LANE COMMUNITY COLLEGE
REQUEST FOR PROPOSAL

RFP 26/27-01 Campus Food Services Vendor

RFP Issue Date: 2:00 pm, October 15th, 2026 (PST)

First Review of Proposals: 2:00 pm, November 17th 2026(PST)

Submittal Location: **https://bidlocker.us/a/lanecc/**

BidLocker

TABLE OF CONTENTS

PROPOSAL SCOPE AND GENERAL INFORMATION	PAGES 3-6
ADDITIONAL INFORMATION	PAGE 7
APPENDIX A- EVALUATION CRITERIA	PAGE 8
APPENDIX B -VENDOR INFORMATION	PAGES 9-11

REQUEST FOR PROPOSAL

1. SUMMARY OF INVITATION:

Lane Community College ("College") issues this Request for Proposal ("RFP") for the purpose of exploring external options for providing quality, local, nutritionally sound meals and non-alcoholic beverages, with prices appropriate for students, employees, staff, and visitors while they are on campus. Food services are will be located in the Center Building, Main Campus, 4000 East Avenue, Eugene, OR.

2. BACKGROUND:

Lane Community College operates food service venues on its main campus to deliver services to students, employees, and visitors during times when the college is open, although not all venues are open at all times and hours may and do vary. Current services are described at the following website:

https://www.lanecc.edu/food

3. SCOPE OF THE SERVICES

The selected food service vendor(s) will be responsible for providing a range of food services that meet the needs of our campus community. These services include, but are not limited to:

a) Providing diverse and nutritious meal options for breakfast and lunch according to the academic calendar.
b) Offering catering services for various campus events and functions.
c) Demonstrating a commitment to sustainable and environmentally responsible food service practices.
d) Quality and Health Standards: ensuring food safety, quality, and adherence to dietary guidelines.
e) Innovative dining concepts and menus to keep offerings fresh and exciting.

4. SUBMISSION

Please submit completed forms and any attachments to:

https://bidlocker.us/a/lanecc/BidLocker

Or email the proposal to

ContractProcurement@lanecc.edu

By **2:00 pm, November 17th, 2026 (PST)**

Delivery is the sole responsibility of the proposer. Proposals not received by the specified time and date will not be considered.

Contact:

Greg Davies

Contracts and Procurement

Lane Community College, 4000 E 30th Avenue,

daviesgm@lanecc.edu

5. COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The College is committed to taking active steps toward increasing and promoting diversity, equity, and inclusion values across procurement processes for minority, women, emerging small, and service-disabled veteran owned businesses by reducing barriers to compete for and be awarded state contracts. All interested businesses are encouraged to submit proposals for this contracting opportunity.

6. SCHEDULE AND PROCESS

Event	Date	Time
Pre-Proposal Conference – Walkthrough -Optional (Center Building, Main Campus)	October 21st, 2026	9:30-10 a.m.
Questions / Requests for Clarification Due	October 28th, 2026	2:00 p.m.
Answers to Questions / Requests for Clarification Issued (approximately) as an Addendum	November 3rd, 2026	
RFP Protest Period Ends	7 calendar days prior to RFP Opening	
Opening (Proposal Due)	November 17th, 2026	
Interviews if needed	November, 2026	
Issuance of Notice of Intent to Award (approximately)	November 25th, 2026	
Award Protest Period Ends	7 calendar days after the Notice of Intent to Award is issued	

7. EQUIPMENT AND FACILITY INFORMATION

Venues generally have access to full kitchen facilities, including coolers and freezers, ovens, steamers, and other commercial-grade equipment. Not all venues are complete as standalone kitchens, but additional institutional kitchen space is available for shared use. Some storage is available, including coolers, freezers, and a limited amount of dry goods storage space. There is also a potential for satellite kitchens and other unique food service arrangements. The College is committed to minimizing waste while providing adequate food options to the campus community.

8. CONDITIONS

Lane Community College purchasing policy is governed by ORS Public Contracting Code 279A.050 (Procurement Authority), 279A.055 (Personal Services Contracts), 279A.060 (Local Contract Review Boards), and 279A.070 (Rules). All references to PCC shall mean Public Contracting Code as defined in ORS 279A.010(1) (bb).
Please note that any response to this RFP does not constitute a binding offer, nor does it create any contractual obligations between your company and our organization.

9. PROCUREMENT REQUIREMENTS

9.1 Minimum Qualification- At least 1 year of experience in food vendor services

9.2 Certification and License – Business License, Food Services Licenses,

9.3 Restaurant staff in charge- At least 1 year of experience with a clear background check

10. INFORMATION SUBMISSION

The College requests that all interested vendors submit the proposal including Appendix A and B. All Proposals submitted shall contain a statement as to whether the Proposer is a resident or non-resident as defined in ORS 279.029. No Proposals may be withdrawn after the date and time set for opening of Proposals until the elapse of sixty (60) calendar days thereafter.

The College may waive any or all informalities and irregularities, may reject any proposal not in compliance with all prescribed public procurement procedures, and may reject, for good cause, any or all Proposals upon a discovery of the College that it is in the public's interest to do so.

All proposals must contain each of the following elements:

a. Executive Summary
b. Proposal – not more than 3 pages
c. Additional information
d. Attachments A and B
e. References
f. Fee Proposal

11. EVALUATION AND SELECTION

11.1 The evaluation committee will make selection(s) based on the vendor score sheet

11.2 The evaluation committee may choose to conduct the following if in the best interest of the College. This may consist of, but will not be limited to:

a. Interviews
b. Presentations/demonstrations/additional Submittal Items
c. Discussions and submittal of revised Proposals

12. PROPOSAL OWNERSHIP AND DISCLOSURE

All proposals submitted become and remain the property of the College and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes 279.049 and Oregon Administrative Rules 137-30-0065. Unless certain pages are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, it is the intent of the College to make available to any person requesting information through the College's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer.

13. INSURANCE

Prior to award, the Proposer shall secure and demonstrate proof of insurance as outlined in the Sample Contract.

14. COST OF SUBMITTING A PROPOSAL

The Proposer shall pay all costs incurred in connection with its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, and costs associated with protests.

15. CONTRACT MANAGEMENT

By delegation from the Board of Education through the President of the College, and the Vice President of Finance and Operation for all the work described herein.

The contract for Property Management services shall be valid for three years with a provision to extend the contract for up to two consecutive years directly following the initial three-year period.

End of Section*

ADDITIONAL INFORMATION

Please include the following information in your submission:

Experience

1. Provide a brief description of your experience providing a similar scope of services/products. Include startup timeframes and sample operations plans, if appropriate.
2. Provide specific examples of work in a food service setting.

Goals and Objectives

1. Describe your concept for providing food service management including the menu and local purchasing practices.
2. Describe what products and/or services are included with your concept.
3. Describe any value-added services in which Lane Community College may be interested in such as nutritional information, ties to the community, community-support efforts, and local product sourcing, etc.

Technology/Systems

1. Describe the type of technology used and procedures involved.
2. Describe any minimal technical software and hardware requirements needed for the solution.

Food Preparation

1. Describe your organization's meal preparation process.
2. Where would food products be prepared?
3. If food products are not prepared onsite, how would food transportation, storage and warehousing be addressed?
4. What on-site food preparation, if any, would be required before the food is served?

Menu and Diet

1. Please provide a sample menu.
2. Describe the typical price range for similar items or goods.
3. Are there any lunch menu items that you can provide students and staff for under $5?

Additional Considerations

1. Please provide input on alternative approaches or additional considerations that might benefit the college.

***End of Questions**

APPENDIX A
RFP 26/27-01 Food Services
Vendor ANALYSIS SCORE SHEET

Name of Proposer		Analyzed By		Date	

1) **RESPONSIVENESS** (Does the proposed solution meet the College's requirements)

If the proposal is non-responsive state the reason and proceed no further with the analysis.

2) **RESPONSIBLENESS** (the Proposer's ability to perform the work and features provided in the proposed solution.)

If proposal is not responsible state the reason and proceed no further with the analysis.

3) **RATING CATEGORIES**

Each proposal shall be evaluated on a point system with 100 points being the maximum possible. The importance of each item is expressed as the total number of points allowed for the item. The decision of the committee shall be final. Those firms considered to be the most qualified shall be asked to attend an interview with the selection committee. All aspects of the proposal and the work, including fees, shall be discussed during the interview process.

Evaluation Criteria:

Round 1			
Ref#	Criteria	Score Points	Score
1	Experience and Expertise:	20	
2	Quality of Services	20	
3	Operational Plan	15	
4	Pricing:	15	
5	Sustainability:	15	
6	References:	15	
	Total		
Round 2 (Interviews) -Optional			
Ref#	Criteria	Score Points	Score
1	Presentation	40	
2	Suitability for the Campus Community	40	
4	Restaurant Management Performance	20	
	Total		

*** End of Appendix A***

APPENDIX B (Page 1 of 3)
RFP 26/27-01 Food Services Vendor
Proposal Form & General Information

The Proposer makes the following statements and representations as part of the proposal:

CORPORATE HEAD OFFICES

PROPOSER NAME: _____

PROPOSER ADDRESS: _____

_____

TELEPHONE: _____

EMAIL ADDRESS: _____

LOCAL OFFICES
(To be used For All Legal and Contractual Correspondence)

PROPOSER NAME: _____

PROPOSER ADDRESS: _____

_____

TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE INFORMATION

1) Federal ID Number (or Social Security Number if not a corporation) _____

2) How long has the Proposer been in business? Under which names?

_____

_____

3) Proposer is a subsidiary of, or is wholly owned by: _____

_____

SPECIFIC COMPLIANCE

Does your company have a written sustainability policy or similar statement? ☐ **Yes** ☐ **No**

COBID CERTIFICATIONS

Does the Proposer hold any State of Oregon COBID Certification? (Circle one): Yes No

If yes, provide the Certification Number(s) _____

APPENDIX B (Page 2 of 3)
RFP 25/26-01 Food Services Vendor
Proposal Form & General Information

GENERAL INFORMATION

1) If a corporation, list the date, state and type of incorporation.

_____
_____
_____
_____

2) If a partnership list names of all partners and declare which have general or limited status.

_____
_____
_____
_____
_____
_____
_____

3) List the number of staff employed in the Proposer's human resources consulting division or section.

_____

4) Has the Proposer been the subject of any legal action as plaintiff or defendant regarding human resources consulting activities during the past 10 years? If yes, describe the action and outcome.

_____
_____
_____
_____
_____

ADDENDA ACKNOWLEDGEMENT

The Proposer hereby acknowledges receipt of the following Addenda related to the subject solicitation documents (circle all received):

/ NONE / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 /

EXCEPTIONS & RESIDENCY

Are there exceptions to this proposal? YES _____ NO _____

Is the Proposer a resident proposer? YES _____ NO _____

Exceptions to any of the specifications or requirements shall be noted in writing, and attached to this Proposal Form when submitted. By taking exceptions and clearly stating them in writing on a separate sheet of paper headed Exceptions and showing the solicitation number and the Proposer's Name, and by offering alternates to replace the excepted requirements with clear pricing options corresponding to each exception taken, the Proposer may still compete in the proposal process. **The College shall be the sole judge of the acceptability of any exceptions attached to this proposal form**. In the absence of exceptions, the proposal shall be for all items precisely as specified.

Resident proposer, per ORS 279A.120, means a proposer that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the proposal, has a business address in this state and has stated on this Proposal form that the Proposer is a "resident proposer".

APPENDIX B (Page 3 of 3)
RFP 26/27-01 Food Services Vendor
Proposal Form & General Information

The undersigned hereby submits this **Proposal** to furnish all material and labor as indicated and agrees to be bound by the following documents: request for proposals, instructions and supplementary instructions to Proposers, general and supplementary conditions, specifications, proposal form, the Proposer's response, mutually agreed-upon clarifications, exceptions which are acceptable to the college, and all other proposer's submittals.

CERTIFICATIONS

Non-Collusion

The undersigned Proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, potential Proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Proposers or potential Proposers, or to secure through any unlawful act an advantage over other Proposers or the college.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Proposer without consultation with other Proposers or potential Proposers or foreknowledge of the prices to be submitted in response to this solicitation by other Proposers or potential Proposers on the part of the Proposer, its officers, partners, owners, Providers, representatives, employees or parties in interest, including the affiant.

Conflict Of Interest

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the Lane Community College Board of Education or college officer, employee, or person, whose salary is payable in whole or in part by Lane Community College, has a direct or indirect financial interest in the award of this proposal, or in the services to which this proposal relates, or in any of the profits, real or potential, thereof.

SIGNATURE BLOCK

Company Name: .....

Signer's Mailing Address: .....

Signer's City/State/Zip: .....

Signer's Telephone Number: .....

Signer's Email Address: .....

Signer's Name (Printed): .....

Signer's Title: .....

Signature: ..... Date:.....

END OF APPENDIX B