

MINERAL AREA COLLEGE

Request for Proposal (RFP)

Food Service Operations

RFP Issue Date: October 6, 2025

RFP Closing Date & Time: November 4, 2025, 2:00 PM CST

Interested parties are encouraged to schedule visits to see current equipment and dining space.

1. Introduction

Mineral Area College (MAC) is soliciting proposals from qualified food service vendors ("Contractors") to provide comprehensive food service operations, including meal plan services for residential students, cafeteria dining, catering, and vending services with revenue-sharing options.

MAC is a comprehensive community college located in Park Hills, Missouri. Approximately 260 students reside on campus, and all residential students are required to participate in a meal plan.

2. Submission Requirements

- Deadline: Proposals must be received no later than 2:00 PM CST, November 4, 2025.
- Copies Required:
 - 5 hard copies delivered to:
Dr. Joe Gilgour, President
Mineral Area College
5270 Flat River Road
Park Hills, MO 63601
 - 1 digital copy emailed to: jgilgour@mineralarea.edu
- Questions: All questions must be directed to Dr. Joe Gilgour, President, via email.
- Proposals must be signed by an authorized representative of the vendor.
- Selected RFPs will be asked to present to the committee. This may be at MAC or another college where services are offered.

3. Scope of Work

The College seeks a Contractor capable of providing:

A. Residential Meal Plan Services

- Meal plans covering 7 days per week with a minimum of 19 meals per week during academic year.
- "All you care to eat" options.
- Options for various plans to meet student needs.
- Consideration for dietary restrictions (vegetarian, vegan, gluten-free, low-fat, etc.).

B. Cafeteria/Food Court Services

- Quality, affordable food offerings for students, staff, and faculty.
- Both dine-in and grab-and-go options.
- Diverse menu options with seasonal variety and healthy choices.
- options available for employees and community
- Summer options for campers and college students as necessary.
- Concession stand option for MAC Athletics home games

C. Catering Services

- Revenue sharing for any outside group using catering services
- No Right of First Refusal language
- Capability to serve a range of events, from small gatherings to large receptions.

D. Vending Services

- Vendors should include a proposal for vending machine operations, if applicable.
- Proposal should outline revenue-sharing opportunities with the College.

4. Contractor Responsibilities

- Provide all labor, management, food, supplies, and equipment (excluding existing college-owned fixtures).
- Maintain sanitary, efficient, and customer-focused operations.
- Employ environmentally sound practices, including recycling and waste reduction.
- Participate in periodic meetings with College staff and students to assess satisfaction and adjust services.

5. Proposal Content

Each proposal should include:

1. Cover Letter – Company introduction and summary of proposed services.
2. Qualifications – Company background, financial stability, and experience with similar institutions.
3. Operations Plan – Sample menus (4-week cycle for residential dining, cafeteria, and catering), hours of operation, marketing and student engagement strategies.
4. Meal Plan Pricing – Cost per student per semester for required residential meal plans.
5. A la carte and non-meal plan pricing
6. Catering & Vending Options – Menus, pricing, and revenue-sharing details.
7. Financial Proposal – Commission percentage or revenue-sharing plan with the College.
8. References – At least three institutional references, preferably within Missouri.
9. Insurance & Compliance – Proof of ability to meet insurance, licensing, and regulatory requirements.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications (20%)
- Operations plan and menu quality (25%)
- Meal plan pricing and value (25%)
- Catering and vending options with revenue sharing (15%)
- References and past performance (10%)
- Commitment to sustainability and student satisfaction (5%)

MAC reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed in the College's best interest.

7. Contract Term

The initial contract will be for three (3) years, with the option to renew for up to two (2) additional one-year terms upon mutual agreement.

8. Timeline

October 6, 2025	RFP Issued
November 4, 2025, 2:00 PM	Proposals Due
November 2025	Review and evaluation of proposals
November 2025	In person presentations
December 2025	Recommendation to Board of Trustees
July 1, 2026	Anticipated contract start date

9. Cost Proposal Form

Vendors must complete the Cost Proposal Form below to provide pricing and revenue-sharing information. Additional pages may be attached if necessary.

A. Student Meal Plans

Meal Plan Option	Meals per Week / Cost per Semester
Plan A (Full Plan – Required for Residential Students)	
Plan B (Alternative Option, if offered)	

B. Optional Meal Plans for Non-Residents & Employees

Will optional meal plans or multi-meal punch cards be available for employees and non-resident students?

If yes, please specify cost per meal or plan: _____

C. Catering

Please attach a sample catering menu with portion sizes, nutritional information, and prices.

Percentage of banquet/catering sales to be shared with MAC: _____%

D. Vending Services

If proposing vending services, please describe equipment to be provided, product selection, and revenue-sharing percentage:

Revenue share to MAC: _____%

E. Incentives and Scholarships

Please describe any scholarships, incentives, or additional benefits to be provided to Mineral Area College:

F. Vendor Information

Company Name:	
Contact Name & Title:	
Address, City, State:	
Email:	
Phone Number:	

10. Signature Page

The undersigned certifies that they are authorized to submit this proposal on behalf of the company listed below and that the information provided is true and correct to the best of their knowledge.

Company Name: _____

Authorized Representative (Printed Name & Title):

Signature: _____

Date: _____