

SAUK VALLEY COLLEGE BOARD OF TRUSTEES ADJOURNED MEETING

October 2, 1974

The Board of Trustees of Sauk Valley College met in an adjourned meeting at 8:00 p. m. on October 2, 1974 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois

Call to Order: Chairman Coplan called the meeting to order and the following members answered roll call:

Arman Gaulrapp	Oscar Koenig
Greg Rehner	William Reigle
Robert Wolf	Ronald Coplan

Absent: Peter Gray Henry Kobbeman

Food Service Bids: Discussion was held on the Food Service bids received on Friday, September 29. It was recommended that the project be re-bid between Canteen Corporation and Servomation as the bids received were not submitted in a consistent manner. It was moved and seconded that the administration meet with the students and prepare a detailed program to include a required food price list, exact facilities to be used, and a detailed list of duties and responsibilities of the vendor; the Board further authorized the administration to accept the bid which is considered to be in the best interest of the college. In a roll call vote, all voted aye. Motion carried.

T-2 Remodeling: Dean Edison reported that he had contacted Anixter Corporation in regard to their space requirements for the T-2 facility. He said they indicated to him that they were not particularly interested in the rental of T-2 at this time, but did want to re-negotiate the use of T-1. It was then moved and seconded that the Board authorize the administration to instruct the architects to draw up plans and specifications for a Welding Lab and a Heating and Air Conditioning Lab in the T-2 facility. Motion voted and carried.

Columbus Day: Since October 14 is a school holiday there will not be a Board meeting.

Building Utilization Policy: The Building Utilization Policy with the latest changes, was presented to the Board for their action on October 28.

RAMP: President Cole reminded the Board that the RAMP document should be approved at the October 28 meeting.

Orientation: Discussion was held on the possibility of another Board - Administration orientation session to be held sometime in November.

Executive Session: At 9 p. m. it was moved and seconded that the Board adjourn to executive session to discuss collective bargaining. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 9:20 p. m. it was moved and seconded that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Adjournment: Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting will be October 28 at 7:30 p. m.

The meeting adjourned at 9:21 p. m.



Arman Gaulrapp, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 10-2-74

MEMORANDUM

TO: BOARD OF TRUSTEES and PRESIDENT COLE

FROM: Robert Edison



A review of the bids for food services is submitted herewith. I have discussed these elements in detail with Mr. Schilling and must support his recommendation that additional specific detail be prepared and that the services either be re-bid or that we be authorized to deal at this time with only SERVOMATION and CANTEEN.

There is simply no way at this time to recommend a program based on bids and submissions since the data is either incomplete, omitted and/or non-comparable.

RE:fsb

Encl.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 10-2-74

MEMORANDUM

TO: Robert Edison

FROM: Ronald Schilling *Ron*

RE: FOOD SERVICE OPERATION BIDS.

The following are my observations and thoughts concerning the bidders and the bid proposals of each:

CANTEEN.

A projected net loss of \$25,281 to be assumed by Sauk Valley College (manual service, \$29,414 loss; vending service, \$4,133 profit) on total sales of \$77,564 would indicate to me the impracticability of operating a first floor snack bar and a second floor cafeteria along with full vending service considering the limited potential volume.

Canteen was the only bidder to submit a proposal which followed the guidelines and specifications of our bidding document, specifically including the operation of a snack bar along with the cafeteria.

SERVOMATION.

This company projected sales of \$99,600 with a net return to Sauk Valley College of \$3,785 (manual service, \$1,765 loss; vending service, \$5,550 profit). However, the bid proposal did not include the snack bar operation which had been specifically requested in the bidding document; therefore making it impossible to compare with the Canteen proposal.

PROFESSIONAL FOOD-SERVICE MANAGEMENT.

This company indicated to me on Tuesday, October 1, that upon receipt of the Unit District No. 5 food service bid, the possibility of two food vending contractors in one building (actually three, since PFM sub-contracts for vending service) was less than desirable and indicated a strong desire to not be included in any final decisions. Also, PFM did not specifically include the operation of the first floor snack bar area.

The following comparative data might also be of interest:

FOOD:

Canteen was the only company to fill out our suggested list of food with prices, therefore making it difficult to prepare comparative food price data. On those sandwich items which could be compared, however, Canteen was low on more items than the other two firms. In addition, the other two companies

MEMO TO: Robert Edison

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specified hamburger sizes other than our suggested 5/1 lb. ratio. It was impossible to compare most other food items because of differences in the type of measure (i.e. No. 12 scoop compared to a 3 oz. portion).

FINANCIAL:

CANTEEN: 3% of sales - management fee for profit
5% of total sales - overhead fee

All profits after direct costs, management fees, and overhead fees will be returned to Sauk Valley College. By the same token, all losses will be assumed by Sauk Valley College.

SERVOMATION: 12.3% of net sales of all vended products, exclusive of perishable and hot canned food items, returned to Sauk Valley College.

The amount of revenue necessary to realize the 5% profit requirement from the manual operations will be deducted from the 12.3% vending commission if the requirement is not met.

PROFESSIONAL FOOD-SERVICE MANAGEMENT: This company would remit to Sauk Valley College \$200 per month, or \$2400 per year, for the privilege of using our facilities. PFM would retain all sales and vending revenues.

Should a profit in excess of 5% of sales (after deducting 7% administrative and general expenses, and direct expenses) be realized PFM will share such excess profits with the College on a 50-50 basis.

PERSONNEL AND FACILITIES:

CANTEEN: Cafeteria 11:00 a.m. to 2:00 p.m.

1 Chef Manager	40 hours
2 General	30 hours each
1 Porter	40 hours
1 Cashier	15 hours

Snack Bar 9:00 a.m. to 3:00 p.m.

1 Fry Cook	40 hours
2 Counter Girls	40 hours each

Vending: Full line of vending services offered on first floor snack bar only.

SERVOMATION: Cafeteria 11:00 a.m. to 2:00 p.m.

4 Hostesses 20 hours each
1 Manager 40 hours

Snack Bar (not to be used)

Vending: Full line vending services offered in the second floor cafeteria area and limited vending service at first floor snack bar area.

PROFESSIONAL FOOD-SERVICE MANAGEMENT:

Cafeteria 11:00 a.m. to 2:00 p.m.

5-6 Regular employees
3-4 Student employees
1 Manager

(No employee hours listed)

Snack Bar (no hours listed, and no specific proposal)

Vending: Vending service would be sub-contracted by PFM with limited service available, apparently not offering vended hot foods.

OPINION:

I cannot in good conscience offer a positive recommendation for any of the proposals as received because of the following reasons:

1. The bids were not prepared and submitted in a consistent manner. One company was willing to open the snack bar, but projected a large loss which would apparently preclude opening up that area along with the cafeteria. The other companies did not specifically include that operation in their proposals.
2. Food price bids were not submitted in a manner conducive for comparative analysis which I feel is important when the students' pocketbooks are affected.
3. It is practically impossible and certainly poor business management to attempt a decision when the analysis is based on non-comparable data.

RECOMMENDATION:

I would recommend that the project be re-bid at such time as a new and specifically detailed program is formulated with a required food price list prepared, exact facilities to be used, and a sufficiently detailed list of duties and responsibilities of the vendor. Only in this way do I feel a rational decision can be made in the selection of a food service contractor.

- E. Adequate liability insurance coverage (specify the type or coverage, exclude fire and extended coverage)
- F. Telephone expenses
- G. Specifications for food and supplies (where appropriate) acceptable to business office, Community Unit School District #5
- H. Supervision, both administrative and technical
- I. Field audits to check daily records and controls
- J. Periodic visits by responsible company executives
- K. Weekly or monthly reports on operations-attach sample form of these reports.
- L. Participation in Nutrition Educational Programs
- M. Collection or receipts from students and adults participating in program and deposit of said receipts in mutually agreed up depository institution.

V. Insurance

Bidder must agree to obtain and keep in force during the term of the contract Workmen's Compensation Insurance for its employees as well as Comprehensive (including Products) Insurance and Bodily Injury and Property Damage Insurance.

Bidder must agree to furnish a certificate of insurance showing that the insurance policies are carried in minimum amounts of \$1,000,000 single incidents for comprehensive (including Products), \$250,000 per person bodily injury, and \$250,000 per incident for property damage, the fees for which shall be part of Bidder's cost.

Community Unit School District #5, Whiteside and Lee Counties, Illinois, Rock Falls Elementary School District #13, Whiteside County, Illinois, Community College District #506, Counties of Whiteside, Lee, Ogle, Bureau, Henry, and Carroll, Illinois and the Illinois Building Authority, shall all be named as additional insureds and Certificates of Insurance furnished to each of said bodies.

In the event the Bidder shall fail to maintain and keep in force the required insurance, the Board of Education shall have the right to cancel and terminate the contract forthwith and without notice, and the right to obtain and pay for said insurance in which event the Bidder shall immediately upon demand reimburse Unit #5 for each advance.

VI. Facilities

The Bidder shall have the use of all kitchens, dining rooms, and auxiliary furniture, dishes, utensils, silverware, and all other dining room and kitchen equipment owned by the school districts. In addition, bidder shall have the use of approximately 5,900 sq. ft. of kitchen facilities and other space at the basement level of the Sauk Valley College Building (such use to be joint as to a portion of the storage facilities with the College and its food service contractor and as to use with the Whiteside Area Vocational Center for teaching purposes.) The Bidder will also be provided with sanitary toilet facilities and dressing rooms only where these are now available for its employees, such heat, refrigeration and utility services as may be reasonably required for the efficient performance of the contract. These will be supplied by the school districts.

The Board of Education will make repairs and replacements of facilities and capital equipment and will furnish building and repair service. This pertains only to repair and replacement due to normal use. Any repair or replacement due to abuse or error on the bidder's part, its agent, or employees shall be performed by the bidder and at his expense. At the expiration of the contract, the bidder will surrender facilities and equipment to the Board of Education in as good condition as at the present time, ordinary wear and tear and loss of damage by fire, and other perils covered by extended coverage insurance alone excepted.

An inventory of all utensils, and small equipment items will be taken at the beginning of the contract by food service location, and kept current during the life of the contract. It shall be the responsibility of the successful Bidder to maintain an inventory of utensils and small equipment items in the same condition and surrender such inventory to the Board of Education at the conclusion of the contract. If any damage or loss occurs because of abuse or error on the bidder's part, those items damaged or lost shall be replaced by the bidder at its expense. Items purchased by the Bidder to maintain this inventory shall be equal quality as those replaced, specifications for such shall be subject to approval by the business office, Community Unit School District #5.

Bidder will be responsible for proper cleaning of kitchen areas including floors and walls under its control and occupancy. Tables and chairs of dining areas shall be cleaned during and immediately after service. Cleaning shall be thorough and proper meeting Health Department and Board of Education standards. Any necessary exterminating services for kitchen and/or dining area will be the responsibility of the districts.

The Board of Education has the right to inspect the food service activity and areas at any time.

It is specifically understood that the Board of Education shall use the dining areas for such purposes (student testing, classes, dances, etc.) as it may desire. Appropriate set-up and clean-up will be undertaken by the Board of Education personnel at no cost to the bidder.

Equipment and containers used in production, transportation and service shall be subject to approval by local health authorities. Trucks used in the transportation of food and supplies shall be clean and sanitary at all times. Routing maintenance of such trucks, equipment, and containers shall be the responsibility of the bidder.

VII. Bidder Resident Personnel

All management personnel shall be thoroughly trained and experienced to the satisfaction of the bidder and perform to the satisfaction of the Board of Education. All Bidder's resident personnel shall be interviewed and hired by the Bidder prior to assuming assigned duties.

Personnel relations of employees on the Bidder's payroll will be the Bidder's responsibility. The Bidder will comply with all applicable government regulations related to the employment and payment of personnel including equal opportunity employment.

The Bidder shall require all of its employees assigned to duty to submit to health examinations and regulations as required by law, and to submit satisfactory evidence of compliance with all health regulations to the Board of Education. It is understood that the premises shall be subject to inspection by the State Department of Health.

The Bidder shall provide work opportunities for the students of the Whiteside Area Vocational Center students whenever possible.

VIII. Service Specifications

Service specifications for various categories listed below are as currently in effect in the school districts. The Bidder may list alternate service specifications for any programs he would like to include over and above these specifications.

A. Luncheon Menu Pattern

B. Portions - Type A Requirements shall include:

Milk - $\frac{1}{2}$ pint served as a beverage.

(Defined disadvantaged students shall be eligible for two $\frac{1}{2}$ pints per meal)

Two ounces of protein in either meat, poultry, fish, eggs, dried beans, or peanut butter

Vitamin C - $\frac{1}{2}$ cup daily

Vitamin A - $\frac{1}{4}$ cup twice weekly or 3/4 cups of Vitamin C daily

Bread - 1 slice

Butter - 1 teaspoon

C. Special Features

Authorized special events

Nutritional education projects

Public relations with school community

D. Raw Food Purchasing Specifications

The following grade requirements briefly outline the specifications which will be used in procurement of raw foods. The Bidder shall supply more complete specifications to the Board of Education upon request:

A. Meats

1. Beef and Veal - U.S. Grade Choice - (dry heat preparation)
2. Lamb - U.S. Grade Choice
3. Pork - U.S. Grade A (1)
4. Poultry - U.S. Grade A (1)

B. Eggs - Grade A

C. Dairy Products

- D. Frozen Foods - U.S. Grade A
- E. Fresh Fruit and Produce - #1 Quality
- F. Canned Fruits - Fancy and Choice Grades
- G. Canned Vegetables - Choice and Extra Standard Grades
- H. All other foodstuffs shall be of comparable quality

The successful Bidder must enter into a written agreement with the Board of Education governing these provisions, as well as any other provisions necessary to insure that the Board of Education will remain eligible for all Federal, State and Local subsidies and commodities.

The successful Bidder may assume any bids currently in effect between the Board of Education and Food Companies.

The bid shall include detailed specifications for trucks, food transportation equipment and necessary equipment to serve at each food service locations. The districts will obtain and furnish said items for the successful bidder.

IX. Further Record Keeping and Stipulations

The successful Bidder must agree to enter into a contract including the following provisions:

- A. The food service company shall maintain such records (supported by invoice, receipts, or other evidence) as the Board of Education will need to meet monthly reporting responsibilities and shall report thereon to the Board of Education no later than the 5th day succeeding the month in which services were rendered.
- B. An assurance by the food service management company that any federally donated commodities received by the Board of Education and made available to the food service company shall be applied to the Board of Education's benefit and specifically to the Type A lunch and that the food service management company shall have records available to support such assurance and use.
- C. Books and records of the food service management company pertaining to the school feeding operation shall be available, for a period of 6 years from the end of the fiscal year to which they pertain, for inspection and audit by either state or federal representatives and auditors.
- D. A stipulation that the Type A lunches served will meet the nutritional requirements of federal regulations governing the National School Lunch Program and will be priced as a unit.
- E. Provision against sub-contracting or assignment of contract insofar as food preparation and service is concerned without approval of school, institution, or Board of Education.

Further, the bid should contain specific provisions with respect to:

1. A stipulation that the a la carte items to be served must be approved by the school or Board of Education.
2. A specified price or prices for Type A lunches, as applicable.
3. Menus to be reviewed and approved by the school or Board of Education available for distribution prior to actual preparation and service of food.
4. Determination of quality and quantity to be judged solely by the school or Board of Education.
5. Cancellation/abrogation clause.
6. Responsibility of each party when emergency closing of schools is necessary.
7. The providing of "Free Lunches" in a confidential manner as prescribed by the school administration.

X. Evidence of Experience and Responsibility

The Bidder shall include the following in writing with his bid:

- A. Evidence of three years of successful experience in manual food service in public elementary and secondary schools of similar size.
- B. Names and locations of schools presently operated by Bidder and date service started, opportunity to visit and investigate.
- C. Evidence of providing food services to schools under Federal specifications, regulations, and procedures, but using local labor.
- D. Organization and location of both corporate and regional offices including names and food service background of principal management personnel.
- E. Evidence of financial stability by providing current annual financial statement as prepared and certified by an independent auditor.
- F. The Bidder shall be required to provide a performance bond in the amount of \$60,000 willing to furnish payable to the Board of Education.
- G. Evidence of compliance with Fair Practice and Equal Opportunity Regulations as reflected in annual reports to the United States Department of Labor.
- H. Description of professional staff support available to local food service management, such as dietitians, test kitchen, quality control standards, personnel specialists, labor relations, etc.

I. Assurances of availability of experienced personnel to provide in the supervisory backup for operation and in times of opening new facilities.

J. Listing of resources maintained for the training and development of professional management personnel at all supervisory levels.

K. Acceptance that the local School System will maintain a local staff member in a supervisory capacity over the school food program.

L. Ability and experience in providing dining service for special events, School Board dinners, and faculty meetings, etc.

M. Examples of methods used to determine types of food which appeal to youth, students, etc., in this local area, such as food preference surveys.

N. Experience in menu development based upon food preference surveys and plans for local implementation.

O. Attach prepared menus that meet nutritional standards and the Recommended Dietary Allowance established by the Federal Government. Menus shall provide a three week cycle for a complete Type A hot lunch and a la carte selections.

P. Include a nutritional evaluation of the type that will be made weekly for each meal that is to be served.

XI. Fiscal Proposal

The Bidder shall set forth (as necessary) in detail the financial terms that are proposed with respect to a projected operating statement for the food service program and the proposed price for a Type A lunch for students and a la carte items, etc. The Bidder shall also indicate in writing all clarifications and conditions alluded to and called for in the bid specifications.

The Board contemplates that the salaries of all persons involved in the food operation other than its designated Food Supervisor, will be paid and handled by the Bidder but the direct cost (such as gross salary, fringe benefits, and employers' required contributions, but not overhead or profit) of "operational non-management employees" will be considered a direct cost to be paid for by reimbursement by the District. The Board expects to handle the cost of all food and disposable inventory in the same manner but does not expect to furnish at its cost all equipment required for the Food Service Operation. It will, however, consider variables on the above. All costs which bidder intends the Board to pay directly or through reimbursement to Bidder on a dollar for dollar basis should be specifically listed. All employees of the Board and of the Bidder are subject to final approval of the Board which will not be unreasonably refused. As the Board expects to assume all operational costs, it reserves the right to finally set meal prices. All purchase of food and supplies for food served pursuant to this agreement will be purchased at the lowest prices possible consistent with maintaining the quality standards prescribed by the District with preference to be given to local suppliers. The Board shall receive

the benefit of all discounts and rebates of every kind and nature, it being the intent of the parties that the Bidder shall receive as its sole remuneration, the fees as set out in the Bidder's proposal. It shall be permissible, however, for the Bidder to buy from a facility owned or operated by it for a price equal to or lower than that otherwise available for local delivery of like grade, quality and quantity. The proposed meal price should be sufficient to cover all costs including utilities, depreciation on Board owned equipment, and an estimated monthly cost of \$1,700 to be paid by the Board to Sauk Valley College for the use of its facilities for this program. Bid figures may be in dollars or in percentages of cost (cost in such event to be defined in the proposal). A proposed form of contract should be submitted with the bid.

XII. Proposals

Sealed bids for providing "School Lunch Services for Community Unit School District #5 and Rock Falls Elementary School District #13; subject to all conditions and specifications indicated will be received at the business office, Community Unit School District #5, Sterling, Illinois, until 4 p.m. Monday, October 7, 1974 at which time they will be opened in a public meeting.

Any bids received after this time and date shall not receive consideration.

All bids must be submitted in sealed envelopes and labeled in bold letters, "Bid Proposal for School Lunch Service."

Bidders are required to furnish twenty (20) copies of their proposal.

The Board of Education reserves the right to reject any or all bids, and to select the bid and proposal it deems to best fit its food service goals.

Communications shall be directed to: Robert R. Cripe
Director of Business Affairs
Community Unit School District #5
1800 Sixth Avenue
Sterling, Illinois 61081

All parts of the invitation to the bid and the information for the Bidders shall become a part of the specifications.

It is the intent of the specifications to provide complete information on all conditions specified; any omissions, errors, conflicts, or discrepancies in the conditions and specifications shall be called to the attention of the Board of Education immediately.

At the time of the opening of bids, each Bidder shall be presumed to have read and to be thoroughly familiar with the SPECIFICATIONS AND CONTRACT DOCUMENTS, including all addenda. The failure or omission of any Bidder to receive or examine any form, instrument or document shall in no way relieve him of any obligation in respect to his bid.

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We agree to furnish and deliver, in accordance with the accompanying specifications and conditions, for the price listed, the items on the attached sheets.

,BIDDERS MUST SIGN PROPER SPACE TO VALIDATE BID

Company _____ Name (type or print)

Address _____ Title _____

Telephone _____ Signature _____

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Company _____ We fully comply with Title VI of the
Civil Rights Act of 1964 (PL 88-352)

Authorized Signature

Company _____ We do not comply with the above Act.

Authorized Signature

ROCK FALLS ELEMENTARY SCHOOLS
District No. 13

1974-75 School Calendar

Monday - August 26	Fall Workshop for Teachers
Tuesday - August 27	School opens for students 1/2 day morning session only
Monday - September 2	Labor Day - School Holiday
Monday - October 14	Columbus Day - School Holiday
Friday - October 25	Whiteside County Teacher's Workshop No School for students
Friday - November 1	End of First Quarter (46 days)
Monday - November 11	Veterans' Day - School Holiday
Wednesday - November 27	Last day of school prior to Thanks- giving vacation. Students will be dismissed at 1:30 P.M. Children will bring a lunch to school.
Thursday - November 28	Thanksgiving Day - School Holiday
Friday - November 29	School Holiday
Friday - December 20	Last day of school prior to Christmas vacation. Students will be dismissed at 1:30 P.M. Children will bring a lunch to school.
Monday - January 6	Classes resume
Friday - January 24	End of second quarter (47 days)
Wednesday - February 12	Lincoln's Birthday - School Holiday
Friday - March 28	Good Friday - School Holiday
Friday - April 4	End of Third Quarter - (48 days)
Friday - May 30	Memorial Day - School Holiday
Wednesday - June 4	Last day of school prior to summer vacation. Progress reports at 1:15 P.M. End of Fourth Quarter. (42 days)

COMMUNITY UNIT SCHOOL DISTRICT #5

1974 - 1975 SCHOOL CALENDAR

Monday, August 26	- Teachers' Institute (No School)
Tuesday, August 27	- First Day of School
Monday, September 2	- Legal Holiday (Labor Day)
Monday, October 14	- Legal Holiday (Columbus Day)
Friday, October 25	- Teachers' Institute (No School)
Monday, November 11	- Legal Holiday (Veterans Day)
Thursday, November 28	- Legal Holiday (Thanksgiving Day)
Friday, November 29	- Special Holiday (No School)
December 23 through January 3	- Christmas Vacation (No School) (Special Holidays - December 24 & 31) (Legal Holidays - Dec 25 & Jan 1)
Friday, January 24	- Teachers' Institute (No School)
Wednesday, February 12	- Legal Holiday (Lincoln's Birthday)
March 24 through March 31	- Tentatively Scheduled Spring Vacation (Pending Unused Emergency Days) (Legal Holiday - March 28)
Friday, May 30	- Legal Holiday (Memorial Day)
Wednesday, June 4	- Last Full Day of School
Thursday, June 5	- Teachers' Institute (No School)
Friday, June 6	- Last Day (Students return for report cards)

S U M M A R Y

1974 - 1975 School Calendar provides:

- 178 - Student Attendance Days
- 5 - Emergency Days (Unused Days designated
for spring vacation)
- 4 - Teachers' Institute Days
- 12 - Holidays
- 10 - Days at Christmas (Includes 4 Holidays)

Approved by the Board of Education
July 18, 1974

A P P E N D I X A

Community Unit School District #5

Central School 506 E. 6th St. Sterling	Jordan School Hoover Road Sterling
Coleta School Coleta	Lincoln School 1501 E. 6th St. Sterling
Como School Como	Wallace School 506 W. 4th Ave. Sterling
Emerson School Emerson	Washington School 815 W. LeFevre Sterling
Franklin School 1510 E. 25th St. Sterling	Woodlawn School 3807 Woodlawn Rd. Sterling
Galt Jr. High Galt	Prairieville School R.R. #1 Dixon.
Jefferson School 806 E. LeFevre Sterling	

Rock Falls Elementary District #13

Dillon School Eighth Avenue Rock Falls	
Thome School 500 E. Fifth St. Rock Falls	
Merrill School 403 W. Fifth St. Rock Falls	

COMMUNITY UNIT SCHOOL DISTRICT No. 5

1800 6th Avenue
STERLING, ILLINOIS 61081
Phone 626-5050 A.C. 815

September 27, 1974

TO: Dr. Cole
FROM: Robert Cripe

Please add the following company to your list of vendors
for the food service specifications.

Mass Feeding Corporation
Mr. A.L. Sammann
2241 Pratt Blvd.
Elk Grove, IL 60007

RECEIVED SEP 30 1974
COMMUNITY UNIT SCHOOL DISTRICT No 5

1800 SIXTH AVENUE
STERLING, ILLINOIS 61081

BUSINESS OFFICE

September 26, 1974

815-626-5050

Community Unit School District #5
Rock Falls Elementary School District #12
Proposed Food Service Program

Please find enclosed copies of the tentative calendar for the food service program, the legal advertisement as printed in the Daily Gazette on Thursday, September 26, a copy of the vendors list and a final draft of the specifications.

Two copies of the specifications were mailed to each vendor on the vendor list on Wednesday, September 25. Bid were requested to be received on or before Monday, October 7, 4 p.m. Bids will be opened and read at a public meeting at the time of bid closing.

If you would have any questions as to the tentative timetable, vendors list, or the legal ad, please call my office.

Your assistance and cooperation in helping to draft and improve these materials was appreciated

Robert R. Cripe
Director of Business Affairs

cc: Dr. George Cole
Dean Robert Edison
Superintendent Frank Dagne
Superintendent Dr. Boggs
Mr. Phil Ward, Jr.
Mr. Robert Castendyck

Food Service Program
Tentative Calendar for Food Service

Friday, September 20 - Final writing of bid specifications

Monday, September 23 - Attorney's review of bid specifications to include additions or deletions required by law.

Wednesday, September 25 - Mailing of bid specifications to vendors and printing of legal ad.

Monday, October 7 - Bids due on or before 4: p.m. Bids to be opened at 4:01 p.m. at a public meeting.

Thursday, October 10 Adjourned meeting of October 3 to review and accept proposal.

Friday, October 11 - Award contract for first year's service.

Monday, November 4 - Food service vendor moves into Sauk Valley kitchen facilities.

Monday, December 2 - First day for food services.

COMMUNITY UNIT SCHOOL DISTRICT NO 5
1800 SIXTH AVENUE
STERLING, ILLINOIS 61081

BUSINESS OFFICE

815-626-5050

Legal Advertisement

The Board of Education of Community Unit School District #5, Whiteside and Lee Counties, Sterling, Illinois will receive sealed bids for manual food service. The objective is to provide a nutritional Type A freshly prepared hot lunch program and satellite to Unit #5 and Rock Falls Elementary Schools.

Complete specifications may be secured in the Business Office, 1800 Sixth Avenue, Sterling, Illinois between the hours of 8 a.m. and 5 p.m. Monday through Friday. Bids for these items will be accepted until 4 p.m. on Monday, October 7. The bids will be opened and read at a public meeting at the time of bid closing.

Mrs. Ann Rodriguez, Board Secretary

sent 9/25/74

Food Service Companies

ARA Services
Mr. James E. Conley III

Stewart Sandwiches
Morton, IL

Des Plaines, IL 60018

Rock River Vendors

Interstate United Corporation
Mr. Ed Panschke

Sterling, IL 61081

Arlington Heights, IL 60005

Vend-o-Mack Sales, Inc.

Morrison, IL 61270

Sauk Valley Vendors

Dixon, IL 61081

Servamation Corporation

Moline, IL 61265

Attn: Mr. William A Sharp

Canteen Food and Vending Service
Mr. Jerry Poulos

Dixon, IL 61021

SCM Glidden-Durkee
Mr. Richard D. Dambeck

Chicago, IL 60647

PFM
Mr. Larry Larsen

LaCrosse, WI 54601

Rague Manufacturing Co. Inc.
Mr. Edward A. Robinson

Louisville, Kentucky 40213

Szabo Food Service, Inc.
Mr. Frank C. Basler

Hinsdale, IL 60521

COMMUNITY UNIT SCHOOL DISTRICT NO 5

1800 SIXTH AVENUE

STERLING, ILLINOIS 61081

BUSINESS OFFICE

815-626-5050

REQUEST FOR BIDS SCHOOL LUNCH SERVICE

The Boards of Education of Community Unit School District #5 and the Rock Falls Elementary District #13 of Whiteside and Lee Counties will receive sealed bids for a manual food service operation. The districts have entered into an agreement with Sauk Valley College District #506 to utilize the kitchen facilities at their site. Our objective is to provide a highly nutritional Type A, freshly prepared on a daily basis, hot lunch program and satellite to all Unit #5 elementary schools, except Challand Junior High School, and all schools in Rock Falls Elementary District.

Community Unit School District #5 will require the highest demand on a daily basis from the food service program. Therefore, we assume the leadership role in entering into a contract with a total food management corporation to provide all services as specified in this document subject to approval of the school's attorney and the Office of the Superintendent of Public Instruction (OSPI).

Bids should be clearly labeled as to content and will be received in the office of Robert R. Cripe, Director of Business Affairs, Community Unit School District #5, 1800 Sixth Avenue, Sterling, Illinois 61081 until 4:00 p.m. on Monday, October 7, 1974. At 4:01 the bids will be opened and read at a public meeting for consideration of the Boards of Education at their next scheduled meeting.

The Board of Education reserves the right to reject any and all bids.

per Robert R. Cripe
Director of Business Affairs

INTRODUCTION

In April, 1970, the Department of Agriculture amended the regulations covering Child Feeding Programs to allow schools and other child care institutions to employ service management companies. The revised regulations permit the institution to receive reimbursements, food commodities and other cash subsidies even though they employ a management company. Additional changes were made to the regulations which were designed to expand food programs for children. Particular emphasis was placed on bringing food service to the needy and to those who have not had the benefit of food service in the past.

Child feeding in the elementary and secondary levels is very unique. No other prospects are so tightly controlled by various levels of government. Regulations governing the operation of the food service program are more detailed. There is a greater dependence on outside sources for funds. The market has a general lack of awareness of the identity of various management service companies and the range of services they offer.

While some school districts are being served in total, others have designated a select number of their schools as a pilot project. Serving these schools has often led to a request for an expansion of the program to additional schools in the district. In each case, a food service system has been designed to meet the unique needs of the district.

Designing a program to meet the specific needs and wishes of the prospect is the key to this market. The supplier must be familiar with the legislations affecting this market and the various ways that its requirements can be satisfied. The supplier must have information regarding Federal regulations, survey-proposal-contract date, systems support and other background material.

I.

The Board of Education of Community Unit School District #5 wishes to receive sealed bids for performing School Lunch Service to the district's elementary schools with the exception of Challand Junoir High School and to include the Rock Falls Elementary District #13, Rock Falls, Illinois.

II. General Data

School calendars for 1974-75 are included. Service is expected to begin by December 31, 1974 and continue till the end of the academic year.

Generally the serving hours are as follows:

Elementary Schools	11:00 a.m. to 1:00 p.m.
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Specific information regarding these bid specifications may be requested by contacting Robert R. Cripe, Business Manager, Community Unit School District #5, Sterling, Illinois.

The hours of service are subject to change by the School District. Special hourly arrangements, at the request of the local school, shall be made for serving of athletic teams and extra-curricular groups where schedules do not permit them to take advantage of regular service hours. All such service must be approved by the business office of Community Unit School District #5, Sterling, Illinois.

The enrollment for the districts' schools participating for the 1974-75 school year is estimated to be approximately:

Community Unit School District #5	2,729
Rock Falls Elementary District #13	1,463

The Bidder shall, if requested, provide food services at all special functions, including, but not limited to: teas, coffee hours, dinners for special conferences that the local school wishes to have served. The prices to be charged for such services shall be mutually agreed upon by the Bidder and the business office in advance.

The Bidder shall be responsible for compliance with Federal, State and Local government rules, regulations and taxes as may affect or be involved in food services provided under contract.

The term of the contract is indefinite with a 30 day termination clause by the school district after the first 90 days. The food service management company shall have the option to terminate on written notice 30 days prior to the end of each school year on June 30.

All bids shall be considered to automatically include all specifications and conditions hereby indicated and stated throughout this document unless specifically referred to and negated.

Any exceptions or changes to stated conditions and specifications must also be clearly indicated in writing with bid.

Only proposal for bidders taking part in site visitations within the six months immediately preceding the date of bid opening will be considered for contract award.

The food service locations to be covered by the proposal are:

(See Appendix A)

IV. Scope of Operations

The successful Bidder will operate under the authority of the Community Unit School District #5 (Board of Education) and the Bidder shall have the exclusive right to operate the dining facilities maintained for students at the local schools other than Challand Junior High School. Bidder will hold harmless the Board of Education from any and all claims, demands or liabilities arising out of the bidder's negligent operation of the facilities, excepting only claims, demands, or liabilities arising from the negligence of the school districts, their agents, or employees. The services that the Bidder shall be responsible for shall include, but not be limited to the following:

- A. Purchase of raw food and supplies to include but not be limited to disposable serviceware including all trays, utensils, napkins and condiments.
- B. Menu planning by competent personnel in conjunction with and subject to approval of the business office, Community Unit School District #5
- C. Food preparation and service
- D. Labor and relations of Bidder's employees-personnel development and training

October 2, 1974

MEMORANDUM

TO: SVC Board of Trustees
FROM: Dr. George E. Cole
President
RE: BUILDING UTILIZATION POLICY

I am sure all of the Board Members are familiar with the process which has produced the attached document. To the best of my knowledge the document has incorporated the criticisms and concerns of the administration, students and the Board of Trustees, and in my opinion is now ready for formal acceptance as Sauk Valley College's Building Utilization Policy.

GEC/bg

SAUK VALLEY COLLEGE

BUILDING UTILIZATION POLICY

I. STATEMENT OF PHILOSOPHY

A major responsibility of a comprehensive community college is to open its resources to the community it serves. One vehicle through which this may be achieved is a building utilization policy that provides responsible students and community groups with open access to the college buildings and other physical facilities. It is recognized that weekends and early evening hours are the normal time periods during which students, faculty, and community organizations would usually wish to schedule special activities at the college.

II. POLICY GUIDELINES

The priorities listed below refer to on-going college functions as well as meetings or activities which a non-college group, organization or individual wishes to schedule at SVC on an occasional or one-time basis. Requests for the use of college facilities on a regular or long-term basis must be addressed to the College President and require the approval of the Sauk Valley College Board.

The following priorities are established for utilization of facilities at Sauk Valley College:

Priority #1: Sauk Valley College classroom instruction. (No fees assessed.)

Priority #2: College related activities initiated and participated in by Sauk Valley College faculty, students, or staff. (No fees assessed.)

I. POLICY GUIDELINES (Con't)

Priority #3: Cooperative activities on an occasional basis with other educational institutions including local public schools and other colleges and universities. (No rental fees assessed, but non-college groups are expected to pay the actual operational costs incurred by the college in instituting the cooperative activity. These fees will be determined by the Dean of Business Services.)

Priority #4: Cooperative activities on an occasional basis with local groups and organizations that may be of general interest to the SVC student body, college staff or community. Such organizations include churches, community service clubs, political action groups, hobby-leisure time organizations, and other governmental bodies. (Rental fees assessed based on the college's approved rental rate schedule for non-commercial groups.)

Priority #5: Commercial ventures that are profit-making for private gain but by virtue of the events they sponsor may also provide a service to the college, its students, and/or the community. (Rental fees assessed based on the approved rental rate schedule for commercial groups.)

Any problems regarding interpretation of the above priorities or implementation of this policy shall be resolved administratively by a Building Utilization Committee appointed by the President. This committee shall be composed of the Assistant to the President, the Director of Counseling & Student Activities, and the Dean of Business Services or his appointee.

II. POLICY GUIDELINES (Con't)

The Building Utilization Committee is delegated the authority to determine the priority classification and commercial aspect of a particular event and to be responsible for requiring:

(1) adequate insurance; (2) personnel, and a security force necessary to successfully supervise the event.

Groups using college facilities must abide by the requirements of the laws of the State of Illinois, as well as the Building Regulations of Sauk Valley College. Specifically, the use of alcoholic beverages or controlled substances is prohibited on college property or in college facilities. Any group using college facilities must be under the supervision of an adult at least 21 years of age.

III. IMPLEMENTATION PROCEDURES

Community Groups

Outside organizations wanting to use college facilities may contact the Assistant to the President to initiate a room reservation process. All outside groups (whether they are assessed a fee or not) are expected to complete the college form entitled "Agreement Granting Use of College Facilities".

Faculty and Student Groups

A. Any student group whose meeting or activity is designed primarily for participation by its members only shall be granted rent-free use of college facilities with the approval of the Director of Student Activities.

III. IMPLEMENTATION PROCEDURES (Cont'd)

- b. Any student group whose activity is designed primarily for the participation of Sauk Valley students at large or the general public, must receive the approval of both the Associated Students' Board and the Director of Student Activities.**
- c. Faculty groups wishing to use college facilities for meetings of an academic or professional nature may schedule college facilities rent-free by contacting the Assistant to the President.**

Co-Sponsorship

Co-sponsorship can occur through the cooperative efforts of the Student Activities Office or a SVC student or faculty group and at least one of the following:

A non-SVC student group

A commercial group

A civic or governmental organization

A group from another educational institution

Any SVC party intending to become involved with co-sponsoring an activity must request in writing and receive written approval for their activity from the College Building Utilization Committee. All non-college groups co-sponsoring an event must sign the college form entitled "Agreement Granting Use of College Facilities".

IV. RENTAL RATES

ASSESSED FOR ALL
OR PART OF ONE DAY

<u>SVC FACILITY</u>	<u>COMMERCIAL ACTIVITIES</u>	<u>NON-COMMERCIAL ACTIVITIES*</u>
GYM	\$500	\$200
WEST MALL	\$350	\$150
CAFETERIA	\$200	\$100
LITTLE THEATRE	\$150	\$ 50
EAST MALL	\$150	\$ 50
PRIVATE DINING ROOM	\$100	\$ 40
CLASSROOMS OR LANGUAGE LABORATORY	\$ 75	\$ 25

THE COLLEGE RESERVES THE RIGHT TO CHARGE COMMERCIAL ACTIVITIES
MORE THAN THE RENTAL RATES ESTABLISHED ABOVE BY STRUCTURING A PROFIT-
SHARING AGREEMENT BETWEEN THE COLLEGE AND THE SPONSORING ORGANIZATION.

*NON-COMMERCIAL GROUPS MAY SCHEDULE FACILITIES EXCLUDING THE
GYMNASIUM AND MALLS RENT-FREE IF THEY UTILIZE THE COLLEGE'S CATERED
FOOD SERVICE FOR MEALS.

V. SUPPLEMENTAL REGULATIONS

A. ASSIGNMENT OF SPACE

The assignment of all space, with the exception of office space, has been delegated to the Assistant to the President. In cooperation with the Instructional Deans and the Registrar, he will assign all classes to classroom spaces. He is also responsible for any room changes and none can be effected without his written authority. Office spaces will be assigned by the appropriate Instructional Dean. The Assistant to the President has delegated to the Director of the Learning Resource Center the control of usage of the center conference room.

B. CALENDAR OF SPECIAL EVENTS

All events which are not on the published college calendars must be scheduled in the Office of the Assistant to the President, which maintains a calendar of special events. This calendar is issued weekly before noon on Friday when school is in session. If special custodial and engineering services or audio-visual equipment are needed, they must be requested at this time. Request forms for space and special services must be completed at least one week prior to the event, but events to be calendared should be cleared as soon as dates and times are firm. This is stressed since no two major events should be scheduled in the same facility at the same time. Sample copies of the Reservation of Facilities form and the Audio-Visual Request form are attached to these regulations as appendices.

C. CUSTODIAL AND ENGINEERING SERVICES

In the interest of coordination so that the best services may be rendered it is necessary that direct requests for services to the janitorial staff or plant engineers be avoided. Requests for services incident to the normal program of the college should be directed to the Dean of Business Services. If services are required for calendared special events, requests for these services must be made through the Assistant to the President, who will make arrangements with the Dean of Business Services.

D. TRAFFIC AND PARKING

Sauk Valley College is a commuter college which necessitates the use of private automobiles by students, faculty and employees. Therefore, it is incumbent upon each individual to make judicious use of the campus drives and parking spaces. "Motor Vehicle Registration and Parking Regulations" have been approved by the Board of Trustees. Copies of these regulations may be obtained from the Office of the Dean of Student & Community Services.

E. KEYS AND CLEARANCE

Appropriate keys may be obtained from the Building Engineer when proper approval has been obtained from the Dean of Business Services. Security of the buildings and equipment of the college are in part dependent on the careful handling of keys. Upon completion of employment each faculty or staff member is expected, prior to the receipt of his last paycheck, to obtain appropriate signatures on a clearance form indicating that all keys, supplies, library books, audio-visual equipment, etc., have been returned.

F. SAFETY AND SECURITY

Safety and security are the responsibilities of the Dean of Business Services in consultation with the Dean of Student & Community Services. However, each person within the college community has the obligation to report suspicious persons and occurrences to a responsible college authority.

G. BUILDING SECURITY

Building security is a matter of concern to all college personnel. In order to control the number of personnel in the building after normal working hours a check-in and check-out book is maintained in the boiler room at the west entrance. On those occasions when no event is scheduled, all persons, with the exception of those persons on duty, must enter only through this entrance, sign the register noting the time of entry, and reason for entry. On departure the individual will give only the time of departure. Each individual must be prepared to furnish at all times positive identification to properly constituted authorities. These security requirements are effective from 10:30 p.m. until 7:00 a.m. each weekday and from 12:30 p.m. Saturday until 7:00 a.m. on Monday when no events are scheduled, or at any other time that the buildings are officially closed.

H. FIRE REGULATIONS

Because of the isolated location of Sauk Valley College, all persons should be aware of the dangers of fire. The fire should be picked up by the Honeywell fire alarm system, which will set off the klaxon horn. The alarm system is connected to the Dixon Rural Fire Protection fire alarm system.

FIRE REGULATIONS (Con't)

If a fire is discovered before the alarm sounds, call the operator by dialing 0 (zero) and notify her of the location. The operator will notify the Learning Resource Center which will give the location over the public address system. The operator will notify the Dixon Rural Fire Protection District at Dixon, 288-3321.

ACTION TO BE TAKEN IN EVENT OF FIRE

All persons who are not actively engaged in fighting the fire shall file out of the building at the nearest exit. Personnel should not return to the building until the all clear signal is given.

SMOKING AREAS

Smoking presents an ever present hazard to life and property in any public building. Efforts have been made to construct the building as fireproof as possible. However, flammable materials, such as papers, wooden desks, carpets, etc., are utilized and are dangerous if smoking materials are carelessly used.

K. ALLOWED SMOKING AREAS

Smoking is permitted in recreation rooms, offices, lounges, (where ash trays are provided), dining rooms, lounges located in the main malls with brick and terrazzo flooring, rest rooms and at other locations specifically marked.

L. FORBIDDEN SMOKING AREAS

Smoking is not permitted at any other location, including classrooms and study areas.

M. CONSUMPTION OF FOOD AND BEVERAGES

Food and beverages purchased in the dining and recreation rooms are to be consumed in those areas. Careless handling of food and beverages causes needless maintenance problems and increases the danger of vermin and damage to floors, furniture and carpeting.

N. USE OF ELEVATORS

Elevators are generally confined to work functions, use by aged persons, paraplegics and those individuals unable for medical reasons to climb steps.

O. CIVIL DEFENSE

Sauk Valley College is on the area civil defense tornado alert system and will be alerted of any tornado conditions that exist in a fifty mile radius. The basement of the building has been designated by the Director of Civil Defense of Lee County as the safest and best protection in case of an emergency evacuation situation. In the case of an alert, communication for evacuation will be given over the public address system in the Learning Resource Center and by word of mouth. All procedures will be under the direction of the Dean of Student & Community Services. Students and faculty will not be allowed to use their automobiles in leaving the area during an alert. When no students are present or classes are not in session, evacuation procedures will be directed by the senior college official present.

P. NOTIFICATION OF ALERT

The Office of the Dean of Student & Community Services will keep all personnel apprised of the status of the weather warning in the event of threatening weather.

Q. EMERGENCIES AND FIRST AID

In the event of injury, first aid treatment and a nursing station is available in Room 1M14. No nurse or doctor is on duty. Serious emergencies requiring more than first aid should be taken to the nearest hospital.

R. LOST AND FOUND

The Office of Student Activities maintains a lost and found service in Room 1H2. Articles which are found or turned in to offices should be sent to the Office of Student Activities as soon as practicable.

S. TELEPHONE SERVICE

The telephone switchboard is open during the following hours:

Monday through Friday 8:00 a.m. to 5:00 p.m.

Saturday 8:30 a.m. to 12:00 noon

All calls from the college to any number outside of the college must be placed through the switchboard by dialing zero (0) and identifying yourself by name and extension number. Calls to Dixon are local calls but calls to Sterling-Rock Falls are toll calls.

T. COLLEGE GROUNDS

Certain parts of the college grounds may be utilized by college and non-college organizations or groups if the activity in no way interferes with the educational program of the college.

T. COLLEGE GROUNDS (Con't)

Application for the use of those areas such as tennis courts, baseball fields, etc., must be made to the Director of Athletics, who will notify the Assistant to the President concerning such approvals. Non-college groups are required to sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees before using college grounds. Attention is invited to previous sections of these regulations. All persons utilizing college grounds are required to obey college regulations. Failure to do so may subject the person to ejection from the premises or even prosecution by civil authorities.

U. LIBRARY

The Sauk Valley College Library and Audio-Visual Services are combined into one unit referred to as the Learning Resource Center. The purpose of the Center is to support the instructional aims of the college by providing materials and equipment for faculty and students. The Center is open and may be utilized during the following hours:

Monday through Thursday 7:30 a.m. to 10:00 p.m.

Friday 7:30 a.m. to 5:00 p.m.

Closed Saturday and Sunday

The control of the usage of the conference room in the Center (3K3) has been delegated to the Center Director. This conference room will not be assigned at any time the library is closed.

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
October 28, 1974 7:30 P.M.

A. Call to order

B. Roll call

C. Communication from Visitors

D. Recommended Actions

1. Approval of minutes as submitted
2. Approval of treasurer's report
3. Approval of current bills for payment
4. Approval of current payroll journal
5. Personnel matters
6. Resolution on "prior act coverage" insurance policy
7. Approval of electrical contract
8. Approval of loan from working cash fund
9. Approval of utilization of facilities policy
10. Letting of 1974-76 catalog bids
11. Approval of SVC RAMP document
12. Other items

E. Old Business

1. Food Services Report
2. Report on Revision of T2
3. Other items

F. New Business

1. SVC Insurance Coverage Report
2. Other items

G. President's Report

1. Enrollment Report - Fall 1974
2. Report on Council of Presidents meeting
3. North Central Progress Report
4. Radiologic Technologists proposal
5. Veteran Newsletter
6. Minutes of SVC committee meetings
7. New student admissions report
8. A.C.C.T. Letter
9. I.C.C.T.A. Letter
10. Teacher workload - Fall 1974
11. Results of Oregon vote to deannex
12. Letter of appreciation
13. Other items

H. Time of next meeting

I. Adjournment