

**The Eagle's Nest**

Monday - Friday 7:30am - 10:00pm

Saturday - Sunday 12:00pm - 10:00pm

**Joe Stacks & The Market (New Location in 2011)**

Monday - Friday 7:30am - 10:00pm\*

Saturday - Sunday 12:00pm - 10:00pm

\*Joe Stacks Deli opens at 10:30am

**Opened as "The Underground" in Fall 2009, this venue was renamed Naturally Woodstock in Fall 2011.**

Monday - Friday 11:00am - 11:00pm

Saturday - Sunday 5:00pm - 11:00pm

**Eagle Express Cart**

This mobile cart operates in front of GW Hall, Monday-Friday from 8am - 2pm, on all fair weather days and throughout Fall Semester. The cart is not used Jan. - Feb., and opens again after spring break.

**Dome Room**

The Dome Room is opened from 9pm - 6am Monday - Friday. The space is wi-fi ready, ADA accessible and available for late night studying. Dining Services sets the room with a portable coffee/hot chocolate station each evening.

Attachment L

Underground Financial Overview

The operation of the Underground is subsidized by the University of Mary Washington

Meal Exchange
Flex
Total Sales
Food Purchases
Labor
Direct Costs
Indirect Costs
Total Reimbursable Costs
Food cost Credit for Meal Exchange (30%)
Food cost Credit of 30% Flex sales
Total Non-Flex Sales (credit)
UMW Invoice Amount

Meal Exchange
Flex
Total Sales
Food Purchases
Labor
Direct Costs
Indirect Costs
Total Costs
Food cost Credit for Meal Exchange (30%)
Food cost Credit of 30% Flex sales
Total Non-Flex Sales (credit)
UMW Invoice Amount

FY10	FY11
\$104,631.05	454239.04
\$107,640.57	113,672.98
\$254,858.23	\$ 594,599.15
\$367,978.04	\$ 667,378.08
\$262,733.00	\$ 474,516.89

## University of Mary Washington 2011 Certification of Internal Control

### Third Party Service Provider Clause

On May 12, 2008, the Commonwealth of Virginia Office of the Comptroller issued Comptroller's Directive No. 1-08, Agency Risk Management and Internal Control Standards (ARMICS), which mandates the implementation and annual assessment of agency internal control systems in order to provide reasonable assurance of the integrity of all fiscal processes related to accounting, financial statements, compliance with laws and regulations and stewardship over the Commonwealth's assets.

A requirement of this Directive is to obtain reasonable assurance from all third-party service providers of the integrity of their internal controls based on the ARMICS standards. Please indicate the appropriate response as it relates to the services and/or processes your organization provides to the University of Mary Washington by checking one of the selections below:

<input type="checkbox"/>	As a third party service provider, there are no significant weakness found in the design or operation of the internal controls applicable to the processes or services conducted on behalf of the University of Mary Washington.
<input type="checkbox"/>	As a third party service provider, there are no significant weaknesses found in the design or operation of the internal controls applicable to the processes or services conducted on behalf of the University of Mary Washington. However, other (non-significant) internal control weaknesses were identified and will be addressed.
<input type="checkbox"/>	As a third party service provider, there are significant weaknesses found in the design or operation of the internal controls applicable to the processes or services conducted on behalf of the University of Mary Washington. A list of these weaknesses and a copy of our Corrective Action Plan is attached herewith.

\_\_\_\_\_  
Third Party Service Provider

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

This document was received and reviewed in compliance with the Commonwealth of Virginia's Department of Accounts ARMICS Directive

\_\_\_\_\_  
Associate Vice President for Finance and Controller  
University of Mary Washington

\_\_\_\_\_  
Date

## Financial Submission

## Attachment N

### PART 1

### Proposed Financial Offer

The rates proposed shall be for the first year of the contract.

Meal Plans (Note: Please submit a proposal with a meal plan configuration that coincides with the program currently offered at UMW as outlined in the Background section of this RFP. Any alternate plans will be accepted in the form of an alternate offer.)

#### Price per participant per day (excluding flex)

Super Meal Plan + \$100 flex	\$ _____
60 Block w/\$75 flex (commuters only)	\$ _____
275 Block Plan + 200 flex	\$ _____
225 Block Plan + \$200 flex	\$ _____
150 Block Plan + \$300 flex	\$ _____
90 Block Plan + \$175 flex	\$ _____

#### Notes:

Commuters may select a 60 Block meal plan, or any of the plans presented above.

Students living in Eagle Landing or the UMW Apartments will be required to participate in a 90 block plan, or may elect to choose a larger plan.

Freshmen will choose between the super meal plan, the 275 block plan, or the 225 block plan annually.

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

The super meal plan will continue to have an associated meal exchange, fall semester will include a 15 meal exchange to be used in either the Eagle's Nest or the Underground, and spring semester will include a 25 meal exchange to be used in either location.

The Eagle's Nest and Underground will offer a "meal exchange" option as well as "meal exchange plus" options.

The meal plan can only be used by the cardholder. It is not transferable.

#### A. Casual Meal Rates

	Flex	Cash or EagleOne
Breakfast	\$ _____	\$ _____
Lunch	\$ _____	\$ _____

Saturday Brunch	\$ _____	\$ _____
Sunday Brunch	\$ _____	\$ _____
Dinner	\$ _____	\$ _____

#### Fall Break/Spring Break Meal Plan Option

Currently no board dining options exist during fall or spring break. If such a plan is desirable by UMW, and there are a minimum of fifty (50) dinners,

#### Faculty/Staff Dining

Lunch Buffet	\$ _____
Faculty Dinner	\$ _____

#### Conferences and Events

Standard summer conference rate for breakfast, lunch and dinner:

Daily Rate        \$ \_\_\_\_\_

(Note: For this example, the rate should be based on a 100-person conference for 5 days, 3 meals each day. Alternate rates, based on attendance, length of stay, etc. can be submitted in an alternate offer.)

#### Retail Price Submissions

Please submit portion and pricing for the following cash offerings:

Hamburgers	4oz.	\$ _____
Fountain Drinks	12oz.	\$ _____
Coffee	16oz.	\$ _____
Bagel		\$ _____
6 inch Tuna Sub		\$ _____
Yogurt	6oz.	\$ _____
Cheese Pizza	2in.	\$ _____
Side Salad	8oz	\$ _____
Chicken Caesar Salad	12oz	\$ _____
6 Chicken Wings		\$ _____
Beef Taco		\$ _____
Cappucino	12oz.	\$ _____
Plain Cheesecake	6oz.	\$ _____
Bottled Drinks	20oz.	\$ _____

(Note: Any additional offerings will require prior portion and pricing approval by the contract administrator before being offered for sale.)

#### Commission Guarantee

The Contractor will pay commission of \_\_\_\_ percent (\_\_\_\_%) of gross sales, on all cash operations (including cash,

flex, EagleOne, concessions and catering). A minimum commission of \$\_\_\_\_\_, shall be guaranteed by the Contractor.

Branded Concepts, if presented:

Name of Concept : \_\_\_\_\_ Detail and Royalty/Franchise Fee, and frequency of payment: \_\_\_\_\_

STAFFING: Identify minimum management staffing level for each dining venue at peak time and at non-peak time.

	Peak	non-peak
Seacobeck	_____	_____
Eagle's Nest / The Market	_____	_____
Underground/Naturally Woodstock	_____	_____

## PART 2      Proposed Financial Offer with Capital Contribution

The rates proposed shall be for the first year of the contract.

Meal Plans (Note: Please submit a proposal with a meal plan configuration that coincides with the program currently offered at UMW as outlined in the Background section of this RFP. Any alternate plans will be accepted in the form of an alternate offer.)

Price per participant per day (excluding flex)

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Lunch	\$ _____	\$ _____
Saturday Brunch	\$ _____	\$ _____
Sunday Brunch	\$ _____	\$ _____
Dinner	\$ _____	\$ _____

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Name of Concept : \_\_\_\_\_ Detail and Royalty/Franchise Fee, and frequency of payment: \_\_\_\_\_

STAFFING: Identify minimum management staffing level for each dining venue at peak time and at non-peak time.

	Peak	non-peak
Seacobeck	_____	_____
Eagle's Nest / The Market	_____	_____
Underground/Naturally Woodstock	_____	_____

### Capital Contribution

The Contractor shall contribute \$\_\_\_\_\_ to the University, upon the signing of this Agreement. In addition the Contractor will make subsequent contributions annually in a guaranteed amount of no less than \$\_\_\_\_\_ for each year of the contract. The payment shall be made on August 1, of each contract year.

### PART 3

Alternative meal plans may be suggested with a corresponding financial offer. It is of interest to the university to eliminate the subsidization for these venues: the Underground/Woodstock in Lee Hall and Jazzman's concept within Simpson Library.

### PART 4

Contractor should recommend proposed method used to determine annual price adjustments.

### PART 5

Using parts 1 and 2 above, for each dining concept (Seacobeck, Eagle's Nest, The Market, Underground/Naturally Woodstock, Jazzman's), provide a 3 year pro-forma showing an annual return to the University during each year and including both income and expenses in accordance with the Uniform System of Accounts for Restaurants, or GAAP.

Assumptions, including existing amortization, for each concept anticipated revenues and expenses. Indicate practices to be incorporated to ensure appropriate debits and credits will be assessed to the dining venues, which will yield accurate financial statements and minimize the amount of monitoring required by the University. In addition, if on-campus administrative overhead (i.e. Director of Food Service, Executive Chef, Marketing Manager, etc.) is allocated to the dining venues, indicate the formula and what is included in the allocation. All employees associated with on-campus administrative overhead should be identified within the pro-forma.



**ATTACHMENT O**  
**Small Business Subcontracting Plan**  
***MUST be completed and returned with Proposal Package***

**DEFINITIONS:**

**Small Business:** "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: DMBE-certified women- and minority-owned businesses shall also be considered small businesses when they have received DMBE small business certification.

**Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**All small businesses must be certified by the Commonwealth of Virginia, Department of Minority Business Enterprise (DMBE) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DMBE online at [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov) (Customer Service).**

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructions**

A. If you are certified by the Department of Minority Business Enterprise (DMBE) as a small business, complete only Section A of this form. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification.

B. If you are not a DMBE-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DMBE-certified small business in Section B.

**Section A**

If your vendor is certified by the Department of Minority Business Enterprise (DMBE), are you certified as a (check only one below):

\_\_\_\_\_ Small Business \_\_\_\_\_ Small and Minority-owned Business \_\_\_\_\_ Small and Women-owned Business

**Certification#** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section B**

Populate the table below to show your vendor's plans for utilization of DMBE-certified small businesses in the performance of this contract. This shall not exclude DMBE-certified women-owned and minority-owned businesses that have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**B. Plans for Utilization of DMBE-Certified Small Businesses for this Procurement**

Small Business Name & Address DMBE Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
<b>Totals \$</b>					

## State Corporation Commission Form

*STATE CORPORATION COMMISSION FORM: Required of all bidders pursuant to Title 13.1 or Title 50 (See Appendix B, Section II, 64.). Include SCC Form, Annex 6-J, in Invitation for Bids.*

### **Virginia State Corporation Commission (SCC) registration information. The bidder:**

☐ is a corporation or other business entity with the following SCC identification number:

**-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☒ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -

**OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐