounts Receivable**. Contractor shall be solely responsible for all billing and collection of accounts receivable from outside groups and organizations.

9.1.9 **Operating Statements**. Within twenty (20) business days following the end of each Accounting Period, Contractor shall provide University with a final operating statement in form and substance acceptable to University for the immediately preceding Accounting Period. The monthly operating statement shall detail all Gross Receipts by revenue categories and all operating expenses for each resident dining hall, retail operation, catering and concession operations.

9.1.10 **Annual Financial Report**. Within sixty (60) days after the end of University’s accounting year (June 30) during the Contract Services Term, unless otherwise agreed by University and Contractor, Contractor will provide to University a financial statement and balance sheet from a certified public accountant, or as otherwise acceptable to University.

9.1.11 **Meal Count Reports**. On a monthly basis, the Contractor shall prepare and submit to University a meal count report which indicates the total number of customers served by location by meal period for each resident dining hall.

Customer counts and sales by concept must be submitted monthly for each retail and resident dining operation indicating monthly, year-to-date, and prior year data, after completion of the first contract year. Format of report shall be approved by the Contract Administrator.

**9.2 PAYMENT OBLIGATIONS**

9.2.1 **Payment of Commissions**. On or before the twentieth (20th) day of each Accounting Period during the Contract Services Term, Contractor shall pay the amount of Commissions owed to University for the previous Accounting Period. Within twenty (20) days after the end of each Contract Year during the Contract Services Term, Contractor shall pay the balance of Commissions owed in accordance with Section 4 but not paid with respect to the previous Contract Year. All Commission payments are to be made to a single University department as designated by the Contractor Administrator.

9.2.2 **Taxes.** Contractor shall bill and collect sales, use, and excise taxes, if applicable, on all Services for which Contractor collects revenue from customers.

If additional sales or use or any other types of taxes are assessed against the Services hereunder, University and Contractor shall be responsible for such taxes that are levied on the respective parties and for such assessment and any interest and penalties, and for attorneys’ fees or other costs incurred by either party related to such assessment, except that University shall not be responsible for any assessment or taxes attributable to Contractor's negligent failure to timely submit any known tax filing or report. Contractor shall be responsible for its city, state, or federal income taxes and personal property taxes including any tax burdens or benefits arising from its operations hereunder.

In accordance with Section 34.040.6 RSMo, the University is precluded from contracting with a Contractor or its affiliate who makes sales at retail of tangible personal property or for the purpose of storage, use or consumption in this state but fails to collect and properly pay the tax as provided in RSMo 144. Contractor must verify that they are either registered to collect sales and/or use tax in Missouri, or they are not making retail sales of tangible personal property or providing taxable services in Missouri. Contractor must provide this verification by submitting an official “Vendor No Tax Due” certificate issued by the Missouri Department of Revenue to the University Procurement and Materials Management Office.

9.2.3 **Billings to University**. Contractor shall submit to University a detailed invoice not less frequently than monthly for all outstanding University Catering. University shall pay the amount of the invoice; provided, however, that if University disputes any invoices or portions thereof, then University may withhold payment of amounts in dispute pending resolution.

The University does not pay state or federal taxes unless otherwise required under law or regulation. The University's Missouri sales tax exemption number is 12562700 Each invoice submitted must reference the contract or purchase order number and must be itemized in accordance with items listed on the purchase order and/or contract. Failure to comply with this requirement may delay processing of invoices for payment.

The Contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of University. Payment for all equipment, supplies, and/or services required shall be made in arrears. The University shall not make any advance deposits.

9.2.4 **Late Payment Penalty**. If Contractor shall fail to make any payment required hereunder on or before the date such payment is due, and if such amount shall remain outstanding for five (5) days, then such payment amount shall be assessed a three percent (3%) late payment penalty from the date due until paid; provided, however, that such late payment penalty shall not be assessed if the reason that such payment shall have been made late is as a result of University having failed to provide any required documentation or invoices, if applicable, with respect to such payment (i.e., if such payment is not a regularly scheduled payment and determination of the amount of such payment is dependent on information or documentation from University, then Contractor shall be entitled to a grace period equal to the delay caused by University).

**ATTACHMENTS**

**ATTACHMENT 1**

**BASE BID FINANCIAL SUBMISSION**

**Base Bid Financial Submission**

Price per day includes Monday breakfast through Sunday dinner unless otherwise stated. All spaces must be filled in on this proposal form. If Contractor does not wish to consider an item, he should enter “Not Applicable” in the appropriate space. If there is a discrepancy between the amount shown in words and figures, the amount shown in words will govern.

1. 21 Meal Plan (Any 21 meals in Cafeteria)

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

2. 15 meals plus $425 Flex

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

3. 12 meals plus $225 Flex

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

4. 10 meals plus $425 Flex

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

5. 55 Meal Block Plan

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

6. 25Meal Block Plan

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

7. $800 Flex Plan (Juniors & Seniors Only)

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

8. $1,600 Flex Plan (Sophomores, Juniors & Seniors Only)

**Fiscal Year** **Min % Increase** **Max % Increase**

2017-2018

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

2023-2024

b. Percentage of gross cash receipts, less sales tax, that the Contractor agrees to pay University for casual meals as per specifications;

1. Percentage of gross cash receipts, less sales tax, that the Contractor agrees to pay University for Provisions on Demand (POD), Food Court, Java City, Einstein’s Brothers Bagels, Max’s Mart, catering (excluding University groups), and any other cash sales, as per specifications;

1. And, we guarantee the University a yearly minimum on food services casual meals, charges and cash sales, and any other sales as per specifications.

2017-2018 $

2018-2019 $

2019-2020 $

2020-2021 $

2021-2022 $

2022-2023 $

2023-2024 $

Utility Reimbursement (Refer to 2.27): (To be paid no later than December 31st of each calendar year).

2017-2018 $ 12,200

2018-2019 $ 12,400

2019-2020 $ 12,600

2020-2021 $ 12,800

2021-2022 $ 13,000

2022-2023 $ 13,200

2023-2024 $ 13,400

**ATTACHMENT 2**

**PRO FORMA PROFIT AND LOSS**

INSTRUCTION

PREPARATION OF PRO FORMA PROFIT AND LOSS

STATEMENTS BY FOOD CONTRACTOR

**GENERAL:**

1. The request of the University is for submission of data that was, in general terms, used by the bidder in arriving at the Board rates and the commission percent. The requirement of the University is that the bidder provides certain details as to the computation of the daily rates and percentage rebates.

2. The pro forma submission shall consist of the total University operations pro forma profit and loss statement.

3. All information requested on the pro forma must be indicated and shown in a format consistent with that requested.

4. The bidder shall prepare the pro forma on a basis consistent with the level of quality and innovation indicated in the bidder's proposal.

MISSOURI WESTERN STATE UNIVERSITY

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

##### Pro forma

A. **Sales**

**Fall Semester:**

Boarding Operations

21 Meal Plan

Boarders for Board Days @ $ $

15 Meals + $425 Flex Plan

Boarders for Board Days @ $ $

12 Meals + $225 Flex Plan

Boarders for Board Days @ $ $

10 Meals + $425 Flex Plan

Boarders for Board Days @ $ $

50 Meal Block Plan

Boarders for Board Days @ $ $

25 Meal Block Plan

Participants for Days @ $ $

$800 Flex Plan

Participants for Days @ $

$1,600 Flex Plan

Participants for Days @ $ $

**Spring Semester:**

21 Meal Plan

Boarders for Board Days @ $ $

15 Meals + $425 Flex Plan

Boarders for Board Days @ $ $

12 Meals + $225 Flex Plan

Boarders for Board Days @ $ $

10 Meals + $425 Flex Plan

Boarders for Board Days @ $ $

50 Meal Block Plan

Boarders for Board Days @ $ $

25 Meal Block Plan

Participants for Days @ $ $

$800 Flex Plan

Participants for Days @ $

$1,600 Flex Plan

Participants for Days @ $ $

**Total Board** $

**CASH**

Food court

POD

Special Events (includes summer conferences)

Non-Commissionable

Special Events

Cafeteria Cash

Java City (x2)

Total Cash $

Total Sales $

**Cost of Food**

**First Semester**

21 Meal Plan

Potential meals x participation % = $

Actual meals x cost per meal served = $

15 Meals + $425 Flex

Potential meals x participation % = $

Actual meals x cost per meal served = $

12 Meals + $225 Flex

Potential meals x participation % = $

Actual meals x cost per meal served = $

10 Meals + $425 Flex

Potential meals x participation % = $

Actual meals x cost per meal served = $

$800 Flex Plan (Junior & Seniors only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

$1,600 Flex Plan (Sophmore and above)

Potential meals x participation % = $

Actual meals x cost per meal served = $

25 Meal Block (commuter students only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

55 Meal Block (commuter students only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

10 Meal Block (Faculty & Staff only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

20 Meal Block (Faculty & Staff only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

40 Meal Block (Faculty & Staff only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

Courtesy meals provided as follows:

(6)Presidents Courtesy 10 meal plan (no flex) or 250 meal vouchers

(10)Residential Life Staff 10 meal plan (no flex)

(40) Housing RA staff 15 meal plan (no flex)

If the cost of the courtesy meals provided is figured into the board bill, please identify the amount that will be refunded at the end of each semester for any unused meal plans requested above. $ .

**Second Semester**

21 Meal Plan

Potential meals x participation % = $

Actual meals x cost per meal served = $

15 Meals + $425 Flex

Potential meals x participation % = $

Actual meals x cost per meal served = $

12 Meals + $225 Flex

Potential meals x participation % = $

Actual meals x cost per meal served = $

10 Meals + $425 Flex

Potential meals x participation % = $

Actual meals x cost per meal served = $

$800 Flex Plan (Junior & Seniors only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

$1,600 Flex Plan (Sophomore and above)

Potential meals x participation % = $

Actual meals x cost per meal served = $

25 Meal Block (commuter students only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

55 Meal Block (commuter students only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

10 Meal Block (Faculty & Staff only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

20 Meal Block (Faculty & Staff only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

40 Meal Block (Faculty & Staff only)

Potential meals x participation % = $

Actual meals x cost per meal served = $

Courtesy meals provided as follows:

(6)Presdent Courtesy 10 meal plan (no flex) or 250 meal vouchers

(10)Residential Life Staff 10 meal plan (no flex)

(40) Housing RA staff 15 meal plan (no flex)

If the cost of the courtesy meals provided is figured into the board bill, please identify the amount that will be refunded at the end of each semester for any unused meal plans requested above. $ .

**CASH**

Sales Food Cost

Food Court = $

POD = $

Special Events = $

Non-Commissionable

Special Events = $

Cafeteria Cash = $

Sub-total $

Total Cost of Food $

C. **Non-Food Items**

Paper $

Laundry $

Cleaning $

Repairs $

Replacements $

Telephone $

Office Supply $

General Expense $

Truck $

Utilities Reimbursement (first year) $ 12,200

Total Non-Food Costs $

D. **Direct Labor**

**First Semester:**

Boarding Operations

Hours x Average Wage = Total Board Labor $

**Second Semester:**

Boarding Operations

Hours x Average Wage = Total Board Labor $

**Annually:**

Food Court Hours x Average Wage = $

POD Hours x Average Wage = $

Special Events Hours x Average Wage = $

Non Commission Hours x Average Wage = $

Cafeteria Cash Hours x Average Wage = $

Java City (location 1) Hours x Average Wage = $

Java City (location 2) Hours x Average Wage = $

Total Cash Labor $

Vacation, Holiday, Sick Pay Hours x Avg Wage = $

(Total Vacation, Holiday, Sick Pay)

**MANAGEMENT & CLERICAL**

Director of Dining Services $

Assistant Manager - Service $

Assistant Manager - Production $

Assistant Manager - Cash & Catering $

Clerical $

Total Direct Labor $

\* Labor Fringe % of Direct Labor $

Group Insurance $

Total Labor $

\* Labor Fringe = Workmen's Comp., FICA, State and Federal Taxes

E. **Non-Controllable Costs**

Commission Area:

Food Court % of Sales = $

POD % of Sales = $

Special Events

(Commissionable) % of Sales = $

Cafeteria Cash % of Sales = $

Java City (x2) % of Sales = $

Licenses, Taxes, Insurance $

Relocation Expense $

Scholarship Donation $

President's Fund $

Total Non-Controllable Cost $

F. **Overhead %**  Total Overhead $

G. **Recap of Total Cost**

Cost of Food (B) $ %

Cost of Non-Food (C) $ %

Cost of Labor (D) $ %

Cost of Non-Controllables (E) $ %

Total Overhead (F) $ %

Total Cost $ %

H. **Profit**

Sales (A) $

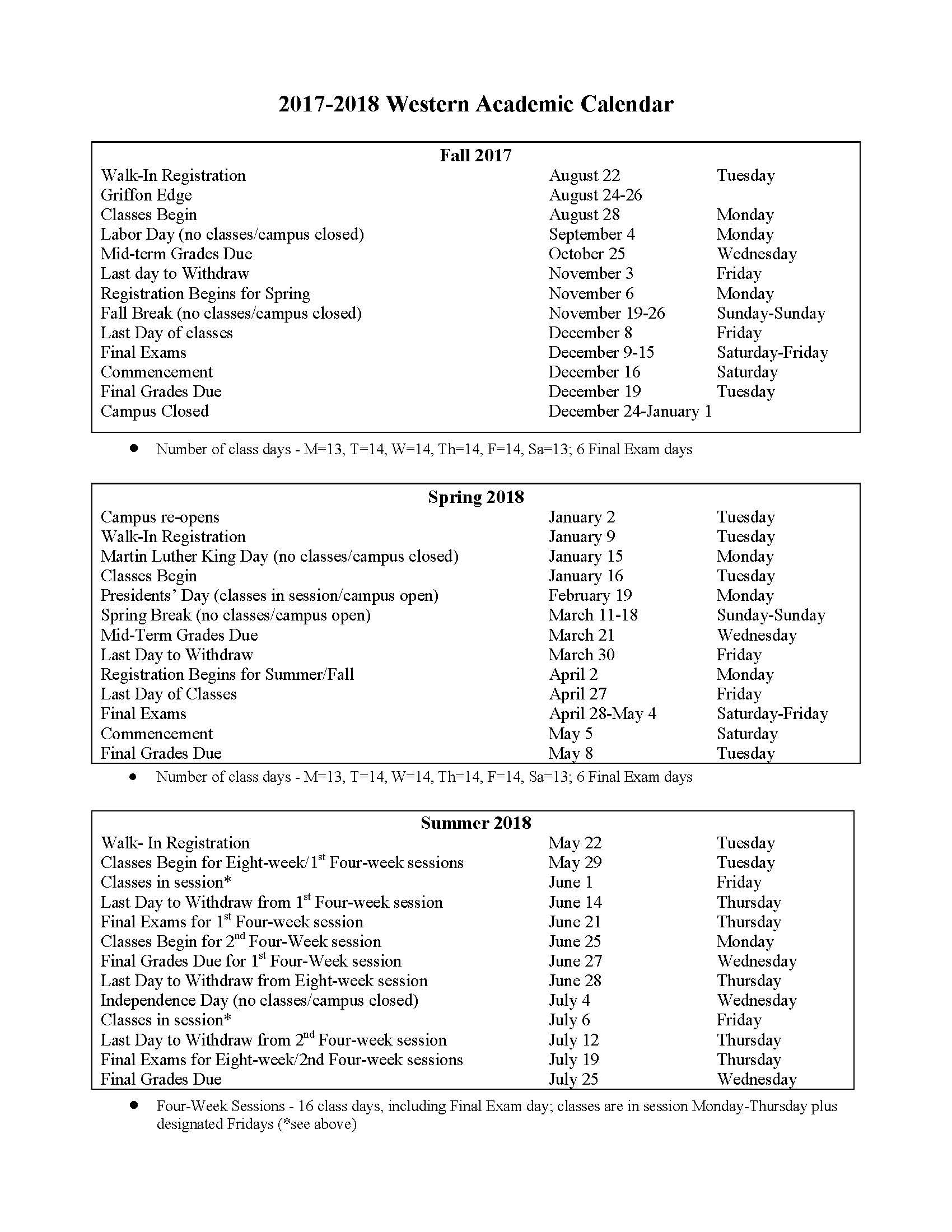
Cost (G) $

Profit $ %

(Optional) Return to Missouri Western State University $ %

**Attachment #3**

**2017-2018 Missouri Western Calendar**



**Attachment 4**

**Missouri Western Enrollment**

**Missouri Western State University Enrollment (Headcount)**

University Population

Full Time

A. Student Enrollment\* % Male % Female Equivalent

Fall 2015         5571                     41                      59                   4157

Spring 2016     4608                     41                      59                  3524

Fall 2016         5388                  41                      59                   3992

B. Faculty and Staff

Academic year 2016-2017 551 full-time and 272 part-time

\* Combined undergraduate and graduate student enrollment data.

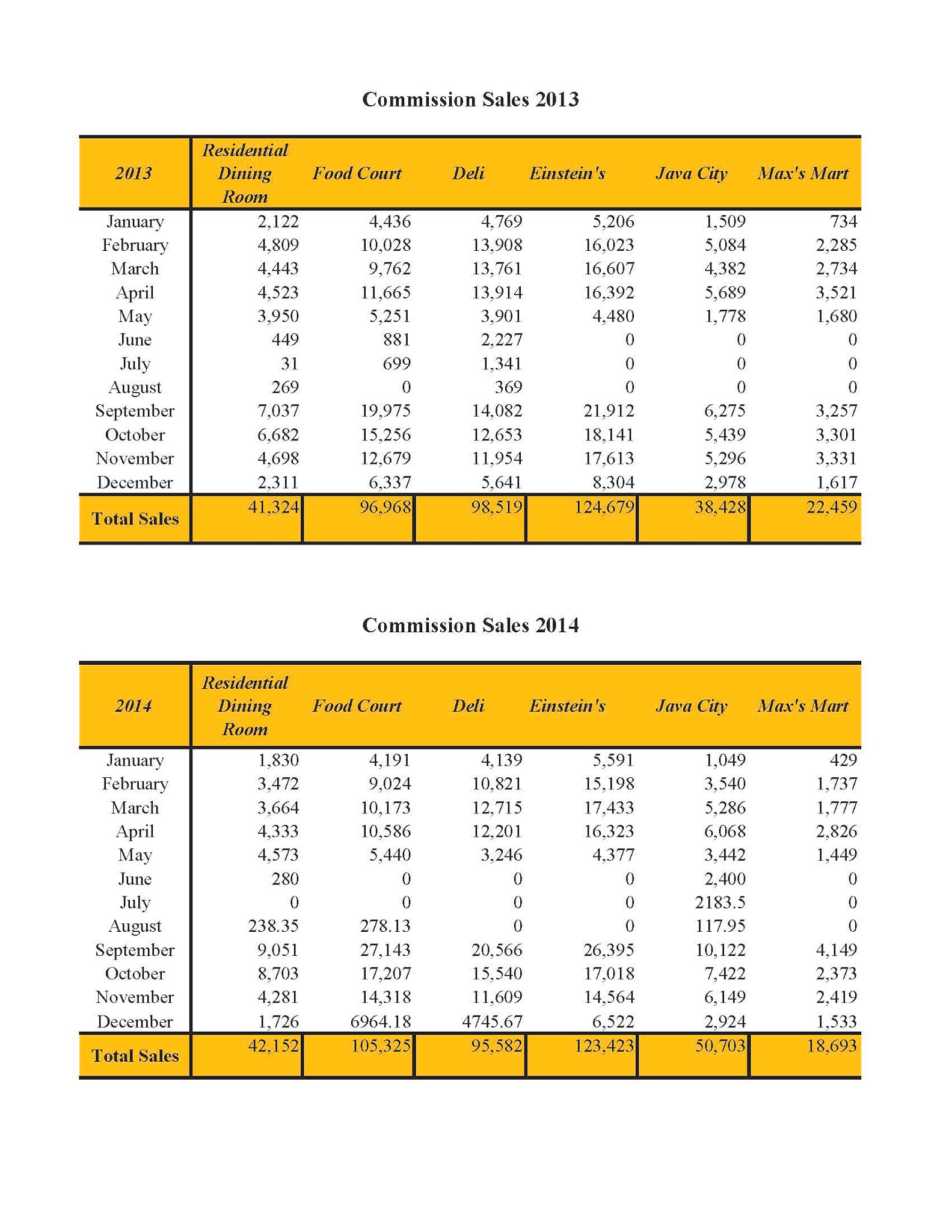
**ATTACHMENT 5**

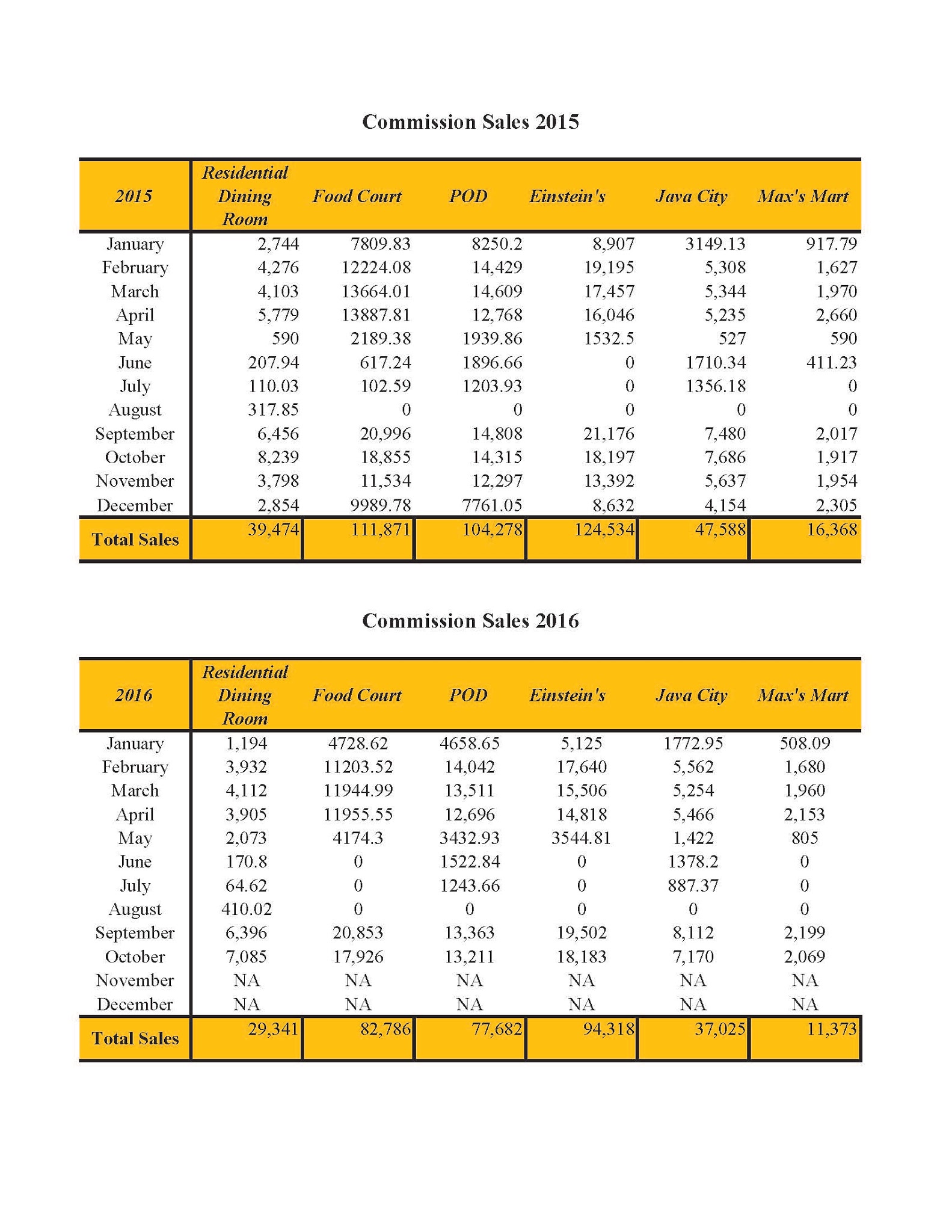
**OCCUPANCY AND MEAL PLAN HISTORY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OPERATION OF FOOD SERVICE** | | | | | | | | | | | | |
| **Fall Occupancy Breakdown** | | | | | | | | | | | | |
| **2012-2015** | | | | | | | | | | | | |
| **Residential Life - Fall Session** | | | | | | | | | | | | |
|  | **Male** | | | | | |  | | **Female** | | | |
|  | **2012** | | **2013** | **2014** | | **2015** |  | | **2012** | **2013** | **2014** | **2015** |
|  | 1259 (total) | | 574 | 709 | | 482 |  | | 1259 (total) | 635 | 593 | 632 |
|  |  | |  |  | |  |  | |  |  |  |  |
|  |  | |  |  | |  |  | |  |  |  |  |
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|  |  | |  |  | |  |  | |  |  |  |  |
|  |  | |  |  | |  |  | |  |  |  |  |
| **Meal Plans Assigned - Fall Session** | | | | | | | | | | | | |
|  | |  | **2013** | |  | **2014** | |  | **2015** |  | **2016** |  |
| 21 cafeteria meals per week | | | 223 | |  | 207 | |  | 302 |  | 257 |  |
| 15 meals $400 flex | |  | 244 | |  | 243 | |  | 239 |  | 207 |  |
| 12 meals $200 flex | |  | 183 | |  | 155 | |  | 126 |  | 106 |  |
| 10 meals $400 flex | |  | 116 | |  | 129 | |  | 163 |  | 53 |  |
| Declining balance (so/jr/sr) | | | 322 | |  | 270 | |  | 314 |  | 297 |  |
| 50-meal block plan (jr/sr) | | | 5 | |  | 8 | |  | 7 |  | 5 |  |
| Declining balance (jr/sr) | | | 174 | |  | 207 | |  | 181 |  | 206 |  |
|  | |  |  | |  |  | |  |  |  |  |  |
| **Total meal plans assigned** | | | **1267** | |  | **1219** | |  | **1332** |  | **1131** |  |

**ATTACHMENT 6**

**COMMISSION SALES HISTORY**





**ATTACHMENT 7**

**CATERING FACILITIES**

**AND**

**CONFERENCE CAMP HISTORY**

**Campus Catering Facilities**

There are eighteen rooms across campus that can be used for banquets and receptions.

The following is a list of the areas available:

**Room** **Capacity**

Blum Union 218, 219 125 each

Blum Union 222, 223 100 each

### Blum Union 220 75

### PDR 30

### Junior College Room 50

Spratt Hall 208, 211 20 each

Spratt Hall 214, 216 100 each

Stadium Club (Spratt Memorial Stadium) 30

Hall of Fame Room (Spratt Memorial Stadium) 84

Fulkerson Center (Full) 500

Fulkerson Center (Divided in half) 250 each

Fulkerson Center (Divided in thirds) 100 each

|  |  |  |
| --- | --- | --- |
| **Conference Catering Food Sales** | | |
|  |  |  |
| **Conference** | **Catering $ Amount** | **Date of Conference** |
| **Fiscal Year 2011-2012** |  |  |
| BIOTech Summer Academy | 1,249.67 | 7/18/2011 |
| Premiere Soccer | 8,463.52 | 7/10/2011 |
| Woodson Chapel Women's Mini-Retreat | 1,039.30 | 7/8/2011 |
| Drumline Camp | 2,354.34 | 7/11/2011 |
| Harmony University | 75,797.19 | 7/31/2011 |
| Gertsema Wealth | 168.30 | 7/1/2011 |
| Omnium Training | 6,500.58 | 7/5/2011 |
| Incubator Lunch and Tour | 283.51 | 7/11/2011 |
| Lewis Party | 538.64 | 7/16/2011 |
| Chiefs Gatorade VIP Tent | 253.49 | 8/16/2011 |
| Chiefs Coke VIP Tent | 381.02 | 8/10/2011 |
| Chiefs Coke VIP Tent | 381.02 | 8/14/2011 |
| Heartland Health Leadership Development Institute | 3,169.76 | 8/17/2011 |
| Chiefs VIP Tent | 441.25 | 8/17/2011 |
| Boehringer Ingelheim | 121.83 | 8/23/2011 |
| Nestle Purina | 6,730.54 | 8/29/2011 |
| United Way | 1,556.70 | 9/1/2011 |
| Johnson Controls Training | 4,235.51 | 9/12/2011 |
| MicroRite | 815.93 | 9/14/2011 |
| Heartland Community Roundtable | 2,201.00 | 9/14/2011 |
| Pregnancy Resource Banquet | 10,203.32 | 9/15/2011 |
| Boehringer Ingelheim Women's Leader Panel | 603.40 | 9/22/2011 |
| MS Dinner of Champions | 5,118.65 | 9/23/2011 |
| Boy Scout Merit Badge College Meeting | 12.06 | 9/29/2011 |
| Heartland Regional Medical Center | 126.00 | 10/1/2011 |
| Midland Empire Red Cross | 146.57 | 10/3/2011 |
| 2012 American Family Planning Meeting | 283.33 | 10/5/2011 |
| Heartland Leadership Development Institute | 2,555.76 | 10/11/2011 |
| Blue Valley NW Marching Band | 1,299.98 | 10/11/2011 |
| Boehringer Ingelheim Finance Group | 901.30 | 10/13/2011 |
| TEVA Menu Tasting | 14.86 | 10/24/2011 |
| Hillyard Award Program | 175.43 | 10/28/2011 |
| Heartland Health Diabetes Expo | 943.76 | 10/29/2011 |
| Pony Express Movie Premiere | 2,948.34 | 10/29/2011 |
| MU Tax School | 829.83 | 10/31/2011 |
| Missouri Music Teachers Association Auditions | 657.89 | 11/3/2011 |
| United Way Victory Dinner | 4,247.50 | 11/7/2011 |
| ELL Workshop | 375.00 | 11/12/2011 |
| UMKC Entrepreneurial Challenge | 1,713.85 | 11/15/2011 |
| International Student Thanksgiving | 252.25 | 11/17/2011 |
| MoKan | 303.10 | 12/5/2011 |
| National Food Animal Vet Institute | 311.75 | 12/5/2011 |
| Heartland Health Leadership Development Institute | 1,651.80 | 12/7/2011 |
| Cochran Head Vick & Company | 763.57 | 12/8/2011 |
| Chamber Diplomats Breakfast | 373.80 | 12/8/2011 |
| NWMOMS Holiday Party | 678.30 | 12/9/2011 |
| TEVA Holiday Party | 4,449.92 | 12/14/2011 |
| Boehringer Ingelheim R & D Holiday Party | 1,634.60 | 12/15/2011 |
| Chamber Entrepreneurial Challenge | 985.17 | 12/16/2011 |
| Great Plains Veggie Growers Conference | 15,247.68 | 1/5/2012 |
| NW Health Retreat | 107.04 | 1/11/2012 |
| Certified Crop Advisors Workshop | 5,511.26 | 1/17/2012 |
| FCA Coaches Clinic | 187.00 | 1/21/2012 |
| Hunters Education Banquet | 1,147.34 | 1/21/2012 |
| Juvenile Court Training | 559.35 | 1/26/2012 |
| KSU Dairy Challenge | 6,328.26 | 2/1/2012 |
| Central States Harmony Leadership Academy | 2,202.78 | 2/4/2012 |
| Science Fair Pizza Party | 183.15 | 2/4/2012 |
| Dan Danford Reception | 114.79 | 2/6/2012 |
| United Way Luncheon | 2,425.22 | 2/9/2012 |
| TEVA TAH Team Building | 1,912.45 | 2/22/2012 |
| Thrive Inc. Training | 119.01 | 2/24/2012 |
| Heartland Annual MVP Banquet | 5,016.29 | 2/29/2012 |
| Ag Expo Campaign Kickoff | 2,444.80 | 3/6/2012 |
| Y.E.N. GISC Tour and Lunch | 436.00 | 3/13/2012 |
| Boy Scout Merit Badge College | 3,682.60 | 3/17/2012 |
| Community Blood Center Donor Luncheon | 2,034.35 | 3/20/2012 |
| St. Joseph Sports Athlete of the Year | 246.82 | 3/21/2012 |
| Microbiology Conference | 380.50 | 3/30/2012 |
| InterServ Early Childhood Conference | 530.45 | 3/31/2012 |
| Heartland Golf Clinic | 555.72 | 3/31/2012 |
| MU Veggie Planning Meeting | 127.80 | 4/18/2012 |
| South Holt Prom | 1,114.50 | 4/21/2012 |
| King City Prom | 847.20 | 4/21/2012 |
| Physicians Recognition Reception | 4,464.62 | 4/25/2012 |
| Backpack Buddies Lunch | 381.24 | 4/25/2012 |
| Incubator Food | 504.65 | 4/25/2012 |
| Tribute to Teachers Dinner | 5,892.60 | 4/26/2012 |
| MoKan Meeting | 80.05 | 5/1/2012 |
| Benton Athletic Awards Dinner | 4,086.50 | 5/2/2012 |
| Diabetes Symposium | 2,313.85 | 5/4/2012 |
| Lafayette Prom | 535.23 | 5/4/2012 |
| United Electric Coop Annual Meeting | 2,240.80 | 5/17/2012 |
| Computer Training | 126.34 | 5/22/2012 |
| Chamber Chairmans Breakfast | 2,101.00 | 5/31/2012 |
| Incubator Food | 700.55 | 6/7/2012 |
| Heartland Experience Training | 1,768.95 | 6/11/2012 |
| Incubator Food | 134.30 | 6/14/2012 |
| Hillyard Award Program | 224.27 | 6/20/2012 |
| NWPA Annual Convention | 828.26 | 6/22/2012 |
| Incubator Food | 173.68 | 6/27/2012 |
| FCA Camp | 9,421.65 | 5/24/2012 |
| ShoToKan Karate | 2,809.45 | 6/6/2012 |
| Jazz Camp | 1,270.08 | 6/11/2012 |
| NCA Cheer Camp | 4,842.28 | 6/21/2012 |
| **Total Fiscal Year 2011-2012** | **259,606.90** |  |
| **Fiscal Year 2012-2013** |  |  |
| Royal Family Kids Camp | 6,422.79 | 7/8/2012 |
| Premiere Soccer Camp | 6,210.02 | 7/8/2012 |
| Woodson Chapel Womens Mini-Retreat | 686.74 | 7/13/2012 |
| Drumline Camp | 4,682.22 | 7/15/2012 |
| BIOTech Camp | 2,311.98 | 7/23/2012 |
| Harmony University | 77,475.04 | 7/29/2012 |
| Truman Medical Center Chiefs VIP Tent | 507.38 | 8/16/2012 |
| Chiefs VIP Tent | 313.08 | 8/13/2012 |
| Chiefs VIP Tent | 199.86 | 8/7/2012 |
| American Family Insurance Stadium Club | 460.57 | 8/4/2012 |
| Chiefs Radio Network VIP Tent | 608.71 | 8/3/2012 |
| Chiefs Children Fund VIP Tent | 146.31 | 8/2/2012 |
| Chiefs Gatorade VIP Tent | 340.98 | 7/29/2012 |
| American Family Chiefs VIP Tent | 731.98 | 7/31/2012 |
| Chiefs VIP Tent | 385.53 | 7/31/2012 |
| Chiefs Gatorade VIP Tent | 309.84 | 7/28/2012 |
| Western Playhouse Dinner | 1,433.10 | 7/5/2012 |
| Incubator Lunch | 165.44 | 7/9/2012 |
| Thrive Inc. Training | 78.00 | 7/13/2012 |
| True Thought Training | 498.75 | 7/13/2012 |
| Incubator Lunch | 185.80 | 7/20/2012 |
| MU School of Social Work | 117.13 | 8/15/2012 |
| SuddenLink Tailgate | 1,082.00 | 8/30/2012 |
| United Way Kickoff Breakfast | 1,719.48 | 9/6/2012 |
| Landowner Deer Management Workshop | 44.12 | 9/8/2012 |
| Meril Assistive Technology Workshop | 996.18 | 9/13/2012 |
| All District Choir Auditions | 435.17 | 9/15/2012 |
| Heartland Leadership Development Institute | 2,555.28 | 9/18/2012 |
| Nestle Cat NT Team Building | 152.66 | 10/2/2012 |
| Incubator Lunch | 70.88 | 10/12/2012 |
| YWCA Pizza Party | 319.28 | 10/12/2012 |
| St. Joseph Christian 25th Anniversary Fundraiser | 8,842.67 | 10/18/2012 |
| Incubator Lunch | 113.12 | 10/18/2012 |
| Incubator Lunch | 388.74 | 10/19/2012 |
| Heartland Community Roundtable | 1,662.00 | 10/26/2012 |
| Diabetes Expo | 920.78 | 10/27/2012 |
| MU Extension Tax School | 898.81 | 10/29/2012 |
| Incubator Farewell Party | 246.68 | 10/31/2012 |
| United Way Victory Dinner | 2,677.81 | 11/1/2012 |
| BI Lunch | 414.39 | 11/6/2012 |
| Citizens Bank and Trust Lunch | 406.85 | 11/7/2012 |
| Nestle Purina Lunch Meeting | 2,018.00 | 11/7/2012 |
| Ziva Abraham Food | 576.00 | 11/7/2012 |
| GATE Entrepreneurial Class | 519.75 | 11/13/2012 |
| International Thanksgiving Lunch | 252.25 | 11/17/2012 |
| BIVI | 28.72 | 11/15/2012 |
| Central States Harmony Leadership Academy | 455.57 | 11/17/2012 |
| Heartland Leadership Development Institute | 1,300.48 | 11/27/2012 |
| MU Extension Ag Leaders Workshop | 717.55 | 12/3/2012 |
| TEVA Holiday Party | 5,057.91 | 12/12/2012 |
| Heartland Pain Clinic Holiday Party | 1,078.56 | 1/5/2013 |
| Great Plains Veggie Growers Conference | 12,310.02 | 1/9/2013 |
| Certified Crop Advisors Workshop | 6,953.91 | 1/22/2013 |
| Heartland Leadership Development Institute | 2,721.78 | 1/25/2013 |
| St. Joseph Cotillion Lunch | 125.40 | 1/24/2013 |
| Super Science Saturday Pizza Party | 324.20 | 2/2/2013 |
| Hunters Education Banquet | 944.45 | 2/9/2013 |
| Central States Harmony Leadership Academy | 1,173.13 | 2/16/2013 |
| SuddenLink Military Pre-Game Appreciation | 1,199.61 | 2/23/2016 |
| Heartland Golf Clinic | 456.60 | 2/24/2013 |
| Heartland Day of Dance | 2,585.59 | 3/2/2013 |
| Heartland Annual MVP Banquet | 4,937.63 | 3/6/2013 |
| Jr. MARSEF | 255.81 | 3/11/2013 |
| Agri-Business Expo Center Fundraiser | 8,784.33 | 3/14/2013 |
| Community Blood Center Donor Luncheon | 1,920.32 | 3/28/2013 |
| Citizens Bank and Trust Lunch | 222.20 | 3/28/2013 |
| Ziva Abraham Food | 451.64 | 4/1/2013 |
| Trauma Informed Care | 175.40 | 4/4/2013 |
| ESL Workshop for Teachers | 271.47 | 4/6/2013 |
| YWCA Pizza Party | 354.20 | 4/10/2013 |
| Lions Scholastic Honors Luncheon | 1,920.32 | 4/11/2013 |
| Vandiver Group/MO DOT Meeting | 142.99 | 4/11/2013 |
| Central Prom | 344.00 | 4/13/2013 |
| Heartland Leadership Development Institute | 2,721.78 | 4/16/2013 |
| Child Abuse Conference | 2,679.21 | 4/17/2013 |
| South Holt Prom | 1,164.75 | 4/20/2013 |
| Veggie Growers Planning Meeting | 133.50 | 4/23/2013 |
| Heartland Leadership Development Institute | 1,444.74 | 4/23/2013 |
| TRC Chamber Kickoff | 559.00 | 4/23/2013 |
| Physicians Recognition Reception | 4,291.74 | 4/23/2013 |
| St. Joseph Sports Athlete of the Year | 249.62 | 4/24/2013 |
| Tribute to Teachers Dinner | 6,212.80 | 4/25/2013 |
| National Crime Victims Rights Breakfast | 1,602.73 | 4/26/2013 |
| Benton Athletic Awards Dinner | 3,044.25 | 5/1/2013 |
| Lafayette Prom | 484.76 | 5/4/2013 |
| United Way BEST Lunch | 438.85 | 5/9/2013 |
| Drug Addiction Awareness Seminar | 266.25 | 5/9/2013 |
| St. Joseph Christian Senior Night | 206.34 | 5/14/2013 |
| BI Incubator Food | 327.25 | 5/17/2013 |
| Gibler/Poet Wedding Reception | 431.75 | 5/18/2013 |
| DR Missions Fundraiser | 1,952.72 | 5/25/2013 |
| BI Incubator Food | 663.00 | 5/30/2013 |
| Western Playhouse Meet & Greet | 204.15 | 6/2/2013 |
| Chamber Business Summit | 1,049.14 | 6/7/2013 |
| Jessica & Eric Reception | 1,148.29 | 6/8/2013 |
| Omni Employment Reception | 289.03 | 6/12/2013 |
| Bayer Staff Meeting | 40.11 | 6/17/2013 |
| MO-KAN Meetings | 902.19 | 6/17/2013 |
| Conferences Lunch | 24.85 | 6/27/2013 |
| Carbin Volleyball Camp | 1,079.56 | 6/9/2013 |
| Jazz Camp | 1,409.30 | 6/11/2013 |
| ShoToKan Karate | 2,950.15 | 6/13/2013 |
| Savannah Football Camp | 2,819.85 | 6/20/2013 |
| NCA Cheer Camp | 8,338.61 | 6/21/2013 |
| Point Guard College | 11,983.95 | 6/24/2013 |
| MWSU Soccer Camp | 339.40 | 6/30/2013 |
| **Total Fiscal Year 2012-2013** | **250,251.56** |  |
|  |  |  |
| **Fiscal Year 2013-2014** |  |  |
| MWSU Soccer Camp | 934.00 | 7/2/2013 |
| Premiere Soccer Camp | 7,792.58 | 7/7/2013 |
| Woodson Chapel Womens Mini-Retreat | 658.85 | 7/13/2013 |
| Drumline Camp | 5,370.85 | 7/15/2013 |
| Harmony Category School | 16,111.66 | 7/24/2013 |
| Harmony University | 76,427.66 | 7/28/2013 |
| Chiefs VIP Tent | 295.79 | 8/14/2013 |
| NFL 101 Awards | 734.61 | 8/13/2013 |
| Heartland Chiefs VIP Tent | 443.26 | 8/12/2013 |
| Chiefs VIP Tent | 586.58 | 8/4/2013 |
| Bud Lite Chiefs VIP Tent | 392.72 | 8/11/2013 |
| Gatorade Chiefs VIP Tent | 420.83 | 8/3/2013 |
| Big Brothers/Big Sisters Chiefs VIP Tent | 214.44 | 8/1/2013 |
| Chiefs Radio Network VIP Tent | 586.58 | 7/27/2013 |
| MWSU VIP Tent | 853.30 | 7/26/2013 |
| Big Brothers/Big Sisters Chiefs VIP Tent | 258.76 | 7/26/2013 |
| Western Playhouse Gala Dinner | 1,276.00 | 7/4/2013 |
| Schwartz Wedding Reception | 5,891.87 | 7/13/2013 |
| Child Safety Decision Making | 394.52 | 7/16/2013 |
| 2nd Harvest Meetings | 201.84 | 7/16/2013 |
| Omni Employment Workshop | 37.05 | 7/17/2013 |
| Heartland Leadership Development Institute | 556.52 | 8/27/2013 |
| Ozark High School Meals | 429.00 | 8/30/2013 |
| United Way Kickoff Breakfast | 1,575.42 | 9/5/2013 |
| All District Choir Auditions | 377.83 | 9/14/2013 |
| Centennial Celebration of Social Welfare Board | 4,292.48 | 9/14/2013 |
| Incubator Lunch | 62.06 | 9/16/2013 |
| Omni Employment Workshop | 34.05 | 9/17/2013 |
| Pregnancy Resource Fundraising Banquet | 6,394.44 | 9/17/2013 |
| Chamber St. Joe Rising | 651.00 | 9/20/2013 |
| Meril No More Stares Conference | 1,469.77 | 10/3/2013 |
| Avila University Football Team | 364.32 | 10/5/2013 |
| Children's Advocacy Banquet | 1,907.50 | 10/5/2013 |
| St. Joseph Christian Fundraiser | 4,202.76 | 10/10/2013 |
| Mayor's Homecoming Tent | 458.00 | 10/12/2013 |
| BI Incubator Meals | 287.50 | 10/16/2013 |
| Nestle Team Building | 267.00 | 10/17/2013 |
| Incubator Lunch | 145.71 | 10/21/2013 |
| Bayer Meeting | 1,639.20 | 10/24/2013 |
| Chamber Healthy Workforce | 1,123.00 | 10/25/2013 |
| MU Extension Tax School | 814.66 | 10/28/2013 |
| United Way Victory Dinner | 2,225.85 | 11/7/2013 |
| Girl Scout Leadership Conference | 1,955.17 | 11/9/2013 |
| UMKC Entrepreneurial Challenge | 1,932.97 | 11/12/2013 |
| Rotary Club #32 Birthday Party | 654.49 | 11/12/2013 |
| Chamber Diplomats Breakfast | 711.55 | 11/14/2013 |
| BIVI Thanksgiving Tableware | 71.95 | 11/20/2013 |
| Great American Smokeout | 291.92 | 11/21/2013 |
| International Thanksgiving Lunch | 232.55 | 11/21/2013 |
| YWCA Pizza Party | 383.30 | 12/11/2013 |
| Col. Mike Pankau Retirement Reception | 2,596.44 | 1/14/2014 |
| Great Plains Veggie Growers Conference | 12,113.85 | 1/8/2014 |
| Nestle Purina Meeting | 7,234.30 | 1/13/2014 |
| Certified Crop Advisors | 6,124.97 | 1/21/2014 |
| Conferences Lunch Meeting | 25.08 | 1/22/2014 |
| DuPont Pioneer Meeting | 2,605.97 | 1/23/2014 |
| Special Olympics | 28.70 | 1/25/2014 |
| Bayer AMA Meeting | 231.94 | 2/6/2014 |
| United Way Annual Meeting | 2,627.10 | 2/6/2014 |
| Central States Harmony Leadership Academy | 880.10 | 2/8/2014 |
| American Family Meeting | 52.55 | 2/25/2014 |
| Miss Western Missouri Pageant | 94.14 | 3/1/2014 |
| Community Blood Center Donor Luncheon | 1,694.40 | 3/6/2014 |
| Small Acreage Conference | 667.78 | 3/8/2014 |
| Jr. MARSEF | 302.74 | 3/10/2014 |
| PEO Founders Day Luncheon | 1,586.10 | 3/29/2014 |
| Ziva Abraham Meals | 525.20 | 4/4/2014 |
| GEM Day | 147.31 | 4/5/2014 |
| Northwest Missouri Credit Union Meeting | 293.32 | 4/10/2014 |
| Al Purcell Foundation Meeting | 349.85 | 4/10/2014 |
| Lions Scholastic Honors Luncheon | 2,103.88 | 4/10/2014 |
| South Holt Prom | 869.68 | 4/12/2014 |
| Child Abuse Conference | 2,484.24 | 4/16/2014 |
| Tribute to Teachers Dinner | 6212.8 | 4/24/2014 |
| Central Prom | 316.00 | 4/26/2014 |
| Physicians Recognition Reception | 4,624.50 | 4/23/2014 |
| St. Joe Sports Athlete of the Year | 222.18 | 4/30/2014 |
| Veggie Growers Planning Meeting | 106.80 | 5/1/2014 |
| Lafayette Prom | 476.43 | 5/3/2014 |
| Rockport 6th Grade Field Trip | 200.64 | 5/5/2014 |
| Benton Athletic Awards Dinner | 3,561.25 | 5/7/2014 |
| United Way BEST Luncheon | 387.45 | 5/7/2014 |
| MO-KAN Meeting | 222.50 | 5/13/2014 |
| St. Joseph Christian Senior Night | 253.09 | 5/13/2014 |
| United Electric Coop Annual Meeting | 1,978.80 | 5/15/2014 |
| Briar Cliff Elementary Field Trip | 65.72 | 5/19/2014 |
| Professional Fitness | 298.04 | 5/19/2014 |
| Amazonia Field Trip | 180.20 | 5/23/2014 |
| Western Playhouse Meet & Greet | 463.49 | 6/1/2014 |
| Pinnacle Boot Camp | 330.60 | 6/16/2014 |
| Brazilian Students Meals | 363.77 | 6/21/2014 |
| Gray Manufacturing Employee Meeting | 317.65 | 6/24/2014 |
| Meril Banquet | 2,682.80 | 6/25/2014 |
| Leadership NW Missouri Graduation | 532.50 | 6/24/2014 |
| ShoToKan Karate | 3,739.28 | 5/29/2014 |
| Carbin Volleyball Camp | 1,934.36 | 6/4/2014 |
| Savannah Football Camp | 2,438.92 | 6/19/2014 |
| Point Guard College | 5,379.00 | 6/23/2014 |
| MWSU Soccer Camp | 3,320.10 | 6/29/2014 |
| **Total Fiscal Year 2013-2014** | **241,644.23** |  |
|  |  |  |
|  |  |  |
| **Fiscal Year 2014-2015** |  |  |
| Drumline Camp | 4,038.90 | 7/14/2014 |
| Point Guard College | 14,506.02 | 7/14/2014 |
| Johnson Controls America's Team Rally | 21,697.65 | 7/21/2014 |
| Missouri Department of Conservation Deer Meeting | 217.86 | 7/8/2014 |
| Chamber VIP Tent | 693.60 | 7/24/2014 |
| Heartland VIP Tent | 754.00 | 7/25/2014 |
| Heartland Sports Medicine Lunch | 249.65 | 7/25/2014 |
| Chiefs VIP Tent | 411.15 | 7/26/2014 |
| American Family Chiefs VIP Tent | 1,810.74 | 7/26/2014 |
| Big Brothers/Big Sisters Chiefs VIP Tent | 330.50 | 7/30/2014 |
| Chamber VIP Tent | 828.90 | 7/31/2014 |
| Big Brothers/Big Sisters Chiefs VIP Tent | 106.03 | 7/31/2014 |
| Chiefs VIP Tent | 358.00 | 8/2/2014 |
| Chiefs VIP Tent | 545.00 | 8/4/2014 |
| Hughes Wedding Rehearsal Dinner | 1,013.91 | 8/8/2014 |
| Chiefs VIP Tent | 133.85 | 8/9/2014 |
| Chiefs VIP Tent | 358.00 | 8/9/2014 |
| Ricoh Chiefs VIP Tent | 146.20 | 8/12/2014 |
| Bond Birthday Party | 216.23 | 8/17/2014 |
| United Way Kickoff Breakfast | 1,642.80 | 9/4/2014 |
| MO DOT Commission Meetings/Engineer Meetings | 1,030.92 | 9/10/2014 |
| DR Missions Fundraiser | 2,106.00 | 9/13/2014 |
| Incubator Roundtable | 532.98 | 9/15/2014 |
| Ziva Abraham Meals | 868.89 | 9/16/2014 |
| Pregnancy Resource Fundraising Banquet | 6,684.96 | 9/16/2014 |
| All District Choir Auditions | 398.05 | 9/20/2014 |
| Pinnacle Boot Camp | 306.18 | 9/22/2014 |
| Incubator Bus Tour | 200.43 | 9/26/2014 |
| MO DOT Diversity Conference | 1,072.95 | 9/26/2014 |
| Lafayette Class of 1959 Reunion | 1,861.82 | 9/26/2014 |
| St. Joseph Christian Fundraiser | 4,133.67 | 10/7/2014 |
| Heartland Health Trauma Trends | 2,955.51 | 10/10/2014 |
| Heartland Meeting | 1,580.69 | 10/13/2014 |
| Little Sisters of the Poor Luncheon | 85.00 | 10/13/2014 |
| Young Life Tasting | 99.90 | 10/14/2014 |
| Children's Advocacy Banquet | 1,541.00 | 10/18/2014 |
| Pinnacle Boot Camp | 118.96 | 10/21/2014 |
| WCM Student Lunches | 1,230.00 | 10/22/2014 |
| MU Extension Tax School | 691.43 | 10/27/2014 |
| MO DOT Meeting | 887.82 | 10/27/2014 |
| Heartland Roundtable | 1,123.00 | 10/30/2014 |
| Mexican Students Meals | 396.00 | 10/30/2014 |
| Cronkite Media Ethics & Integrity Conference | 1,387.06 | 11/3/2014 |
| Mexican Students Meals | 474.00 | 11/6/2014 |
| United Way Victory Dinner | 1,906.35 | 11/6/2014 |
| Missouri S & T Recruiting Visit | 41.25 | 11/7/2014 |
| MU Extension Farm Bill Event | 2,443.55 | 11/11/2014 |
| Chamber Business Summit | 910.94 | 11/11/2014 |
| Mexican Students Meals | 468.00 | 11/13/2014 |
| Leadership NW Missouri Alumni Event | 569.55 | 11/17/2014 |
| High School Leadership | 656.24 | 11/18/2014 |
| WCM Student Lunches | 90.00 | 11/18/2014 |
| Young Life 60th Anniversary | 7,029.00 | 11/22/2014 |
| MU Extension Ag Lenders Workshop | 582.75 | 12/1/2014 |
| Chamber St. Joe Rising | 651.00 | 12/9/2014 |
| WCM Student Lunches | 66.00 | 12/10/2014 |
| Pinnacle Boot Camp | 281.76 | 12/16/2014 |
| Great Plains Veggie Growers Conference | 11,815.26 | 1/10/2015 |
| Certified Crop Advisors Workshop | 6,935.77 | 1/20/2015 |
| Nestle Purina Meeting | 7,083.04 | 1/26/2015 |
| United Way Annual Meeting | 2,154.60 | 2/5/2015 |
| Bayer Meeting | 498.10 | 2/26/2015 |
| Community Foundation of NW Missouri Meeting | 2,557.11 | 2/27/2015 |
| Pinnacle Boot Camp | 146.52 | 3/3/2015 |
| Small Acreage Conference | 770.52 | 3/7/2015 |
| Jr. MARSEF | 245.13 | 3/9/2015 |
| Boy Scout Merit Badge College | 3,307.41 | 3/14/2015 |
| PEO Founders Day Luncheon | 1,614.09 | 3/28/2015 |
| State Bank of Missouri | 245.00 | 3/31/2015 |
| Incubator Reception | 322.98 | 4/6/2015 |
| Pinnacle Boot Camp | 146.52 | 4/7/2015 |
| Lions Scholastic Honors Luncheon | 2,202.48 | 4/8/2015 |
| Literacy Reception | 656.40 | 4/10/2015 |
| South Holt Prom | 854.15 | 4/11/2015 |
| WCM Student Lunches | 162.00 | 4/15/2015 |
| BIVI Incubator | 118.40 | 4/17/2015 |
| Lafayette Prom | 480.33 | 4/18/2015 |
| WCM Student Lunches | 374.44 | 4/18/2015 |
| Ziva Abraham Meals | 1,109.52 | 4/22/2015 |
| National Crime Victims Rights Breakfast | 1,123.50 | 4/24/2015 |
| WCM Student Lunches | 300.00 | 4/25/2015 |
| North Platte Prom | 325.62 | 4/25/2015 |
| North Platte After Prom | 247.42 | 4/26/2015 |
| WCM Student Lunches | 285.00 | 4/27/2015 |
| YWCA Choices Pizza Party | 453.14 | 4/23/2015 |
| Veggie Growers Planning Meeting | 142.40 | 4/29/2015 |
| St. Joseph Sports Athlete of the Year | 240.95 | 4/29/2015 |
| Tribute to Teachers Dinner | 6,283.40 | 4/30/2015 |
| WCM Student Lunches | 445.00 | 5/1/2015 |
| Central Prom | 353.22 | 5/2/2015 |
| King City Prom | 368.96 | 5/2/2015 |
| WCM Student Lunches | 140.00 | 5/5/2015 |
| Physicians Recognition Reception | 4,179.50 | 5/5/2015 |
| Benton Athletic Awards Dinner | 3,321.00 | 5/6/2015 |
| Rockport 6th Grade Field Trip | 191.20 | 5/6/2015 |
| United Way BEST Luncheon | 472.50 | 5/7/2015 |
| WCM Student Lunches | 225.00 | 5/14/2015 |
| Ziva Abraham Meals | 533.77 | 5/18/2015 |
| Association of Realtors Meeting | 896.16 | 5/20/2015 |
| Incubator Reception | 470.90 | 5/21/2015 |
| Western Playhouse Meet & Greet | 412.18 | 5/31/2015 |
| Pinnacle Boot Camp | 131.14 | 6/1/2015 |
| WCM Student Lunches | 60.00 | 6/1/2015 |
| Mexican Students Meals | 1,073.64 | 6/1/2015 |
| Milbourn/Jackson Wedding Reception | 2,963.75 | 6/6/2015 |
| Savannah 25th High School Reunion | 1,419.44 | 6/12/2015 |
| Discover Science Camp | 1,236.72 | 6/15/2016 |
| Western Playhouse Gala Dinner | 1,167.27 | 6/19/2015 |
| ShoToKan Karate | 4,426.66 | 5/28/2015 |
| Carbin Volleyball Camp | 2,154.29 | 6/3/2015 |
| Point Guard College | 6,352.56 | 6/22/2015 |
| **Total Fiscal Year 2014-2015** | **183,718.66** |  |
|  |  |  |
| **Fiscal Year 2015-2106** |  |  |
| Point Guard College | 9,015.45 | 7/1/2015 |
| Christ in Youth Mix Camp | 22,693.44 | 7/6/2015 |
| Bridge Camp | 1,908.06 | 7/5/2015 |
| Drumline Camp | 3,381.60 | 7/13/2015 |
| MWSU Cheer Camp | 319.26 | 7/20/2015 |
| ASBMB Conference | 9,423.92 | 7/30/2015 |
| American Family Chiefs VIP Tent | 2,466.24 | 8/8/2015 |
| Cumulus Chiefs VIP Tent | 393.50 | 8/9/2015 |
| Mosaic Chiefs VIP Tent | 780.50 | 8/7/2015 |
| CVB Chiefs VIP Tent | 454.40 | 8/4/2015 |
| Chamber Chiefs VIP Tent | 1,318.21 | 8/1/2015 |
| Chiefs VIP Tent | 216.80 | 8/2/2015 |
| KCP&L Chiefs VIP Tent | 534.51 | 8/11/2015 |
| Crossfirst Bank Chiefs VIP Tent | 70.45 | 8/11/2015 |
| Military Appreciation Chiefs VIP Tent | 1,142.21 | 8/19/2015 |
| Frito Lay Chiefs VIP Tent | 455.39 | 8/19/2015 |
| Ricoh Chiefs VIP Tent | 75.60 | 8/18/2015 |
| KC Partnership Hospitality VIP Tent | 817.29 | 8/10/2015 |
| Executive Airshare Chiefs VIP Tent | 450.17 | 8/3/2015 |
| Executive Airshare Chiefs VIP Tent | 450.17 | 8/8/2015 |
| MO Kids First Training Meetings | 140.02 | 7/13/2015 |
| Fasching/Davis Wedding & Reception | 1,158.63 | 7/18/2015 |
| United Way Kickoff Breakfast | 1,408.11 | 9/3/2015 |
| DR Missions Fundraiser | 2,382.87 | 9/12/2015 |
| All District Choir Auditions | 497.77 | 9/19/2015 |
| Community Blood Center Donor Luncheon | 2,657.60 | 9/24/2015 |
| Constant Contract Service | 10.55 | 9/24/2015 |
| NextEra Meeting | 756.41 | 9/29/2015 |
| MO DOT Diversity Conference | 1,302.35 | 10/1/2015 |
| Nestle Purina Workforce | 136.92 | 10/6/2015 |
| Lafayette 50th Reunion | 489.36 | 10/9/2015 |
| American Chemistry Society | 10,777.04 | 10/21/2015 |
| Allied Arts Council Board Retreat | 278.70 | 10/24/2015 |
| ACUBE Conference | 4,651.66 | 10/23/2015 |
| MU Extension Tax School | 912.65 | 10/26/2015 |
| Universal Design Seminar | 1,438.11 | 10/26/2015 |
| WCM Student Lunches | 432.00 | 10/28/2015 |
| Young Life Dinner | 4,798.77 | 10/29/2015 |
| United Way Tailgate | 89.39 | 10/31/2015 |
| Healthy Workplace Summit | 1,033.74 | 10/30/2015 |
| United Way Victory Dinner | 2,155.80 | 11/5/2015 |
| Mosaic Trauma Trends | 2,244.31 | 11/6/2015 |
| Cronkite Media Ethics & Integrity | 779.28 | 11/9/2015 |
| Youth Alliance Dinner | 5,142.71 | 11/12/2015 |
| YMCA Choice Pizza Party | 407.55 | 11/17/2015 |
| Chamber Small Business Summit | 1,515.25 | 11/18/2015 |
| MU Extension Ag Lenders Workshop | 509.94 | 11/30/2015 |
| WCM Student Lunches | 252.00 | 12/1/2015 |
| WCM Student Lunches | 474.00 | 12/3/2015 |
| BI Departmental Holiday Party | 1,979.12 | 12/8/2015 |
| BI Christmas Dinner | 2,219.36 | 12/17/2015 |
| Great Plains Veggie Growers Conference | 14,550.89 | 1/7/2016 |
| Corn Growers Conference | 2,195.42 | 1/13/2016 |
| Certified Crop Advisors Workshop | 6,689.97 | 1/20/2016 |
| Central States Harmony | 1,385.19 | 1/23/2016 |
| Korean Music Camp | 303.62 | 1/28/2016 |
| UMKC - NWMO Health Services | 1,053.93 | 1/29/2016 |
| American Family Job Fair | 101.15 | 2/4/2016 |
| United Way Annual Meeting | 1,875.33 | 2/4/2016 |
| Community Foundation of NW Missouri Breakfast | 3,570.97 | 2/5/2016 |
| MWSU Debate | 299.32 | 2/27/2016 |
| BI Incubator Lunch | 649.60 | 3/8/2016 |
| NITC Education Council Regional Training | 833.87 | 3/9/2016 |
| Enlighten U | 5.16 | 3/10/2016 |
| Jr. MARSEF | 237.81 | 3/14/2016 |
| Boy Scout Merit Badge College | 3,449.10 | 3/19/2016 |
| PEO Founders Day Luncheon | 2,135.70 | 3/19/2016 |
| How to Write a Business Plan | 20.47 | 3/28/2016 |
| MWSU Entrepreneur Week | 757.12 | 3/29/2016 |
| Quickbooks Workshop | 31.85 | 3/29/2016 |
| Literacy Reception | 724.38 | 3/30/2016 |
| CSB Entrepreneur Week | 11.38 | 3/31/2016 |
| CALHE Conference | 2,767.79 | 3/31/2016 |
| Student Entrepreneurship with Steven Craig | 40.94 | 4/1/2016 |
| Steven Craig Capstone Luncheon | 1,909.71 | 4/1/2016 |
| CCSC Conference | 5,407.91 | 4/1/2016 |
| South Holt Prom | 951.44 | 4/2/2016 |
| Small Acreage Conference | 688.67 | 4/2/2016 |
| WnO Dinner | 535.80 | 4/6/2016 |
| IEP Field Trip | 195.60 | 4/7/2016 |
| Missouri Section MAA | 4,071.42 | 4/7/2016 |
| Ziva Abraham Meals | 519.17 | 4/14/2016 |
| Lions Scholast Honors Luncheon | 2,070.52 | 4/14/2016 |
| Rockport 6th Grade Field Trip | 122.74 | 4/15/2016 |
| Lafayette Prom | 507.07 | 4/16/2016 |
| Child Abuse Conference | 2216.51 | 4/20/2016 |
| IEP Community Reception | 23.56 | 4/21/2016 |
| YWCA Pizza Party | 470.25 | 4/21/2016 |
| Veggie Growers Planning Meeting | 90.44 | 4/22/2016 |
| Toast Masters | 42.05 | 4/25/2016 |
| St. Joseph Sports Athlete of the Year | 232.72 | 4/27/2016 |
| WCM Student Lunches | 220.00 | 4/27/2016 |
| Learning Community | 150.00 | 4/27/2016 |
| WCM Student Lunches | 310.00 | 4/28/2016 |
| Tribute to Teachers Dinner | 7,100.46 | 4/28/2016 |
| WCM Student Lunches | 360.00 | 4/29/2016 |
| Central Prom | 331.86 | 4/30/2016 |
| King City Prom | 349.15 | 4/30/2016 |
| Physicians Recognition Reception | 3,336.48 | 5/3/2016 |
| Benton Booster Banquet | 3,637.40 | 5/4/2016 |
| WCM Student Lunches | 145.00 | 5/5/2016 |
| WCM Student Lunches | 65.00 | 5/9/2016 |
| BIVI Training | 736.03 | 5/9/2016 |
| BIVI Manager Essentials | 1,440.52 | 5/17/2016 |
| United Electric Coop Annual Meeting | 1,896.62 | 5/19/2016 |
| East Side Rotary Annual Awards Banquet | 918.88 | 5/20/2016 |
| Western Playhouse Meet & Greet | 525.40 | 5/22/2016 |
| Samaritan Center Event | 2,409.18 | 6/6/2016 |
| Northwest Missouri Press Association Conference | 490.45 | 6/9/2016 |
| Youth Alliance | 60.00 | 6/9/2016 |
| BIVI Cattle Phase 4 | 463.33 | 6/14/2016 |
| BioZyme Dealer Retreat | 6,624.31 | 6/14/2016 |
| Western Playhouse Gala Dinner & Intermissions | 4,275.98 | 6/17/2016 |
| BIVI Manager Essentials | 1,106.40 | 6/21/2016 |
| Savannah High School 50th Reunion | 1,346.53 | 6/25/2016 |
| ShoToKan Karate | 4,114.44 | 5/26/2016 |
| Carbin Volleyball Camp | 1,543.25 | 6/1/2016 |
| Point Guard College | 11,978.52 | 6/27/2016 |
| **Total Fiscal Year 2015-2016** | **229,080.87** |  |
| **Totals Fiscal Years 2012-2016** | **$1,164,302.22** |  |
|  |  |  |
|  |  |  |
|  |  |  |

**ATTACHMENT 8**

**HOURS OF OPERATION**

**Dining Facilities Hours of Operations**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Western Dining Hall** | Breakfast | Lunch | Dinner | Late Night | Total Number of Hours /Day |
|  |  |  |  |  |  |
| **Monday** | 7:00 – 9:30 | 10:45 – 1:15 | 4:30 – 7:00 |  | 12.50 |
| **Tuesday** | 7:00 – 9:30 | 10:45 – 1:15 | 4:30 – 7:00 |  | 12.50 |
| **Wednesday** | 7:00 – 9:30 | 10:45 – 1:15 | 4:30 – 7:00 |  | 12.50 |
| **Thursday** | 7:00 – 9:30 | 10:45 – 1:15 | 4:30 – 7:00 |  | 12.50 |
| **Friday** | 7:00 – 9:30 | 10:45 – 1:15 | 4:30 – 7:00 |  | 12.50 |
| **Saturday** | 8:00 – 9:00 | 12:00 - 1:30 | 5:00 – 6:30 |  | 4.00 |
| **Sunday** | 8:00 – 9:00 | 12:00 - 1:00 | 5:00 – 6:30 |  | 3.50 |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | 70.00 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Food Court Burger Studio | Subway | Zoca |  | Total Number of Hours /Day |
|  |  |  |  |  |  |
| **Monday** | 7 – 10 pm | 10:00 – 9:00 | 10:00 - 7:00 |  | 24 |
| **Tuesday** | 7 – 10 pm | 10:00 – 9:00 | 10:00 - 7:00 |  | 24 |
| **Wednesday** | 7 – 10 pm | 10:00 – 9:00 | 10:00 - 7:00 |  | 24 |
| **Thursday** | 7 – 10 pm | 10:00 – 9:00 | 10:00 - 7:00 |  | 24 |
| **Friday** | 7 – 10 pm | 10:00 – 9:00 | 10:00 - 7:00 |  | 24 |
| **Saturday** |  | 5 pm–10 pm |  |  | 5 |
| **Sunday** | 7 pm – 10 pm |  |  |  | 3 |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | 127 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Buildings** | POD |  | Einstein Brothers Bagels |  | Total Number of Hours /Day |
|  |  |  |  |  |  |
| **Monday** | 7am - 8:30pm |  | 7:30am - 7:30pm |  | 25.50 |
| **Tuesday** | 7am - 8:30pm |  | 7:30am - 7:30pm |  | 25.50 |
| **Wednesday** | 7am - 8:30pm |  | 7:30am - 7:30pm |  | 25.50 |
| **Thursday** | 7am - 8:30pm |  | 7:30am - 7:30pm |  | 25.50 |
| **Friday** | 7am - 2pm |  | 7:30am - 3:30pm |  | 15.00 |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | 117.00 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Java City  Union | Java City  Hearnes Center | Max’s Mart |  | Total Number of Hours /Day |
|  |  |  |  |  |  |
| **Monday** | 7:30 – 2 pm | 8:00 – 5:00 | 3 pm – 1 am |  | 25.5 |
| **Tuesday** | 7:30 – 2 pm | 8:00 – 5:00 | 3 pm – 1 am |  | 25.5 |
| **Wednesday** | 7:30 – 2 pm | 8:00 – 5:00 | 3 pm – 1 am |  | 25.5 |
| **Thursday** | 7:30 – 2 pm | 8:00 – 5:00 | 3 pm – 1 am |  | 25.5 |
| **Friday** | 7:30 – 2 pm | 8:00 – 2:00 | 3 pm – 1 am |  | 22.5 |
| **Saturday** |  |  | 8 pm - 1 am |  | 5 |
| **Sunday** |  |  | 8 pm – 1 am |  | 5 |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | 134.5 |

**ATTACHMENT 9**

**POINT OF SALE EQUIPMENT**

**POS and Card Access Inventory**

The University upgraded all point of sale equipment for dining, and retail summer of 2008. It includes:

ScanPlus Quantum Hardware and Software

9 MICROS Cash Registers

8 Cash Drawer

8 Cash Register Displays

9 Epson TM-T88IV Model M129H Printers

6 Bar Code Scanner devices

**ATTACHMENT** **10**

**FOOD SERVICE   
AMORTIZATION SCHEDULE**



**ATTACHMENT 11**

**CAMPUS MAP**

