



ADMINISTRATIVE SERVICES
PURCHASING DEPARTMENT

Request for Proposal # 970

FOR

CATERING AND FOOD SERVICE MANAGEMENT

DATE DUE: March 4, 2022 on or before 2:00 P.M. EDT

SUBMIT TO:

Jill Budny

Director of Purchasing

Westmoreland County Community College

145 Pavilion Lane

Youngwood, PA 15697

budnyj@westmoreland.edu

Contact Information:

724-925-4185

budnyj@westmoreland.edu

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1. SECTION 1 GENERAL COLLEGE INFORMATION

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

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

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

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

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

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

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

A full description of the Westmoreland College experience can be found at www.westmoreland.edu.

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SECTION 2 SCOPE OF WORK

Westmoreland County Community College is seeking qualified vendors that can provide the management of the dining services in Youngwood, PA and catering services to all College locations. The term of the contract is to commence April 1, 2022, with service to commence on May 1, 2022. The contract will include three (3) years. Westmoreland County Community College reserves the right to extend the period of any resultant contract for two (2) one (1) year agreements. In the event of contract extension, the Vendor will be required to provide complete and current submittals prior to each extension. Required submittals will include, but not necessarily be limited to, insurance certificates, financial statements, and resumes for new or replacement management and/or support staff. The scope of the desired services are listed below:

SECTION 3 INTRODUCTION

1. Two (2) retail dining locations (Westley's and Up and Atom) located in Youngwood, PA; One (1) location with potential re-open (The Den) located in Youngwood, PA
2. Exclusive catering in all buildings

A. Building Locations:

1. Youngwood Campus (Student Achievement Center, Business and Industry Center, Heath and Culinary Center, Science Achievement Center)
145 Pavilion Lane
Youngwood, PA 15697
2. Advanced Technology Center
1001 Technology Drive, Suite 1009, Door 24
Mt. Pleasant, PA 15666-1767
3. Fayette Center
140 North Beeson Boulevard, 3rd Floor
Uniontown, PA 15401
4. Indiana Center (address will be changing Fall 2022)
45 Airport Road
Indiana, PA 15701
5. Latrobe Center
130 Depot Street
Latrobe, PA 15650

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6. Murrysville Center
6707 Mellon Road
Export, PA 15632
 7. New Kensington Center
1150 5th Avenue
New Kensington, PA 15068
 8. Public Safety Training Center
65 Public Safety Drive
Smithton, PA 15479
3. Summer Day Camp/Conference Dining
 4. Vending in all buildings (vendors may submit for all services or just vending separately)
 5. Any Future Dining/Catering/Vending additions

SECTION 4 PROGRAM AND SERVICE EXPECTATIONS

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

A. Programmatic Expectations

1. Excellent quality food with ingredients, recipes and fresh preparation methods that support good nutrition and a healthy lifestyle;
2. An innovative portfolio of service concept that:
 - offers ordering, payment, and “to go” mechanisms that are responsive to consumer lifestyles (online ordering, alternative pay methods, i.e. apple pay);
3. A diversity of food and beverage choices that:
 - address the broad range of consumer preferences;
 - include entrees and other offerings that address special diet needs such as vegetarian, vegan, low fat, high protein, gluten free, etc.;
4. Hours of service that support student, faculty and staff lifestyle needs.
5. Pricing to the consumer that is competitive with the local market. Catering pricing that is competitive with off-campus caterers and that offers tiers of pricing and service for different event types (high-end to budget), including a service/price tier that is designed to offer an

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affordable pick-up menu. The selections should be consistent to the current offerings. See appendix 2 for the current menu.

6. A commitment to offering regularly scheduled special event programming designed to encourage participation and build community. A commitment to working with Student Activities and the Staff Social Committee to encourage participation from the campus community in Westmoreland County Community College programmed events.
7. Merchandising and food presentation that showcases the products offered and offers strong eye appeal;
8. An intentional and committed approach to staffing that results in:
 - staffing levels that are matched to customer demand so that service is fast and efficient;
 - Staff capability to handle in-person and online ordering;
 - friendly, courteous, knowledgeable and professional employees that receive regular and comprehensive training in both technical and customer service skills;

B. Management Expectations

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

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8. Financial control strategies that ensure a financially efficient Dining Services Program with a high level of accountability and financial reporting to Westmoreland County Community College;
9. Development and adherence to a continuous improvement philosophy founded on a comprehensive performance measurement program.

C. Human Resources Expectations

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

D. Wellness Expectations

1. Careful attention to product mix to ensure a wide selection of nutritionally healthy, and healthily prepared and portioned foods, with results that are measurable;
2. Provision of comprehensive information that is easily accessed by the customer on the content of foods served in The Dining Services Program, including ingredients statements for food allergies and sensitivities, and nutritional information;
3. An ongoing program of customer education on issues pertaining to nutritional health, weight management and wellness.

E. Marketing and Business Development Expectations

1. An ongoing commitment to proactive marketing/communications and business development in the areas of retail sales and catering/event sales that is collaborative and coordinated with Westmoreland County Community College in articulating a seamless message, and includes quantitative success measurement. Examples and marketing initiatives should be included in the RFP submission documents which should include a multi-year marketing proposal that should be considered the minimum the successful vendor will initiate;

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2. Annual marketing plans customized to Westmoreland County Community College's unique needs and target audience, including creative use of social media;
3. Proactive analysis of new business opportunities, in coordination with Westmoreland County Community College, including the potential for service expansions and additions.
 - a. The successful vendor will advertise event opportunities at no expense to the College following the College branding guidelines.

F. Sustainability Expectations

- A sustainability program designed to address four key areas:
 - Preparation – Initiatives to ensure that management, kitchen, and serving operations use resources efficiently through the effective deployment of resource-saving practice;
 - Staff trained to understand energy efficiency tactics and other sustainable preparation objectives.
 - Disposal – Minimization of waste; Mechanisms for composting or otherwise reducing the impact of food waste. Use of ecologically sensitive packaging; Use of recycling and other efficient waste disposal mechanisms.
 - Innovation and Education – Continuous evaluation and improvement of sustainability practices; Innovation in sustainability; Provision of education to employees about innovations and reasons for operational decisions in food service.

G. IT Expectations

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

H. Compensation Expectations

1. A fair and balanced compensation agreement that supports both the Vendor and Westmoreland County Community College in meeting their respective financial objectives;
2. Provision of the Vendor contributed annual funding support for student scholarships;
3. Provision of a Vendor contributed capital investment plan designed to support the capital development needs of the dining program over the life of the contract.

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

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SECTION 5 SITE BACKGROUND

A. Demographic Information Fall 2021

1. Students

Full-Time	1,349
Part-Time	2,833
TOTAL	4,182

2. Faculty/Staff

Full-Time Faculty	74
Part-Time Faculty	240
TOTAL FACULTY	314

Full-Time Staff	157
Part-Time Staff	69
TOTAL STAFF	226

B. Campus Demographics – On site between 10am-2pm - FY19-20 Average (last full count)

Youngwood	Monday	Tuesday	Wednesday	Thursday	Friday
Faculty/Staff	227	221	227	222	172
Students	997	978	977	961	131
TOTAL	1,224	1,199	1,204	1,183	303

C. Westmoreland County Community College operates Culinary Arts and Baking programs on the

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Youngwood campus. As part of the educational requirements of these programs:

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

SECTION 6 CARES ACT GRANT DISCLOSURE

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

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

SECTION 7 PROPOSAL DUE DATE

The due date of this RFP is March 4, 2022 on or before 2:00 p.m., EDT. **Responses must be clearly marked with the RFP number and RFP title listed in this document and your company name in the lower left corner of the outer envelope or box. Due to the College working remotely, the submissions must also be emailed to budnyj@westmoreland.edu on or before the due date. The time of submission will be based on when the email is received. The paper copy must be mailed and cannot be dropped off on campus.** The purchasing department will distribute the copies to proper personnel.

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

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

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SECTION 8 CALENDAR

Date	Event
Monday, February 7, 2022	RFP Issued
Tuesday, February 15, 2022 1:30AM	Mandatory Pre-Bid Meeting Lobby of the Student Achievement Center
Friday, February 18, 2022 prior 4:00 P.M. EDT	Acknowledgement / Intent to Propose
Monday, February 21, 2022 2:00 P.M. EDT	Questions due to Jill Budny at budnyj@westmoreland.edu
Thursday, February 24, 2022	Addendum emailed (if applicable)
Friday, March 4, 2022 on or before 2:00 P.M. EDT	Proposals must be submitted to the Purchasing Department budnyj@westmoreland.edu
Wednesday, March 23, 2022	Recommendation to the Board

SECTION 9 ISSUING OFFICE

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

Jill Budny
Director of Purchasing
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697
Phone: 724-925-4185
Fax: 724-925-4277
budnyj@westmoreland.edu

SECTION 10 INSTRUCTIONS TO VENDORS

Advice: The department responsible for this RFP is the Purchasing Department located at 145 Pavilion Lane Youngwood, PA 15697. The Westmoreland County Community College point of contact is Jill Budny, Director of Purchasing: budnyj@westmoreland.edu.

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

Question Submittal Process: Questions can be sent to Jill Budny, electronically at budnyj@westmoreland.edu on or before February 21, 2022 at 2:00 P.M. EDT. All questions and answers will be published and provided to all potential vendors, by means of an Addendum to the RFP, on or before February 24, 2022.

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

All proposals **MUST** include the Certification of Bidder form. The proposal **MUST** be submitted by the date and time of opening and **MUST** include one (1) original, one (1) copy, and one (1) electronic (email) copy of the RFP must be provided.

RFP's must be addressed to: Westmoreland County Community College, Attn: Jill Budny, Director of Purchasing, 145 Pavilion Lane Youngwood, PA 15697. Proposals must be submitted in a **Sealed Envelope** with RFP #970 Catering and Food Service Management and your company name in the lower left corner of the outer envelope. Due to the current remote working environment, an emailed copy of the submission must be sent on or before the due date.

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

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

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

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

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

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

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

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

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

Insurance: The vendor performing services for Westmoreland County Community College shall:

Workers' Compensation
Statutory Limits

Employers Liability
\$500,000 each accident bodily injury
\$500,000 bodily injury by disease - policy limit
\$500,000 bodily injury by disease - each employee

Commercial General Liability
\$1,000,000 per occurrence bodily injury and property damage
\$1,000,000 per occurrence personal and advertising injury
\$2,000,000 general aggregate

Business Automobile \$1,000,000 per occurrence (owned, non-owned, hired vehicles)

Professional Errors and Omissions Liability
\$1,000,000 per claim/occurrence
\$2,000,000 annual aggregate

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Liquor Liability
\$1,000,000 per occurrence with a \$1,000,000 aggregate

SECTION 11 EVALUATION AND SELECTION PROCEDURES

1. Evaluation and Selection Committee

All Vendor proposals received by the closing deadline will be evaluated by a Selection Committee established by Westmoreland County Community College.

2. Evaluation Procedure

The Committee shall first review and rank proposals according to the following evaluation criteria.

A. Technical Proposal

1. Proposed Service Concepts:

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

2. Continuous Improvement Plan

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

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

3. Corporate Experience and Expertise

- a. Evidenced company-wide approach to excellence in food acquisition, food preparation and merchandising, quality control, personnel acquisition and training, and cost control.
- b. Evidenced company-wide organizational strength and longevity.
- c. Evidenced company-wide financial strength to insure the full and proper performance of the contracts throughout the term.
- d. Client references and presented documentation of specialized experience with corporate dining accounts similar in nature to Westmoreland County Community

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College.

3. Sustainability Plan

Quality and comprehensiveness of proposed sustainability plan relative to:

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

2. Marketing

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

3. Wellness Program

Quality and comprehensiveness of proposed wellness program relative to:

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

4. Transition Plan

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

5. Overall Quality

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

B. Management and Staffing Proposal

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

1. Qualifications and experience for the proposed key on-site managers.
2. Qualifications and experience for the proposed key corporate managers.
3. Qualifications and experience for the corporation.
4. Adequacy of proposed management and employee staffing levels, salaries/wages and benefits packages as demonstrated through the provision of a detailed staffing plan and benefits recap.
5. Proposed strategy for ongoing management recruitment, training and retention for this

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contract.

6. Proposed strategy for ongoing employee recruitment, training and retention for this contract.

C. Financial Proposal

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

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

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

3. Short-List Presentations and Site Visits to Vendor Accounts

Vendors whose proposals are deemed to be unacceptable will be notified by the Selection Committee in writing by email. Vendors whose proposals are deemed to be acceptable will be short-listed and asked to make oral presentations to the Selection Committee. Westmoreland County Community College may also ask short-listed Vendors to conduct Committee members on site visits of Vendors' existing accounts. Notice of confirmation of the interview date, time and location will be given by email. Because the timeframe between proposal submission and oral presentations is short, Vendors should assume that they may be required to make an oral presentation in Youngwood, PA, and prepare accordingly. Oral presentation must be in English, and should be no more than 1 hour in length, including questions and answers. The presentation should include the following:

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

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

4. Final Ranking and Selection

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

5. Letter of Intent

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

6. Pre-Occupancy Planning

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

SECTION 12 PROGRAM REQUIREMENTS

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

1. RETAIL DINING

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

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

Westley's

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday
Fall Semester	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	8:00-2:00	Closed
Spring Semester	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	8:00-2:00	Closed
Summer Semester	7:30-4:00	7:30-4:00	7:30-4:00	7:30-4:00	8:00-2:00	Closed
Academic Breaks	Closed	Closed	Closed	Closed	Closed	Closed

Up and Atom

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday
Fall Semester	7:30-3:00	7:30-3:00	7:30-3:00	7:30-3:00	Closed	Closed
Spring Semester	7:30-3:00	7:30-3:00	7:30-3:00	7:30-3:00	Closed	Closed
Summer Semester	7:30-3:00	7:30-3:00	7:30-3:00	7:30-3:00	Closed	Closed
Academic Breaks	Closed	Closed	Closed	Closed	Closed	Closed

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The Den (Proposed hours if reopened)

Please provide suggestions on possible uses of this area.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/ Sunday
Fall Semester	10:00-2:00	10:00-2:00	10:00-2:00	10:00-2:00	Closed	Closed
Spring Semester	10:00-2:00	10:00-2:00	10:00-2:00	10:00-2:00	Closed	Closed
Summer Semester	10:00-2:00	10:00-2:00	10:00-2:00	10:00-2:00	Closed	Closed
Academic Breaks	Closed	Closed	Closed	Closed	Closed	Closed

2. EXCLUSIVE CATERING

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

- A. Service Hours: Events typically occur Monday through Friday, during normal business hours, including occasional events in the evenings or on weekends.
- B. Online Ordering: The Vendor shall be required to provide, at Vendor expense, an on-line, interactive software platform for web-based Catering ordering.
- C. Service ware: China ware, glassware and stainless steel flatware will be the standard of service for catered events in the dining room and environmentally friendly disposables for events at other locations. The event arranger can specify a change in service ware at the time of placing the order.
- D. Westmoreland County Community College Event & Conferences Services will continue to be the 'One Stop' for event planning. Based on the Vendor supplied catering menus, Event & Conference Services staff will book all events and place the required catering orders for the events. Vendor's chef or appropriate personnel shall be available to schedule planning sessions for special menu

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needs, as they arise.

3. SUMMER DAY CAMPS/CONFERENCES

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

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

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

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

CENTERS/BUILDINGS	SNACKS	FOOD/ SANDWICHES	PEPSI/COKE COMBO DRINKS	COFFEE	STARBUCK MACHINES	LOCATIONS
SCIENCE HALL (SIC)	X		X (2)	X		MAIN LOBBY
CULINARY & HEALTH (CHH)	X		X (2)		X	LOBBY TO THE LEFT
FOUNDERS (SAC)	X		X(3)		X	SOUTH ENTRANCE
	X		X			BY FF CENTER
	X		X(2)			BY GYM
BUSINESS & INDUSTRY (BIC)	X		X(2)			STUDENT LOUNGE
ATC	X	X	X(2)	X		STUDENT HUB
FAYETTE	X		X			STUDENT LOUNGE
LATROBE	X		X(2)	X		1ST FLOOR BY DESK/COFFE FRONT LOBBY/ POP BACK LOBBY
NEW KEN	X		X	X		2ND FLOOR STUDENT LOUNGE
PSTC	X		X			ONE MACHINE IN FRONT OF BUILDING
MURRYSVILLE	X		X			LOBBY
INDIANA	X		X			LOBBY

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

5. EQUIPMENT

Westmoreland County Community College will provide its current inventory of equipment for Vendor use in operating the Dining Services Program. The Vendor will be responsible for providing any additional equipment necessary to support Vendor's operating concept. Vendors will be responsible to perform due

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diligence in understanding the operational capabilities of these facilities. An inventory of Westmoreland County Community College owned equipment is provided in Appendix 3.

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

6. SMALLWARES

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

Any purchase of equipment or smallwares required by the College must be approved prior to purchase.

SECTION 13 PROPOSAL FORMAT

1. EXECUTIVE SUMMARY

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

2. TECHNICAL PROPOSAL

a. Corporate Experience and Expertise

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

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

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- 8. Cost Control
- 9. Performance Measurements

b. Proposed Service Concept – Retail Dining

Provide your proposed service concept for the Youngwood Campus.

- 1. Proposed service concept, including the style of service, menu, pricing and brand identity. The operation should reflect maximum creativity and range of choice that will accommodate a diverse clientele and their nutritional needs while balancing quick service, high quality and convenience. Attention should be paid to the desires of today's customer—quality products, speed of service and variety at a fair price are paramount, as well as the ability to take food “to go”.
- 2. Provide a full menu with pricing and key portion sizes. If using a cycle menu, indicate the number of weeks in the cycle, and provide the proposed cycle menu. Cycles should change between breakfast, lunch and dinner on the same day.
- 3. Identify the proposed service hours and operating days for the facility, bearing in mind minimum service hours and operating day requirements. Minimum service hours to be the same as Fall 2021.
- 4. Proposed promotional calendar of special events/programs you propose for the first year of the contract.
- 5. Describe your Company's philosophy, tools, and practices for assessing the success of existing retail concepts and implementing new concepts and/or refreshing existing concepts over the life of the contract. Indicate the criteria used to evaluate the success of current concepts and the determining factors that trigger implementation of new and/or refreshed concepts.

c. Exclusive Catering Program

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

- 1. Provide the catering menus you propose, along with proposed pricing structures, in each of the following menu categories.
 - a. Buffet Breakfast
 - b. Box Breakfast
 - c. Served Breakfast

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- d. Buffet Lunch
 - e. Box Lunch
 - f. Served Lunch
 - g. Receptions
 - h. Buffet Dinners
 - i. Served Dinners
 - j. Beverage and Break Service
2. The catering menus and pricing structures should encompass pick-up, budget, moderate and premium options with all ancillary charges clearly noted.
 3. Describe your operating standards for delivery, set-up, staffing and clean up for events. In particular, describe the techniques you use to ensure that the quality of service for catered events will meet or exceed the expectations of customers.
 4. Provide detailed information on the composition, features and capabilities of the catering software system you propose.
- d. Summer Day Camps/Conferences
- Provide sample menu, including portion sizes, and pricing for summer day camps/conferences. Describe your standards for event planning, food quality, presentation, staff and representation of Westmoreland County Community College to attending guests.
- e. Vending
1. Provide a complete description of the vending equipment you are proposing, including quantities and manufacturer literature. Identify which machines will be new and which will be used (if any).
 2. Provide a full listing of product offerings (including brand names) along with proposed pricing structures, which should be similar to the current pricing in effect at the sites.
 3. Discuss your methodology for tracking sales by product and adjusting product lines to optimize sales at each vending location.
 4. Describe any merchandising and special promotions techniques you utilize to maximize sales volumes.
 5. Describe your methodology for restocking of vending machines, including frequency. Provide an outline delivery/restocking schedule.
 6. State your refund policy and outline the procedure at each site for employees to obtain a

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refund due to equipment malfunctions or damaged/sub-standard products.

7. Describe in full your policies with regard to maintenance of the equipment you are proposing, with particular emphasis on response time in the event of equipment breakdown, as well as frequency of routine maintenance.

f. Year One Marketing Plan

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

g. Wellness Plan

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

h. Sustainability Plan

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

i. Capital Improvement Plan

Provide your proposed capital improvement plan for the Dining Services Program. The capital improvement plan should cover the initial term of the contract only, and must include the following:

1. Narrative description of the proposed major capital projects'
2. Narrative description of the proposed trade dress, signage, display equipment and smallwares investments unrelated to major capital projects

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3. Implementation timeline from design through completion of construction;
4. Floor plans (mandatory) and rendering (desired) illustrating the implementation of proposed capital projects;
5. Temporary dining requirements and proposed solution, where applicable;
6. Itemized estimate of total probable cost for the project;
7. Proposed College dollar investment;
8. Proposed Vendor dollar investment.

j. Continuous Improvement Plan

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

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

k. Proposed Pre-Occupancy Transition Plan:

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

SECTION 14 MANAGEMENT AND STAFFING PROPOSAL

Please provide the following information:

- A. A narrative and accompanying organizational chart describing the proposed management structure for Westmoreland County Community College's account, from corporate support personnel to the General Manager and on site supervisors. All management, supervisory and support positions should be clearly identified.
- B. Provide detailed resumes for your proposed on-site General Manager and on-site Chef. If your firm is short-listed, be aware that some or all of these individuals may be asked to be present at a short-list interview. The personnel identified must be the same personnel that will service Westmoreland County Community College. Switching of personnel is forbidden unless it can be demonstrated that it is in the best interest of Westmoreland County Community College.
- C. Provide your proposed staffing guide for each dining location, including management, full-time and part-time employees. You must use and follow the format outlined in the attachment – Staffing

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Guide Workbook.

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

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

**PA Child Abuse History Clearance – Act 151
PA Criminal Record Check Clearance – Act 34**

SECTION 15 FINANCIAL PROPOSAL

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

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

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

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A. Financial Structure & Narrative

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

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

B. Pro Forma Projections

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

1. Retail Dining, Catering, Summer Day Camp/Conference and Vending:

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

SECTION 16 GENERAL TERMS AND CONDITIONS

Terms and Conditions

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

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

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

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Pennsylvania. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Westmoreland County, Pennsylvania.

Dispute Resolution: Westmoreland County Community College and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

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

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Pennsylvania Freedom of Information Act. All information submitted

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with your proposal will be considered public information unless the vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." While Westmoreland County Community College will endeavor to maintain all submitted information deemed proprietary within Westmoreland County Community College, Westmoreland County Community College will not be liable for the release of such information.

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

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

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of Westmoreland County Community College.

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

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

Tobacco Restricted: The College is a tobacco restricted campus. All individuals including students, faculty/staff, suppliers, contractors/subcontractors and visitors are prohibited from smoking in college buildings and premises. All individuals are expected to acknowledge the tobacco restricted policy and provide full compliance. Smoking will not be permitted in vehicles during traveling or standing time.

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

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

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Invoicing: A copy of this document along with an original invoice must be submitted to the Westmoreland County Community College Accounts Payable email at apinvoice@westmoreland.edu. The purchase order number must be on the invoice.

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

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

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REFERENCES:

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

NAME _____
COMPANY _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE/FAX _____
EMAIL _____
LENGTH OF ACCOUNT TENURE _____
NUMBER OF EMPLOYEES SERVED AND REVENUE VOLUME _____

NAME _____
COMPANY _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE/FAX _____
EMAIL _____
LENGTH OF ACCOUNT TENURE _____
NUMBER OF EMPLOYEES SERVED AND REVENUE VOLUME _____

NAME _____
COMPANY _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE/FAX _____
EMAIL _____
LENGTH OF ACCOUNT TENURE _____
NUMBER OF EMPLOYEES SERVED AND REVENUE VOLUME _____

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ACKNOWLEDGEMENT OF RECEIPT

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

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Catering and Food Service Management

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

Email this to Jill Budny prior to: **February 18, 2022 prior to 4:00 P.M. EDT**

Email to: budnyj@westmoreland.edu

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

Name of Firm: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Name: (Print) _____

Title: _____

Email address: _____

Signature: _____ Date: _____

_____ Yes, our company does have an interest in responding.

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

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CERTIFICATION OF CONTRACT/BIDDER

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

NAME OF CONTRACTOR/BIDDER

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

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

Jill Budny
Director of Purchasing
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697

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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

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

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NON-COLLUSION AFFIDAVIT

Contract Name _____ Contract/Bid No. _____

State of _____ County of _____

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

I state that:

- (1) The price(s) and amount(s) of this RFP have been arrived at independently and without consultation, communication or agreement with any other contractor, vendor or potential vendor.
- (2) Neither the price(s) nor the amount(s) of this proposal, and neither the approximate price(s) nor approximate amount(s) of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from responding to this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or non-competitive proposal or other form of complementary proposal.
- (4) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (5) _____ (Name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract, except as follows:*

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

(Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

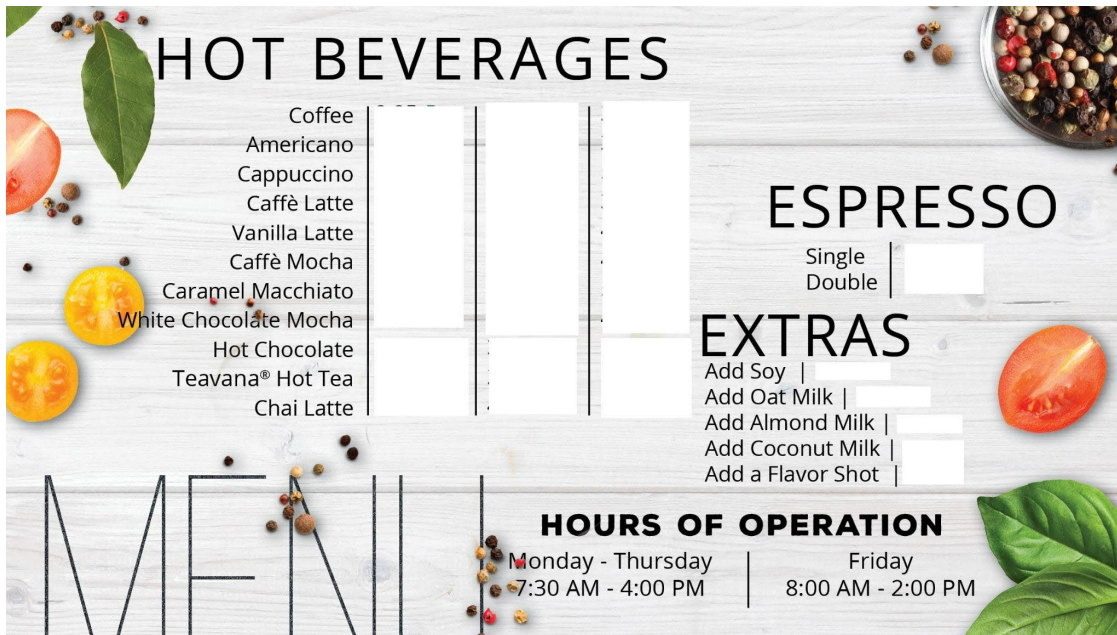
*Note: Such a conviction of liability does not prohibit acceptance of your bid or award of a contract but may be a basis for a determination that you are not a responsible bidder. Please list any convictions or liabilities in an attached pages to this affidavit.

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APPENDIX 1: INFORMATION ON THE CURRENT DINING PROGRAM

To be supplied via an addendum

APPENDIX 2: CURRENT DINING, CATERING AND VENDING OFFERINGS



HOT BEVERAGES

Coffee			
Americano			
Cappuccino			
Caffè Latte			
Vanilla Latte			
Caffè Mocha			
Caramel Macchiato			
White Chocolate Mocha			
Hot Chocolate			
Teavana® Hot Tea			
Chai Latte			

ESPRESSO

Single	
Double	

EXTRAS

Add Soy	
Add Oat Milk	
Add Almond Milk	
Add Coconut Milk	
Add a Flavor Shot	

HOURS OF OPERATION

Monday - Thursday	Friday
7:30 AM - 4:00 PM	8:00 AM - 2:00 PM



FRAPPUCCINO® COLD BEVERAGES

Mocha		
Caramel		
Java Chip		
Vanilla Bean		
Double Chocolate Chip		
Strawberries & Crème		
Coffee		

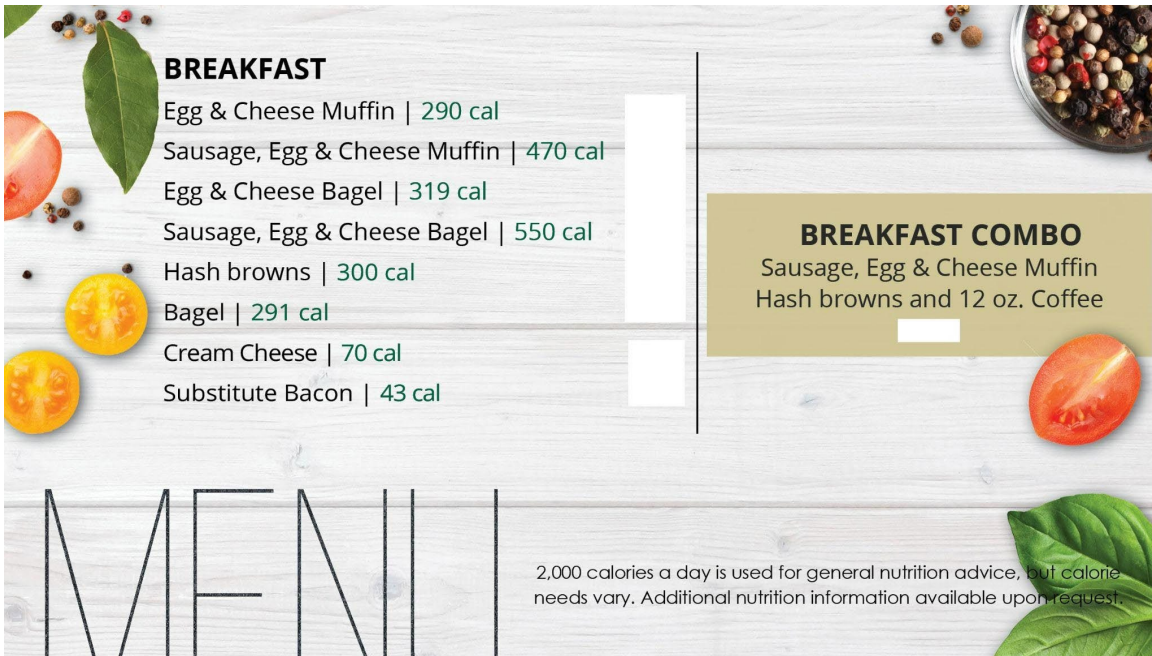
REFRESHERS

Strawberry Acai			
Mango Drangofruit			
Pineapple Kiwi			

COLD BEVERAGES

Iced Coffee			
Iced Coffee with Milk			
Iced Americano			
Iced Caffè Latte			
Iced Caffè Mocha			
Iced Caramel Macchiato			
Iced Vanilla Latte			
Iced White Mocha			
Iced Chai Tea Latte			
Teavana® Iced Tea			

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Catering and Food Service Management



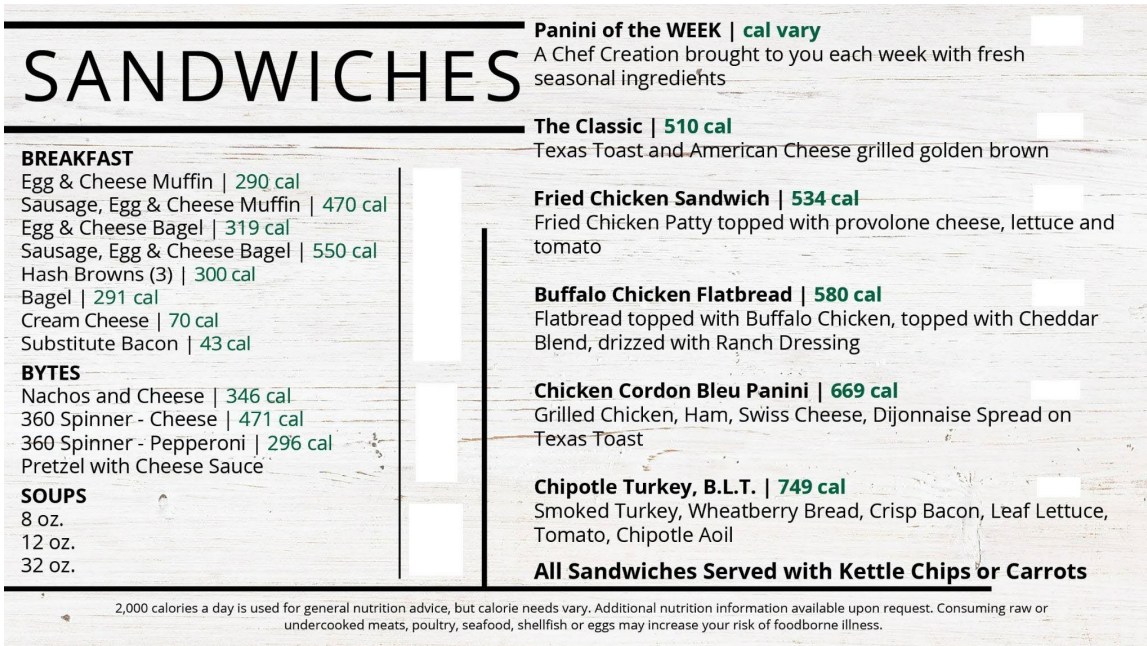
BREAKFAST

- Egg & Cheese Muffin | 290 cal
- Sausage, Egg & Cheese Muffin | 470 cal
- Egg & Cheese Bagel | 319 cal
- Sausage, Egg & Cheese Bagel | 550 cal
- Hash browns | 300 cal
- Bagel | 291 cal
- Cream Cheese | 70 cal
- Substitute Bacon | 43 cal

BREAKFAST COMBO
Sausage, Egg & Cheese Muffin
Hash browns and 12 oz. Coffee

MENI

2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request.



SANDWICHES

Panini of the WEEK | cal vary
A Chef Creation brought to you each week with fresh seasonal ingredients

The Classic | 510 cal
Texas Toast and American Cheese grilled golden brown

Fried Chicken Sandwich | 534 cal
Fried Chicken Patty topped with provolone cheese, lettuce and tomato

Buffalo Chicken Flatbread | 580 cal
Flatbread topped with Buffalo Chicken, topped with Cheddar Blend, drizzed with Ranch Dressing

Chicken Cordon Bleu Panini | 669 cal
Grilled Chicken, Ham, Swiss Cheese, Dijonnaise Spread on Texas Toast

Chipotle Turkey, B.L.T. | 749 cal
Smoked Turkey, Wheatberry Bread, Crisp Bacon, Leaf Lettuce, Tomato, Chipotle Aoil

All Sandwiches Served with Kettle Chips or Carrots

BREAKFAST

- Egg & Cheese Muffin | 290 cal
- Sausage, Egg & Cheese Muffin | 470 cal
- Egg & Cheese Bagel | 319 cal
- Sausage, Egg & Cheese Bagel | 550 cal
- Hash Browns (3) | 300 cal
- Bagel | 291 cal
- Cream Cheese | 70 cal
- Substitute Bacon | 43 cal

BYTES

- Nachos and Cheese | 346 cal
- 360 Spinner - Cheese | 471 cal
- 360 Spinner - Pepperoni | 296 cal
- Pretzel with Cheese Sauce

SOUPS

- 8 oz.
- 12 oz.
- 32 oz.

2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

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Gyro | 593 cal.

Pita Bread, Sauteed Gyro Meat, Shredded Lettuce, Tomato
Red Onion, Feta Cheese with Tzatziki Sauce

Turkey, Bacon Ranch Flatbread | 525 cal.

Flatbread topped with Julienne Smoked Turkey Breast, Crisp
Bacon, Shredded Cheddar Cheese drizzled with Ranch Dressing

BBQ Pepper Jack Wrap | 500 cal.

Tortilla Shell filled with Grilled BBQ Chicken and Pepper Jack Cheese

Classic Grilled Cheese | 295 cal.

Texas toast with American cheese grilled golden brown

Soft Pretzel with Cheese Sauce | 540 cal.

Nacho's with Cheese Sauce | 346 cal.

Soup | cal. vary

8 oz.
12 oz.
32 oz.

M E N U

**All menu items served with
Kettle Chips or Carrots**

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needs vary. Additional nutrition information available upon request.



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FRESH START BREAKFAST

THE CLASSIC CONTINENTAL

Danishes, bagels, muffins or breakfast bread.
Cream cheese, butter and jams.
Includes coffee, tea, and orange juice.

BREAKFAST SANDWICH BUFFET

English muffin with egg and cheese topped with your choice of
sausage, bacon or ham and served with breakfast potatoes.
Includes coffee, tea, and orange juice.

Add extra protein

THE FRENCH BISTRO BUFFET

Your choice of spinach quiche or quiche lorraine.
Breakfast pastries and muffins, butter and jams and a seasonal
fresh sliced fruit plate. Includes coffee, tea, and orange juice.

Presidential Breakfast

Scrambled eggs with bacon, sausage or ham. Choice of french
toast or pancakes. Choice of hash browns, home fries or Potatoes
O'Brien. Assortment of breakfast pastries, muffins, butter, jams,
and seasonal fresh fruit plate. Includes coffee, decaffeinated
coffee, a hot tea assortment and orange juice.

To enhance your breakfast buffet,
we recommend a made-to-order omelet station.

YOGURT PARFAIT BUFFET

Strawberry, blueberry, and vanilla low fat yogurt with granola
topped with choice of strawberries, blueberries or raspberries.
Includes coffee, tea, and orange juice.

Add Extra Fruit Toppings

A HEALTHY MORNING

Hard boiled eggs, fresh bananas, oatmeal, and low fat yogurt with
berries and granola.

FRESH START BEVERAGES

FULL COFFEE SERVICE

Regular and decaffeinated coffee, hot tea
assortment with milks, cream and sugar
Upgrade to Starbucks coffee

INFUSED WATER

Flavors are seasonal

JUICE

ADDITIONAL BREAKFAST MENU ITEMS

Assorted Mini Muffins

Breakfast Bread

Sticky Buns

Cinnamon Rolls

Scones

Assorted mini bagels served with cream cheese,
butter, and jams

All breakfast buffets require a minimum of 10 guests.

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BEVERAGES

FULL COFFEE SERVICE

Regular and decaffeinated coffee, hot tea assortment with milks, cream and sugar

Upgrade to Starbucks coffee for an additional

BOTTLED BEVERAGES

Bottled water and assorted bottled beverages

Iced Tea

Assorted bottled juice

BEVERAGES SERVED BY THE GALLON

Lemonade, iced tea, fruit punch or
apple cider (served hot or cold)

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HOT APPETIZER SELECTIONS

Delicious bite-sized morsels, perfect for any event. Can be served buffet style or passed as hors d'oeuvres.

GOURMET FLATBREADS

Choose from BBQ chicken, vegetable and feta, BLT, and margherita

MINI CRAB CAKES

Miniature crab cakes served with cajun remoulade

STUFFED MUSHROOM CAPS

Mushrooms stuffed with sausage, spinach and feta cheese

MEATBALLS

Ground beef and pork meatballs served with your choice of sweet and sour, Swedish, teriyaki, marinara or barbecue sauce

SPANAKOPITA

Spinach and feta cheese wrapped in a puff pastry

PETITE QUICHES

Chef's assortment of mini-quiches including quiche lorraine and spinach quiche

MINI SPRING ROLLS

Wonton rolled with sautéed julienned vegetables, fresh ginger and spices

BONELESS CHICKEN WINGS

Choose from mild, barbecue, honey mustard or spicy hot and served with bleu cheese and celery sticks

GRILLED CHICKEN QUESADILLAS

Served with fresh guacamole and salsa for dipping

BAKED BRIE

Brie wrapped in a flaky puff pastry and drizzled with fruit sauce served warm with crackers and sliced baguettes.

Serves up to 25 people

BUFFALO CHICKEN DIP

Shredded chicken baked with assorted cheeses, buffalo sauce and served with warm tortilla chips.

Serves up to 25 people

MARYLAND CRAB DIP

Mixture of crab meat seasoned with old bay and baked with cream and cheddar cheese. Served with toasted baguettes.

Serves up to 25 people

SPINACH & ARTICHOKE DIP

Assorted cheeses, spinach, and artichoke hearts blended together and served warm with toasted pita chips.

Serves up to 25 people

CARAMELIZED FRENCH ONION DIP

Caramelized onions, crispy bacon, Gruyère cheese baked and served with toasted baguettes.

Serves up to 25 people

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COLD APPETIZER SELECTIONS

CAPRESE SKEWERS

Fresh mozzarella, cheese tortellini, grape tomatoes, and fresh basil seasoned, skewered, and drizzled with pesto sauce

SWEET CHILI CRAB DIP

Crab meat, cream cheese and sweet thai chili sauce blended and served with fried wontons

Serves up to 25 people

ANTIPASTO PLATTER

Italian meats and cheeses, olives, banana and roasted red peppers tossed with dressing and served on a bed of romaine lettuce

Serves up to 25 people

SHRIMP CEVICHE

Marinated shrimp tossed with tomatoes, red onion, cilantro, cucumbers and lime garnished with avocados and served with warm tortilla chips

Serves up to 25 people

CHICKEN CAESAR BRUSCHETTA

Shredded chicken tossed with caesar dressing, romaine lettuce and parmesan cheese piled on top of a toasted baguette

CURRIED CHICKEN IN PHYLLO CUPS

Mild curry-flavored chicken garnished with sweet chutney

PETITE SANDWICHES

Chef's assortment

SEASONAL MARKET PLATTER

Domestic and imported cheeses, sliced cured meats accompanied by marinated vegetables, fresh fruits, mixed nuts, homemade dipping sauces with assorted bread and crackers

Market Price

SMOKED SALMON CROSTINI BAR

Smoked Salmon served with a platter of assorted spreads, capers, cucumbers, lemon, and fresh dill. Served with toasted bagels, baguettes and crackers

Minimum of 25

MEDITERRANEAN PLATTER

Marinated grilled eggplant, zucchini, yellow squash, artichoke hearts, olives, roasted red pepper hummus and toasted pita chips

Serves up to 25 people

GOURMET CHEESE TRAY

Domestic and imported cheeses served with an assortment of crackers

Serves up to 25 people

FRESH FRUIT TRAY

Fresh sliced seasonal fruits

Serves up to 25 people

FRESH VEGETABLE TRAY

An assortment of sliced vegetables served with ranch dip

Serves up to 25 people

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WORKING LUNCHEON BUFFETS

CLASSIC DELI BUFFET

Build-your-own sandwich buffet with sliced ham, turkey, salami, american cheese and assorted breads. Served with lettuce, tomatoes, olives, and pickle spears.
Choice of potato salad, coleslaw, pasta salad or potato chips.
Dessert includes brownies or cookies.

WRAPPED

Choice of three wraps - turkey, ham, roast beef, chicken caesar or roasted garden vegetable.
Served with choice of pasta salad, potato salad or garden salad. Served with potato chips, cookies, water, lemonade or iced tea.

EXECUTIVE DELI BUFFET

Build-your-own sandwich buffet with sliced ham, roast beef, salami, smoked turkey, cheese and assorted breads. Served with lettuce, tomatoes, olives, pickle spears, and potato chips. Comes with coleslaw and choice of chicken, egg or tuna salad. Dessert includes brownies or cookies.

GRILLED CHICKEN SALAD BUFFET

Grilled chicken, cheese, lettuce, and a variety of salad toppings.
Served with roasted potatoes and rolls. Dessert includes brownies or cookies.

Add steak or portabella mushrooms

SALAD AND SANDWICH BUFFET

Build-your-own gourmet salads. Select from spring mix or romaine lettuce. Served with chicken or beef slices as salad toppers. Includes an assortment of wraps or sandwiches.
Dessert includes brownies or cookies.

PIZZA

Fresh baked 16" pizza

**Cheese
Pepperoni
Specialty**

Add soup of the day or chili to any buffet

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BOXED LUNCHES

QUICK AND SIMPLE CLASSIC LUNCH

Your choice of a classic sandwich served on a kaiser roll garnished with leaf lettuce and sliced tomato. Lunch includes whole fruit, bag of chips or pretzels, freshly baked cookie, and 16 oz. bottled water.

Classic Sandwiches (Choose One)

Ham and Cheese
Roast Beef and Cheese
Roast Turkey and Cheese
Tuna Salad
Vegetarian

GOURMET BOXED LUNCH

Gourmet boxed lunches include a 16 oz. bottled water, whole fruit, premium potato chips, pasta salad, and freshly baked cookie.

Gourmet Sandwich Selections

CHICKEN AND ARTICHOKE CIABATTA: Served on a fresh baked roll with provolone cheese and artichoke spread garnished with leaf lettuce and sliced tomato

DIJON CHICKEN SALAD: Creamy dijonaise and tender chicken, blended with sliced vegetables and seasonings served on a fresh baked roll and garnished with leaf lettuce and sliced tomato

HONEY MAPLE HAM AND SWISS CHEESE: Served on a fresh baked roll with french dijon mustard and garnished with leaf lettuce and sliced tomato

ITALIAN GRINDER: Ham, salami, zesty pepperoni and provolone cheese, served on a fresh baked roll and garnished with leaf lettuce, sliced tomato, pepper rings and Italian dressing

OVEN ROASTED TURKEY BREAST AND PROVOLONE CHEESE: Served on a fresh baked roll with honey mustard and garnished with leaf lettuce and sliced tomato

ROAST BEEF WITH WISCONSIN CHEDDAR CHEESE: Served on a fresh roll with a spicy horseradish sauce and garnished with leaf lettuce, sliced tomato, and red onion

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SALAD BUFFET

CREATE YOUR OWN SALAD

Includes whole grain roll, water, lemonade or iced tea and house-baked cookies

**GREENS
SELECT TWO**

Spring Mix, Romaine, Iceberg Mix or Spinach

**VEGETABLE TOPPINGS
SELECT UP TO FIVE**

Shredded Carrot, Red Onion, Tomato Wedges, Avocado, Cucumber,
Red Bell Pepper, Green Bell Pepper, Celery, Corn, Snow Peas, Black Olives,
Sliced Mushrooms, Roasted Yellow Squash, Roasted Butternut Squash,
Roasted Zucchini, Roasted Eggplant, Roasted Button Mushrooms, Lentils,
Bulgur Wheat, Almonds, Sunflower Seeds, Dried Cranberries,
Quinoa, Black Beans or Garbanzo Beans

**CHEESE
SELECT ONE**

Mozzarella, Cheddar, Feta, Asiago or Blue Cheese Crumbles

**PROTEIN
SELECT ONE**

Grilled Chicken, Crispy Chicken, Crispy Tofu, Grilled Steak

**DRESSINGS
SELECT ONE**

House Italian, Buttermilk Ranch, Balsamic Vinaigrette, Raspberry Vinaigrette

Add soup of the day

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THEMED BUFFETS

Lunch served with iced tea and water
Dinner served with coffee, iced tea, and water

TOUR OF ITALY

Your choice of chicken parmesan, meat lasagna, vegetable lasagna
or eggplant parmesan. Comes with assorted pasta,
assorted sauces, mixed greens with a house vinaigrette, a
vegetable side and rolls. Includes chef's choice themed dessert.

THANKSGIVING STYLE BUFFET

Sliced, slow-roasted turkey breast with gravy and traditional bread
stuffing, accompanied by candied yams, broccoli au gratin,
mashed potatoes, mixed greens with a house vinaigrette, and
cranberry sauce. Dessert includes pumpkin pie.

BACKYARD BARBECUE COOKOUT

Barbecued chicken and pork ribs accompanied
by baked beans, corn on the cob, potato salad, tossed salad
and fresh fruit salad. Served with cornbread and
honey butter. Includes chef's choice themed dessert.

PRIME RIB BUFFET

Prime rib in au jus, slow roasted and served with horseradish sauce,
accompanied by roasted redskin potatoes, salad, glazed carrots,
and dinner rolls. Includes chef's choice themed dessert.

ALL AMERICAN BUFFET

Hamburgers, hot dogs, and vegetable burgers accompanied by
choice of two: potato salad, calico bean salad, coleslaw,
pasta salad, corn on the cob or baked beans. Also includes
chips, watermelon wedges and assorted cookies and brownies.

TAILGATE BUFFET

Wings with your choice of buffalo, garlic parmesan or barbecue
sauce. Served with mac & cheese, loaded nachos, hot sausage
sandwiches, and celery with bleu cheese or ranch.
Includes chef's choice themed dessert.

FIESTA FAJITA BUFFET

Your choice of chicken, beef or vegetable fajitas,
accompanied by spanish rice, refried beans, warm flour
tortillas, guacamole, sour cream, shredded lettuce,
fresh salsa and crisp flour tortilla chips. Includes
chef's choice themed dessert.

GRAND DINNER BUFFET

Carved top sirloin beef and slow-roasted turkey breast,
accompanied by roasted redskin potatoes, seasonal vegetables,
mixed greens with house vinaigrette, horseradish, cranberry sauce
and dijon mustard. Includes a pasta station that offers assorted
pastas, accompanied by marinara, alfredo and pesto sauces.
Includes chef's choice themed dessert.

PIZZA BUFFET

Cheese, pepperoni and specialty pizzas served with a house salad,
assorted cookies, and choice of water, iced tea or lemonade.

Lunch is served from 10:30 AM - 3:30 PM. Minimum of 25 guests.

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CREATE YOUR OWN BUFFET

Lunch served with iced tea and water. Dinner served with coffee, iced tea, and water.

STARTERS (CHOICE OF ONE)

Mixed Greens with House Vinaigrette
 Spinach Salad with Raspberry Vinaigrette

Italian Salad
 Caesar Salad

Caprese Salad
 Spring Mix with Poppy Seed Vinaigrette

ENTREES (CHOICE OF ONE)

Country Fried Chicken
 Chicken Marsala
 Chicken Piccata
 Chicken Parmesan

Bourbon Chicken
 Balsamic Chicken
 Roast Turkey Breast

Baked Cod
 Roasted Pork Loin
 Meat Lasagna

PASTA (CHOICE OF ONE)

Spinach and Sundried Tomato Pasta
 Baked Ziti

Vegetable Lasagna
 House-made Macaroni & Cheese

Penne with Alfredo Sauce
 Pasta Primavera

SIDES (CHOICE OF ONE)

Potatoes Au Gratin
 Cornbread Dressing
 Orzo Pilaf

Roasted Red Skin Potatoes
 Parmesan Crushed Potatoes
 Garlic Mashed Potatoes

Baked sweet Potatoes
 Mushroom Risotto
 Rice Pilaf

VEGETABLES (CHOICE OF ONE)

Green Beans Almondine
 Vegetable Medley
 Broccoli Almondine

Honey Glazed Carrots
 Green Beans in Dill Butter

Sauteed Spinach
 Sautéed Spuash and Zucchini

DESSERT

Chocolate Fudge Cake
 Apple Pie

Strawberry Shortcake
 Cream Pie (Chef's Choice)

Orange Creamsicle Cake

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ENTREE SELECTIONS

All entree selections include mixed greens with house vinaigrette, freshly baked rolls with butter, side vegetable, and side starch. Also included: Full coffee service, water and assorted pies and cakes. There is an additional 2.00 charge per person for served items.

ROASTED RED PEPPER & VEGETABLE PASTA

Penne pasta with fresh sautéed vegetables in a roasted red peppercream sauce garnished with parmesan cheese

CHICKEN PARMESAN

Lightly breaded chicken breast topped with fresh marinara sauce, parmesan and mozzarella cheese

CHICKEN MUSHROOM STROGANOFF

Chicken breast with mushrooms in stroganoff sauce served with noodles and topped with sour cream and red pepper coulis

BAKED VEGETARIAN LASAGNA

Pasta layered with sautéed vegetables, blended cheese and topped with marinara sauce

STUFFED PORK TENDERLOIN

Pork tenderloin stuffed with polenta, corn, and dried cherries and topped with a light champagne sauce

MAPLE MUSTARD GLAZED SALMON

Seared filet of salmon baked with maple and dijon mustard glaze

SOLE STUFFED WITH BROCCOLI & CHEESE

Baked sole stuffed with broccoli and aged cheddar cheese and served with a Beurre blanc sauce

SEARED TUNA WITH WASABI

Grilled tuna steak served with a wasabi aioli

ASIAGO BAKED CHICKEN SUPREME

Seared chicken breast stuffed with asiago cheese and spinach

RED SNAPPER WITH RED PEPPER RELISH

Pan-fried red snapper topped with sliced potatoes and served on a bed of greens and drizzled with a red peppercream sauce

BEEF TENDERLOIN STUFFED WITH SPINACH & BLEU CHEESE

Fresh sautéed spinach and bleu cheese rolled inside a beef tenderloin and served with a red wine demi-glaze

FILET MIGNON WITH GORGONZOLA

Seared filet mignon served with a california cabernet sauce and topped with gorgonzola butter

SALMON FILET MIGNON (SURF & TURF)

Seared filet mignon with grilled salmon topped with herbed beurre blanc sauce

CEDAR PLANK GRILLED SALMON

Salmon grilled on a cedar plank topped with granny smith apples and a cinnamon-mint crème fraîche

SALMON WITH LUMP CRAB MEAT

Grilled salmon stuffed with jumbo lump crab meat and red pepper hollandaise sauce

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DESSERT SELECTIONS

SUNDAE BAR

Vanilla or chocolate ice cream served with a toppings bar
A minimum of 25 guests

FRESH SEASONAL FRUIT

WARM APPLE DUMPLINGS

A minimum of 25 guests

LAYER CAKE

Your choice of chocolate, strawberry, carrot or creamcicle

FRUIT PIES

Apple, pumpkin or cherry

ASSORTED CREAM PIES

NEW YORK STYLE CHEESECAKE

A minimum of 25 guests

ASSORTED DESSERT BARS

FUDGE BROWNIES

COOKIES

12

ORDERING GUIDELINES

ORDERING

Catering orders are accepted via e-mail at catering@westmoreland.edu. Our team will confirm within 24 hours. Disposable plates, utensils, and service ware are included with all orders.

DELIVERIES

Delivery times are accompanied on a first come first serve basis.

ORDERING REQUIREMENTS

We ask for a minimum of 72 hours notice for all catering orders. Last minute orders are welcome upon availability.

PAYMENT OPTIONS

Westmoreland accepts Visa, MasterCard and checks. Internal customers can charge their respective cost centers with approval.

CANCELLATION POLICY

We require 72 hours notice to cancel an order. Orders cancelled within 24 hours are subject to charges.

SPECIAL EVENTS & PARTIES

Planning a special event or party? Our team is here to assist with all your event details, from custom menus to event design. Contact catering@westmoreland.edu for information.

SERVICE CHARGES

A 10% service charge is added to all non-cost center charged accounts. A 20% service charge is added to all off site deliveries.

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APPENDIX 3: COLLEGE OWNED CAPITAL EQUIPMENT INVENTORY

Catering Kitchen

Item

True Freezer - Roll-in
Imperial Fryer - Double
Garland Flat Top Griddle & Oven
Garland 4 Burner stove & Oven
Garland Double Broiler
Hood system w/ Ansul protection
Beverage Air Refrigerator
True Dbl Glass Door Refrigerator
Cleveland 2 door Convection Steamer
 with water filter system
Cleveland Double Steam Kettle
 with water filter system
Cleveland Convothem
AltoSham
Rolling Tray Rack
True Double refrigerator - Roll-in
Amana Microwave
KitchenAid mixer
2 burner hotplate
Fetco Coffee Brewer
Bunn Tea Brewer
Water filter for brewers
Can Rack - Channel
Globe Mixer 12qt on rolling stand
Globe Slicer
S/S Work Tables
"
"
"
"
Robot Coupe Processor
Ninja Processor
Eagle 2 bowl sink w/ sideboards
 With Salvajor disposal
Eagle Hand Sink
Tafco Walk-in Freezer
Hood system with Vent
Hood system with vent and Ansul system

In Dish Room

Hobart Dish Machine
Stero Dish Machine
with Booster Heater

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3 Bowl Sink
with In Sink Erator
with Pot & Pan unit

Lennox A/C unit

Can rack i9n hallway
Linen Cage in hallway