



## REQUEST FOR PROPOSALS

Issue Date: February 6, 2012

Title: Campus Food Service Management

Issuing Agency:

RFP# 12-06

Commodity Code: 96219

Commonwealth of Virginia  
University of Mary Washington  
Eagle Village Executive Offices  
1125 Jefferson Davis Highway, Suite 480  
Attn.: Purchasing Office  
Fredericksburg, Virginia 22401

Where Work Will Be Performed: Fredericksburg, Virginia

Initial Period of Contract: From August 1, 2012 through July 31, 2017, with option to renew for five (5) additional one-year terms.

Sealed Proposals for furnishing the goods/services described herein will be received until **March 14, 2012, 2:00 PM local prevailing time**. Proposals must reach the above address and department by the deadline stated in order to be considered.

**PREPROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held on February 15, 2012, 9:00 AM at the Woodard Campus Center, "The Red Room". (Reference: Section X, item K) *No one will be admitted to the conference after 9:10 AM.* Note: If special ADA accommodations are needed, please contact Melva Kishpaugh at 540/654-1084 by February 10, 2012.

All inquiries for information should be directed to Melva A. H. Kishpaugh, VCO, Tel: (540)654-1084 or via e-mail mkishpau@umw.edu, referencing this solicitation by number and title. **Questions** regarding the specifications of the solicitation must be received in writing **prior to February 29, 2012; 5:00 PM.**

**IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO ADDRESS ABOVE AND A PURCHASING DEPARTMENT STAFF.**

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Firm Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation and the Undersigned Firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct and complete. **THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL.**

Virginia Contractor License No. : \_\_\_\_\_  
Class: \_\_\_\_\_ Specialty Codes: \_\_\_\_\_  
NAME AND ADDRESS OF OFFERING FIRM:

EVA Vendor ID or DUNS number \_\_\_\_\_  
FEIN# \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature In Ink)

PRINTED NAME: \_\_\_\_\_

(PLEASE PRINT)

Zip Code: \_\_\_\_\_

TEL: ( ) \_\_\_\_\_ - \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ - \_\_\_\_\_

DMBE Cert.# \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

TITLE: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check all that apply: Small Business: \_\_\_\_\_

Minority-Owned: \_\_\_\_\_ Women-Owned: \_\_\_\_\_

*Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*



**ACKNOWLEDGMENT OF RECEIPT of RFP** *(Please return to Purchasing Office upon receipt of RFP document)*

Date Proposal Document Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Will the firm submit a proposal? \_\_\_\_ (yes) \_\_\_\_ (no)

If not, why? \_\_\_\_\_

\_\_\_\_\_  
Contact person responsible for the decision to submit and/or who will submit the proposal:

*This is the individual in your organization who will also be responsible for receipt of addenda (changes, additions, deletions, or additional information.)*

Complete contact information (address/phone/fax/email) for this individual:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR KEY PERFORMANCE INDICATORS**  
*(not provided in original RFP)*

Upon review of the RFP, if an Offeror requires additional data (Key Performance Indicators) that may be missing from the original RFP document, the University must be notified no later than close of business, February 10<sup>th</sup>, 2012. The requested information will be provided to all Offerors in the form of an official addendum to the solicitation. ✓

Please email or fax the request to:

[mkishpau@umw.edu](mailto:mkishpau@umw.edu)

Fax: 540/654-1168

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## I. PURPOSE

The University of Mary Washington (UMW), an Agency of the Commonwealth of Virginia, is soliciting sealed proposals from vendors that have demonstrated experience in Campus Food Service Management (Board Dining, Retail Dining and Catering) Services for the purpose of establishing a potentially renewable term contract with one qualified vendor. The successful company (Contractor) will have an established record of providing superior, innovative, and cost effective dining services in the higher education market and a demonstrated ability to capitalize on all aspects of campus food service.

Furthermore, it is the University's desire that the campus dining programs:

- Enhance the quality of life for students, faculty, staff, alumni, and visitors;
- Maintain and improve service levels throughout food services operations;
- Contribute to the prestige of the institution;
- Provide the most favorable financial terms for the University
- Provide adequate funding to meet investment needs of the University Dining program.

The successful contractor is expected be able to provide excellent dining service program options to the campus at a competitive price while simultaneously providing capital development support in the form of financial assistance and expertise. The successful contractor will have exclusive rights to the operation of food services, board plan, retail operations and catering except as specifically excluded in this document.

The contractor will not receive commission from any source not under their direct management.

Dining Services at the University of Mary Washington is managed from a programmatic standpoint from the Division of Student Affairs through Residence Life and Housing, and from a financial standpoint, from the Division of Administration and Finance.

## II. ORGANIZATIONAL OVERVIEW

The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 5,000 undergraduate and graduate students. The institution currently consists of two academic campuses and three tiered University structure – Arts and Sciences, Business, and Education.

The primary undergraduate campus, located in the historic city of Fredericksburg, was founded in 1908. The Stafford campus opened in 1999, and primarily serves the needs of graduate students and students in nontraditional programs in this rapidly growing regional population center. It is anticipated that the use of the two campuses may change as the three University structure matures. A third campus in Dahlgren, Va., opened on January 3, 2012.

Mary Washington has been recognized by many publications and rating guides as one of the nation's premier universities and best educational values. Through its admissions marketing publications, public communications, quarterly magazine, and other materials, the university seeks



to portray an institution that is distinctive within higher education and that aspires to be known as the best public liberal arts university in the nation.

Mary Washington offers attributes typically associated with the best private liberal arts Universities – personal attention to students, high caliber academic programs and excellent quality of life – in combination with the cost and resource advantages of a state-supported institution. Other major advantages are the University's beautiful Fredericksburg campus and its proximity to Washington, D.C., and Richmond, Virginia.

### III. BACKGROUND

The University of Mary Washington's Fredericksburg campus is largely residential and enrolls approximately 4,500 undergraduate students from throughout Virginia, the nation, and the world. Most of these students are 18-to-22-years old and attend full time. Approximately 20 percent of each freshman class is from outside the state. The university selects an entering freshman class of more than 950 students from an annual applicant pool of nearly 5,000. (Enrollment: Attachment B)

In recent years, the Stafford campus has attracted many working professionals committed to completing an undergraduate degree, attaining professional certifications, or continuing their education in the area of teaching and business. All of the approximately 1,000 students at the Stafford campus are commuters and most attend classes part time in the evenings. The Stafford model may change as the execution of a three University structure (Arts and Sciences, Education and Business), established in 2010, is further developed and deployed.

The Dahlgren campus serves as an anchor for development of educational and research partnerships among Naval Support Facility Dahlgren, the business community, and state higher education institutions.

The University is in the final year of a 10-year campus dining contract with the current food services Contractor. The current food services contractor oversees the day-to-day operations of the University's residential dining program, retail food operations, food cart, concessions and catering.

**AMORTIZATION REQUIREMENT:** In Summer 2011, the University engaged in a renovation project valued at \$1,200,000., one million two hundred thousand dollars, over a period of 11 years beginning August 1, 2011 (Amortization Table, Attachment A). The successful contractor shall be prepared to pay off the debt for the remaining 10 year period which equals \$1,090,909., on or before August 5, 2012.

**BEVERAGE CONTRACT:** The University has an exclusive beverage contract with Pepsi Bottling Company, that contract has seven remaining years. The new dining Contractor will be required to adhere to all respects of the established beverage contract where the sole and exclusive beverage advertised, recognized, supplied, sold, service, given away or promoted in and upon the premises will be in accordance with the university exclusive beverage contract.

**VENDING CONTRACT:** The University has a separate contract for snack vending; the snack vending contract operated under the umbrella of dining services until service until February 2012. The

University decided to manage this service directly as a separate contract to increase efficiency and due to the close involvement with the EagleOne card office and system interdependency.

**Exclusions:** The University allows outside catering by private individuals in three locations: The Gari Melchers Home and Estate including Belmont Pavilion, the James Monroe Museum and Memorial Library, and the Dalghren Campus (below designated thresholds). The University also has a self-operated C-store within the University Bookstore in Lee Hall.

**Meal Plans:** UMW is always interested in revisiting the structure, cost and flex dollar distribution of meal plans to ensure they meet the demands of our population and include innovation where practical.

Due to budgeting and scheduling restrictions, the university will most likely decide on meal plan offerings and pricing for the 2012-2013 academic year prior to the completion of the RFP process. In this case, the selected Contractor shall be required to comply with all terms of the meal plan program as devised by the university. Meal plan programs for the fall 2013 semester and subsequent years of the contract shall be mutually developed by the new Contractor and the University.

**Bond Fund:** Within the current dining contract, the University elected to forego the requirement for a performance and payment bond, in return for an annual contribution toward the dining program. The annual "bond fund" that supports dining improvements is \$29,700.

#### IV. CURRENT and FUTURE FOOD SERVICE VENUES

With an eye to the future, the University is undergoing development that will result in substantive changes to dining facilities and operations over the course of the contract term. It is the University's intent to partner with the successful contractor to meet these changing needs via an annual contract review and modification process that will occur in conjunction with the development of an Annual Plan for dining services as discussed elsewhere in this RFP. Representatives of both the University and the Contractor will negotiate and agree to modifications of any contract that is established as a result of this RFP. The terms of this contract may be modified only in writing signed by duly authorized representatives of both the University and the Contractor and incorporated into the contract via a change order issued by the Purchasing Department.

##### A. Facility Expansion

1. The IT Convergence Center (ITCC), currently in a pre-construction phase, to be situated adjacent to and in connection with Simpson Library with a targeted completion of August, 2014. The proposed building, four stories tall and approximately 76,720 square feet in area, would incorporate a variety of spaces enabling students, faculty, and staff to interact with one another on both curricular and extracurricular tasks and projects. While some of these spaces will have fixed

uses, others are flexible and capable of being easily reconfigured from one use to another.

The building will be technology-rich and designed to facilitate the application of current innovative learning technologies and structured to permit smooth transitions to new technologies as they develop. Conference rooms and seminar-style rooms are designed to support multiple functions including faculty development activities, technical training, workshops, demonstrations, colloquia, guest speaker presentations, and videoconferencing.

The Center is currently planned to serve as the new head-end and data center for the UMW campus network. The facility will incorporate office and administrative functions, storage, shipping and receiving, and support functions. Other features include a 162-person digital auditorium space for entertainment, classes, lectures, training, and a variety of performances. Also included are multi-function conference rooms, classrooms, performance and gallery spaces, and corridor niches that can be used for a variety of learning purposes and activities. The current plans include the elimination of the library coffee kiosk and the creation of a small café that is located between the library and the Convergence Center.

2. The Campus Center, is still early in the design phase. The 118,000 square foot building will occupy and expand on the current Chandler Hall footprint. It is envisioned to be a three story building that will house the board dining operation and potentially include several food retail concepts. The University of Mary Washington Foundation is funding the project and has hired the firm of Porter Khaw Consultants to assist with plans for the dining components within the building. Early concepts may be shared during the pre-proposal conference. The building is targeted for completion in August, 2015, at which time board dining in Seacobeck Hall will be discontinued. Seacobeck will be repurposed, details on future plans for Seacobeck are not available at this time. It is anticipated that the selected Contractor will be heavily involved in this project plan.
3. Dahlgren Campus, located in King George County, this campus has one building and is an approximate 40 minute drive from the Fredericksburg Campus, it is anticipated that the dining service provider will be responsible for large catered events. The day-to-day small needs of the Dahlgren campus will not be included in the exclusive coverage for food service.

**B. Board Dining within Seacobeck Dining Hall**

Seacobeck Hall includes one main kitchen and 4 dining rooms and a connector (Dome Room). The kitchen contains refrigerated and dry storage areas in the basement and is equipped with convection ovens, standard ovens with grills, a dishwasher, deep fat fryers and a large exhaust system over the cooking area. This equipment is owned by and will remain the property of the University. A complete list of University-owned equipment can be found in Attachment C. Any other equipment or smallware supplies needed for food

preparation other than that contained in the Fixed Assets Inventory and the Smallwares Inventory, also found in Attachment C must be provided by the contractor.

Supplies are received at a loading dock adjoining the building. The upkeep, maintenance, and cleanliness of the dock and surrounding area are the responsibility of the Contractor. Once received at the dock, supplies are then carted to various locations for use or storage. A service elevator makes all floors of the building accessible for use by the Contractor.

The dining rooms surround the central kitchen with separate entrances into the kitchen and doors that connect the rooms through common entrance areas. The seating capacity of each dining room is approx 180 to 200, and the Dome Room is approx 40 depending on seating configuration. Each room is decorated in a different manner to create 4 different dining experiences.

Renovations to Seacobeck Hall have taken place over recent years with the most recent upgrades completed during the summer of 2011.

The rooms within Seacobeck are as follows:

- The Dining Room (also known as Faculty/Staff Dining)
- The Bistro
- Southmarket
- Washington Diner
- The Dome Room

1. The Dining Room (also known as Faculty/Staff Dining) – Within Seacobeck, the Faculty/Staff dining room is currently used for lunch on Monday through Friday from 11:30 AM to 1:30 PM for University staff. University Staff pay \$4.00 (Including tax) for lunch. UMW EagleOne card use is available and many staff members take advantage of the EagleOne card for ease of payment. On the first Friday of each month, employees who place \$25 or more on their card are invited to eat free for that day. The menu is a varied all-you-can-eat venue. The University encourages this concept to promote networking and open communication and to create good will on campus. Many people meet here for socializing, business luncheons, or as part of the hiring and interview process. Working luncheons may be charged to the University by the provision of UMW departmental accounting information. This dining experience is expected to have enough variety and interest to meet the satisfaction of University staff and to make this a popular and enjoyable experience. To this end, the successful contractor should use themes, décor and specialty foods to spark interest and enthusiasm. The successful contractor should survey this segment of its customers on a regular basis and use this room as an opportunity to meet and mingle with clientele.
2. Bistro- Features Pizza, pasta, salads, gelato bar
3. SouthMarket- Features Deli, International, Southwestern



4. Washington Diner- Features Grill and comfort foods
5. Off-Site Eating: With advance notice, students who have purchased meal plans but will be eating a meal off-campus may request a boxed meal to be taken off-site. This feature is primarily utilized by traveling athletic teams. Other students electing to eat off-site may fill carryout containers, provided by the contractor. The successful contractor shall also work with students in scheduling and other unusual situations to ensure that they have access to the full benefit of their purchased meal plans.
6. Special Dietary Concerns: When required, the contractor shall accommodate special diets for medical, personal or cultural reasons at no additional charge to the University. Nutritional counseling shall be available upon request and the contractor's dietician shall be available for programs and consultations with the University's student population.
7. Current Meal Plan Programs: The University has a variety of meal plan options available to the students. All residential students are required to subscribe to a meal plan. The current dining contract allows Freshmen to choose between the supermeal plan, the 275 block or the 225 block plan. Students living in Eagle Landing or the UMW Apartments must select a 90 block plan, or greater. Commuters are not required to purchase a meal plan; however, a 60 block plan is available for their consideration, or greater. (Meal Plan Offering History is available within Attachment D.) Student employees and guests of the University may also choose to eat at Seacobeck by paying the casual meal rate.
8. Dining Services Beyond the Academic "Meal Days" Schedule Board (Pre and Post Season): Under the current procedures for billing the Board Plan, the Plan is in effect determined by the University calendar, there are approximately 103 meal days per semester. However, there are legitimate reasons for students to be on campus outside of the standard calendar time frame. Those students include Resident Assistants, and other Residence Life staff, some student leaders, certain athletic teams, some student employees, Student Transition, James Farmer Scholars, International Students, etc. These students require housing and meals. The University asks each department head who requires students to be on campus during this time period to submit a list of names to Residence Life to obtain housing. The information is then given to the Business Services operation to obtain Board privileges. Each department is responsible for paying for the board of their students. The departments are currently billed for the meals consumed during the approved time period at the casual meal rate. The time period for early arrivals starts on the Sunday prior to the arrival of the First Year Students. The time period for post-school board runs through the day before graduation. Any students or employees who must be on campus prior to or after those time periods are handled as a catering activity since casual meal plan eating opportunities are not available.

9. As the international student population grew, the contract was modified to include a provision to provide meals if the campus demand exceeds fifty (50) residents on campus.

**C. Retail Dining**

1. Eagle's Nest in Woodard Campus Center
2. Joe's Stacks and The Market, formerly "The Washroom" in Woodard Campus Center (this space opened in Fall 2011)
3. Underground / (Renamed Woodstock in 2011) in Lee Hall - - A university subsidized operation
4. Jazzman's in Simpson Library (opened in Fall 2011) - - A university subsidized operation

**D. Catering:** The catering services provided by Dining Services play a major role in both the client and customer satisfaction but also the finances of this operation. The University requires frequent and varied service throughout the year at numerous locations and with a large variety of service levels and menus required. A varied pricing and service approach is necessary to satisfy the fine-dining events required by some customers and the lower priced, casual tastes of others. Events can range from entertaining dignitaries to pizza parties in the residence halls. Some of these functions will occur within the dining facilities, others at various locations through the campus properties, and some will occur completely off-site. Typical events include: banquets, luncheons, receptions, coffee breaks, box lunches, and themed dinners. Guests can include groups with a wide variety of ages, tastes, desires, and food sophistication. Several larger events include the Family Weekend picnic, and the Graduation picnic. Both of these events are held outside on Ball Circle, or Palmeri Plaza. The University as a state agency is limited by state guidelines for pricing for business meals. Information about this is available on the University's web site under the department of Administration and Finance. Dining Service is expected to handle all University catering unless specifically excluded.

1. Catering Exclusions: These exempted events are reviewed annually by the Division of Student Affairs and currently include the following:
  - o "Devil Goat Day"
  - o "Rocktoberfest"
  - o Community Welcome Fair (New Student Orientation)
  - o Multicultural Fair
  - o "Taste of Asia"
  - o "Club Carnival"
  - o EagleOne Vendor Taste Tests
  - o Meals for Performers (per entertainment contract)
2. Catering Events: The Contractor will be expected to market wedding receptions, dinners, and other receptions and events in appropriate university venues. The Contractor is allowed to solicit retail catering both for the Faculty/Staff room and in off-site locations. UMW reserves the right to review the events

only to verify that the event will not interfere with the performance or quality of any University sponsored event. Dining Services staff will book events held in the Dining facilities (Seacobeck and EaglesNest), and the University Student Activities Office will book events in the Underground/Naturally Woodstock location. Currently, Dining Services provides the University with a monthly schedule of events outlining all scheduled catering; the document is updated periodically and at month end a fully updated schedule of events is shared. The schedule contains all the booked catering events of the Dining Services. The university receives the catering charges monthly, with the exception of credit card transactions. The events are verified and used to verify the total commission received. A sample of one month's Catering Schedule of Events is attached. (Attachment E), provides a sample of a typical catering schedule. In FY11, University Catering had sales of \$1,047,266.00 (see Attachment F, Catering Sales History).

- E. Use of Credit Card for Payment: University catering functions costing less than \$5,000 may be paid using a departmental Corporate Small Purchase Charge Card (SPCC), currently Bank of America Visa. Catering purchases made using SPCC, are paid by event directly to the contractor. Approximately, \$383,727.00 in University catering was transacted with SPCC, during the last fiscal year. Procedurally, at the initiation of the catering contract the customer will be asked for a signature and a card number. The University limit on card usage is \$5000. Additionally, the University of Mary Washington has a private Foundation. The UMW Foundation, due to the nature of its responsibilities is a major user of the catering services function of the Dining Services contract. Credit card numbers shall NOT be kept on file in any form.
- F. Delivery Fee: No delivery fee is assessed for University catering with the exception of events held at the Stafford Campus, located 8 miles from the kitchens through a high traffic corridor. The current protocol allows for Dining Services may assess a remote delivery fee of \$25 for small events costing under \$100. Currently, this fee is not being assessed. Primary catering locations include the Jepson Alumni Executive Center and the Stafford Campus/University Hall.
- G. Conference: The University is currently setting up a program that will actively market and recruit programs to the campus during the summer. This program is designed to utilize facilities during times when the students are away from campus. The Director of the Summer Conferencing program will work with the dining services to provide the food service for any programs using campus housing and facilities. All price quotes and billing will be handled through the University and paid by the University to the dining services contractor. The dining services' responsibility is to develop a summer menu cycle reasonably priced and then offer a high-end upgrade for groups with larger budgets or more adult tastes. On occasion, banquet and other extraordinary catering opportunities will occur for these programs (see Attachment G sample Summer Booking Schedule).
- H. Concessions: The contractor shall be expected to provide concessions as requested by the University. Currently concession operations are available at all home baseball games and other events such as NCAA semi-finals tournaments, etc. as stipulated by both parties. All the concession menus, portions and prices are pre-approved by the contract administrator.

← over \$5k Gold Card

The Anderson Center, opened in Fall 2011, includes a concessions area that shall be managed by the Dining Services Contractor and will operate on a mutually agreed upon schedule.

- I. Eagle Express Cart: The Eagle Express is a meal cart on wheels that is located across from GW Hall, Monday – Friday 8:00am – 2:00 pm. The Cart operates during the fall semester; is offline during January and February, and reopens after spring break. Eagle Express features grab and go breakfast items, coffee and drinks, and a grill feature is added during the lunch period. The cart accepts cash, flex-dollars and EagleOne.

## V. UNIVERSITY PRIORITIES AND EXPECTATIONS

- A. STUDENT DINING SERVICES/ MEAL PLANS NEEDS: UMW is a school of a unique size at 4,000 undergraduates; too small to benefit from significant economies of scale but too large not to offer amenities students expect at larger institutions. Amenities that include multiple dining/eating venues that student see at other larger institutions. Dining is a major factor in attracting and retaining students within our highly competitive market. Therefore, our dining needs are unique:
  1. We must have truly exceptional quality in food and facility to offset the lack of many venues.
  2. The auxiliary venues we do provide have required university subsidies in the past so costs must be constrained.
  3. Even small variances in student applications and retention have a significant impact so all services must be exceptional on a consistent basis.
- B. MEAL PLANS & SUMMER CONFERENCES/CAMPS: The University expects the successful Contractor to work with the University in establishing pricing on a daily rate per meal type basis with a volume discount.
  1. The University presently offers five meal plans (refer to Attachment C). All residential students are required to purchase a meal plan.
  2. Summer conferences, camps and other campus programs: The successful Contractor will be the exclusive provider of meals for these programs located on University campuses. The conference and camp 'season' opens mid-May and concludes mid-August.
- C. RETAIL OPERATIONS: In addition to the main dining hall (Seacobeck or future facilities) which services meal plans, any number of expanded retail operations is possible throughout the duration of the contract. It is anticipated that the Contractor will have innovative and convenient options available for students in a range of menu types and locations. Some of these retail locations may offer meal exchange.



- D. CATERING: As the exclusive food contractor for the University, the Contractor will have the opportunity to offer a full range of catering options for University events throughout the year. Creative, high quality menu offerings combined with professional service are required of the Contractor's catering operations. The University's reputation for catered events must continue at a very high quality level.
1. Presidential catering requires high-end food service. Catering for the President may be conducted on campus or at designated off-site venues. The Contractor should be prepared to transport food and equipment to desired locations.
  2. Address simpler needs of catering for student functions (clubs, etc.). A "no frills" menu or basic catering options are encouraged for student clubs or for standard events offering best price solutions.
  3. The successful contractor is expected to obtain all necessary banquet/special event liquor license(s) in order to serve alcohol during named catered events. The Contractor is responsible for maintaining the license, and managing any fees associated.
  4. The Contractor is encouraged to provide catering services to the wider Fredericksburg community. University facilities may be used for preparation and serving (provided that the desired service facility is available). The University expects to share in the revenue from such endeavors.
  5. It is expected that the Contractor will assign one full time catering support staff member to work in concert with the UMW Office of Events. This will involve an active role as a liaison between the events office and the catering operation.
- E. MARKETING: The University understands that marketing a food service operation is becoming more important as the number of customers increases and tastes and requirements change. The Contractor shall be responsible for developing a proactive annual marketing plan to promote the dining, retail, and catering programs to students, prospective students, summer camps and conferences, the greater Fredericksburg community, faculty, staff and guests. The marketing plan shall include metrics that insure implementation and follow through.
1. It is expected that the contractor will generate increasing amounts of gross and shared revenue year over year.
  2. The Contractor will work closely with the University in developing these marketing strategies and materials in order to insure that the quality is first-rate and fully meets the needs of the University. The Contractor shall be required to provide a web site for information, including residential dining and retail dining menus. A link will be set up between the University web site and that of the Contractor. The current hosted dining website can be viewed at <http://umw.dining.com>

- F. **MANAGEMENT COMMITMENT:** The University strongly believes that the quality, competence and commitment of the local management team, especially the General Manager, is the key to the success of any contracted service partnership. The contractor shall provide the management commitment necessary to insure the success of the dining service partnership with the University.
1. The University further expects district and regional oversight to insure the local management team is performing to acceptable standards.
  2. Once an acceptable management level is agreed upon between UMW and Contractor, any vacant management position open beyond 60 days from the date of departure from UMW will subject Contractor to reimburse the University for the cost of that positions' straight salary through a weekly credit on the board bill until such time as the open position has been filled. "Filled" being defined as the first day the new manager is on the Contractor payroll and at the UMW campus.
- G. **CAPITAL/FINANCIAL INVESTMENT AND COMMITMENT:** The University expects the contractor to have the financial resources necessary to ensure full and proper performance under the terms of the contract. The University expects the contractor to develop plans that will demonstrate how capital and financial investments will positively impact the institution.
- H. **ACCOUNTABILITY:** The Contractor will provide monthly accounting statements of its costs and revenues, at least quarterly with provided the University with audited operating statements for the UMW contract operations.
- I. **OTHER FINANCIAL CONSIDERATIONS:** The University is continually in pursuit of sponsorship for University, Fredericksburg community and endowment related initiatives. We therefore will consider proposals that address organizational corporate sponsorship, the providing of food and beverage contributions for events, promotional items, and monetary support for university students, programs and facilities. Although this support is optional, support and incentives for the university will play a role in the overall assessment of proposals.
- J. **MAINTENANCE:** The Contractor shall propose a shared process of routine and preventive maintenance for equipment along with a process for replacement to include: housekeeping, cleaning and other general maintenance services for all University facilities that are in place during or subsequently added during the life of the contract, this shall include all food and other storage areas, as well as offices, restrooms, and common hallways and stairs. The loading dock and trash removal areas will also be maintained by the Contractor at the same high standards as the interior of the building.
- K. **FOOD QUALITY and VARIETY:** In recognition of the role of food service in recruitment and retention of students, the Contractor must continually provide high quality meals, with variety and nutrition. Menu offerings will only be considered adequate if provision is made for special diets, vegetarian and vegan items. Provisions should also be made for take-out service.

- L. **SANITATION and CLEANLINESS:** The University demands that the highest standards in sanitation and cleanliness be maintained at all times. The Contractor shall be responsible for the routine cleaning and property maintenance of all kitchen and dining room equipment and for pest control. To maintain an attractive appearance and excellent sanitation of all food service facilities, areas and equipment, and to meet or exceed all applicable state and local health agency standards per the below:

1. **Sanitation Schedule:** The Contractor must maintain National Sanitation Foundation (NSF) standards for food service establishments. In addition, a Health Department Grade "A" rating must be maintained at all times, and be compliant with and maintain a HACCP program. Health Inspection Records are conducted by the Virginia Department of Health at:

<http://www.healthspace.ca/Clients/VDH/Rappahannock/RappahannockWebsite.nsf>

*All certification and verification is the responsibility of the Contractor and should be available upon request by the Contract Administrator.*

- M. **SUSTAINABILITY:** The Contractor shall practice environmental and energy awareness and responsibility by minimizing waste in any form and to participate in University environmental projects as mutually agreed upon. The University of Mary Washington is named a "Virginia Green" dining facility as outlined on the Virginia Departmental of Environmental Quality website. The new Contractor shall ensure that the green dining status is maintained in all food service areas.

1. **Baler for cardboard** – Contractor shall be responsible for furnishing and maintaining cardboard baling equipment in keeping with the University's sustainability policies. Please refer to <http://sustainability.umw.edu/>.
2. **Recycling and compost opportunities** – Contractor shall be responsible for maintaining these programs in keeping with the University's sustainability policies.
3. **Educational and other Sustainability Initiatives:**
  - a. **Cultural**
    1. Education of sustainable food topics
    2. Sustainable food lecture series
    3. Work on local farm days
    4. Easy to read educational displays at waste disposal areas
    5. Sustainable chef cooking challenge
    6. Course and internships on sustainable gardening or cooking
    7. Clear definitions for local and sustainable
    8. Active support and PR for UMW sustainability initiatives
  - b. **Social**
    1. Local community development
    2. Student survey to identify desired sustainability dining initiatives
    3. Goals for amount of food purchased from local/sustainable sources
    4. Local/sustainable Thanksgiving in Seacobeck

5. Sustainable cooking chefs challenge
- c. Environmental
  1. Waste reduction plan with measurable goals
  2. Comprehensive recycling plan with measurable goals
  3. Active program for reduction of disposable containers
    - a. Incentives for reusables (Spot a mug, punch card, etc.)
    - b. Elimination of products in disposable containers (reduction of standing coolers) also located in drink fountains
  4. Digester to compost food waste
  5. Pre and post consumer food waste composting
  6. Zero Waste catering
  7. Tray-less Faculty and Staff dining room
- d. Economic
  1. Energy and water reduction plan with measurable goals
  2. Small Plates
  3. Actively encourage dining in
  4. Reduction of standing coolers
  5. Solar powered trash and recycling compactors at outdoor dining areas such as the Underground and Kalnen Plaza

N. ACCESS AND UNIVERSITY CARD SYSTEM: The University's card system is currently Blackboard. The software module used for dining is Envision. The system utilizes both proximity and magnetic stripe technology, with online readers to control access to food plans (board and declining balance). For Dining Services, data on the card is read at point-of-sale (POS) terminals. (Attachment H) The terminals communicate with the server to access user accounts in real time. In the event of an occasional loss of communication between reader and server, transactions are entered offline, and are uploaded when communication is restored. The Contractor will have controlled access within the Envision system allowing them to view usage, add flex dollars, add cashiers, update menus and pull reports. Board plan recipient data is extracted from the University Enterprise Resource Planning system (SunGard SCT/Banner). The cash registers are property of the University. The Vendor is responsible for troubleshooting any interface and communication issues.

O. EQUIPMENT AND SMALLWARES: Provision of Equipment - The University agrees to make available to the contractor all furniture, fixtures and equipment associated with the Dining Services Program facilities. Ownership of furniture, fixtures and equipment shall remain with the University. The Contractor will be required to keep all furniture, fixtures and equipment in good repair and condition and protect it against misuse, loss, pilferage or destruction. The Contractor will be required to request funds to replace or augment all furniture, fixtures and equipment as needed for the proper operation of the Dining Services Program facilities during the term of the contract. Maintenance, repair and replacement costs resulting from Contractor negligence will be paid for by Contractor. The Contractor may not remove any University-owned equipment without the written permission of the Contract Administrator.



1. **Provision of Smallwares:** The University will initially transfer ownership of current inventory of small wares from current Contractor to new Contractor, including kitchen utensils, china, glass, silverware, service pieces, linens and table decorations purchased through contract for Dining Services Program facilities. Ownership of said smallwares shall reside with the University. Contractor will be required to keep all furniture, fixtures and equipment in good repair and condition and protect it against misuse, loss, pilferage or destruction. The Contractor will be responsible for maintaining adequate small wares par stocks and for purchasing replacement smallwares on an ongoing basis, subject to University approval.
  2. **Inventory of Equipment and Small wares:** A physical inventory of equipment and smallwares will be taken annually during the term of the Contract. If any provided equipment is lost, damaged or unaccounted for prior to expiration of its useful life, either during or at termination of the contract, then the contractor will either pay the University an amount proportionate to the remaining useful life of the item using the straight-line method of amortization or replace items with items of matching pattern and equal quality.
  3. **Computer Equipment:** For all desktops and laptop computers, anti-virus software must be installed and updated daily. A full disk scan must be done at least once each week. All local volumes, including removable drives, must be scanned. Computers must be set to pull operating and application software security patches on a regular basis (no less than every 90 days)
    - a. **Computer Requirements:** Computers connecting to the internet shall only access required vendor sites. No general internet surfing may be done without the university's ISO written permission. If a computer is infected with a virus, the university's IT department or ISO may disconnect that PC from the UMW network until it is determined that the computer does not put the university's network or other computers at risk. At any time, the university's ISO will have the right to inspect and audit any PC connection to the university network to confirm the security settings and applications on the computer. No computers or POS systems will store credit card information without notifying the university's ISO in writing prior to setup. Contractor shall be fully responsible for meeting PCI standards.
- P. **FACILITIES, RENOVATION & MAINTENANCE:** The University will provide the Contractor with facilities required for performance of the Contract, including reasonable office space for its on-site management and administrative personnel. The University shall provide the following utilities for the contractor to perform under the contract: water, sewer, heat, electricity, fuel oil, air conditioning and refrigeration. The Contractor will reimburse the University for voice and data access. The University will invoice the

Contractor on a regular (monthly) basis. Contractor agrees to exercise care to keep usage of these utilities at a minimum.

## VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

### A. GENERAL REQUIREMENTS FOR PROPOSAL PREPARATION:

1. All information requested must be submitted. Failure to submit all information requested may result in the purchasing vendor requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchasing office. *Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.* \*
2. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University. However, the University has the right to accept the best proposal as submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.
3. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. *The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable.* If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected. \*
4. In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and an electronic media version (DVD, CD, Flash Drive) of each proposal must be submitted to the university. No other distribution of the proposals shall be made by the offeror.
5. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as part of a complete proposal:
  - a) The RFP Cover sheet, and any addenda, must be completed and signed by an authorized representative of the offering vendor and returned with the RFP package.
  - b) A brief background statement describing the company should be enclosed.
  - c) Specific Format: Proposals, in accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a re-usable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire)

are not used to bind documents. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.

6. Include any other information which the vendor feels the university should consider in evaluating its proposal.
7. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. Oral presentations are an option of the university and may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC SUBMISSION REQUIREMENTS FOR RFP PACKAGE:

The Offeror should provide the following information tabbed as follows:

**Operations:**

1. References: The Offeror must provide a list of five (5) current client accounts similar to UMW in size and scope (preferably in Higher Education) to include contact name, phone number and email, length of service of the account, and sales volumes. Additionally, the Offeror must also provide a list of lost accounts during the previous three years; to include contact name, phone number and email, length of service, and reasons for the loss of the account. The Offeror must provide a listing of at least three sites in reasonable proximity that University representatives may visit at times either scheduled or non-scheduled. The University reserves the right to visit or contact other Contractor sites not listed.
1. Personnel: The Offeror must provide the necessary support and assistance to Management personnel of the campus account; therefore a detailed organizational chart must be submitted, outlining the support structure from the campus level up through the top management of the Offeror's organization. Additionally, offerors should submit wage information for this proposed contract to include:

Entry level wage position \$ \_\_\_\_\_

As well as median annual base salary for non-management job descriptions: \$ \_\_\_\_\_

2. Food Specifications: The Offeror must provide the standard minimum food specifications for each of the meal offerings proposed in the Boarding Program. Sample menus should be attached.
3. Audited Financials: The Offeror must submit the most recent annual stockholders reports and/or statements of net worth which have been audited by an independent CPA firm.
4. Third Party Contracts: The Offeror shall honor all existing and subsequently acquired contractual agreements between the University and third party contractors, such as exclusivity guaranteed to provider of beverage and/or contractual services.



5. Catering Protocol: The Offeror should outline his event and contract development process for catering events in regard to approach in offering professional expertise, expected response times from initial contact through post-event pricing adjustments, timeline and flexibility for number guarantees, recourse for failure to meet contractual obligations or customer dissatisfaction, and charges for rentals, set-ups, deliveries, and other non-food or labor-related charges.
6. Meeting Student Needs: The Offeror should submit his plan for satisfying the eating habits of students both in regard to food preferences and dining hours in the discussion of the retail food court operations and student catering portion of the proposal. Recent survey results are included to provide Offerors diner feedback. (Attachment J )
7. POS / Transaction System: The Offeror should discuss experience with the dining services automated module for the Blackboard Envision system and the expected level of use. The Offeror should be prepared to handle and ~~an~~ all costs associated with provisioning and connectivity if another system is used.
8. Emergency/ COOP - The Offeror should provide a plan to operate food service under emergency and/or unpredictable circumstances such as (but not limited to) breakdown of equipment or loss of power.
9. Transition Plan - Provide a proactive transition plan for assuming management of the dining services program and for the successful transition/opening of the University's food service operations on August 1, 2012. The transition plan shall be subject to review and approval of the University. The University shall retain authority to make alterations to the plan as deemed necessary to insure a smooth transition and startup of operations. The plan shall be implemented immediately upon execution of the contract. The Contractor will provide all necessary professional coordination services for implementation of the transition plan at its own cost and expense. Appropriate Contractor representative(s) shall attend meetings at required by University to insure a smooth transition into both summer conference and food dining operations.

C. Offer:

1. A four-year financial performance overview is provided for the dining operation (Attachment I, Financial Performance Overview) After analysis of these figures, offerors should complete (Attachment N, Financial Submission), indicating the guarantee to the University (flat guarantee, percentage of sales, combination, other), the firm is willing to make for the board and retail operation including catering, and the concessions operation. Specify the underlying assumptions including pricing assumptions, number of meal plan participants, food specifications, and menu selection.
2. Financing of current investment. Capital improvements undertaken in 2011, totaled over \$1,200,000.00, those expenses are amortized over an eleven year life. See amortization schedule (Attachment A). All Contractors shall be prepared to cover the amortized balance of the investment.
3. Using Attachment N, Financial Submission, part two, the Offeror should repeat the format described above inclusive of new capital investment the Offeror is willing to



commit, and repeat. This scenario will illustrate the impact a capital investment will have on retail and meal plan pricing.

4. Using Attachment N, Financial Submission, part three, the Offeror may provide attractive alternate dining concepts that are felt to be a good match for the University.
5. Using Attachment N, Financial Submission, part four, provide a 3-year pro-forma showing annual return to the University.
6. Along with each Financial Proposal, the Offeror should define the nature of any costs for which the University will be responsible (Attachment N).
7. The Offeror should also state the capability of the firm for enhancing the University's dining program by identifying the goals and strategies implemented at one site of a similar size and scope as UMW).
8. The Offeror 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 the resulting contract and shall purchase and maintain any licenses or pay any and all fees required as a part of the contract.

#### VII. TIME LINES AND KEY DATES:

- |    |                               |  |
|----|-------------------------------|--|
| A. | Release of RFP                | February 6, 2012   |
| B. | Pre-Proposal Conference       | February 15, 2012  |
| C. | Vendor Site Visits Scheduled: | February 16 – March 2, 2012 (*UMW will be closed on March 5, 2012 (Spring Break March 5-9, 2012) |
| D. | Proposals Due:                | March 7, 2012 14 *   |
| E. | Negotiations:                 | April 2012   |
| F. | Intent to Award:              | May 2012   |
| G. | Commencement of Contract:     | August, 2012   |

#### VIII. EVALUATION AND AWARD CRITERIA:

The selected vendor(s) must have the demonstrated ability to successfully conduct the type of work specified in the objectives.

- A. Evaluation Criteria: Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Operational Expertise, Experience with similar Accounts (Higher Ed)	15
Proposed Management Team & Staffing	5
Quality of Proposal: Approach, branded menu offerings, concepts	20
Merchandising/Marketing	10
Pricing: Fees and Capital Investment and Financial Capability	25
Environmental and Social Responsibility, including food safe standards	5
Small Business Subcontracting Plan	20
Total	100

- B. Award of Contract: Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be

conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the vendor shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

- C. **Small Business Subcontracting:** A DMBE-certified small business that serves as a prime vendor will receive full credit for small business utilization. Other businesses will receive credit based on their Small Business Subcontracting Plan. \*

**IX. GENERAL TERMS AND CONDITIONS:** Please refer to <http://www.eva.virginia.gov/aspm-manual/aspm-manual.htm> Appendix B, Section I for the Commonwealth of Virginia's Non-Negotiable Required General Terms and Conditions of this Invitation for Bid.

**X. SPECIAL TERMS AND CONDITIONS:**

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- C. **AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- D. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 90 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 90 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- E. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for one-hundred and eighty (180) days. At the end of the one-hundred and eighty (180) days the proposal may be withdrawn at the written request of the offeror. If the offer is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled. The University reserves the right to reject any proposal received in which the offeror shortens the acceptance period.
- F. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- G. STANDARDS OF CONDUCT IN THE WORKPLACE:  
The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace\*, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party\* who either complains about harassment or who participates in any investigation concerning harassment.

The Commonwealth expressly prohibits workplace violence\*. Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to another person;
- engaging in behavior that subjects another individual to extreme emotional distress;
- possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
- intentionally damaging property;
- threatening to injure an individual or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- retaliating against any employee who, in good faith, reports a violation of this policy

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

**\*Definitions**

**Workplace**: Any location, either permanent or temporary, where an employee or third party performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.

**Third parties**: Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:

Customers, including applicants for state employment or services

Vendors

Contractors

Volunteers

Relatives

Unknown parties

**Workplace Violence**: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide,

shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

pursuant to the authority provided in Chapter 10 and 12, Title  
2.2 of the Code of Virginia

- H. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for five (5) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- I. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: annual percent change, CPI-W. No price increases will be authorized for 180 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each fiscal year thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth. Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.
- J. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected. Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows:
- a. eVA Basic Vendor Registration Service: eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
  - b. eVA Premium Vendor Registration Service: eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:
- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
  - b. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
    - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
    - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
  - c. For orders issued July 1, 2011 thru June 30, 2012, the Vendor Transaction Fee is:
    - (i) DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.



(ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.

d. For orders issued July 1, 2012 and after, the Vendor Transaction Fee is:

(i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.

(ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- K. **MANDATORY PREPROPOSAL CONFERENCE:** A mandatory pre-proposal conference will be held at 9:00 February 15, 2012 in the Red Room of Woodard Campus Center. There will be no admittance to the conference after 9:10 AM. Due to space limitations, each offeror is limited to three (3) representatives in attendance at the conference. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Due to the importance of all Offerors having a clear understanding of the specifications and requirements for this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will be accepted only from those Offerors who are represented at this proposal conference. Attendance at the conference will be evidenced by the representatives' signature on the attendance roster. Admittance will be limited to two employees per company. Attendees should bring a copy of the solicitation to the conference. Any changes resulting from this conference or subsequent written questions will be issued in a formal addendum. Any questions following the conference must be submitted no later than February 29, 2012, at 5:00 p.m. No questions will be considered or answered after this date.

**Pre-proposal Conference Agenda:**

8:00 – 8:50 Breakfast, *optional* Seacobeck Hall, \$6.00+tax per person

9:00 – 11:00 Review of Request for Proposal Woodard Campus Center - Red Room

11:00-12:30 Tour of Facilities; Anderson, Seacobeck, Woodard, Lee, Simpson Library

12:30-1:30 Lunch, *as a Guest of the University Faculty/Staff Dining Room*

1:30 - 2:30 Free Time

2:30 – 4:30 Questions and Answer Period – Faculty/Staff Dining Room, Seacobeck Hall

5:00 Dinner, *optional* Seacobeck Hall, \$10.30+tax (unattended)

Requests for additional site visits may be arranged by appointment only with Chris Porter, Director of Residence Life (540/654-1058). The University reserves the right to restrict the number of visits and the number of participants per visit in order to allow for minimum interruption of our present dining operation.

- L. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the jobsite and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth. No plea of ignorance by those responding to the RFP or by the successful contractor, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the organization to make the necessary examination and investigations, or failure to fulfill the requirements or the contract documents, will be accepted as a basis for varying the requirements of the RFP or to the contract, including compensation, with the successful contractor.
- M. **SITE VISITS:** It may be necessary or desirable at some point during the evaluation process for the University's Evaluation Committee (less than 10 people) to travel to a site chosen jointly by the offeror and the committee in order to view its operation. Vendors must provide a listing of at least three sites in reasonable proximity that University representatives may visit at times either scheduled or non-scheduled. The client reserves the right to visit or contact other Contractor sites not listed.



- N. EQUIPMENT ENVIRONMENT: Environmental specifications for any equipment to be delivered under the resulting contract shall be furnished in writing along with the Offeror's proposal, should any such requirements be applicable. These specifications must be in sufficient detail to permit all installed equipment to function efficiently from an environmental perspective. Unless otherwise stated in the solicitation, it will be the procuring agency's responsibility to prepare the site at its own expense to meet the environmental specifications provided.
- O. DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- P. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owners' representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- Q. CONTINUITY OF SERVICES:
- a) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
    - (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
    - (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
    - (iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
  - b) The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to one hundred eighty (180) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
  - c) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.
- R. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: (Attachment P) Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.  
For assistance in complying with the above requirement please read the following:
- The link below takes you to the SCC document which provides information for foreign firms pertaining to exclusions to the requirement to register with the SCC. Note that a foreign firm is defined as "*organized or existing under the laws of a state or jurisdiction other than Virginia*".  
<http://www.scc.virginia.gov/clk/befaq/forinva.aspx#a1>
- S. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other

agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

- T. OFFEROR'S REPRESENTATION: Offerors, by submission of a proposal, represent that they have read and understand the solicitation documents and specifications and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that may affect the cost, progress or performance of the work. The failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site, shall in no way relieve the Offeror from any obligations with respect to its proposal or to the contract.
- U. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The contractor should extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice should also advise the duration of the specific sale or discount price.
- V. IDENTIFICATION OF BID/PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: \_\_\_\_\_  
Name of Bidder/Offeror Due Date/Time

\_\_\_\_\_  
Street or Box Number IFB No./RFP No.

\_\_\_\_\_  
City, State, Zip Code IFB/RFP Title

Name of Contract/Purchase Officer or Buyer : \_\_\_\_\_

The envelope should be addressed as directed on Page 1 of the solicitation.

If a bid/proposal not contained in the special envelope is mailed, the bidder or offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- W. OFFEROR'S REPRESENTATION: Offerors, by submission of a proposal, represent that they have read and understand the solicitation documents and specifications and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that may affect the cost, progress or performance of the work. The failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site, shall in no way relieve the Offeror from any obligations with respect to its proposal or to the contract.
- X. SMALL/MINORITY/WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING: (Attachment O) Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
- Y. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work

specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

- Z. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

- AA. ADDITIONAL USERS – USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this Agreement to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by the Selected Firm. \*

- i. Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement may be extended to the entities indicated above to purchase at fees in accordance with the Agreement. The Selected Firm will notify the University in writing of any such entities accessing the Agreement. No modification of this Agreement or execution of a separate agreement is required to participate. The Selected Firm will provide semi-annual usage reports for all entities accessing the Agreement. Participating entities will place their own orders directly with the Selected Firm and will fully and independently administer their use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Selected Firm to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

- ii. Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

- BB. Criminal Background Check: The contractor shall obtain criminal background checks through the Virginia State Police Central Criminal Records Exchange on ALL employees prior to their reporting to the university for duty (I-9 information is also ongoing). This applies to managers, supervisory, part timers, hourly wage workers, project crews and new hires. The university shall have the right to approve or disapprove contract employees from working on university property (at the commencement of and during the contract term). Disapproval solely applies to UMW contract and has no bearing on the employment of the individual with the contractor's firm outside of the University.

- CC. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered. Notwithstanding anything to the contrary, it is agreed and understood that the University shall not be liable to the Contractor for any spoilage, damage to or loss of Contractors equipment, food products, personal property or furnishings while on University premises, no matter the cause. Contractor agrees as its sole remedy for such spoliation, damage or loss to look solely to any available insurance policy carried by the contractor.

- DD. PERFORMANCE AND PAYMENT BONDS: The successful bidder shall deliver to the purchasing office executed Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds,

each in the sum of the contract amount, with the Commonwealth of Virginia as obligee. The surety shall be a surety company or companies approved by the State Corporation Commission to transact business in the Commonwealth of Virginia. No payment shall be due and payable to the contractor, even if the contract has been performed in whole or in part, until the bonds have been delivered to and approved by the purchasing office. Standard bond forms will be provided by the purchasing office prior to or at the time of award. Forms may be downloaded from the DGS/Division of Engineering & Buildings web site, <http://deb.dgs.state.va.us/BCOM/>).

- EE. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

- FF. **DISQUALIFICATION OF OFFERORS:** Informal Communications - From the date of receipt of this RFP by each Offeror until a binding contractual agreement exists with the selected contractor and all other Offerors have been notified, or when the University rejects all proposals, informal communication regarding this procurement shall cease. Informal communication shall include, but not be limited to:

- a. Requests from Offerors to any departments of the University, with the exception of Purchasing, for information, comments, etc.
- b. Requests from any department at the University of any employee of the Offeror, with the exception of Purchasing, for information, comments, etc.
- c. Contact with any individuals participating on the selection committee.

Formal Communications - From the date of receipt of this RFP by each Offeror, until a binding contractual agreement exists with the selected Offeror, and all other Offerors have been notified, or when the University rejects all proposals, all communications between the University and the Offerors will be formal as provided for in this RFP or as requested by Purchasing. Formal communication shall include, but not be limited to:

- a. Pre-proposal conference
- b. Oral presentation, if requested
- c. Site visits, etc.

*ANY FAILURE TO ADHERE TO PROVISIONS SET FORTH ABOVE MAY RESULT IN THE REJECTION OF ANY OFFERORS PROPOSAL AND CANCELLATION OF THIS REQUEST FOR PROPOSAL.*

- XI. **METHOD OF PAYMENT:** The contractor shall be paid using one of the following two methods:

1. Small Purchase Credit Card (SPCC): At the time of order placement, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa.
2. Payment will be made, Net 30, after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984
3. All invoices should include the following information in a line item format or by supporting documentation:
  - a. Contract #
  - b. eVA Purchase Order Number
  - c. Date of Service or delivery of goods
  - d. Itemized list of goods received
4. *To be considered eligible for payment, all invoices must be received at the following address:*  
*University of Mary Washington*  
*Attn.: Accounts Payable*



UNIVERSITY OF  
MARY WASHINGTON

Office of Purchasing

*1301 University Avenue  
Fredericksburg, VA 22401.*



**AMORTIZATION SCHEDULE**

**ATTACHMENT A**

Estimated University of Mary Washington Amortization Schedule

Inv't Amt	Fiscal Year						
<b>\$ 1,200,000</b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>
Monthly Cost	\$ 9,091	\$ 9,091	\$ 9,091	\$ 9,091	\$ 9,091	\$ 9,091	\$ 9,091
Annual Cost	\$109,091	\$109,091	\$109,091	\$109,091	\$109,091	\$109,091	\$109,091
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>			
	\$ 9,091	\$ 9,091	\$ 9,091	\$ 9,091			
	\$109,091	\$109,091	\$109,091	\$109,091	\$1,200,001		

**Summer 2011  
Renovations**

Itemized Report

<b>Underground</b>		<b>Eagle's Nest</b>	
Custom Front Counter	\$1,700.00	Continental Design Line Freezer	\$4,898.00
Customer Front Counter	\$1,700.00	Custom Divider Wall	\$9,800.00
Bunn Tea Brewer	\$900.00	Microwave	\$387.00
Custom Back Counter	\$13,300.00	Air Screen Case (3)	\$30,003.00
Monitors	\$3,000.00	Custom Beverage Counter	\$10,500.00
Hand Sink	\$267.00	Above Unit Ice Maker	\$2,909.00
Bunn Tea Dispensers	\$1,253.00	POS Stands (2)	\$5,000.00
Cambro Ice Caddies	\$1,318.00	WOW Front Counter	\$42,000.00
Custom Art work	\$500.00	Cup Dispenser (3)	\$291.00
Painting and Electrical	\$10,250.00	Bravo Air Screen Case	\$5,509.00
Back Wall Scotch Print	\$1,700.00	Continental Design Line Refrigerator	\$3,272.00
Drop in Freezer	\$2,000.00	Custom Stainless Steel Work Table	\$700.00
Mission Statement Art work	\$600.00	Microwave	\$387.00
Shelving	\$1,500.00	Pizza Prep Table	\$4,116.00
Drink Machines	\$2,416.00	Hatco Infrared Food Warmer	\$325.00
Soup Well	\$855.00	Crisp'n Hold	\$3,676.00
Back Wall Picture Frame	\$1,500.00	Panini Grill	\$670.00
Cloud Scotch Print	\$900.00	Custom Overhead	\$6,400.00
Woodstock Sign	\$800.00	APW Cook/Warmer/Server	\$475.00
Stainless Steel Trim	\$1,500.00	Custom Work Table	\$2,100.00
Modify the Back Counter	\$1,500.00	Custom Stainless Steel Pass Shelf	\$4,480.00
Glass Shelf for Deli Case	\$70.00	Continental 2R Refrigerator	\$3,455.00
		Continental Work Top Refrigerator	\$2,127.00

Small wares	\$3,206.57	Continental Work Top Freezer	\$1,758.00
Labor	\$10,000.00	Exhaust Hood With Fire	
Sales tax	\$2,636.78	Suppression	\$9,744.00
<b>TOTAL</b>	<b>\$65,372.35</b>	Pitco Fryer System with Filter	
		Drawer	\$20,794.00
<b>Washington Diner</b>		Lange Range	\$8,432.00
Salad Counter Top	\$14,000.00	Lange Add a Section Range	\$2,733.00
Main Counter Top	\$30,000.00	Focus Shelving Unit	\$165.00
Delfield Hot Well	\$4,897.00	Advance Hand Sink	\$386.00
Round Up Food Warmer	\$1,093.00	Continental 2R Refrigerator	\$3,455.00
Custom Sneeze Guard	\$630.00	Pizza Prep Table	\$3,688.00
Work Top Refrigerator	\$1,988.00	Vertical Sneeze Guard	\$1,680.00
Vertical Toaster	\$2,367.00	Custom Pizza Counter	\$31,500.00
Vulcan Griddle	\$5,022.00	Tiered Sneeze Guard	\$2,000.00
Wells Fryer	\$930.00	Custom Overhead	\$8,400.00
		Heated Shelves	\$1,862.00
Carter Hoffman Dump Station	\$2,844.00	Hatco Heat Lamps	\$1,014.00
Continental Equipment Stand	\$5,090.00	Continental Under Counter	
		refrigerator	\$2,142.00
Custom Hood Support	\$2,800.00	Advance Hand Sink	\$265.00
Rotisserie	\$7,783.00	Exhaust Hood With Fire	
Counter Fronts	\$4,500.00	Suppression	\$8,700.00
Beverage Counter Fronts	\$5,600.00	Custom Cutting Board	\$140.00
Beverage Counter Fronts	\$5,600.00	Double Deck Pizza Oven	\$14,400.00
Custom Mobile Cart	\$2,800.00	Freezer	\$3,237.00
Resurface Silverware Cart	\$1,120.00	Under Counter Racks (2)	\$445.00
Flooring	\$44,000.00	Bar Stools	\$2,500.00
Plumbing and Electric	\$13,000.00	ATS Round Tables (15)	\$2,514.00
Painting	\$10,000.00	Chairs (173)	\$31,900.00
Modular Holding Cabinet	\$6,648.00	ATS Square Tables (32)	\$6,042.00
Fire Protection	\$2,425.00	Custom Beverage Counter	\$6,615.00
Gelato Machine	\$18,600.00	Custom Beverage Counter	\$6,615.00
Smoker	\$6,488.00	Custom Front Counter	\$14,000.00
Steel panels for Doors	\$1,400.00	Custom Back Counter	\$7,280.00
Rotisserie Table	\$1,600.00	Custom Condiment Counter	\$2,800.00
Sit Down Counter tops	\$4,480.00	Turbo chef	\$6,400.07
Monitors	\$3,000.00	Bar Counter	\$7,200.00
Labor	\$25,000.00	Drink Rails	\$3,000.00
Sales Tax	\$10,535.25	Monitors (3)	\$3,000.00
<b>TOTAL</b>	<b>\$246,240.25</b>	Sales Tax	\$18,645.60
		<b>TOTAL</b>	<b>\$388,931.67</b>

**Eagle's Nest Continued**

Heat Lamps	\$780.00
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Steel Panels	\$2,700.00
Cashier Shrouds	\$345.00
Shelving	\$145.00
Shelving	\$145.00
Shelving around Column	\$840.00
Steel Panels for WOW Counter	\$1,000.00
Sales Tax	\$297.75
<b>TOTAL</b>	<b>\$6,252.75</b>

**Eagle's Nest Continued**

Architectural Stamps	\$40,000.00
General Contractor	\$359,120.00
Monitors for Joe stacks	\$4,500.00
Vocally Sign and Monitors	\$3,000.00
WOW Sign	\$3,000.00
Installation	\$60,000.00
Sales Tax	\$20,481.00
<b>TOTAL</b>	<b>\$490,101.00</b>

**Seacobeck**

Monitors for Dome Room	\$1,630.00
Wall Brackets	\$200.00
Sales Tax	\$91.50
<b>TOTAL</b>	<b>\$1,921.50</b>

<b>WOW Small wares</b>	<b>\$1,166.24</b>
	<b>\$1,199,985.7</b>

**TOTAL RENOVATION COSTS** 6

	\$1,200,000.0
<b>Investment</b>	<b>0</b>
<b>What is left</b>	<b>\$14.24</b>

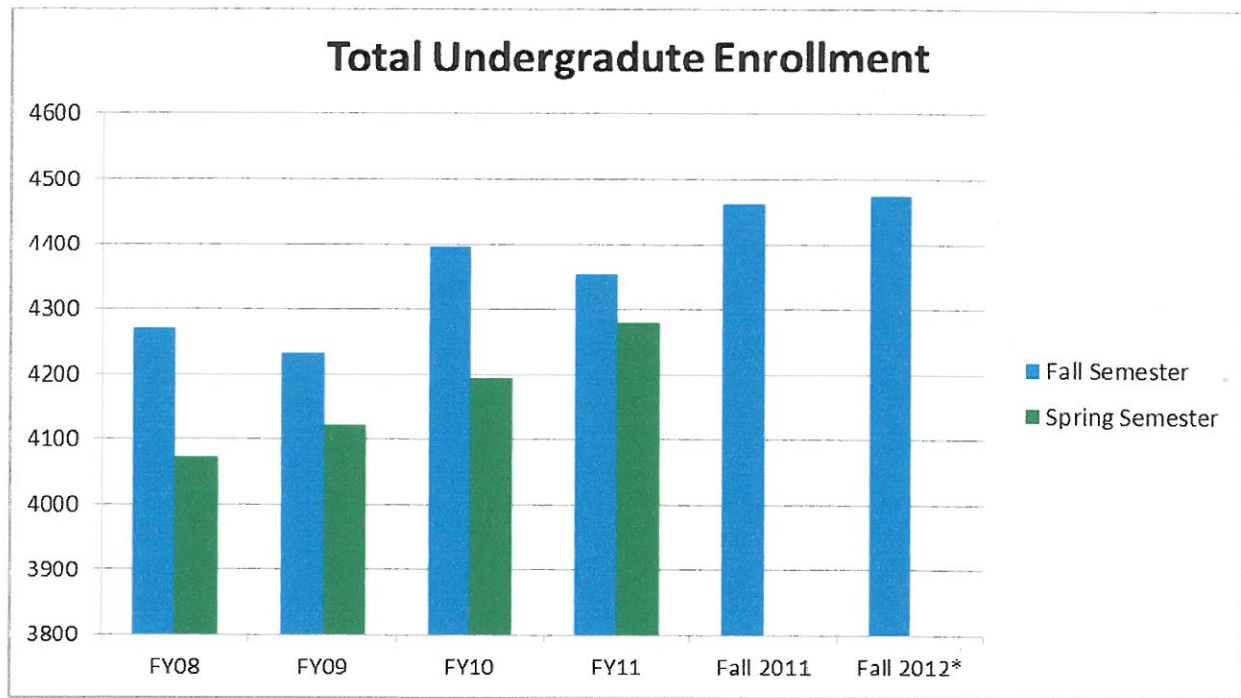
Attachment B

**Total Undergraduate Enrollment**

**FY 2008 - FY 2013**

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012
First-time Freshmen	966	877	950	960	1,027	950
All Other Undergraduates	3,305	3,354	3,447	3,394	3,437	3,525
<b>Total</b>	<b>4,271</b>	<b>4,231</b>	<b>4,397</b>	<b>4,354</b>	<b>4,464</b>	<b>4,475</b>

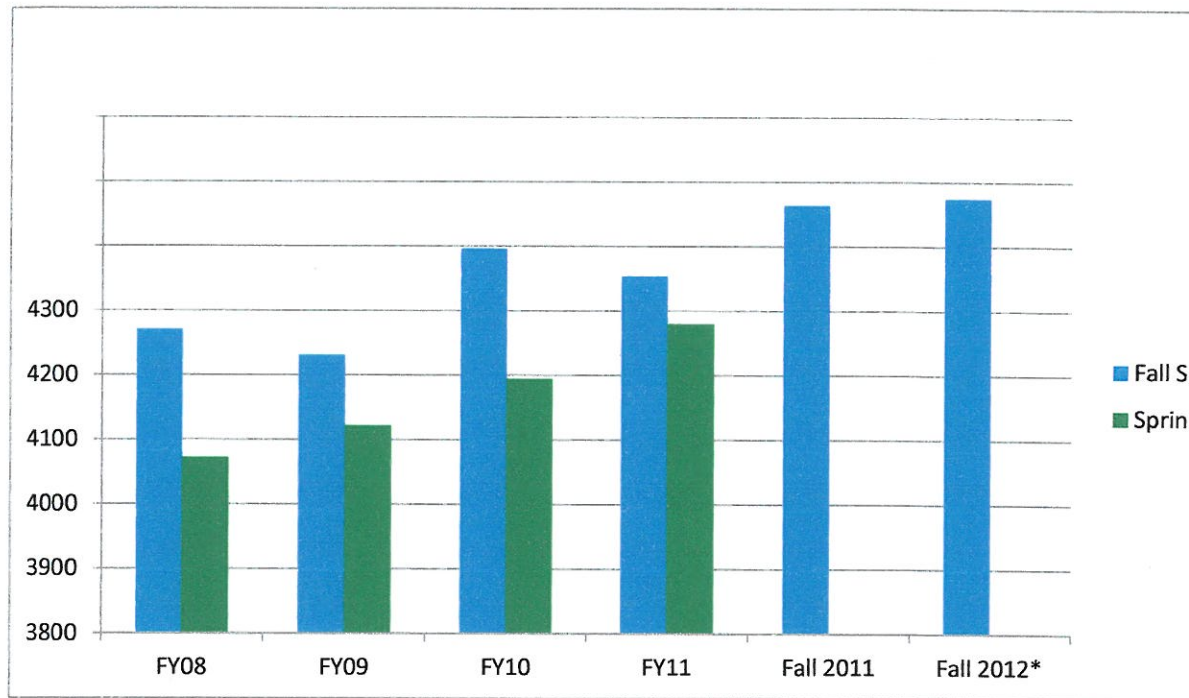
	Spring 2008	Spring 2009	Spring 2010	Spring 2011
First-time Freshmen	751	783	800	799
All Other Undergraduates	3,322	3,339	3,395	3,481
<b>Total</b>	<b>4,073</b>	<b>4,122</b>	<b>4,195</b>	<b>4,280</b>



*\* Conservative Projection for the 2012 - 2013 Academic Year*

*Mathew Wilkerson, Director of Institutional Reporting*

FY08	FY09	FY10	FY11	Fall 2011	Fall 2012*
4271	4231	4397	4354	4464	4475
4073	4122	4195	4280		



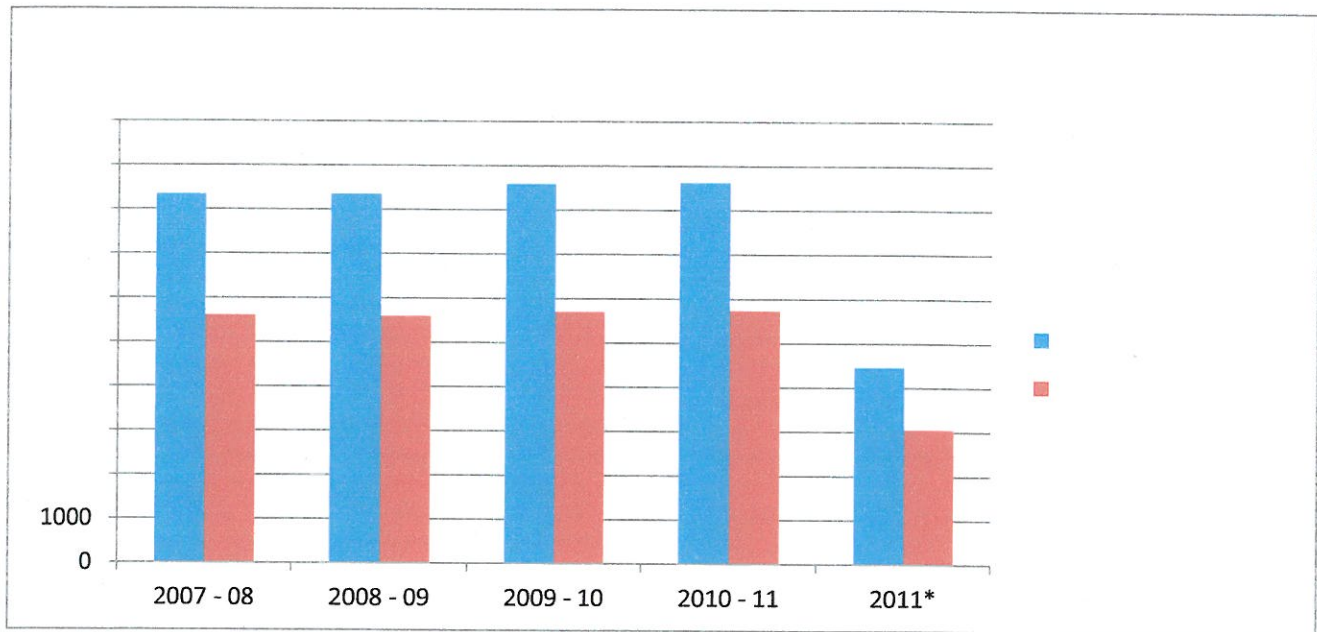


semester  
ig Semester

**Meal Plan Enrollment****FY 2008 - FY 2011**

	<b>2007 - 08</b>	<b>2008 - 09</b>	<b>2009 - 10</b>	<b>2010 - 11</b>	<b>2011*</b>
<b>Undergraduates</b>	8344	8353	8592	8634	4464
<b>Meal Plan Enrollment</b>	5605	5593	5700	5740	3055

<b>Total Enrollment %</b>	<b>67.2%</b>	<b>67.0%</b>	<b>66.3%</b>	<b>66.5%</b>	<b>68.4%</b>
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\* Fall 2011 Semester Only

UMW Food Service Equipment Inventory

ATTACHMENT C

Dining Services-Operating

PTAG_CODE	ASSET_DESC	MAKE	MODEL	MANUFACTURER	SERIAL_NUM	V_EXT_REF	NIACON	CC	LOCN_CODE	Location
EQ0004374	Refrigerated counter, Work top (Admin & Finance)		18672BU	Delfield	0806150000488			OP	021UND	Lee Hall 1st Floor Underground
EQ0004375	Food slicer (Admin & Finance)		2712-1	Hobart	56-1284-746			OP	021UND	Lee Hall 1st Floor Underground
EQ0004376	Free counter, work top (Admin & Finance)		F18FC88	Delfield	0806150000490			OP	021UND	Lee Hall 1st Floor Underground
EQ0004377	Microwave/Convention Oven (Admin & Finance)		C3	Turbochef	C3DD5304			OP	021UND	Lee Hall 1st Floor Underground
EQ0004378	Microwave/Convention Oven (Admin & Finance)		C3	Turbochef	C3DD5312			OP	021UND	Lee Hall 1st Floor Underground
EQ0004379	Microwave/Convention Oven (Admin & Finance)		C3	Turbochef	C3DD5311			OP	021UND	Lee Hall 1st Floor Underground
EQ0004381	Refrigerated Counter, Sandwich top (Admin & Finance)		4448N-12	Delfield	08061520000320			OP	021UND	Lee Hall 1st Floor Underground
EQ0004382	Dual Temp Merchandiser (Admin & Finance)		H5C48501	Structural Conc	140784LL182029			OP	021UND	Lee Hall 1st Floor Underground
EQ0004383	Dual Temp Merchandiser (Admin & Finance)		H5C48501	Structural Conc	140784LL182028			OP	021UND	Lee Hall 1st Floor Underground
EQ0004384	Refrigerated counter, work top (Admin & Finance)		SW48-BS	Continental	14885013			OP	021UND	Lee Hall 1st Floor Underground
EQ0004385	Refrigerator, undercounter, reach-in (Admin & Finance)		UC48	Continental	14885034			OP	021UND	Lee Hall 1st Floor Underground
EQ0000427	WALK-IN FREEZER (Admin & Finance)							OP	250KBS	Seacobeck Kitchen basement Storage
EQ0004450	NCR RealPOS21 Terminal w/cash drawer & receipt printer		NCR Real	Blackboard	104-38655988			OP	251GM	Seacobeck General Mgrs Office
EQ0004451	NCR RealPOS21 Terminal w/cash drawer & receipt printer		NCR Real	Blackboard	104-38654698			OP	251GM	Seacobeck General Mgrs Office
EQ0000826	KETTLE; DIRECT STEAM OPER (Admin & Finance)		G-40-0	CLEVELAND	4018-4K-01			OP	252KIT	Seacobeck Kitchen
EQ0002384	40 GALLON TILTING SKILLET (Admin & Finance)		G-40-0	VULCAN	89102863D			OP	252KIT	Seacobeck Kitchen
EQ0003330	CLEVELAND PRESSURE STEAMER W/FILTER (Admin & Finance)		PGM200	CLEVELAND	43365-988-01			OP	252KIT	Seacobeck Kitchen
EQ0003506	REFRIGERATOR SINGLE DOOR (Admin & Finance)		R1A-1D	VICTORY	K9832879			OP	252KIT	Seacobeck Kitchen
EQ0004272	Stream Kettle (Admin & Finance)		KDLT_80	Southbend	75171-7cc-3230			OP	252KIT	Seacobeck Kitchen
EQ0004492	Vulcan Commercial Oven (1 of 6) -AX000213/PCO750257		Vulcan VC	Commercial Ov	48-16566-4-6			OP	252KIT	Seacobeck Kitchen
EQ0004493	Vulcan Commercial Oven (2 of 6) -AX000213/PCO750257		Vulcan VC	Vulcan Commel	48-165-6645			OP	252KIT	Seacobeck Kitchen
EQ0004494	Vulcan Commercial Oven (3 of 6) - AX000213/PCO750257		Vulcan VC	Vulcan Commel	48-165-6642			OP	252KIT	Seacobeck Kitchen
EQ0004495	Vulcan Commercial Ovens (4 of 6) -AX000213 / PCO750257		Vulcan VC	Vulcan Commel	48-165-6639			OP	252KIT	Seacobeck Kitchen
EQ0004496	Vulcan Commercial Oven (5 of 6) AX000213/PCO750257		Vulcan VC	Vulcan Commel	48-165-6640			OP	252KIT	Seacobeck Kitchen
EQ0004497	Vulcan Commercial Oven (6 of 6) -AX000213/PCO750257		Vulcan VC	Vulcan Commel	48-165-6641			OP	252KIT	Seacobeck Kitchen
EQ0003863	PITCO MAGICATER OUTDOOR GRILL		LPAGA-6C	PITCO	G03CA005960			OP	25LD	Seacobeck Loading Dock
DP0005335	NCR CARD READERS & COMPONENTS	NCR	RDR/E/NC	NCR	54-36741750			OP	33101	Woodard Eagle's Nest 101
DP0005336	NCR CARD READERS & COMPONENTS (Admin & Finance)	NCR	RDR/E/NC	NCR	54-36738272			OP	33101	Woodard Eagle's Nest 101
DP0005337	NCR CARD READERS & COMPONENTS (Admin & Finance)	NCR	RDR/E/NC	NCR	54-56738462			OP	33101	Woodard Eagle's Nest 101
DP0005555	PANASONIC FLAT43" PLASTMA TV (Admin & Finance)	PANASO	TH50PX5I	PANASONIC	YH5330881			OP	33101	Woodard Eagle's Nest 101
DP0005556	Panasonic plasma FLAT 43+ TV TH50PX50 (Admin & Finar	Panasonic	TH50PX5I	Panasonic	YH535124			OP	33101	Woodard Eagle's Nest 101
EQ0004069	Refrigerated Display Case Sodex refresh JobRS10735K-Ad RSSM	RSSM	RSSM-4785C	Sodexho Ref	0509735684-2	Refresh funt		OP	33101	Woodard Eagle's Nest 101
EQ0004070	RSSM-4785C Refrig Display Case Sodexho Refresh frnd (Adi	RSSM	RSSM-4785C	Sodexho Refres	0509735684-1	job RS10735		OP	33101	Woodard Eagle's Nest 101
EQ0001565	WALK-IN REFRIGERATOR; 7' LEFT HANDLE; RIGHT HINGE		VICTORY	KOLPAK				OP	331K	Woodard Eagle's Nest Kitchen
EQ0004380	Blender, Dispensing System		BDIW-61C	Delfield	BDI01-10034			OP	411SRP	Physical Plant Surplus Storage

# Dining Services-Maintenance

PTAG_CODE	ASSET_DESC	MAKE	MODEL	MANUFACTURER	SERIAL_NUM	V EXT_REF	N/A CON	CC LOCN_CODE	RESP
DP0005478	NCR REALPOS70 CASH REGISTER MODEL 7402 (Admin & I NCR	REALPOS	NCR		54-37981691	OP		252DOM	Seacobeck Dome Room
DP0005480	NCR CASH REGISTER REALPOS70 MODEL 7402 (Admin & I NCR	7402	NCR		54-37616814	OP		252DOM	Seacobeck Dome Room
DP0005481	NCR CASH REGISTER REAL POS70 MODEL7402 (Admin & I NCR	7402	NCR		54-37981294	OP		252FAD	Seacobeck Faculty Dinning
EQ0003543	VULCAN GAS RANGE BACKGUARD/FLUERISER (Admin & F VULCAN GH72	VULCAN				OP		252KIT	Seacobeck Kitchen
EQ0004126	IN-SINK ERATOR WASTE DISPOSER SS750-13 (Admin & Fir IN-SINK	SS750-13			06099035689	OP		252KIT	Seacobeck Kitchen
DP0005482	NCR CASH REGISTER REALPOS70 MODEL 7402 - (Admin & NCR	7402	NCR		54-37979249	OP		252WAS	Seacobeck Washington Room
DP0005479	NCR CASH REGISTER REALPOS70 MODEL 7402 (Admin & I NCR	REALPOS	NCR		54-37615816	OP		33101	Woodard Eagle's Nest 101
DP0005483	NCR CASH REGISTER REALPOS70 MODEL 7402	NCR	7402	NCR	54-37981825	OP		33101	Woodard Eagle's Nest 101
EQ0004028	CUSTOM GEM MARKETPLACE CART EAGLE EXPRESS	CHYRSLE	GEM EAG	CHYRSLER	33072	OP		33PL	Woodard Parking Lot

# AUX Services Admin

PTAG_CODE	ASSET_DESC	MAKE	MODEL	MANUFACTURER	SERIAL_NUM	V EXT_REF	N/A CON	CC LOCN_CODE	RESP
EQ0004424	Cash Register (Admin & Finance)		NCR Reall	NCR Corp	104-38627865	OP		021UND	Lee Hall 1st Floor Underground
EQ0004425	Cash Register (Admin & Finance)		NCR Reall	NCR Corp	10438629544	OP		021UND	Lee Hall 1st Floor Underground

SEACOBEC EQUIPMENT INVENTORY				Inventories by Sodexo		
ITEM NAME		In house	Par Level		Jan-12	
FULL HOTEL PAN	6"	4	5			
FULL HOTEL PAN	4"	72	75			
FULL HOTEL PAN	2"	176	75			
FULL HOTEL PAN	1 1/2"	11	10			
2/3 pan	1 1/2	11	10			
ROASTING PANS	18x24	30	30			
1/2 HOTEL PAN	4"	59	30			
1/2 HOTEL PAN	2"	44	20			
1/3 HOTEL PAN	6"	8	0			
1/3 HOTEL PAN	4"	119	80			
1/3 HOTEL PAN	2"	56	20			
1/6 HOTEL PAN	4"	107	60			
1/6 HOTEL PAN	2"	9	10			
1/9 HOTEL PAN	4"	3	0			
1/9 HOTEL PAN	2"	3	0			
BAIN MARIE	1/2 GAL	9	2			
BAIN MARIE	1.5 Gal	12	2			
BAIN MARIE	3 GAL	14	9			
BAIN MARIE LIDS		9	8			
1/2 HOTEL PANS LONG (SHOOT GUN)	4"	43	50			
1/2 HOTEL PANS LONG (SHOOT GUN)	2"	62	50			
PERFORATED FULL HOTEL PANS	4"	18	10			
FULL HOTEL PAN PLASTIC (BLACK)	2"	4	5			
1/2 HOTEL PAN PLASTIC (BLACK)	2"	15	10			
1/3 HOTEL PAN PLASTIC (BLACK)	6"	10	0			
1/3 HOTEL PAN PLASTIC (BLACK)	4"	32	10			
1/3 HOTEL PAN PLASTIC (BLACK)	2"	6	10			
1/6 HOTEL PAN PLASTIC (BLACK)	6"	141	80			
SKILLETS OVAL LONG HANDLE	x	18	15			
SKILLETS OVAL SHORT HANDLE	x	14	15			
SAUCE POTS	1 GAL	1	2			
SAUCE POTS	2 GAL	3	9			
SAUCE POTS	3 GAL	1	0			
COLANDERS	10	12	13			
BRAISERS	10	3	4			
LADLES	1 OZ	26	24			
LADLES	2 OZ	20	20			
LADLES	3 OZ	10	10			
LADLES	4 OZ	19	15			
LADLES	6 OZ	8	6			
LADLES	8 OZ	12	12			
LADLES	10 OZ	1	2			
SERVING SPOONS	28	6	8			
SERVING SPOONS SLOTTED	20	5	8			
TONGS	7"	3	5			
MIXING BOWLS 20 Qt	20 Qt	4	4			
Batter beater	20 qt	2	2			
Whip	20 qt	2	2			
Dough hook	20 qt	1	1			
MIXING BOWLS 60 qt	60 qt	2	2			



Batter beater	60 qt	4	4			
Whip	60 qt	2	3			
Dough hook	60 qt	2	2			
MIXING BOWLS 80 qt	80 qt	2	2			
Whip	80 qt	1	1			
Batter beater	80 qt	2	2			
Cart	80 qt	2	2			
FULL SHEET PANS	168	549	200			
1/2 SHEET PANS	32	0	0			
ROASTING PANS	48	2	2			
FULL LEXONS	15"	3	3			
FULL LEXONS	9"	3	3			
FULL LEXONS	6"	8	5			
LEXON LIDS		8	10			
1/2 LEXON	4"	7	5			
1/2 LEXON LIDS	10	6	5			
PLATTERS ( WHITE OVAL )	x	28	30			
PLATTERS ( WHITE 18" )	x	24	25			
PLATTERS ( WHITE 23" )	x	13	15			
PLATTERS ( WHITE BOWL )	x	18	15			
Measuring Spoons	sets	3	6			
PIANO WHIPS	12"	5	2			
PIANO WHIPS	10"	6	2			
FRENCH WHIPS	14"	9	4			
FRENCH WHIPS	12"	4	6			
FRENCH WHIPS	10"	5	6			
PLASTIC SPATULAS	12	12	10			
TURNERS (SPATULAS)	5	8	6			
MEAT TENDERIZER	1	1	1			
FRY BASKETS	6	10	8			
CAN OPENER	2	1	1			
ELECTRIC SHARPENER	1	1	1			
FRY PANS	9"	3	5			
FRY PANS	10"	4	5			
FRY PANS	12"	1	5			
WOKS Billy's station		22	12			
Potato peelers	each	3	3			
Cut gloves	each	30	30			
CHEF TABLES		14	13			
GREEN CUTTING BOARD		8	8			
RED CUTTING BOARDS		6	8			
WHITE CUTTING BOARDS		11	8			
WOOD CUTTING BOARD		8	1			
6 LOAF BAQUETTE PANS		6	6			
GOLD SHEET PANS		1	1			
PIZZA SCREENS		85	73			
PIZZA PANS		0	3			
3/4 SHEET PANS		10	11			
LOAF PANS LARGE		7	10			
LOAF PANS SMALL		54	27			
MUFFIN PANS 1 OZ		7	7			
MINI MUFFIN PANS 1 OZ		17	15			

MUFFIN PANS 2 OZ	35	25			
STICKY BUN PANS	1	1			
ANGEL FOOD CAKE PANS	6	6			
BUND PANS	6	1			
12" SQUARE CAKE PANS	5	5			
MUFFIN TOP PANS	1	4			
SMALL TART PANS	2	2			
9" TART PANS	7	7			
4" TART PANS	35	35			
12" TART PANS	2	2			
PIZZA PEEL LONG HANDLE	2	1			
PIZZA PEEL SHORT HANDLE	1	1			
ROLLING PIN ALUMINUM	1	1			
ROLLING PIN WOOD	1	1			
DOUGH DOCKER	2	4			
STAINLESS STEEL BOWL 35 QT	1	1			
STAINLESS STEEL BOWL 15 QT	3	3			
SCALE OUNCES	1	1			
SCALE POUNDS	1	1			
MEASURE GAL	6	7			
MEASURE 2 QTS	3	4			
MEASURE 1 QT	2	1			
MEASURE 2 CUPS	1	2			
CAKE TURN TABLE	1	1			
SAUCE POTS 4 QTS	4	4			
SAUCE POTS 8 QTS	2	2			
COLANDERS	11	11			
SPEED RACKS	34	11			
10" SPRING FORM PAN	8	8			
11" SPRING FORM PAN	1	1			
9" SPRING FORM PAN	1	1			
4" SPRING FORM PAN	1	1			
Pizza bubble pans	12	12			
Taco Salad Fryer Basket	4	2			
Sandwich Spreader	16	12			
Grill Scraper	1	1			
Small Trash Cans w/ swing lids	1	6			
Brown Rectangular Trash Cans	3	4			
1.5 qt. mixing bowls	3	2			
Artistic 3 tier display	2	2			
Squar White Bowl (9")	4	4			
Oven Brush Scraper	1	1			
Ivory 3-1/4 #10 disher	4	2			
yellow 1-5/8 #20 disher	2	2			
64oz aluminum dipper	1	2			
6.5x6.5 skimmer	2	3			
1qt measuring cup	8	1			
2" extender pan for 18x26" pans	2	2			
pizza pan 16"x1/2" deep	12	6			
pizza wheel cutter (softgrip handle)	1	3			
Panini Grill	2	2			
white melamine 1/3 pan 6" deep	11	10			

1/3 pan 2.5" deep		16	8			
9" white scallop tong		9	10			
white 11" solid spoon	1 oz	7	9			
Rice cooker		2	2			
20oz. Clear squeeze bottle		23	17			
1.5qt. s/s mixing bowl		4	6			
large steel rectangle basket 18x14x12		7	7			
large steel rectangle basket 19x14x6		8	8			
turn and serve dome		12	12			
pizza rack 15 slot		1	1			
giant chilli vinegar filled jar		1	1			
bubbles with lemon chili jar		2	1			
twist w/ chili vinegar jar		2	1			
41qt. Trash can soft sided gray		8	8			
white round disc 12"		1	2			
8" black solid buffet spoon		10	12			
aluminum tile w/ 2 oval cut outs		1	1			
tile aluminum w/ 6 round cuts		1	1			
Tomato Slicer		1	1			
6" deep 1/3 pan black melamine		10	6			
6" deep 1/6 pan black melamine		6	15			
1/3 size 4" deep yellow		6	6			
waffle stand		2	2			
Oval catering stainless steel		24	15			
Oval stainless steel water pans		19	19			
Round stainless steel catering chafers		35	35			
Round stainless steel water pans		9	9			
Braided ovals		24	15			
1/3 pans braided		11	21			
Seasoning bowls		6	9			
s/s ovals w/ handles (sm)		11	11			
s/s rounds w/ lids (diner)		12	12			
s/s round chafers (fac. Staff)		6	4			
Soup Pot Fac Staff		1	1			
Chaina Caps		2	2			
Collander strainers		15	11			
omlet pans		9	18			
Food processor		1	1			
food warmer Hot box		3	3			
white 1/3 pan 2" (sm)		6	8			
white square bowls (large)		5	6			
white square bowls (Medium)		7	8			
white square bowls (small)		6	6			
white circle bowls (medium)		6	7			
white circle bowls (small)		7	7			
Clear green bowls		20	21			
clear platters (sm)		19	20			
s/s 1/2 moon braided pans		11	14			
s/s braided 1/2 pans		14	15			
Induction Cookers		4	8			
Small ice scoops		11	12			
Punch Laddles		10	13			

Oval Pans (schaffers)	21	21			
Oval 1/2&1/2 schaffer pan	11	11			
Large round schaffer pan	10	10			
Pie server Med	12	14			
Pie server LG	3	4			
Pie Server SM	11	12			
Seasoning Shakers	10	12			
Heinz Pump stations	4	6			
Bread box clear	2	2			
Hot tiles black	16	16			
Hot tiles oval cut	8	9			
Tiles 6 hole cut	8	8			
Griddles small	3	3			
South marker platters	11	13			
South market lg Bowls	10	13			
Air Pots	4	5			
Cup organizer	1	1			
Back drop sign	1	1			
Creamer Pitchers	4	4			
Tea box	1	1			
Forks	1358	1250			
knives	870	1000			
spoons	922	1000			
soup spoons	250	200			
Coffee mugs	299	300			
Glasses	628	1250			
Diner Checker Plates	414	500			
Diner Checker Bowls	240	250			
Diner Checker Saucers	225	200			
Market 9" Plate	488	500			
Market 6' plate	103	200			
Market Bowls	292	300			
Black Serving spoons	82	55			
black 2 oz Ladle	9	24			
black tongs	88	60			
black 6" tongs	61	24			
red Serving spoons	53	48			
White Tongs	15	24			
White Spoons	26	24			
Red 6" tongs	51	24			
Red Tongs Large	13	12			
Red Ladles	5	79			
Rubber Spatula	15	31			
Black Spatula	14	6			
Red buffet spoons	12	12			
Black buffet spoons	12	12			
Stainless Steel Serving spoons	34	34			
Stainless Tongs	7	93			
Stainless steel ladles	78	53			
Black handle soup ladles	14	12			
green Handle soup Ladles	8	8			
Stainless Steel Soup Ladles	5	12			

Red round cake platter		9	3			
Large White Square Deep		9	8			
Small White Square Deep		8	12			
Cake Servers		23	38			
Ice cream scoops		12	12			
Little blk Trash cans		3	4			
sandwich spreader		13	12			
red sandwich spreaders		0	12			
stainless steel whisk		41	24			
pizza cutters		2	6			
kitchen spatula		8	12			
Pizza spatula		15	12			
Black ladles		14	18			
red soup ladles		2	6			
Gelato Bowls		256	250			
Bistro Plates		346	400			
Bistro 6 in Plate		209	200			
Bistro Soup Bowls		135	150			
Bistro Pasta Bowls		285	250			



## Meal Plan Offering History - Snap Shot

[illegible]

Attachment D.2  
Board Plan Pricing History

**Board Plan Prices**

**FY08 - FY10**

Price per participant per day

<b><u>Meal Plan</u></b>	<b><u>Flex</u></b>	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10*</u></b>
Supermeal Plan	\$50	\$7.76	\$8.15	\$8.88
9 Meal Unlimited	\$150	\$7.32	\$7.69	—
15 Meal Plan	\$100	\$6.03	\$6.33	\$6.98
9 Meal Plan	\$175	\$6.03	\$6.33	\$6.98
90 Block Plan	\$175	\$5.41	\$5.68	\$6.30
5 Meal Plan	\$75	\$3.60	\$3.78	\$4.33

**FY11**

Price per participant per day

<b><u>Meal Plan</u></b>	<b><u>Flex</u></b>	<b><u>2010-11</u></b>
Supermeal Plan	\$100	\$9.06
275 Block Plan	\$200	\$9.32
225 Block Plan	\$200	\$7.54
150 Block Plan	\$300	\$7.12
90 Block Plan	\$175	\$6.43
5-Meal Plan	\$75	\$4.42

(Commuters Only)

**Student Meal Plans FY08-FY10**

The 90 Block Plan was offered to any student living in the UMW Apartments or commuters.

Commuters were allowed to purchase any meal plan.

The Supermeal Plan had an associated meal plan allowance; Fall semester allowed 15 meals to be used in Eagle's Nest and Spring semester allowed for 25 meals, also usable in Eagle's Nest.

Freshmen had to select either the Supermeal or 15 Meal Plan.

The 9 Meal Unlimited was eliminated as of FY10.

\*increase is comprised of 4% inflation, .35 to daily rate for elimination of meal zones and .05 to add a Halal or kosher feature to Sunday premium brunch.

**Student Meal Plans FY11**

Commuters may select the 5 Meal Plan or any other available meal plan.

Students living in Eagle Landing or the UMW Apartments are required to participate in a 90 Block Plan or may elect to choose a larger plan.

Freshmen will choose between the Supermeal Plan, 275 Block Plan or 225 Block Plan annually.

Block plans include up to five (5) guest meals per semester. If these five (5) meals are not used for guests, they may be used for the plan holder.

The Supermeal Plan will continue to have an associated meal exchange; Fall semester includes 15 meal exchanges to be used in either Eagle's Nest or the Underground and Spring semester includes 25 meal exchanges also able to be used at either location.

## Attachment D.3

## Participation

Participation by PlanFY 2011

<u>Meal Plan</u>	<u>Fall 2010-11</u>	<u>Spring 2010-11</u>	<u>Average 2010-11</u>
Supermeal Plan	43.9%	51.2%	47.6%
275 Block Plan	55.9%	63.4%	59.7%
225 Block Plan	60.0%	67.4%	63.7%
150 Block Plan	62.0%	70.9%	66.5%
90 Block Plan	68.8%	73.5%	71.2%
5 Meal Plan	54.5%	56.5%	55.5%

<u>Meal Transactions</u>	<u>Seacobeck</u>	<u>Eagle's Nest</u>	<u>Underground</u>
Board/Equiv	269,060	307,807	111,421
Points	6,372	236,592	34,774
Cash	9,216	13,608	3,359
Total	284,648	558,007	149,554

**Total Average Participation:** 60.7%  
**Total Transactions (does not include catering):** 992,209  
**Catering : (per Sodexo)** \$1,287,208

FY 2010

<u>Meal Plan</u>	<u>Fall 2009-10</u>	<u>Spring 2009-10</u>	<u>Average 2009-10</u>
Supermeal Plan	46.6%	50.7%	48.6%
15 Meal Plan	72.7%	76.8%	74.8%
9 Meal Plan	67.9%	81.8%	74.8%
90 Block Plan	79.1%	86.1%	82.6%
5 Meal Plan	64.4%	67.2%	65.8%

<u>Meal Transactions</u>	<u>Seacobeck</u>	<u>Eagle's Nest</u>
Board/Equiv	347,465	546,523
Points	9,091	256,776
Cash	8,082	27,313
Total	364,638	830,612

**Total Average Participation:** 69.3%  
**Total Transactions (does not include catering):** 1,195,250  
**Catering :** \$1,160,531

## Attachment D.3

## Participation

**FY 2009**

<b><u>Meal Plan</u></b>	<b><u>Fall 2008-09</u></b>	<b><u>Spring 2008-09</u></b>	<b><u>Average 2008-09</u></b>
Supermeal Plan	43.2%	43.2%	43.2%
15 Meal Plan	62.0%	61.1%	61.5%
9 Meal Plan	63.6%	64.1%	63.9%
90 Block Plan	75.8%	84.4%	80.1%
5 Meal Plan	66.7%	62.7%	64.7%

<b><u>Meal Transactions</u></b>	<b><u>Seacobeck</u></b>	<b><u>Eagle's Nest</u></b>
Board/Equiv	301,844	381,596
Points	14,065	298,904
Cash	9,672	20,058
Total	325,581	700,558

**Total Average Participation:** 65.8%

**Total Transactions (does not include catering):** 1,026,139

Attachment D.4 Transactions  
during Board Plan active periods

**Diner Counts**

<b><u>October 2011</u></b>				
Number of Diners Served				
	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	11	-	-	-
Lunch	770	347	283	-
Dinner	215	900	-	-
<b>Sub Total</b>	<b>996</b>	<b>1,247</b>	<b>283</b>	<b>-</b>
Faculty/Staff	-	-	-	-
<b>GrandTotal</b>	<b>996</b>	<b>1,247</b>	<b>283</b>	<b>-</b>
Sales Breakdown:				
Cash	\$27.55	\$36.54	\$0.00	\$0.00
Credit	\$23.20	\$91.51	\$4.65	\$0.00
Flex/Eagleone	\$198.00	\$1,975.84	\$164.15	\$0.00

<b><u>November 2011</u></b>				
Number of Diners Served				
	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	6,176	4,269	48	-
Lunch	20,195	26,278	11,202	-
Dinner	15,085	22,437	8,019	-
<b>Sub Total</b>	<b>41,456</b>	<b>52,984</b>	<b>19,269</b>	<b>-</b>
Faculty/Staff	1,442	-	-	-
<b>Grand Total</b>	<b>42,898</b>	<b>52,984</b>	<b>19,269</b>	<b>-</b>
Sales Breakdown:				
Cash	\$4,146.49	\$1,629.09	\$1,004.83	\$0.00
Credit	\$1,679.63	\$1,947.14	\$1,461.54	\$0.00
Flex/Eagleone	\$3,448.41	\$51,713.00	\$26,366.92	\$0.00

<b><u>December 2011</u></b>				
Number of Diners Served				
	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	3,449	3,064	-	-
Lunch	9,783	17,531	7,227	-
Dinner	7,744	14,587	4,812	-
<b>Sub Total</b>	<b>20,976</b>	<b>35,182</b>	<b>12,039</b>	<b>-</b>
Faculty/Staff	724	-	-	-
<b>Grand Total</b>	<b>21,700</b>	<b>35,182</b>	<b>12,039</b>	<b>-</b>
Sales Breakdown:				
Cash	\$1,625.81	\$977.72	\$552.51	\$0.00
Credit	\$438.36	\$1,155.62	\$817.64	\$0.00
Flex/Eagleone	\$2,363.00	\$34,841.93	\$16,327.55	\$0.00



Attachment D.4 Transactions  
during Board Plan active periods

**Diner Counts**

<u><b>January 2011</b></u>			
Number of Diners Served			
	Seacobeck	Eagle's Nest	UnderGround
Breakfast	3,112	5,809	32
Lunch	15,951	27,407	7,870
Dinner	11,730	23,200	8,565
<b>Sub Total</b>	<b>30,793</b>	<b>56,416</b>	<b>16,467</b>
Faculty/Staff	1,172	-	-
<b>GrandTotal</b>	<b>31,965</b>	<b>56,416</b>	<b>16,467</b>
Sales Breakdown:			
Cash	\$3,074.73	\$2,436.22	\$760.18
Credit	\$799.47	\$2,044.85	\$862.47
Flex/Eagleone	\$2,868.71	\$79,144.66	\$12,366.49

<u><b>February 2011</b></u>			
Number of Diners Served			
	Seacobeck	Eagle's Nest	UnderGround
Breakfast	4,010	9,103	-
Lunch	16,921	35,461	10,957
Dinner	11,983	27,818	10,646
<b>Sub Total</b>	<b>32,914</b>	<b>72,382</b>	<b>21,603</b>
Faculty/Staff	1,683	-	-
<b>Grand Total</b>	<b>34,597</b>	<b>72,382</b>	<b>21,603</b>
Sales Breakdown:			
Cash	\$4,620.70	\$3,175.50	\$766.23
Credit	\$1,420.14	\$3,357.55	\$1,274.47
Flex/Eagleone	\$3,619.60	\$114,096.29	\$15,691.73

<u><b>March 2011</b></u>			
Number of Diners Served			
	Seacobeck	Eagle's Nest	UnderGround
Breakfast	216	432	-
Lunch	539	1,823	551
Dinner	747	1,231	570
<b>Sub Total</b>	<b>1,502</b>	<b>3,486</b>	<b>1,121</b>
Faculty/Staff	205	-	-
<b>Grand Total</b>	<b>1,707</b>	<b>3,486</b>	<b>1,121</b>
Sales Breakdown:			
Cash	\$158.40	\$145.32	\$97.99
Credit	\$57.79	\$186.89	\$62.98
Flex/Eagleone	\$249.15	\$7,008.22	\$1,263.74

Attachment D.4 Transactions  
during Board Plan active periods

**Diner Counts**

<u><b>April 2011</b></u>				
Number of Diners Served				
	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	4,859	11,505	6	-
Lunch	17,880	42,912	12,886	1,094
Dinner	11,714	32,127	10,772	-
<b>Sub Total</b>	<b>34,453</b>	<b>86,544</b>	<b>23,664</b>	<b>1,094</b>
Faculty/Staff	1,514	-	-	-
<b>GrandTotal</b>	<b>35,967</b>	<b>86,544</b>	<b>23,664</b>	<b>1,094</b>
Sales Breakdown:				
Cash	\$5,526.04	\$4,373.92	\$1,614.53	\$951.58
Credit	\$1,970.13	\$4,379.70	\$1,807.78	\$0.00
Flex/Eagleone	\$11,716.25	\$187,624.76	\$27,694.63	\$5,417.15

<u><b>May 2011</b></u>				
Number of Diners Served				
	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	105	-	-	-
Lunch	1,260	-	-	-
Dinner	503	-	-	-
<b>Sub Total</b>	<b>1,868</b>	-	-	-
Faculty/Staff	113	-	-	-
<b>Grand Total</b>	<b>1,981</b>	-	-	-
Sales Breakdown:				
Cash	\$1,243.17	\$0.00	\$0.00	\$0.00
Credit	\$1,242.96	\$0.00	\$0.00	\$0.00
Flex/Eagleone	\$471.79	\$0.00	\$0.00	\$0.00

<u><b>June 2011</b></u>				
Number of Diners Served				
	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	14	-	102	-
Lunch	166	-	1,033	-
Dinner	33	-	229	-
<b>Sub Total</b>	<b>213</b>	-	<b>1,364</b>	-
Faculty/Staff	26	-	-	-
<b>Grand Total</b>	<b>239</b>	-	<b>1,364</b>	-
Sales Breakdown:				
Cash	\$255.00	\$0.00	\$1,474.83	\$0.00
Credit	\$153.85	\$0.00	\$1,079.02	\$0.00
Flex/Eagleone	\$71.88	\$0.00	\$1,044.40	\$0.00

Attachment D.4 Transactions  
during Board Plan active periods

**Diner Counts**

<u><b>July 2011 Not Included</b></u>				
Number of Diners Served	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	-	-	-	-
Lunch	-	-	-	-
Dinner	-	-	-	-
<b>Sub Total</b>	-	-	-	-
Faculty/Staff	-	-	-	-
<b>GrandTotal</b>	-	-	-	-
<b>Sales Breakdown:</b>				
Cash	\$0.00	\$0.00	\$0.00	\$0.00
Credit	\$0.00	\$0.00	\$0.00	\$0.00
Flex/Eagleone	\$0.00	\$0.00	\$0.00	\$0.00

<u><b>August 2011 Not Included</b></u>				
Number of Diners Served	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	-	-	-	-
Lunch	-	-	-	-
Dinner	-	-	-	-
<b>Sub Total</b>	-	-	-	-
Faculty/Staff	-	-	-	-
<b>Grand Total</b>	-	-	-	-
<b>Sales Breakdown:</b>				
Cash	\$0.00	\$0.00	\$0.00	\$0.00
Credit	\$0.00	\$0.00	\$0.00	\$0.00
Flex/Eagleone	\$0.00	\$0.00	\$0.00	\$0.00

<u><b>September 2011</b></u>				
Number of Diners Served	Seacobeck	Eagle's Nest	UnderGround	EE
Breakfast	5,433	6,803	-	-
Lunch	23,193	34,440	8,088	654
Dinner	17,982	29,022	8,416	-
<b>Sub Total</b>	<b>46,608</b>	<b>70,265</b>	<b>16,504</b>	<b>654</b>
Faculty/Staff	1,809	-	-	-
<b>Grand Total</b>	<b>48,417</b>	<b>70,265</b>	<b>16,504</b>	<b>654</b>
<b>Sales Breakdown:</b>				
Cash	\$6,037.75	\$5,405.66	\$1,151.50	\$663.40
Credit	\$2,419.55	\$4,715.01	\$1,479.02	\$0.00
Flex/Eagleone	\$8,119.07	\$103,804.87	\$11,207.71	\$3,461.23

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# Revenue Forecast

3/1/2011 - 3/31/2011

Excluding: Cancelled

Client/Organization	Event #	Date	Food	Bev	Liquor	Equip	Labor	Room	Other	Subtotal	Administrative Fee	Tax	Total
.. UMW Riddenhof Martin Gallery	E06679	3/1/2011	70.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00	0.00	70.00
.. UMW Admissions	E06684	3/1/2011	3,664.50	0.00	0.00	0.00	0.00	0.00	0.00	3,664.50	0.00	0.00	3,664.50
.. UMW	E06761	3/1/2011	417.90	0.00	0.00	0.00	0.00	0.00	0.00	417.90	0.00	0.00	417.90
T UMW Advancement	E06754	3/2/2011	113.70	0.00	0.00	0.00	0.00	0.00	0.00	113.70	0.00	0.00	113.70
.. Stefford County Parks and Rec	E06773	3/2/2011	121.85	0.00	0.00	0.00	0.00	0.00	0.00	121.85	0.00	0.00	121.85
T Mary Washington Healthcare -	E06819	3/2/2011	213.50	0.00	0.00	0.00	0.00	0.00	0.00	213.50	0.00	0.00	213.50
T Mary Washington Healthcare -	E06820	3/3/2011	66.50	0.00	0.00	0.00	0.00	0.00	0.00	66.50	0.00	0.00	66.50
T UMW - University of Mary Wash	E06906	3/3/2011	3,767.66	0.00	0.00	0.00	0.00	0.00	0.00	3,767.66	0.00	0.00	3,767.66
T ProStart - VHITA	E06858	3/4/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW President's Office	E06862	3/4/2011	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	0.00	0.00	36.00
T VCD	E06900	3/4/2011	459.00	0.00	0.00	0.00	0.00	0.00	0.00	459.00	0.00	0.00	459.00
T VCD	E06902	3/4/2011	589.00	0.00	0.00	0.00	0.00	0.00	0.00	589.00	0.00	0.00	589.00
T ProStart - VHITA	E06859	3/5/2011	1,220.00	0.00	0.00	0.00	0.00	0.00	0.00	1,220.00	0.00	0.00	1,220.00
T UMW Education	E06860	3/5/2011	2,440.00	0.00	0.00	0.00	0.00	0.00	0.00	2,440.00	0.00	0.00	2,440.00
T Mary Washington Healthcare -	E06855	3/7/2011	123.00	0.00	0.00	0.00	0.00	0.00	0.00	123.00	0.00	0.00	123.00
T UMW JAC	E06867	3/7/2011	185.00	0.00	0.00	0.00	0.00	0.00	0.00	185.00	0.00	0.00	185.00
.. UMW	E06914	3/7/2011	101.11	0.00	0.00	0.00	0.00	0.00	0.00	101.11	0.00	0.00	101.11
.. UMW	E06577	3/8/2011	538.65	0.00	0.00	0.00	0.00	0.00	0.00	538.65	0.00	0.00	538.65
.. UMW	E06690	3/8/2011	241.65	0.00	0.00	0.00	0.00	0.00	0.00	241.65	0.00	0.00	241.65
T UMW Bookstore	E06748	3/8/2011	173.00	0.00	0.00	0.00	0.00	0.00	0.00	173.00	0.00	0.00	173.00
T UMW Education	E06856	3/8/2011	123.00	0.00	0.00	0.00	0.00	0.00	0.00	123.00	0.00	0.00	123.00
T Mary Washington Healthcare -	E06868	3/8/2011	215.25	0.00	0.00	0.00	0.00	0.00	0.00	215.25	0.00	0.00	215.25
T UMW Dean of Arts and Science	E06284	3/9/2011	128.00	0.00	0.00	0.00	0.00	0.00	0.00	128.00	0.00	0.00	128.00
T UMW OSACS	E06758	3/9/2011	1,718.55	0.00	0.00	0.00	0.00	0.00	0.00	1,718.55	0.00	0.00	1,718.55
T UMW International Academics	E06865	3/9/2011	232.00	0.00	0.00	0.00	0.00	0.00	0.00	232.00	0.00	0.00	232.00
T UMW James Farmer Multicultural	E06911	3/9/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
.. Mary Washington Healthcare -	E06912	3/9/2011	270.00	0.00	0.00	0.00	0.00	0.00	0.00	270.00	0.00	0.00	270.00
T Mary Washington Healthcare -	E06925	3/9/2011	83.00	0.00	0.00	0.00	0.00	0.00	0.00	83.00	0.00	0.00	83.00
T UMW Office of Events and Con	E06609	3/10/2011	323.55	0.00	0.00	0.00	0.00	0.00	0.00	323.55	0.00	0.00	323.55
T UMW Riddenhof Martin Gallery	E06673	3/10/2011	498.00	0.00	0.00	0.00	0.00	0.00	0.00	498.00	0.00	0.00	498.00
T Pictometry	E06686	3/10/2011	2,145.00	0.00	0.00	0.00	0.00	0.00	0.00	2,145.00	0.00	0.00	2,145.00
.. UMW Education	E06757	3/10/2011	145.00	0.00	0.00	0.00	0.00	0.00	0.00	145.00	0.00	0.00	145.00
T UMW English, Linguistics and S	E06780	3/10/2011	261.50	0.00	0.00	0.00	0.00	0.00	0.00	261.50	0.00	0.00	261.50
T UMW Provost's Office	E06824	3/10/2011	25.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00
T UMW Provost's Office	E06825	3/10/2011	95.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00	0.00	0.00	95.00
T UMW Administrative and Finan	E06849	3/10/2011	66.50	0.00	0.00	0.00	0.00	0.00	0.00	66.50	0.00	0.00	66.50
T UMW Business & Finance	E06863	3/10/2011	123.50	0.00	0.00	0.00	0.00	0.00	0.00	123.50	0.00	0.00	123.50
T UMW JAC	E06904	3/10/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
T UMW Advancement	E06928	3/10/2011	66.00	0.00	0.00	0.00	0.00	0.00	0.00	66.00	0.00	0.00	66.00
T UMW Advancement	E06939	3/10/2011	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	0.00	0.00	36.00
T UMW - University of Mary Wash	E06943	3/10/2011	11,965.59	0.00	0.00	0.00	0.00	0.00	0.00	11,965.59	0.00	0.00	11,965.59
.. UMW President's Office	E06716	3/11/2011	104.00	0.00	0.00	0.00	0.00	0.00	0.00	104.00	0.00	0.00	104.00
T UMW OSACS	E06774	3/11/2011	1,154.25	0.00	0.00	0.00	0.00	0.00	0.00	1,154.25	0.00	0.00	1,154.25

# Revenue Forecast

## 3/1/2011 - 3/31/2011

Excluding: Cancelled

Client/Organization	Event #	Date	Food	Bev	Liquor	Equip	Labor	Room	Other	Subtotal	Administrative Fee	Tax	Total
T UMW Advancement	E06832	3/11/2011	54.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	54.00
T UMW Financial Aid	E06839	3/11/2011	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00
T UMW Financial Aid	E06841	3/11/2011	2,157.30	0.00	0.00	0.00	0.00	0.00	0.00	2,157.30	0.00	0.00	2,157.30
T UMW Financial Aid	E06846	3/11/2011	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
T UMW JAEC	E06851	3/11/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
T UMW Admissions	E06882	3/11/2011	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
T UMW Elderstudy	E06903	3/11/2011	193.50	0.00	0.00	0.00	0.00	0.00	0.00	193.50	0.00	0.00	193.50
T UMW Provost's Office	E06940	3/11/2011	99.50	0.00	0.00	0.00	0.00	0.00	0.00	99.50	0.00	0.00	99.50
T UMW JAEC	E06945	3/11/2011	11.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00	0.00	0.00	11.00
T UMW OSACS	E05231	3/12/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW COAR	E06420	3/12/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW Financial Aid	E06842	3/12/2011	99.50	0.00	0.00	0.00	0.00	0.00	0.00	99.50	0.00	0.00	99.50
T UMW Financial Aid	E06844	3/12/2011	129.50	0.00	0.00	0.00	0.00	0.00	0.00	129.50	0.00	0.00	129.50
T UMW Financial Aid	E06845	3/12/2011	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00	0.00	0.00	175.00
T UMW JAEC	E06852	3/12/2011	54.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	54.00
T UMW Music	E06872	3/12/2011	2,894.50	0.00	0.00	0.00	0.00	0.00	0.00	2,894.50	0.00	0.00	2,894.50
T UMW Admissions	E06884	3/12/2011	3,262.50	0.00	0.00	0.00	0.00	0.00	0.00	3,262.50	0.00	0.00	3,262.50
T UMW Admissions	E06885	3/12/2011	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	200.00
T UMW Admissions	E06886	3/12/2011	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
T UMW Admissions	E06887	3/12/2011	5,401.25	0.00	0.00	0.00	0.00	0.00	0.00	5,401.25	0.00	0.00	5,401.25
T UMW Stafford Campus	E06898	3/12/2011	127.50	0.00	0.00	0.00	0.00	0.00	0.00	127.50	0.00	0.00	127.50
T UMW Computer Science	E06920	3/12/2011	31.50	0.00	0.00	0.00	0.00	0.00	0.00	31.50	0.00	0.00	31.50
T UMW Athletics	E06944	3/12/2011	0.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00
T UMW President's Office	E06197	3/14/2011	261.00	0.00	0.00	0.00	0.00	0.00	0.00	261.00	0.00	0.00	261.00
T UMW OSACS	E06781	3/14/2011	66.50	0.00	0.00	0.00	0.00	0.00	0.00	66.50	0.00	0.00	66.50
T UMW Mathematics	E06828	3/14/2011	210.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	0.00	0.00	210.00
T UMW Speaking Center	E06654	3/15/2011	138.00	0.00	0.00	0.00	0.00	0.00	0.00	138.00	0.00	0.00	138.00
T Valerie Maniscalco Wedding	E06731	3/15/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW JAEC	E06836	3/15/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
T Mary Washington Healthcare -	E06910	3/15/2011	286.75	0.00	0.00	0.00	0.00	0.00	0.00	286.75	0.00	0.00	286.75
T UMW Advancement	E06930	3/15/2011	219.00	0.00	0.00	0.00	0.00	0.00	0.00	219.00	0.00	0.00	219.00
T UMW President's Office	E06789	3/16/2011	107.40	0.00	0.00	0.00	0.00	0.00	0.00	107.40	0.00	0.00	107.40
T UMW JAEC	E06837	3/16/2011	54.00	0.00	0.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	54.00
T Leadership Council Retreat	E06850	3/16/2011	677.85	0.00	0.00	0.00	0.00	0.00	0.00	677.85	0.00	0.00	677.85
T Sodexo	E06866	3/16/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T Mary Washington Healthcare -	E06907	3/16/2011	973.00	0.00	0.00	0.00	0.00	0.00	0.00	973.00	0.00	0.00	973.00
T UMW Business Administrative	E06916	3/16/2011	200.50	0.00	0.00	0.00	0.00	0.00	0.00	200.50	0.00	0.00	200.50
T UMW Psychology	E06933	3/16/2011	152.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00	0.00	0.00	152.00
T Sodexo	E06127	3/17/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW Career Services	E06734	3/17/2011	185.00	0.00	0.00	0.00	0.00	0.00	0.00	185.00	0.00	0.00	185.00
T UMW Office of Events and Coni	E06783	3/17/2011	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00	1,650.00	0.00	0.00	1,650.00
T UMW Office of Events and Coni	E06785	3/17/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW JAEC	E06838	3/17/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00

3/11/2011 1:10 pm



# Revenue Forecast

## 3/1/2011 - 3/31/2011

Excluding: Cancelled

Client/Organization	Event #	Date	Food	Bev	Liquor	Equip	Labor	Room	Other	Subtotal	Administrative Fee	Tax	Total
T Stafford County	E06879	3/17/2011	497.50	0.00	0.00	0.00	0.00	0.00	0.00	497.50	85.05	51.98	634.53
T UMW Advancement	E06924	3/17/2011	384.00	0.00	0.00	0.00	0.00	0.00	0.00	384.00	0.00	0.00	384.00
T UMW Dean of Arts and Science	E06025	3/18/2011	44.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00	0.00	0.00	44.00
T UMW JAEC	E06834	3/18/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
T UMW OSACS	E06936	3/18/2011	485.00	0.00	0.00	0.00	0.00	0.00	0.00	485.00	0.00	0.00	485.00
T Moore-Sherman Wedding Rece	E06648	3/19/2011	5,418.40	0.00	3,300.00	0.00	0.00	0.00	0.00	8,718.40	1,569.31	959.02	11,246.73
T UMW Modern Foreign Languag	E06692	3/19/2011	996.25	0.00	0.00	0.00	0.00	0.00	0.00	996.25	0.00	0.00	996.25
T UMW Advancement	E06708	3/19/2011	700.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00	0.00	0.00	700.00
T UMW Advancement	E06709	3/19/2011	221.40	0.00	0.00	0.00	0.00	0.00	0.00	221.40	0.00	0.00	221.40
T UMW Modern Foreign Languag	E06806	3/19/2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T UMW Residence Life	E06807	3/19/2011	305.00	0.00	0.00	0.00	0.00	0.00	0.00	305.00	0.00	0.00	305.00
T UMW OSACS	E06864	3/19/2011	694.69	0.00	0.00	0.00	0.00	0.00	0.00	694.69	0.00	0.00	694.69
T UMW OSACS	E06934	3/19/2011	100.00	0.00	0.00	0.00	0.00	0.00	0.00	190.00	0.00	0.00	190.00
T UMW President's Office	E06755	3/21/2011	290.00	0.00	0.00	0.00	0.00	0.00	0.00	290.00	0.00	0.00	290.00
T Fredericksburg Civil War Roun	E05971	3/23/2011	930.40	0.00	0.00	0.00	0.00	0.00	0.00	930.40	0.00	0.00	930.40
T UMW JAEC	E06853	3/23/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
T Mary Washington Healthcare -	E06908	3/23/2011	677.50	0.00	0.00	0.00	0.00	0.00	0.00	677.50	117.45	71.78	866.73
T UMW Office of Events and Con	E06613	3/24/2011	299.50	0.00	0.00	0.00	0.00	0.00	0.00	299.50	0.00	0.00	299.50
T C.D. Hylton High School	E06905	3/24/2011	168.20	0.00	0.00	0.00	0.00	0.00	0.00	168.20	0.00	0.00	168.20
T Glasgow Middle School	E06750	3/25/2011	278.40	0.00	0.00	0.00	0.00	0.00	0.00	278.40	0.00	0.00	278.40
T UMW Alumni Relations	E06847	3/25/2011	2,375.00	0.00	0.00	0.00	0.00	0.00	0.00	2,375.00	0.00	0.00	2,375.00
T UMW JAEC	E06854	3/25/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
T Land Trust of Virginia	E06917	3/25/2011	475.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00	85.50	52.25	612.75
T UMW Class Council	E06826	3/26/2011	847.87	0.00	0.00	0.00	0.00	0.00	0.00	847.87	0.00	0.00	847.87
T Mary Alice Merchant	E06831	3/26/2011	320.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00	57.60	35.20	412.80
T The WINGS Organization	E06840	3/26/2011	1,398.25	0.00	0.00	0.00	0.00	0.00	0.00	1,398.25	251.69	0.00	1,649.94
T UMW Stafford Campus	E06899	3/26/2011	106.25	0.00	0.00	0.00	0.00	0.00	0.00	106.25	0.00	0.00	106.25
T Fredericksburg Area Museums	E06901	3/26/2011	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	360.00	414.20	4,774.20
T UMW Office of Events and Con	E06602	3/29/2011	299.50	0.00	0.00	0.00	0.00	0.00	0.00	299.50	0.00	0.00	299.50
T UMW James Farmer Multicultur	E06913	3/29/2011	42.00	0.00	0.00	0.00	0.00	0.00	0.00	42.00	7.56	0.00	49.56
T UMW JAEC	E06921	3/30/2011	36.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	0.00	0.00	36.00
T UMW OSACS	E04514	3/31/2011	1,690.00	0.00	0.00	0.00	0.00	0.00	0.00	1,690.00	0.00	0.00	1,690.00
T UMW Office of Events and Con	E06606	3/31/2011	299.50	0.00	0.00	0.00	0.00	0.00	0.00	299.50	0.00	0.00	299.50
T Moon-Conroy Wedding Receipt	E06733	3/31/2011	239.70	0.00	0.00	0.00	0.00	0.00	0.00	239.70	43.15	26.37	309.22
T UMW JAEC	E06922	3/31/2011	18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00	0.00	18.00
Totals			81,105.57	90.00	3,300.00	25.00	0.00	0.00	0.00	84,520.57	3,994.54	2,385.32	90,900.43

ATTACHMENT F  
Recent Catering Sales Totals

	event total	FY08-09	event total	FY09-10	event total	FY10-11
Campus Catering	736	\$ 536,880.50	690	\$ 483,947.67	726	\$ 528,796.72
JAEC UMW Catering	182	\$ 100,252.61	201	\$ 101,134.19	186	\$ 100,997.50
JAEC Outside Catering	142	\$ 440,490.70	123	\$ 373,299.67	109	\$ 417,472.60
Total All Catering		\$ 1,077,623.81		\$ 958,381.53		\$ 1,047,266.82

as of 3/24/11

[illegible]



## ATTACHMENT H

## POS Terminals

Product ID	<u>Serial #</u>	<u>Location</u>	<u>Acquisition Date:</u>
POS70 Terminal model 7	54-36738272	Woodard, EaglesNest	5/2/2008
POS70 Terminal model 7	54-36738462	Woodard, EaglesNest	5/2/2008
POS70 Terminal model 7	54-36741750	Woodard, EaglesNest	5/2/2008
POS70 Terminal model 7	54-37615816	Woodard, EaglesNest	5/2/2008
POS70 Terminal model 7	54-37616814	Seacobeck, Fac/Staff	5/2/2008
POS70 Terminal model 7	54-37979249	Seacobeck, Diner	5/2/2008
POS70 Terminal model 7	54-37981294	Seacobeck	5/2/2008
POS70 Terminal model 7	54-37981691	Seacobeck - Dome	5/2/2008
POS70 Terminal model 7	54-37981825	Woodard, EaglesNest	5/2/2008
POS70 Terminal model 7	54-38107590	EagleOne Card Center	6/27/2011
POS21 - 15	104-38627865	Underground	5/1/2009
POS21 - 15	104-38629544	Underground	5/1/2009
POS21 - 15	104-38654698	Seacobeck Spare	3/1/2011
POS21 - 15	104-38655988	EaglesNest Spare	3/1/2011
POS21 - 15	104-43500451	Anderson Center	6/27/2011
POS21 - 15		Simpson Library	
Sequoia Handheld		2 units	



**Revenues to Dining Services**

	07-'08	08-'09	09-'10	10-'11
Board	\$ 3,413,985.40	\$ 3,562,746.48	\$ 3,972,223.66	\$ 3,724,742.39
Cash Sales	\$ 73,748.64	\$ 102,685.72	\$ 99,347.02	\$ 86,022.69
Concessions	\$ 584.94	\$ 4,446.32	\$ 4,904.06	\$ 8,122.03
Faculty/Staff and Cash Sales	\$ 32,331.40	\$ 32,166.32	\$ 30,425.67	\$ 33,462.80
Flex Sales - Semester	\$ 686,341.83	\$ 628,854.94	\$ 642,536.99	\$ 1,108,365.44
Flex Sales - Summer	\$ -	\$ 72,187.66	\$ 69,933.66	\$ 45,473.78
EagleOne	\$ 135,763.36	\$ 133,358.91	\$ 135,363.05	\$ 86,960.17
Campus Catering	\$ 550,929.02	\$ 539,537.85	\$ 483,947.67	\$ 528,796.72
AEC Catering	\$ 424,302.59	\$ 538,085.96	\$ 474,433.86	\$ 518,470.10
Special Affairs-UMW Affiliates	\$ 39,741.78	\$ 52,089.98	\$ 38,082.70	\$ 18,781.58
Outside Catering	\$ 444,177.64	\$ 403,735.31	\$ 301,282.74	\$ 220,400.61
<b>TOTAL:</b>	\$ 5,801,906.60	\$ 6,069,895.45	\$ 6,252,481.08	\$ 6,379,598.32

**Return to UMW from Dining Services**

Commission from Dining Services

\$ 283,498.08

\$ 297,020.12

\$ 298,960.01

\$ 300,000.00

**Other Contributions include**

annual scholarship  
 presidential catering  
 contribution to waste removal/Woodard  
 student activities  
 bond fund