To:        Board of Trustees
From:     Dr. Philip R. Day, Jr., Chancellor
Subject:   GENERAL FUND
Authorization to Contract—SuperCrown Catering
(Resolution No.: 020228-B3)

BACKGROUND INFORMATION:
Contracts for food vending at three locations at the main Ocean Campus ended at the end of
last semester. In the spring of 2001, a representative task force consisting of two administrators, two
faculty members, two classified members and three students worked collegially with a consultant to
draft a new Request for Proposal (RFP) related to the three vending locations: 1) the lower level of
the Student Union; 2) the area behind the press box on Cloud Circle and 3) the courtyard behind the
Visual Arts Building.

A former, now retired, Director of Business Services worked with the task force as a consultant
and drafted the RFP as well as identified 30 businesses that would be likely to bid on such food
concessions. When the fall semester began, the committee reconvened, reviewed and finalized the
RFP. It was sent to 30 businesses and ads were placed in many of the local ethnic newspapers, as
well as The Independent for a period of two weeks.
An open house for bidders was conducted on September 5 and the bids were received on September
28.

By Board Resolution #011220-B15, the Board of Trustees approved a contract with JavaJazz,
Inc. for two of the locations, the Student Union and the area behind the press box on Cloud Circle.
The task force that review the proposals did not make a recommendation for the Visual Arts Building
locations at that time. The task force was initially interested in a concept submitted by a vendor who
proposed to build a permanent kiosk at the location, but after more serious review of the proposal, the
task force felt the business plan behind the proposal was thin and questioned whether the business
would survive. The business plan was reviewed pro bono by a consultant at the Small Business
Development Center and the concerns of the review led the task force to revisit the proposals.

The task force now unanimously believes that the best overall, viable bid was submitted by
SuperCrown Catering. SuperCrown Catering proposes to offer 9% of daily Gross or $245 Day
Monday through Thursday, whichever is greater, during the academic year with $150 on Fridays and
during finals period. During the summer, SuperCrown is offering $125 per day and $75 on Fridays.
RECOMMENDATION

RESOLVED: That authorization be hereby given to award a one and one half year contract beginning July 1, 2002 and ending December 31, 2003 with three (3) single year extensions upon mutual agreement to SuperCrown Catering for food vending service in the area behind the Visual Arts Building at Ocean Campus, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator