

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6350

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PROCEDURE TITLE: Procurement of Dining/Food Services and Vending Machine Services

STATUTORY REFERENCE: Section 1001.65(1), Fla. Stat.; Section 1010.04(2), Fla. Stat.; Rule 6A-14.0734, Fla. Admin. Code;

BASED ON POLICY: I-50 Bookstore, Food and Vending Operation
VI-2 Bidding for Commodities and Services

EFFECTIVE DATE: August 2, 1978

LAST REVISION DATE: November 8, 2005; January 18, 2023


LAST REVIEW DATE: November 8, 2005; January 18, 2023

I. PURPOSE

To establish procedures for the procurement of dining/food services and vending machine services for the College.

II. PROCEDURE

- A. The Director of Auxiliary Services, in cooperation with the Director of Purchasing, will prepare proposal specifications outlining the College's requirements for on-campus food services and vending machine services.
- B. The Purchasing Department will advertise the Request for Proposal or Invitation to Negotiate. Sealed proposals from food service and/or vending contractors will be submitted to the Purchasing Department and secured until the proposal opening date.
- C. Proposals shall be evaluated by an evaluation committee appointed by the College President, or designee. The evaluation committee is responsible for evaluating the competitive proposals taking into consideration factors such as the quality of service, management capabilities, and financial benefits to the College. The Director of Purchasing will submit a request to issue a contractual agreement to the College President, and a contract award recommendation shall be presented to the District Board of Trustees for final approval.

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|  | 01/18/2023 |
| PRESIDENT | DATE |