GOVERNMENT OF THE UNIVERSITY

# Request for Interest/Information
# Food Services Provider

## ANNOUNCEMENT.: N/A

AGENCY: University of the District of Columbia
Request for Interest/Information – Food Service Provider
Announcement No: RFI-2011-0001

Issue Date: April 25, 2011

Due Date: May 13, 2011

**Issuing Office:**
**Capital Procurement Division**
**4200 Connecticut Avenue, NW**
**Washington, DC 20008**

UNIVERSITY OF THE DISTRICT OF COLUMBIA 1851

**CAPITAL PROCUREMENT DIVISION**

## Request for Interest and Information
## Food Service Provider at the University of District of Columbia

The University of the District of Columbia plan to design a new Student Center. The University of the District of Columbia is a commuter campus with an enrollment of approximately 5,300 students. UDC is anticipating the campus enrollment may increase to 10,000 and is considering constructing an approximately 750 bed residential complex on campus in the near future. Currently the dining expectations vary by campus constituency; therefore, the University will need to find a food service provider that can deliver different styles of service, including brand name fast food restaurants and high end catering. Since the new Student Center is targeted to open during the Fall Semester 2012, the University is interested in the successful proposer to assist in the planning process where feasible. Detailed requirements and instructions will be provided through a formal solicitation. A formal solicitation has not yet been developed, however a solicitation is planned for release during fiscal year 2011. It is requested that interested parties submit no later than May 13, 2011, a response that includes, but is not limited to, a capability statement; questions; and recommendations for the solicitation. At a minimum, the University will require the following:

- Determine venues and services to be provided;
- Minimum hours of operation;
- Service and operating standards, including expectations for minimum sustainability practices;
- Performance measures;
- Program requirements for residential dining, retail dining, catering and summer conferences
- Operating standards for food quality and purchasing standards, quality assurance, sanitation and safety standards, service standards, nutritional programs, marketing programs, sustainability, financial controls and reporting standards

The contractor may also be required to provide services in the University flagship cafeteria to support University students, staff, faculty and visitors. If so determined, the contractor will be responsible for the maintenance of the point of sale system, kitchen equipment, computers or any technological devices that enhance core business operations. The contractor will furnish all food, beverage and condiments for the operation of its food service, at its sole cost.

The contractor will be responsible for maintaining and replacing an adequate supply of utensils and paper goods necessary for the volume of customers. Provide all utensils for day to day operations and shall supply any additional utensils for such business. The contractor shall ensure that all necessary equipment, cash registers, portable readers etc. as well as debit and credit card service operational purposes.

**4200 Connecticut Avenue, NW, Building 38, Room C01 A, Washington, D.C. 20008**
**Phone: (202) 274-6322 Fax: (202) 274-5490**

It is requested that interested parties submit no later than May 13, 2011, a response that includes, but is not limited to, a capability statement; questions; and recommendations for the solicitation. All interested parties shall submit the attached document with three (3) references of past performance of similar work on the attached form.

**CAPITAL PROCUREMENT DIVISION**

This request concerns information whose collection, dissemination, and use will be shared to determine interest for providing food services to the University of the District of Columbia. Please provide your company's contact information and references below.

Please fax all responses to (202) 274-5490 or email to capitalprocurement@udc.edu.

**Company Name:** _____
**Address:** _____
_____

**Type Service Provided:** _____

**Company Telephone:** _____

**Reference 1**
**Company Name:** _____
**Address:** _____
_____

**Type Service Provided:** _____

**Company Telephone:** _____

**Reference 2**

**Company Name:** _____
**Address:** _____
_____

**Type Service Provided:** _____

**Company Telephone:** _____

**Reference 3**

**Company Name:** _____
**Address:** _____
_____

**Company Telephone:** _____

**Type Service Provided:** _____

**CAPITAL PROCUREMENT DIVISION**

I hereby authorize the University of the District of Columbia to check the references provided. I am an authorized agent of my organization and have authority to bind my company.

_____ _____

Signature Date

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