

REQUEST FOR PROPOSAL (RFP)

COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT

BID NO. 2025-01

FOOD SERVICES FOR CAFETERIA OPERATIONS

I. NOTICE INVITING PROPOSALS

Copper Mountain Community College District (CMCCD) invites **qualified food service providers** to submit proposals to **operate and manage cafeteria food services** at Copper Mountain College (CMC).

BID TIMELINE

- **RFP Release Date:** March 12, 2025
- **Deadline for Questions:** April 7, 2025
- **Proposal Submission Deadline:** April 11, 2025. 3:00 PM
- **Proposal Review & Evaluation:** Week of April 14, 2025
- **Vendor Selection Announcement:** May 9, 2025
- **Contract Start Date:** July 1, 2025

SUBMISSION DEADLINE & INSTRUCTIONS

Proposals must be submitted by mail or email no later than April 11, 2025, at 3:00 PM PST.

Mail Submissions:

Meredith Plummer, Chief Business Officer
Copper Mountain Community College District
6162 Rotary Way
Joshua Tree, CA 92277

Email Submissions:

mplummer@cmccd.edu

Late proposals will not be accepted.

Contact for Questions:
Meredith Plummer, Chief Business Officer
Phone: (760) 366-5282

CMCCD reserves the right to reject **any or all proposals** or accept the proposal deemed **most advantageous** to the District.

Issued: March 12, 2025

II. BACKGROUND INFORMATION

Copper Mountain Community College District (CMCCD) is a **public, accredited** community college governed by a **Board of Trustees**. CMCCD seeks a **qualified vendor** to provide **food services**, serving **students, staff, and visitors at the following location:**

Copper Mountain College
6162 Rotary Way
Joshua Tree, CA 92277

III. GENERAL CONDITIONS FOR FOOD SERVICES

1. SCOPE OF SERVICES

The selected vendor shall:

- ✓ Provide daily cafeteria services, including breakfast, lunch, non-alcoholic beverages and snacks.
- ✓ Offer **catering services** for campus events as needed.
- ✓ Maintain **high-quality, affordable, and diverse food options** to accommodate dietary preferences and needs.
- ✓ Comply with **federal, state, and local health and safety regulations**.

2. PROPOSAL SUBMISSION REQUIREMENTS

- Submit **three (3) copies** of the proposal by mail or one (1) electronic copy by email.
- Proposals must be **signed** by an **authorized representative** of the company.
- **Late, incomplete, or faxed proposals will not be accepted.**

3. RIGHT TO REJECT OR WAIVE

The CMCCD **Board of Trustees** reserves the right to:

- ✓ **Reject any or all proposals.**
- ✓ **Waive informalities or irregularities** in submitted proposals.

4. REQUIRED PROPOSAL COMPONENTS

Proposals must include:

- **A completed proposal agreement form**
 - **Pricing, menu options, and an operations plan**
 - **At least three references from current and past clients**
 - **Staffing plan**
 - **Certiicates of Insurance and compliance documentation**
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IV. RESPONSIBILITIES OF THE VENDOR

The selected vendor shall:

1. **Operate the cafeteria** with appropriate staffing and adherence to CMCCD’s service standards.
 2. **Purchase all necessary food, supplies, and small wares**, ensuring compliance with **California Education Code** and **Public Contracts Code** procurement rules.
 3. **Maintain food quality, safety, and sanitation**, in compliance with **California health regulations**.
 4. **Provide a financial reporting system** detailing revenues and expenditures.
 5. **Market and promote** food services to increase student and staff engagement.
 6. **Implement sustainability practices**, including waste reduction and recycling.
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V. CONTRACT TERMS AND INSURANCE REQUIREMENTS

1. TERM OF CONTRACT

- **Initial term:** July 1, 2025 – June 30, 2026
- **Renewal option:** Two (2) additional **one-year** extensions, upon mutual agreement.
- **Termination:** Either party may terminate with **90 days' written notice** after the first **3 months of service**.

2. INSURANCE REQUIREMENTS

The vendor must provide proof of the following:

- ✓ **General Liability Insurance:** Minimum coverage of **\$1,000,000 per occurrence.**
- ✓ **Workers' Compensation Insurance:** Coverage as required by **California law.**
- ✓ **Additional Insured Endorsement:** CMCCD must be named as an **additional insured.**

VI. SELECTION CRITERIA

The contract will be awarded based on the following criteria:

Criteria	Meets Specifications	Does Not Meet Specifications
Compliance with RFP specifications	<input type="checkbox"/>	<input type="checkbox"/>
Experience operating food services	<input type="checkbox"/>	<input type="checkbox"/>
Proposed menu pricing and variety	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal accountability and financial reporting	<input type="checkbox"/>	<input type="checkbox"/>
Marketing and promotion plan	<input type="checkbox"/>	<input type="checkbox"/>
Staffing plan	<input type="checkbox"/>	<input type="checkbox"/>
References	<input type="checkbox"/>	<input type="checkbox"/>

VII. BID FORM

Company Name: _____

Business Type: Corporation Partnership Sole Proprietorship

State of Incorporation (if applicable): _____

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____

Federal Tax ID: _____

Attach a Sample Menu with Pricing

VIII. FINAL CHECKLIST

- ✓ Three (3) copies of the proposal submitted by mail or one (1) electronic copy by email before the deadline**
 - ✓ Authorized signature on bid form**
 - ✓ Company background, staff plan included**
 - ✓ Sample menu with pricing attached**
 - ✓ Proof of insurance coverage enclosed**
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IX. CONTACT INFORMATION

Meredith Plummer

Chief Business Officer

Phone: (760) 366-3791 ext. 5284

Email: [**mplummer@cmccd.edu**](mailto:mplummer@cmccd.edu)

Copper Mountain Community College District