

SUBMIT PROPOSAL TO:
PURCHASING DEPARTMENT
UNIVERSITY OF CENTRAL FLORIDA
4000 CENTRAL FLORIDA BLVD.
P.O. BOX 160050

ORLANDO, FL 32816-0050
Phone: (407) 823-2661 - FAX: (407) 823-5551
http://pegasus.cc.ucf.edu/~purchase/

University of Central Florida
REQUEST FOR PROPOSAL
Contractual Services
Acknowledgment Form

Page 1 of --	Pages	PROPOSALS WILL BE OPENED and may not be withdrawn within 60 May 18, 2001@ 2:00 p.m. days after such date and time.	PROPOSAL NO. 1041RSA
UNIVERSITY MAILING DATE: 03/23/01		PROPOSAL TITLE: Annual Contract for University Dining Services	
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER			
VENDOR NAME		REASON FOR NO PROPOSAL	
VENDOR MAILING ADDRESS			
CITY - STATE - ZIP CODE		POSTING OF PROPOSAL TABULATIONS	
AREA CODE	TELEPHONE NO.	Proposal tabulations with intended award(s) will be posted for review by interested parties at the location where the proposals were opened and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.	
	TOLL FREE NO.		
	FAX NO.		

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer and that the proposer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. In submitting a proposal to an agency for the State of Florida, the proposer offers and agrees that if the proposal is accepted, the proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the proposer.

AUTHORIZED SIGNATURE (MANUAL)

AUTHORIZED SIGNATURE (TYPED), TITLE

GENERAL CONDITIONS

SEALED PROPOSALS: All proposal sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE.) The face of the envelope shall contain, in addition to the above address, the date, and time of the proposal opening and the proposal number. Proposal prices not submitted on attached proposal price sheets when required shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

1. **EXECUTION OF PROPOSAL:** Proposal must contain a manual signature of authorized representative in the space provided above. Proposal must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by proposer must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the proposal as required.

2. **NO PROPOSAL SUBMITTED:** If not submitting a proposal, respond by returning only this proposer acknowledgment form, marking it "NO PROPOSAL," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the proposer's name from the proposal mailing list. NOTE: To qualify as a respondent, proposer must submit a "NO PROPOSAL," and it must be received no later than the stated proposal opening date and hour.

3. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the proposal form. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered, will not be

considered. Offers by telegram or telephone are not acceptable. A proposal may not be altered after opening of the proposals.

NOTE: Proposal tabulations will be furnished upon written request with an enclosed, self addressed, stamped envelope. Proposal tabulations will not be provided by telephone.

4. **PRICES, TERMS AND PAYMENT:** Firm prices shall be proposed and include all services rendered to the purchaser.

(a) **TAXES:** The University does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See tax exemption number on face of purchase order or agreement form. This exemption does not apply to purchases of services in the performance of contracts for the improvement of state-owned real property as defined in Chapter 192, Florida Statutes.

(b) **DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.

(c) **MISTAKES:** Proposers are expected to examine the conditions, scope of work, proposal prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the proposer's risk.

(d) **INVOICING AND PAYMENT:** The Contractor shall be paid upon submission of properly certified invoices to the purchaser at the prices stipulated on the contract at the time the order is placed, after delivery and acceptance of goods/services, less deductions if any, as provided. Invoices shall contain the contract number, purchase order number and the contractors' Federal Employer Identification Number. An original and three (3) copies of the

UNIVERSITY OF CENTRAL FLORIDA
REQUEST FOR PROPOSAL NUMBER 1041RSA
FOR
UNIVERSITY DINING SERVICES

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EXHIBIT A

EXHIBIT B

1.0 RFP Scope and Objectives

1.1 Introduction

The University of Central Florida intends to secure a management services agreement for the operation of certain university dining services with the objective of obtaining a selection of the highest quality products and services for our customers at the most affordable prices. The university desires to select a contractor that will share its commitment to the highest quality dining service operation while, at the same time, maximizing its return on investment over the life of the contract. It should be clear that the university is not relinquishing to an outside party its responsibility to provide a quality dining services program on campus and in support of the university community; however, the university desires to form a partnership with a management company to cooperatively develop one of the best dining services operations in the nation.

The university is seeking creative ideas and options as to how best to position itself to meet the ever-increasing dining needs of an expanding campus population. Therefore, the university wants a contractor who can provide highest quality dining experiences which will create excitement and enjoyment on the part of its customers.

1.11 University History and Data

Please see materials attached as Exhibit "A". Proposers will note that in the Fall of 2000 the university enrolled 33,463 students of which 30,288 were enrolled on the Orlando campus. Of that number, 2,145 were housed in on-campus resident halls. The university will add 800 beds in Fall of 2001 and another 800 beds in Fall of 2002, located south of the existing dining hall. An affiliation with two off campus complexes will add approximately 3,750 beds in Fall 2001. In addition, over ten (10) thousand students live within a three-mile radius of the university. According to approved university projections, student enrollment is expected to reach 40,070 on the main campus by year 2010. The selected proposer will be one who offers dining experiences and programs which will capture a major portion of potential diners now going off campus.

1.12 Dining Venues

University Dining Services are comprised of all food venues located outside the Student Union and the University Bookstore, Recreational Services Building, and Wild Pizza. Included are the Crossroads Café and Knight's Pantry, the President's Dining Room and the University Dining Room (which will be renovated for meeting rooms with catered events in the Student Resources Building), the Great Escapes and Patio Grill in the John T. Washington Student Services Building and the Fast Break in the Education Building and any other future venues. Additionally, one space now assigned in the Student Union as a convenience store and the first available food court space in the Student Union will be included as Dining Services venues. Dining Services report to the Director of Business Services who reports to Administration and Finance.

1.13 Future Food Venues

The university has identified several potential food venues. The selected proposer will provide ideas and programs to make the future venues a successful reality.

- 1.131 Space adjacent to Crossroads Café which will become available upon completion of the new Recreation building in the new housing complex. A faculty dining room, restrooms, and additional Crossroads Café seating will be available in the space.
- 1.132 Wild Pizza.
The facility will be renovated. The successful proposer will have opportunity to bid on the food venue located therein.
- 1.133 A coffee bar (or other use if appropriate) in a proposed Teaching Academy near the Education Complex.
- 1.134 Various kiosks, mobile carts, convenience stores or small food outlets in university buildings.
- 1.135 Convenience Store/Copy Center/Bookstore located in parking garages as mutually agreed upon.
- 1.136 Convenience Stores/Pre-Packaged Foods/Bookstore located in the soon to be acquired Knights Crossing Apartment Complex and the Knight's Court Apartment Complex, containing a total of 3,750 beds. This venue would be one to be developed in partnership with the University Bookstore operator, Barnes and Noble. The units are adjacent to the campus across Alafaya Trail. Other venues will develop as the university reaches toward its anticipated main campus enrollment of 40,070 by 2010.
- 1.137 Catering
The university has a non-exclusive catering policy. However, 85% of all catered events (Student Union, academic buildings, university facilities in the Central Florida Research Park and other locations including the President's House) are provided by the current contractor. The university will look to the successful proposer to provide imaginative, quality, reasonably priced catered events across the campus. **Quality catering is a high university priority.**
- 1.138 Concessions
The contractor is responsible for providing concession foods in the Arena and at the softball/baseball complex. Other athletic concession areas may be opened in the future either on or off campus.
- 1.139 Selected areas in the Central Florida Research Park, area campuses and centers should there be a mutually beneficial arrangement.
- 1.140 Other off-campus venues as mutually agreed upon.

1.14 Contract Term

The university is prepared to offer a contract term of five (5) years with an option to renew for an additional five (5) year term. After the second five (5) year term the contract may be continued on a year to year basis at the sole discretion of the university. The university hopes to complete the selection process by early June 2001 with a contract commencement date of August 1, 2001.

1.2 Responsibilities and Obligations

1.21 The university shall:

- Provide necessary food service equipment in dining facilities and in the Student Union catering kitchen for use of the contractor.
- Provide administrative office space of a maximum 4 offices and work space.
- Provide for the removal of refuse from refuse collection dumpsters.
- Provide and maintain adequate fire extinguishing equipment.
- Provide telephone connections to the university system.
- Provide an adequate initial inventory of expendable equipment. Contractor and university shall jointly undertake an opening inventory and contractor shall maintain this inventory as a direct cost of operation and take reasonable measures to protect the inventory from loss by pilferage or destruction.
- Provide basic kitchen equipment (stoves, ovens, refrigerators, freezers, etc).
- Provide maintenance of equipment which repair costs in excess of \$500.00

1.22 The contractor shall (as a direct cost of operations):

- Pay all metered utility costs: water, gas, electricity.
- Pay telephone charges.
- Pay equipment repair costs up to \$500.00 per repair call.
- Provide routine maintenance including preventive maintenance on all food service equipment.
- Provide pest control services for all food areas.
- Provide daily housekeeping, cleaning and sanitation service.
- Furnish all transportation vehicles, vehicle maintenance and operators necessary for operation of the contract to include all catering functions.
- Provide an adequate initial inventory level of service ware (chinaware, glassware, silverware, serving trays, etc.) and maintain the inventory level of service ware.
- Advise the university staff of required equipment purchases or replacements and services and assist in preparing necessary specifications.
- Provide insurance as stipulated in section 2.39.
- Meet on a scheduled basis with appropriate university staff and committees to insure open communications with staff and students.
- Furnish and maintain point of sale systems, hardware and software necessary to operate a meal plan and debit card for food service operations. The University has installed the C Board system. If the

successful proposer desires a different system, the university shall be reimbursed for C Board.

- Allow university personnel and/or appropriate county or state inspection personnel to have full access to all areas under the contractor's control at any time with or without notice.
- Survey for customer satisfaction each academic term and provide the results to the Director of Business Services.
- Participate as required by the University Emergency Preparedness Handbook. Appropriate pages are attached as Exhibit "B".
- Minimum food purchasing specifications:
 - Beef and Veal – USDA Choice
 - Pork and Lamb - USDA #1
 - Poultry – USDA Grade A
 - Eggs and Dairy Products – USDA Grade A
 - Frozen Food – USDA Grade A Fancy
 - Fresh Produce – USDA #1 Quality
 - Canned Goods – USDA Grade A Fancy
- Submit to the university Director of Business Services a detailed operating statement for each accounting period and fiscal year to date. Other financial or management reports may be requested by the Vice President for Administration and Finance, Associate Vice President for Administration and Finance or the Director of Business Services
- Accept the UCF Card in all food venues.

1.23 Personnel

a. In performing its duties as agent for the university, the Contractor must have an **adequate number** of its own non-management employees, which will be directed and supervised by the Contractor. These employees are considered employees of the agent, but must follow campus regulations regarding behavior and safety. The Contractor shall be **responsible for the personnel actions** of its employees, including recruitment, promotion, transfer, lay-off and termination. Contractor must have **adequately trained relief personnel** to substitute for absent regular employees.

b. Contractor agrees to assign for duty **only qualified management and professional employees acceptable** to the university. No changes in management and professional personnel will be made **without prior consultation and consent** of the university. *Only on-site managers and professional staff may be charged under this contract. Managers on campus in excess of the proposed management organizational chart and off site managers will be paid out of corporate overhead.* Contractor further agrees to maintain an **adequate staff** of its **management employees on duty** at the **university dining facilities and services** and to provide such expert administrative, dietetic, purchasing equipment consulting and personnel advice and supervision which may be required. One such management person shall be a professional catering manager.

c. The university reserves the **right to request the replacement of any management personnel**, in writing with thirty (30) day notice, due to operating difficulties determined to be the result of inferior on-site management practices or

performance. The university also reserves the right to consult with the Contractor on personnel matters and to make recommendations in this regard as appropriate for both management/professional and non-management employees.

d. Contractor assumes full **responsibility for payment of all State and Federal taxes** for unemployment insurance, old age pensions or any other Social Security legislation for all its employees engaged in the performance of any contract resulting from this RFP and further agrees to meet all requirements that may be specified in regulations now or hereafter promulgated by the university's administrative officials or the State of Florida. *Those costs shall be a direct cost of operation.*

e. Both the university and the Contractor will **refrain from hiring each other's** management employees without written permission for the term of this contract plus six months.

f. In keeping with the university's policy of providing work experience for its students, the university desires that the Contractor use students in its employ to the extent possible. **Student workers** will be the employees of the agent and should be paid no less than the applicable Federal Minimum Wage rate.

g. Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, age, sex or national origin. Contractor shall be in complete compliance with the requirements set forth in the American Disabilities Act and comply with all applicable federal and state equal employment opportunity laws. (See paragraph 2.31 Equal Opportunity Statement)

h. Contractor shall cause all of its employees assigned as **food handlers** at the university to submit to periodic health examinations, given at least as frequently and as stringently as required by law, and to submit satisfactory evidence of compliance with all **health regulations** to the university upon request. Contractor shall further visually inspect employees at least daily to ensure compliance with established **hygienic practices**.

i. All **contract employees** will wear nametags and all management personnel should have a distinctive **uniform and/or nametag** to identify them as such. The company's management personnel will be clearly and prominently in charge and will be available in the dining areas when service is offered.

j. The Contractor must schedule and conduct **on-going employee training programs** to ensure that employees perform their jobs with the highest standards of efficiency, courtesy, and sanitation. Service attitude of employees is very important. The Contractor must have as part of its on-going training a program to ensure the highest standards of service are consistently maintained.

1.3 Board Plans

The university encourages participation in board plans by resident students. However, there is no mandatory board plan. The successful proposer may market board program plans to prospective students during orientation sessions, and to continuing students on an on-going basis. The university will, to the extent possible, assist the contractor in its board plan marketing efforts.

1.4 Information Submissions by the Proposer

Proposers are encouraged to submit materials in support of their proposal. The university requires the following:

1.41 Experience

What experience does your company have in managing university dining services? Specify numbers of contracts, names, locations, private or public, size of campus population, total dollar volume for all contracts, units supervised (e.g. cafeterias, snack bars, food courts, convenience stores, etc.), institution contact name, and other information as noted below:

1.411 At a minimum such experience in university dining operations shall include:

- a. a minimum of ten (10) years experience in college and university dining operations and be or become licensed to conduct business in the state of Florida prior to commencement of operations.
- b. Presently must have under contract a minimum of five (5) college and universities of which at least three must have annual sales of at least three (3) million or more dollars.
- c. Experience in the design/construction of new and renovated venues.
- d. Include organizational chart and reporting structure.
- e. Include copy of company's most recent financial report, including income statement and balance sheet.
- f. List potential management and professional personnel for assignment to the university and the qualifications and experience of each.
- g. Demonstrate evidence of ability to negotiate and manage branded concepts.

1.42 Sample Board Plan Options and Prices

1.43 Sample weekly and monthly menus.

1.44 Catering catalog including sample menus and prices.

1.45 A marketing plan for improving programs in the present venues and a marketing plan for future venue programs.

- 1.46 Proposed Special Events by academic term inside and outside the venues.
- 1.47 The commission rates proposed for:
- retail sales (including board plans)
 - catering
 - concessions
- 1.48 Capital investment proposed in support of university facility venue renovations and new venue construction and the amortization schedule proposed.

1.5 Other Considerations

1.51 Student Union Contracts

As contracts of current food vendors within the Student Union expire and become subject to renegotiation, the successful proposer to this RFP will have opportunity to offer its programs for the subject venue under the same conditions as other proposers. The successful proposer will have first opportunity to contract for the convenience store and the first available food venue. Subsequently, the successful proposer may bid on any additional food venues as openings occur.

1.52 Contract resulting from RFP

It is not practical to include all the details of a contract resulting from this RFP. It is understood that the successful contractor and the university will negotiate details such as hours of operation, beginning and ending dates of dining service, transition plan, holiday and class break dates, sports camps and conference dates, provision of service for orientation groups, etc.

2. GENERAL CONDITIONS

2.1. Authorized UCF Representative/Public Notices/UCF Discretion

Proposer's response to this RFP and any communications and/or inquiries by Proposer during this RFP process must be submitted in writing to the individual and address stated below. UCF will consider only those communications and/or inquiries submitted in writing to the individual below on or before the date and time specified in Section 2.2, "Calendar of Events". To the extent UCF determines, in its sole discretion, to respond to any such communications and/or inquiries, UCF's response will be made in writing and mailed and/or transmitted by facsimile to all Proposers. Except for its Proposal, Proposer shall not make inquiries or otherwise communicate in any way with UCF, and UCF shall not consider or respond in any way whatsoever to any such written or verbal inquiries/communications regardless how transmitted to UCF, any written or verbal communications and/or inquiries however transmitted between the date of this deadline and the posting of the Intent to Award pending successful negotiation of a contract, if any, under this RFP.

**Mr. Ray Puskas, Acting Director
Division of Purchasing,
Millican Hall - Room 360
University of Central Florida
P.O. Box 160050
Orlando, FL 32816-0050**

Advance notice of public meetings regarding this RFP, if UCF determines in its sole discretion whether any such meetings will be held, will be in writing and posted in UCF's Division of Purchasing, MH-360. It is not anticipated that any such meetings will be held, however. UCF reserves the sole discretion over the conduct of such meetings, if any, and the extent, if any, that public attendees may participate in such meetings. UCF also reserves the right and sole discretion to REJECT any proposal at any time on grounds that include, without limitation, either that a proposal is nonresponsive to the RFP or is incomplete or irregular in any way, or that a responsive proposal is not in UCF's best interest.

2.2 Calendar of Events

Listed below are the dates and times by which stated actions must be taken or completed. If UCF determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFP. All listed times are local time in Orlando, Florida.

Date/Time	Action
2:00PM March 23, 2001	Request for Proposal advertised
2:00PM March 23, 2001	Request for Proposal released
5:00PM April 13, 2001	Last Day and Time to submit written communications and/or inquiries
2:00PM April 27, 2001	Addenda, if any, responding to written communications/inquiries mailed to Proposers
2:00PM May 18, 2001	Deadline for Proposal submission (RFP opening)

2.3 Proposer Communications and/or Inquiries

- A. This Section 2.3. supersedes Paragraph 5 entitled "Interpretations/Disputes" of the General Conditions on the document titled "University of Central Florida REQUEST FOR PROPOSAL, Contractual Services Acknowledgment (Form PUR RFP/CS)".
- B. UCF is not liable for interpretations/misinterpretations or other errors or omissions made by the Proposer in responding to this RFP. The Proposer shall examine this RFP to determine if UCF's conditions and requirements are clearly stated. If, after examination of the various conditions and requirements of this

If Proposer elects to mail in its proposal package, the Proposer must allow sufficient time to ensure UCF's proper receipt of the proposal package by the time specified above. Regardless of the form of delivery, it is the responsibility of the Proposer to ensure that the proposal package arrives at UCF's Purchasing Department no later than 2:00 p.m. on May 18, 2001.

Proposals will be accepted up to, and no proposals may be withdrawn after, the deadline for proposal submission time and date shown above. Proposals must be delivered in sealed envelopes clearly marked: **"Request for Proposal, Proposal No. 1041RSA, University Dining Services"**. The proposal must be submitted in one (1) original and five (5) copies. Only one copy needs to contain original signatures of the Proposer's authorized representatives on the document titled "University of Central Florida REQUEST FOR PROPOSAL, Contractual Services Acknowledgment (Form PUR RFP/CS)." The copy containing the original signature must be marked "ORIGINAL."

2.6 Proposal Opening Date

Proposals will be opened on UCF's campus in Room 360, UCF Millican Hall on the date and at the time shown in Section 2.2, "Calendar of Events".

2.7 Evaluation Criteria and Selection Process

UCF's decision to select a dining services company will be based upon the criteria in section 3 of this RFP.

All proposals shall be initially evaluated based on weighted criteria set forth in the table below by members of an advisory evaluation committee. Such advisory committee shall consist of three (3) or more individuals who have expertise regarding, or some experience with, the subject matter of the RFP or, if none, then individuals who could be characterized as recipients, beneficiaries, or users of the RFP's subject matter. The evaluation committee members will be appointed by UCF's President or by the President's written designee(s). Each evaluation committee member shall function independently of all persons including, without limitations, the other committee members, and, throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing this RFP and any aspect thereof including, without limitation, the proposals and their content with any other individual whatsoever. After thoroughly reading and reviewing this RFP, each evaluation committee member shall conduct an independent evaluation of the proposals in accordance with the weighted evaluation criteria set forth in the following table.

FACTOR	MAX POINTS
1. EXPERIENCE AND QUALIFICATIONS	5
a. Proposer's record of performance and service in higher education food service operations	
b. Extent of Proposer's size, credit standing, financial record, stability, and management	5
2. DESIGN PLAN	5
a. Improvement of Existing Venues and Dining Experiences	
b. Quality of products and level of service offered in the following areas:	
(1) Food Programs	5
(2) Meal Plans	5
(3) Service Hours	5
(4) Marketing Plan	5
(5) Catering	5
(6) Concessions	5
c. Uniqueness and imagination shown in response to desires of university in dining programs	5
d. Facility Enhancements	5
e. Plan Implementation	5
3. ORGANIZATION AND OPERATION OF PROPOSER	5
4. RECOMMENDED MENUS/PRICE AND PORTION	5
5. PERSONNEL ASPECTS OF PROPOSAL	5
6. FINANCIAL ARRANGEMENTS	15
7. CONFORMANCE OF RFP'S PREFERRED CONDITIONS AND REQUIREMENTS (FAILURE TO CONFORM TO RFP'S MANADATORY CONTITIONS AND REQUIREMENTS WILL RESULTY IN REJECTION OF PROPOSAL)	10
TOTAL POINTS	100
Comments:	

Each evaluation committee member must independently score, in writing, each proposal on the form depicted in the above table and shown as Appendix II. Each evaluation committee member shall enter his/her comments, if any, regarding the proposal and then sign the completed score forms and deliver them, in a sealed envelope, to the Vice President of Administration and Finance or Designee. At the time of such delivery to the Vice President of Administration and Finance or Designee, the evaluation committee member shall cease to participate further in this RFP process unless expressly requested otherwise by UCF's President or the Vice President of Administration and Finance or Designee.

The Vice President of Administration and Finance or Designee shall review, in the manner and to the extent he/she deems reasonable under the circumstances, the RFP, the proposals, and committee members' scoring forms. While not bound to them, the Vice President of Administration and Finance or Designee may give deference to the scoring forms. Based on what the Vice President of Administration and Finance or Designee determines is in the best interest of UCF, the Vice President of Administration and Finance or Designee will then make the final decision whether or not to recommend the award of a contract under this RFP and to which Proposer such contract, if any, will be awarded.

The Vice President of Administration and Finance or Designee may, at any time during this RFP process, assign one (1) or more UCF staff members to assist the Vice President of Administration and Finance or Designee's review prior to his decision making in this process. UCF is not obliged to make an award under or as a result of this RFP or to award such contract, if any, on the basis of lowest cost or highest commission proposed. UCF reserves the right to award such contract, if any, to the Proposer submitting a responsive proposal that UCF, in its sole discretion, determines is in UCF's best interest.

2.8 Posting of Recommended Selection

The recommendation to award a contract, if any, to a Proposer to this RFP will be posted for review by interested parties on UCF's campus in Room 360, UCF Millican Hall and will remain posted for a period of seventy-two (72) hours (three (3) business days).

- A. If the Proposer desires to protest the recommendation to award a contract, if any, the protesting Proposer must file with UCF:
 - 1. A written notice of intent to protest within seventy-two (72) hours (three (3) business days) of the posting of the recommended award. UCF shall not extend or waive this time requirement for any reason whatsoever.
 - 2. A formal written protest by petition within ten (10) calendar days of the date on which the notice of intent to protest is filed. UCF shall not extend or waive this time requirement for any reason whatsoever.
- B. Failure to file both a written notice of intent to protest and a written formal protest by petition within the time prescribed in Section 120.53 (5), Florida Statutes, shall constitute a waiver of all proceedings under Chapter 120, Florida Statutes.
- C. A formal written protest by petition must be accompanied by a Protest Bond payable to UCF in the amount of \$5,000 or 1% of UCF's estimate of the total value of the proposed contract, whichever is less. The form of the Protest Bond shall be a cashier's check or money order made payable to UCF.
- D. In addition to all other conditions and requirements of this RFP, UCF shall not be obligated to pay for information obtained from or through the Proposer.

2.9 Proposal Validity Period

Any submitted proposal, shall in its entirety, remain a valid proposal for twelve (12) months after the proposal submission date.

2.10 Disposition of Proposals

All proposals become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to UCF with

the proposal that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will be exempted from the "open records disclosure requirements" of Chapter 119, Florida Statutes, but only to the extent expressly authorized by Florida law. UCF's selection or rejection of a proposal will not affect this exemption.

2.11 Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is mandatory that Proposer follow the format and instructions contained herein. UCF is not liable for any costs incurred by any Proposer in responding to this RFP including, without limitation, costs for oral presentations requested by UCF, if any.

2.12 Restricted Discussions/Submissions

From the date of issuance of the RFP until UCF takes final agency action, the Proposer must not discuss the proposal or any part thereof with any employee, agent, or representative of UCF except as expressly requested by UCF in writing. Violation of this restriction will result in REJECTION of the Proposer's proposal.

2.13 Verbal Instructions Procedure

No negotiations, decisions, or actions shall be initiated or executed by the Proposer as a result of any discussions with any UCF employee. Only those communications that are in writing from the authorized UCF representative identified in Section 2.1. of this RFP that have been approved in writing by UCF's President or the President's designee shall be considered as a duly authorized expression on behalf of UCF. Only communications/inquiries from the Proposer that are signed in writing and delivered on a timely basis, i.e., not later than 5:00 p.m. on April 13, 2001 will be recognized by UCF as duly authorized expressions on behalf of the Proposer.

2.14 State Licensing Requirements

All corporations seeking to do business with the State of Florida shall, at the time of submitting a proposal in response to this RFP, either be on file or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application must be furnished to UCF when submitting the proposal. The successful Proposer, if any, shall be on file with the Florida Department of State at the time of execution of a contract resulting from this RFP, if any. Similarly partnerships seeking to do business with the State shall, at the time of submitting such a proposal, have complied with the applicable provisions of Chapter 620, Florida Statutes. A statement shall be required indicating that the Proposer is a corporation or other legal entity. If subcontractors are used, a statement shall also be required indicating that all subcontractors are registered with the State of Florida in accordance with Chapter 607 or 620, Florida Statutes, providing their corporate charter numbers. For additional information, the Proposer shall contact the Florida Secretary of State's Office at (904) 488-9000.

2.15 Parking

The successful Proposer, if any is selected by UCF, shall ensure that all vehicles parked on campus for purposes relating to work resulting from this RFP shall have proper parking permits. All vehicles must be registered with UCF's Parking Services Department, and parking permits must be purchased by Proposer. Proposer's vehicles shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all UCF's parking rules and regulations could result in tickets and/or towing at the expense of Proposer or Proposer's employee. For additional parking information, contact UCF's Parking Services Department at (407) 823-5812.

2.16 Definitions

UCF'S Contract Administrator - The University's designated liaison with the Proposer. In this matter UCF's Contract Administrator will be UCF's Director of Business Services, or designee.

Proposer - Anyone who submits a timely proposal in response to this RFP.

Successful Proposer - The firm or individual who is the recommended recipient of the award of a contract under this RFP.

Contract - The formal bilateral agreement signed by a representative of the University and the Vendor which incorporates the requirements and conditions listed in this RFP and the Vendor's proposal.

2.17 Procurement Rules

- A. UCF has established for purposes of this RFP that the words "shall", "must", or "will" are equivalent in this RFP and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by UCF. A deviation is material if, in UCF's sole discretion, the deficient response is not in substantial accord with this RFP's mandatory conditions requirements.
- B. The words "should" or "may" are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not necessarily in and of itself cause automatic rejection of a proposal, but may result in rejection or in the proposal being considered as not in the best interest of UCF.
- C. The Proposer must agree to abide by each mandatory condition and requirement included in this RFP. Also, the Proposer must initial the designated item, using **APPENDIX I**, indicating that this section has been understood and agreed upon.
4. The Proposer is solely responsible for the accuracy and completeness of its proposal. The Proposer's errors or omissions, if any, are solely at the risk of the Proposer and may be grounds for UCF's REJECTION of the proposal.

2.18 Force Majeure

No default, delay or failure to perform on the part of UCF shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond either UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay, or failure to perform due to causes beyond UCF's reasonable control, any date or times by which either party is otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of UCF.

2.19 Limitation of Remedies, Indemnification, and Insurance

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any proposal by Proposer to limit the Proposer's liabilities to the State or to limit the State's remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer's proposal.
- B. As an agency of the State of Florida, UCF's liability is regulated by Florida law. Except for its' employees acting within the course and scope of their employment, UCF shall not indemnify any entity or person. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations under this RFP and the resulting contract, if any, shall be effective only to the extent required by Florida law; and any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.
- C. Under this RFP and the resulting contract, if any, the Proposer must hold UCF and those in privity with UCF, and their officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the Proposer and those under the Proposer's supervision and control.

2.20 Term of Contract

See 1.14

2.21 Cancellation/Termination of Contract

Any contract established as a result of this RFP may be unilaterally canceled by UCF for refusal by Proposer to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Proposer in conjunction with this RFP or the resulting contract. UCF also may terminate such contract resulting from this RFP, if any, without cause on thirty (30) days' advanced written notice to the Proposer. The parties to such contract may terminate the contract at any time by mutually

consenting in writing, either party may terminate such contract immediately and also for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party.

2.22 Assignment and Amendment of Contract

Neither the contract resulting from this RFP, if any, nor any duties or obligations under such contract shall be assignable by the Proposer without the prior written consent of UCF. Any contract resulting from this RFP may be amended only in writing signed by the Proposer and UCF with the same degree of formality evidenced in the contract resulting from this RFP.

2.23 Independent Parties

Except as expressly provided otherwise in the contract resulting from this RFP, if any, UCF and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venturer with, the other.

2.24 Performance Investigations

As part of its evaluation process, UCF as it, in its sole discretion, deems appropriate may make investigations to determine the ability of the Proposer to perform under this RFP. UCF reserves the right to REJECT any proposal if the Proposer fails to satisfy UCF that it is properly qualified to carry out the obligations under this RFP.

2.25 Severability

If any provision of the contract resulting from this RFP, if any, is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provision shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of such contract.

2.26 Notices

All notices and all other matters pertaining to the contract resulting from this RFP, if any, to a party shall be in writing, shall be hand delivered, or sent by registered or certified U.S. Mail, return receipt requested, and shall be deemed to have been duly given when actually received by the addressee at the address listed below:

**Mr. Richard Stallworth
Director of Business Services
Room 374, Millican Hall
University of Central Florida
P.O.Box 160055
Orlando, FL 32816-0055**

2.27 Governing Law and Venue

This RFP and resulting contract, if any, and any disputes thereunder will be governed by the laws of the State of Florida and shall be deemed to have been executed and entered into in the State of Florida. Any such contract shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida, and any provision in such contract in conflict with Florida law and rules shall be void and of no effect. UCF and Proposer hereby agree that this RFP and resulting contract, if any, shall be enforced in the courts of the State of Florida and that venue shall always be in Orange County, Florida.

2.28 Liaison

UCF's liaison with the successful Proposer, if any, shall be the Director of Business Services, or designee.

2.29 Subcontracts

The successful Proposer, if any, is fully responsible for all work performed under the contract resulting from this RFP, if any. The Proposer may, with the prior written consent of UCF, enter into written subcontract(s) for performance of certain of its functions under such contract. The subcontractors and the amount of the subcontract(s) shall be identified in the Proposer's response to this RFP. No subcontract shall be implemented or effective until approved in writing by UCF. No subcontract(s) which the Proposer enters into under the contract resulting from this RFP, if any, shall in any way relieve the Proposer of any responsibility for performance of its duties under such contract. Proposer is responsible to fully notify any subcontractor(s) of their responsibilities under any subcontract. All payments to subcontractors shall be the sole responsibility of the Proposer.

2.30 Employment of UCF Personnel

The Proposer shall not, without UCF's prior written consent, knowingly recruit for engagement, on a full-time, part-time, or other basis during the period of this RFP any resulting contract, and individuals who are or have been UCF employees at any time during such period, except for UCF's regularly retired employees, or any adversely affected State employees.

2.31 Equal Opportunity Statement

The State of Florida and UCF subscribe to equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and are committed to non-discrimination on the basis of race, creed, color, sex, age, national origin, religion, veteran or marital status, or disability. Proposer commits to the following:

- A. The provisions of Executive Order 11246, September 24, 1965, as amended by Executive Order 11375, and the rules, regulations and relevant orders of the Secretary of Labor that are applicable to each order placed against the contract resulting from this RFP, if any, regardless of value.

- B. The Proposer, if any, awarded a contract under this RFP shall agree to comply with the Americans with Disabilities Act (ADA) of 1990.
- C. If the Proposer anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, Proposer must complete a Certificate of Non-Segregated Facilities form and attach the form to the proposal. A sample certificate is attached as **APPENDIX IV**.
- D. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must complete and file prior to March 1 of each year a standard form 100 (EEO-1).
- E. If the Proposer anticipates receiving \$50,000 in orders during the first 12 months of the contract, if any, resulting from this RFP, and employs more than 50 people, the Proposer must maintain a written program for affirmative action compliance that is accessible for review upon request by UCF.

2.32 Waiver of Rights and Breaches

NO right conferred on UCF by this RFP or resulting contract, if any, shall be deemed waived and no breach of any such contract excused, unless such waiver of right or excuse of breach shall be in writing and signed by UCF's signatory. UCF's waiver or excuse of a breach by the other party shall not constitute a waiver or excuse of any other breach.

2.33 Headings Not Controlling

Headings used in any contract resulting from this RFP are for reference purposes only and shall not be considered to be a substantive part of such contract.

2.34 Employee Involvement/Covenant Against Contingent Fees

In accordance with Section 112.3185, Florida Statutes, the Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of UCF who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services thereunder. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the State to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, UCF shall, subject to Proposer's rights under Chapter 120, Florida Statutes, have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by UCF

under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to UCF under such contract, at law or in equity.

2.35 Site Rules and Regulations

Proposer shall use its best efforts to assure that its employees and agents, while on UCF's premises, shall comply with the State's and UCF's site rules and regulations, if any.

2.36 Travel Expense

Proposer shall not under this RFP or any resulting contract charge UCF for any travel expenses, meals, and lodging without UCF's prior written approval. Upon obtaining UCF's prior written approval, Proposer may be authorized to incur travel expenses payable by the State to the extent and means provided by Section 112.061, Florida Statutes and BOR Rule 6C-18. Any expenses in excess of the prescribed amounts shall be borne by the Proposer.

2.37 Annual Appropriations

UCF's performance and obligation to pay under any contract resulting from this RFP will be subject to and contingent upon the availability of funds appropriated by the Florida Legislature or otherwise lawfully expendable for the purposes of such contract for the current and future periods (BOR Rule 6C-18.060). UCF shall give notice to Proposer of the non-availability of such funds when UCF has knowledge thereof. Upon receipt of such notice by Proposer, Proposer shall be entitled to payment only for those services performed prior to the date notice is received.

2.38 Taxes

The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes. The Proposer shall be responsible to pay any such taxes imposed on taxable activities/services under the contract, if any, resulting from this RFP.

2.39 Limitation of Remedies, Indemnification, and Insurance

- A. The Attorney General of the State of Florida has rendered an opinion that agencies of the State of Florida cannot contractually limit the State's right to redress. Consequently, any proposal by Proposer to limit the Proposer's liabilities to the State or to limit the State's remedies against the Proposer is unacceptable and will result in the REJECTION of the Proposer's proposal.
- B. As an agency of the State of Florida, UCF's liability and its ability to indemnify any person, firm, or corporation is regulated by Florida law. The State of Florida is self-insured to the extent of its liability under law and any liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, UCF's liability and indemnification obligations under this RFP and the resulting contract, if any, shall be effective only to the extent permitted by Florida law; and any provision requiring UCF to provide insurance coverage other than the State of Florida self-insurance shall not be effective.

Under this RFP and the resulting contract, if any, the Proposer and, to the extent permitted by Florida law, UCF each must hold the other and those in privity with the other, and their officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts and omissions of the indemnifying party and those under the indemnifying party's supervision and control.

- C. The Proposer shall obtain, maintain, and pay for insurance in the categories listed in the following insurance schedule. It is not the intent of this schedule to limit the types of insurance otherwise required by this RFP or that which the Proposer may desire to obtain. The insurance coverage in each category shall meet or exceed the minimum limits set forth in the insurance schedule below. All such insurance policies must be with insurers qualified to do business in Florida. The insurance shall cover all of the Proposer's operations under the contract resulting from this RFP, if any, and shall be effective throughout the effective period of such contract. UCF, the Board of Regents of the State University System, and the State of Florida, shall be included as additional named insureds on each of Proposer's policies. The Proposer shall furnish UCF proof of Proposer's insurance coverage by original ACORD certificates of insurance no later than five (5) days after the contract resulting from this RFP, if any, is executed. Before commencement of work under the contract resulting from this RFP, if any, the Proposer shall submit evidence that it and all of its subcontractors, if any, have obtained full insurance coverage set forth in the following schedule. See also Section 2.31. below entitled "Subcontracts." UCF shall always be exempt from, and in no way be liable for, any sums of money which may represent a deductible in any of Proposer's or Proposer's subcontractors' insurance policies. The payment of such deductible shall be the sole responsibility of the Proposer and/or Proposer's subcontractor that obtained the insurance. The Proposer shall always promptly notify UCF of any change in insurance coverage or carrier by it or any of its subcontractors. See also Section 2.31. entitled "Subcontracts."

SCHEDULE:

Policy

- | | | |
|---|---------------------------|---|
| (a) | Worker's Compensation | Statutory |
| (b) *Comprehensive General Liability Insurance: | | |
| (1) | Bodily Injury Liability | \$500,000 each person
\$500,000 each occurrence
\$1,000,000 aggregate |
| (2) | Property Damage Liability | \$500,000 each occurrence
\$1,000,000 aggregate |

3.0 PROPOSAL FORMAT AND DEVELOPMENT REQUIREMENTS

The Dining Services provider's proposal shall be evaluated based upon the following sections which should be tabbed for ease of evaluation. Read carefully the RFP. Indicate on Appendix I conditions and requirements your willingness to comply with each item.

3.1 Experience and Qualifications

Provide information required in Section 1.41 as well as any additional information with which proposer wishes to detail their experience and qualifications.

3.2 Sample Board Plan Options and Prices

3.3 Sample Weekly and Monthly Menus

3.4 Catering Catalog Including Sample Menus and Prices

3.5 Marketing Plan

3.6 Proposed Special Events

3.7 Commission Rates Proposed

3.8 Capital Investment In Existing Facility Renovations and in Future Facility Construction.

Include proposed Amortization Schedule

3.9 List Management Personnel

Expected to be assigned to UCF. Include experience and training of each person.

3.10 Detailed Plans and Programs for Improving Present Venues and Dining Experiences

APPENDIX I

CONDITIONS AND REQUIREMENTS

SUPPLEMENTAL PROPOSAL SHEET

Items in this RFP must each be initialed, as shown below, as YES for "understood and agreed upon" and NO for "not agreed to."

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
1.0	_____	_____	_____
1.1	_____	_____	_____
1.11	_____	_____	_____
1.12	_____	_____	_____
1.13	_____	_____	_____
1.14	_____	_____	_____
1.2	_____	_____	_____
1.21	_____	_____	_____
1.22	_____	_____	_____
1.23	_____	_____	_____
1.3	_____	_____	_____
1.4	_____	_____	_____
1.41	_____	_____	_____
1.42	_____	_____	_____
1.43	_____	_____	_____
1.44	_____	_____	_____
1.45	_____	_____	_____
1.46	_____	_____	_____
1.47	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
1.48	_____	_____	_____
1.5	_____	_____	_____
1.51	_____	_____	_____
1.52	_____	_____	_____
2.1	_____	_____	_____
2.2	_____	_____	_____
2.3	_____	_____	_____
2.4	_____	_____	_____
2.5	_____	_____	_____
2.6	_____	_____	_____
2.7	_____	_____	_____
2.8	_____	_____	_____
2.9	_____	_____	_____
2.10	_____	_____	_____
2.11	_____	_____	_____
2.12	_____	_____	_____
2.13	_____	_____	_____
2.14	_____	_____	_____
2.15	_____	_____	_____
2.16	_____	_____	_____
2.17	_____	_____	_____
2.18	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
2.19	_____	_____	_____
2.20	_____	_____	_____
2.21	_____	_____	_____
2.22	_____	_____	_____
2.23	_____	_____	_____
2.24	_____	_____	_____
2.25	_____	_____	_____
2.26	_____	_____	_____
2.27	_____	_____	_____
2.28	_____	_____	_____
2.29	_____	_____	_____
2.30	_____	_____	_____
2.31	_____	_____	_____
2.32	_____	_____	_____
2.33	_____	_____	_____
2.34	_____	_____	_____
2.35	_____	_____	_____
2.36	_____	_____	_____
2.37	_____	_____	_____
2.38	_____	_____	_____
2.39	_____	_____	_____

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>PROPOSER INITIAL</u>
3.0	_____	_____	_____
3.1	_____	_____	_____
3.2	_____	_____	_____
3.3	_____	_____	_____
3.4	_____	_____	_____
3.5	_____	_____	_____
3.6	_____	_____	_____
3.7	_____	_____	_____
3.8	_____	_____	_____
3.9	_____	_____	_____
3.10	_____	_____	_____

PROPOSER COMPANY NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

APPENDIX II
EVALUATION SCORING SHEET

FACTOR	MAX POINTS	POINTS AWARDED
1. EXPERIENCE AND QUALIFICATIONS	5	
a. Proposer's record of performance and service in higher education food service operations		
b. Extent of Proposer's size, credit standing, financial record, stability, and management	5	
2. DESIGN PLAN	5	
a. Improvement of Existing Venues and Dining Experiences		
b. Quality of products and level of service offered in the following areas:		
(1) Food Programs	5	
(2) Meal Plans	5	
(3) Service Hours	5	
(4) Marketing Plan	5	
(5) Catering	5	
(6) Concessions	5	
c. Uniqueness and imagination shown in response to desires of university in dining programs	5	
d. Facility Enhancements	5	
e. Plan Implementation	5	
3. ORGANIZATION AND OPERATION OF PROPOSER	5	
4. RECOMMENDED MENUS/PRICE AND PORTION	5	
5. PERSONNEL ASPECTS OF PROPOSAL	5	
6. FINANCIAL ARRANGEMENTS	15	
7. CONFORMANCE OF RFP'S PREFERRED CONDITIONS AND REQUIREMENTS (FAILURE TO CONFORM TO RFP'S MANADATORY CONTITIONS AND REQUIREMENTS WILL RESULTY IN REJECTION OF PROPOSAL)	10	
TOTAL POINTS	100	
Comments:		

Evaluator's Name _____

Evaluator's Signature _____

Date _____

APPENDIX III

ADDENDA ACKNOWLEDGMENT FORM

**UNIVERSITY OF CENTRAL FLORIDA
DIVISION OF PURCHASING**

**P.O. Box 160050
Orlando, FL 32816-0050**

REQUEST FOR PROPOSAL NO. 1041RSA for University Dining Services

OPENING DATE:

ADDENDUM NO.

(Text of addendum will appear here)

**NOTE: PLEASE NOTE RECEIPT OF THIS ADDENDUM BY RETURNING WITH YOUR
PROPOSAL**

AUTHORIZED SIGNATURE_____

COMPANY NAME_____

DATE_____

APPENDIX IV

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, _____
certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246 of 24 September 1965.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from proposed subcontractors for specific time periods) we will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

NOTE: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

CERTIFICATE OF NON-SEGREGATED FACILITIES
SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of face, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

EXHIBIT A



University of Central Florida

Mission and Goals

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The UCF Mission

The University of Central Florida is a major metropolitan research university whose mission is to deliver a comprehensive program of teaching, research, and service. It provides intellectual leadership through quality undergraduate and graduate programs. It proudly identifies with its geographic region while striving for national and international excellence in selected programs of teaching and research. It serves students who are diverse in age, ethnic, and racial identity, and socioeconomic background. It supports the cultural vitality of our region, serves as a major intellectual and creative resource, develops creative partnerships with public and private enterprise, and participates fully in the economic development of Florida.

◆ **UCF offers undergraduate education rooted in the arts and sciences, providing a broad liberal education while developing competence in fields of special interest.** Unique aspects of UCF's approach are its commitment to educate students for a world in which cooperation is as important as competition; in which societal and environmental impacts of new developments are as important as their technical merits; and in which technology, the arts, sciences, humanities, and commerce work together to shape the future.

◆ **The complexity of modern society requires comprehensive graduate and professional programs.** UCF provides advanced education that matches institutional strengths with evolving regional, state, national, and international needs. It supports these advanced programs by recruiting excellent students, faculty, and staff and by supplying the infrastructure that enables these programs to achieve national prominence.

◆ **Basic and applied research, as well as creative activity, are integral parts of a quality education.** UCF faculty members are scholar-teachers. As such, they create new knowledge, new points of view, and new means of expression in a broad range of academic, professional, and socially significant areas. Their creativity fosters innovation as they convey their results, methods, values, and expressions to students, colleagues, and the public.

◆ **UCF works actively to build partnerships that promote development of Central Florida's economy through carefully targeted programs of graduate study and research.** The I-4 High-Technology Corridor Council, whose goal is to attract, retain and expand high technology investment and jobs, is but the latest example of UCF's collaboration with partners from industry, state and local government, and higher education.

◆ **Service to its community is an important extension of the metropolitan mission of the University.** Public service is prominent at UCF, with the University developing partnerships with the community to enrich the educational, artistic, cultural, economic, and professional lives of those it serves in Central Florida and beyond.

◆ **Education is more than classroom experience.** UCF students are involved in cooperative research and participate in artistic, social, cultural, political, and athletic activities. UCF provides academic diversity by bringing to its campus national and international leaders who expose students and the community to a wide range of views and issues. UCF achieves cultural diversity by using its multi-campus facilities to serve a diverse population of traditional and non-traditional students from various races, cultures, and nationalities.

◆ **UCF is committed to the free expression of ideas, the equality of all people, and the dignity of the individual.**

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University of Central Florida

Mission and Goals

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The UCF Vision

As we move into the 21st century, our goals are to offer the best undergraduate education in the State of Florida, achieve national and international prominence in key programs of graduate study and research, provide an international focus to our curricula and research programs, grow more inclusive and diverse, and become America's leading partnership university.

The manner in which we achieve these goals is important. UCF has always placed an "Accent on the Individual," respecting the dignity and worth of each person, and an "Accent on Excellence," obtained within the context of a committed and caring community. The community we seek can be defined in several ways:

◆ A Community of Scholarship

We value the pursuit of learning in our classrooms, laboratories, and the larger community of which we are a part. We acknowledge the diversity of Contemporary scholarship that includes discovery, intergration, and application, and we seek to build a climate in which true scholarship flourishes.

◆ A Community of Shared Leadership

We believe in the power of collaboration and shared responsibility to meet the challenges of teaching, research, and service in a multi-campus setting. It is important to adhere to these values in administering university resources. We believe in bringing focus and clarity to our work, rewarding outstanding performance, and celebrating special achievements.

◆ A Community of Action

We value openness, trust, creativity, and communication in improving the internal and external services we offer. We recognize that the power to improve flows from the initiative, drive, and imagination of each member of our faculty, staff, and student body, rather than from administrative directives.

◆ A Community of Involvement

We believe that we must be fully responsive to the needs of the larger community in which we live. We must be active and involved participants in improving the quality of life in our area and beyond. It is our aim to develop creative partnerships with public and private enterprises so that the full intellectual resources of our community can be brought to bear on important public problems.

◆ A Community of Concern

Most of all, we believe that the best university community is one that is inclusive, diverse, respectful, caring, and understanding of all individuals and groups. We value cooperation and connectedness, belonging and identity, and a spirit of mutual responsibility.

Commitment to these ideals brings us great pride and satisfaction in building a truly outstanding university.

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University of Central Florida

Mission and Goals

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UCF's Goals

- ◆ Offer the best undergraduate education available in Florida.
- ◆ Achieve international prominence in key programs of graduate study and research.
- ◆ Provide international focus to our curricula and research programs.
- ◆ Become more inclusive and diverse.
- ◆ Be America's leading partnership university.

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Office of Institutional Research

Current UCF Facts

Previous University Fast Facts reports:

[\[Academic Year 1999-00\]](#)
[Last updated 7/30/00]

[\[Academic Year 1998-99\]](#)
[Last updated 7/30/99]

Institutional Characteristics Preliminary 2000-2001- Fast Facts

General Information	Colleges & Admin. Depts.	Academic Programs	Degrees Awarded
Tuition & Fees	Facilities	Dollar Investment Value	Campus Size
Budget & Expenditures	Employees by Category	Student/Faculty Ratio	Avg. Faculty Salary
Library	Residence Halls	Fraternities & Sororities	Enrollment & Diversity Profile

Date Established:	June, 1963
Status:	One of 10 universities in State University System
Location:	13 miles east of downtown Orlando
Date Construction Began:	January, 1967
Date of First Classes:	October, 1968
Original Enrollment:	1,948 students (including Continuing Education)
Final Fall 2000 Enrollment:	33,453
FTIC Applicants:	14,045
FTIC Acceptances:	8,810
FTIC's Enrolled:	3,679
Average SAT Verbal:	567
Average SAT Math:	578
Average SAT Total:	1145
ACT Average:	25
H.S. GPA Average:	3.6
Southern Association of Colleges & Schools:	Level 6 Institution
Southern Regional Education Board Classification:	Four-Year II Institution
Carnegie Classification:	Level 2 Research University
Faculty Personyears: (2000-2001)	

BOARD OF REGENTS UNDERGRADUATE ADMISSION REQUIREMENTS

All applicants must meet the following State University System (SUS) minimum eligibility index standards to be considered for Admission. *Each SUS university reserves the right under BOR rule (6C6.002) to establish admission criteria which exceed BOR minimums. Visit the Admission Office on-line for additional information.*

<u>Units</u>		<u>GPA & Test Scores</u>		
		If the High School GPA is: Minimum test scores must be:		
		<u>GPA</u>	<u>SAT</u> or	<u>ACT</u>
English	4	2.0	1,140	25
Mathematics	3	2.1	1,110	24
Natural Science	3	2.2	1,090	24
Social Science	3	2.3	1,060	23
Foreign Language	2	2.4	1,030	22
Electives	<u>4</u>	2.5	1,010	21
Total	19	2.6	1,000	21
		2.7	990	21
		2.8	980	21
		2.9	970	20
		3.0	*	*

* No minium score required.

BOARD OF REGENTS MINIMUM GRADUATE ADMISSIONS REQUIREMENTS

Minimum BOR criteria is 3.0 (4=A) in last two years of undergraduate degree, 1000 score on the GRE, or a previous graduate degree. A GRE test score, or it's equivalent, is required of all applicants. Some programs specify additional requirements.

COLLEGES:**Arts & Sciences****Business Administration****Education****Engineering and Computer Science****Health & Public Affairs****School of Optics/CREOL****Extended Studies****ADMINISTRATIVE OFFICES:****Office of the President****Academic Affairs****Administration & Finance****University Relations****Research & Graduate Studies****Division of Student Development &****Enrollment Services****ACADEMIC PROGRAMS: (as of 11/2000)**

76 Baccalaureate Programs

56 Master's Programs

3 Specialist Programs

16 Doctoral Programs within:

Business Administration**Computer Science****Education****Engineering****Mathematics****Physics****Psychology**

Degrees Awarded to Date: (up to and including Fall 2000 semester)

Baccalaureate Degrees: 91,956

Master's Degrees: 17,232

Doctoral Degrees: 760

Specialist Degrees: 290

**TOP**

2000-2001 Tuition and Fees

<u>Fall/Spring Tuition & Fees*</u>	<u>Florida Resident</u>	<u>Non-Florida Resident</u>
Undergraduate Level	\$75.98	\$320.57
Graduate Level	\$152.45	\$531.21
Thesis / Dissertation	\$152.45	\$531.21
Health Fee @ Term**	\$53.00	\$53.00

* Per semester hour

**The summer term health fee is reduced to \$39.75

Campus Card Fee (one-time fee)	\$10.00
Material & Supply Fee (specified courses)	\$2.00 to \$15.00
Late Registration Fee	\$50.00
Late Payment Fee	\$50.00
Returned Check Fee (Whichever is greater)	\$20.00 or 5%
Repeat Course Fee (Repeating a course more than twice)	\$188.51

Note: Undergraduate students who exceed 115% of the degree requirement hours will be subject to an excess hour fee.

Postbaccalaureate students who are not enrolled in an organized program of study may be subject to an excess hour fee.

2000-2001 Full-Time Charges Per Year+

		<u>Tuition</u>	<u>Health Fees</u>	<u>Total</u>
Undergraduate Level:	Florida Resident	\$2,279.40	\$106.00	\$2,385.40
	Non-Florida Resident	\$9,617.10	\$106.00	\$9,723.10
Graduate Level:	Florida Resident	\$3,658.80	\$106.00	\$3,764.80
	Non-Florida Resident	\$12,748.80	\$106.00	\$12,854.80

+Based on 15 hours per semester/Fall and Spring Terms (Undergraduate)

+Based on 12 hours per semester/Fall and Spring Terms (Graduate)

@Includes all per-credit-hour fees.

Room Charges**Per Semester Year*****Single room** in Lake, Osceola, Polk and Volusia Halls

\$1,700 \$3,400

Double room in Lake, Osceola, Polk, Volusia, Orange, Seminole and Brevard Halls

\$1,600 \$3,200

Double room in Citrus, Flagler, and Sumter Halls

\$1,675 \$3,350

Single Bedroom at Lake Claire Courtyard Apartments

\$1,775 \$3,550

**Fall and Spring semesters combined.*

<u>Meal Plans</u>	<u># of Weekly Meals</u>	<u>Price per Semester</u>	<u>Price per Year*</u>
Knight & Day Plan	23 meals	\$1,118	\$2,236
Knight & Day Plus	23 meals + \$150 (flex dollars)	\$1,268	\$2,536
Black & Gold Plan	15 meals	\$1,087	\$2,174
Black & Gold Plus	15 meals + \$150 (flex dollars)	\$1,237	\$2,474
Knight's Feast Plan	12 meals	\$988	\$1,976
Knight's Feast Plus	12 meals + \$150 (flex dollars)	\$1,138	\$2,276

Commuters Only

Commuter Golden	175 meals	\$849	\$1,698
Commuter Silver	75 meals	\$389	\$778

**Fall and Spring semesters combined.*

FACILITIES:

Based on 1999 statistics, UCF is serving the metropolitan area population of 1,561,715 (Orange, Seminole, Osceola & Lake counties); Orange County only population of 846,328; and **City of Orlando** population of 184,639

UCF (Main Campus), 4000 Central Florida Blvd., P.O. Box 25000, Orlando, FL 32816-0111

UCF at Daytona Beach, **UCF/DBCC Higher Education Center**, 1200 International Speedway Blvd., P.O. Box 2811, Daytona Beach, FL 32120-2811

UCF Brevard Area Campus, BCC/UCF Clark Maxwell, Jr. Lifelong Learning Center, 1519 Clearlake Road, Cocoa, FL 32922

UCF Professional Development Center, 7300 Lake Ellenor Drive, Orlando, FL 32809

Central Florida Research Park, 12424 Research Parkway, Orlando, FL 32826

UCF Downtown, 36 W. Pine Street, Orlando, FL 32801

Florida Solar Energy Center (FSEC), 1679 Clearlake Road, Cocoa, FL 32922-5703

**CONSTRUCTION COSTS :**

\$242,968,520 (as of
6/30/2000)

REPRODUCTION COSTS:(Buildings)

\$372,607,713 (as of
6/30/2000)

INSURABLE VALUE:

\$319,203,094 (as of
6/30/2000)

FOUNDATION ENDOWMENT:

\$60,169,836 (as of 6/30/2000)

FOUNDATION ASSETS:

\$103,188,055 (as of
6/30/2000)



CAMPUS SIZE: (As of 6/2000)

<u>Location</u>	<u>Net Assignable Footage</u>	<u>Gross Footage</u>	<u>Acreage</u>	<u>Number of Permanent Buildings</u>
Main Campus (Permanent Buildings)	3,077,782	4,443,590	1,415	97
Central Florida Research Park	86,131*	150,000	n/a	1
UCF Professional Development Center	8,113	11,857	20	2
<u>UCF Higher Education Center at Daytona Beach</u>	41,379	90,103	n/a	2
<u>Clark Maxwell, Jr., Lifelong Learning Center at Cocoa</u>	39,343	71,940	n/a	1
<u>UCF Downtown</u>	11,900	19,837	.3	1
<u>Florida Solar Energy Center (FSEC)</u>	56,118	88,228	20	4

*Net square feet.

Source: UCF Budget Office

**1999 - 2000 EXPENDITURES****

Educational and General	\$215,762,189
Auxiliaries	\$44,196,052
Contracts and Grants	\$43,472,196
Local Funds	\$52,154,559
Total	\$355,584,996

2000 - 2001 OPERATING BUDGETS (By Fund)****Budget Entity****Educational and General**

General Revenue Fund	\$157,801,197
Educational Enhancement (Lottery)	\$10,259,760
Student and Other Fees Trust Fund	\$54,320,013
Total E&G Programs	\$222,380,970
Auxiliary Enterprises	\$53,417,279

Contracts and Grants (includes Local Funds Payroll)

Division of Sponsored Research	\$53,357,150
Grants and Donations	<u>\$11,460,954</u>
Total C&G Programs	\$64,818,104

Local Funds (excludes associated Payroll)

Student Activities (A&SF)	\$3,838,065
Intercollegiate Athletics	\$7,478,776
Concession Funds	\$440,000
Student Financial Aid	<u>\$50,115,238</u>
Total Local Funds	\$61,872,079

TOTAL OPERATING BUDGET	\$402,488,432
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***Source: UCF Budget Office Reports*

**EMPLOYEES BY CATEGORY: (2000-2001)**

Full-time Faculty	900
Part-Time Faculty (FTE's)	330
Graduate Teaching Assistants (FTE's)	210
Other Graduate Assistants (FTE's)	304
Executive & Administrative & Managerial (with academic rank)	143
Executive & Administrative & Managerial (other)	177
Other Professionals	736
Support	<u>930</u>
University Total	3,730



Fall Student/Faculty Ratio: [Fall Student FTE/Faculty FTE]

Annual Funded Student FTE/Faculty Personyear Ratio:

% of Faculty with Doctorate Degrees: 74%

% of Full-time Faculty with Doctoral Degrees or Highest Terminal Degree:

of Full-time Faculty with Doctoral Degrees or Highest Terminal Degree:

% of Faculty Tenured: 42%

% of Faculty Non-Tenured on Track: 29%

% of Faculty Non-Tenured Track: 29%



AVERAGE FACULTY SALARY (Academic Year 2000-2001)

<u>Rank</u>	<u>9-Month</u>	<u>12-Month</u>
Professor		
Assoc. Professor		
Assist. Professor		
Instructor		
All Ranks		



LIBRARY HOLDINGS*: (as of June 30, 2000)

Paper Volumes	1,314,938
Paper - Titles	865,527
Microform Units	2,207,640

Number of paper and microform subscriptions	7,423
Electronic Subscriptions	2,004
Audio Visual Materials	29,966



FRATERNITIES and SORORITIES**UCF Fraternity and Sorority Membership Figures****Fall 2000**

<u>NIC Fraternity</u>	<u>Actives</u>	<u>New Members</u>	<u>Total</u>
Acacia	5	2	7
Alpha Epsilon Pi	30	9	39
Alpha Tau Omega	44	37	81
Beta Theta Pi	19	14	33
Delta Tau Delta	29	19	48
Delta Upsilon	70	32	102
Kappa Sigma	83	41	124
Lambda Chi Alpha	67	36	103
Lambda Theta Phi	20	(Intake in Nov)	20
Phy Delta Theta	22	7	29
Phi Gamma Delta	25	11	36
Pi Kappa Alpha	51	27	78
Pi Kappa Phi	64	25	89
Sigma Alpha Epsilon	75	48	123
Sigma Chi	69	44	113
Sigma Phi Epsilon	81	47	128
Tau Kappa Epsilon	22	25	47

Totals	776	424	1,200
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<u>Sorority</u>	<u>Actives</u>	<u>New Members</u>	<u>Total</u>
Alpha Delta Pi	105	71	176
Alpha Xi Delta	85	71	156
Chi Omega	71	59	130
Delta Delta Delta	92	71	163
Delta Gamma	49	24	73
Kappa Delta	111	71	182
Pi Beta Phi	72	67	139
Zeta Tau Alpha	101	71	172

Totals	686	505	1,191
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<u>NPHC Fraternities</u>	<u>Actives</u>	<u>New Members</u>	<u>Total</u>
Alpha Phi Alpha	10	0	10
Kappa Alpha Psi	7	3	10
Phi Beta Sigma	11	0	11
Totals	27	3	31

<u>NPHC Sororities</u>	<u>Actives</u>	<u>New Members</u>	<u>Total</u>
Alpha Kappa Alpha	7	0	7
Delta Sigma Theta	5	0	5
Sigma Gamma Rho	5	0	5
Zeta Phi Beta	6	1	7
Totals	23	1	24

RESIDENCE HALLS Occupancy

Residence Halls Occupancy Total = 2,145 (including residence assistants)

University Leased Housing Off-Campus = 157

**University Headcount - Preliminary Fall 2000**

Classification	Part-Time			Full-Time			University Total		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
New Entering Freshmen	94	93	187	1,665	1,827	3,492	1,759	1,920	3,679
Undergraduate									
Freshmen	259	234	493	2,777	2,992	5,769	3,036	3,226	6,262
Sophomores	477	513	990	1,997	2,455	4,452	2,474	2,968	5,442
Total Lower Division	736	747	1,483	4,774	5,447	10,221	5,510	6,194	11,704
Juniors	774	973	1,747	1,916	2,564	4,480	2,690	3,537	6,227
Seniors	1,883	2,138	4,021	2,327	3,265	5,592	4,210	5,403	9,613
Total Upper Division	2,657	3,111	5,768	4,243	5,829	10,072	6,900	8,940	15,840
Total Undergraduate	3,393	3,858	7,251	9,017	11,276	20,293	12,410	15,134	27,544
Unclassified (OC)	117	179	296	0	0	0	117	179	296
Unclassified (Other)	37	33	70	14	13	27	51	46	97
Postbaccalaureate	387	631	1,018	14	15	29	401	646	1,047
Total Uncl/PostBacc.	541	843	1,384	28	28	56	569	871	1,440
Graduate	911	1,246	2,157	536	846	1,382	1,447	2,092	3,539
Advanced Graduate	179	166	345	233	190	423	412	356	768
Total Graduate	1,090	1,412	2,502	769	1,036	1,805	1,859	2,448	4,307
Total University	5,024	6,113	11,137	9,814	12,340	22,154	14,838	18,453	33,291

Diversity Profile

<u>Classification</u>	<u>Enrollment</u>	<u>Percent</u>
Indian-Alaskan	190	.6%
Afro-American	2,459	7.4%
White	23,929	71.9%
Asian-Pacific Islander	1,000	4.6%
Hispanic	3,452	10.4%
Non-Resident Alien	783	3.1%
Not Reported	668	2.0%
Total	33,291	100%

Age Distribution

FTIC's	18 Beg. Graduate	31
Freshmen	18 Adv. Graduate	36
Sophomore	21 Graduate Average	32
Junior	23 Unclassified/PostBacc.	33
Senior	27	
Undergraduate Avg.	23	
University Mean	24	
% of Students over 25:	31%	

All Funded SCH/FTE Enrollment by Level and Term

<u>Level</u>	<u>Final Summer 2000</u>		<u>Preliminary Fall 2000</u>		<u>Preliminary Spring 2001</u>	
	<u>SCH</u>	<u>FTE</u>	<u>SCH</u>	<u>FTE</u>	<u>SCH</u>	<u>FTE</u>
Lower			142,416	9,494.40		
Upper			178,350	11,890.02		
Graduate			30,375	2,521.39		
Thesis/Diss.			2,272	189.34		
Total			353,413	24,095.15		

**Previous University Fast Facts reports:**

Academic Year 1999-00
[Last updated 7/30/00]

Academic Year 1998-99
[Last updated 7/30/99]

Page Created: October 30, 1999

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<http://pegasus.cc.ucf.edu/~irps/character/current.html>

Contact Person: Anne L. Ryder

This site is maintained by Institutional Research, a Division of Academic Affairs.



Fall 2001 Academic Calendar

(View Fall 2001 Holidays)

	Fall
International Students	Mar 8
New Applicants and New Transfers	Mar 15
All Readmissions	July 13
Early Registration and Add/Drop	Mar 26 - Jul 30
Submit Intent to Graduate Form for Fall 2001	Mar 26 - Aug 6
Early Fall Payment Deadline	July 30
Fall Intent to Graduate Form Deadline	Aug 6
Registration and Add/Drop	Aug 16-20
Registration Time for State Employees, Non-degree, Transients and Audits (3:30 p.m.)	Aug 17
Residence Halls Open (10 a.m.)	Aug 18
Classes Begin	Aug 20
Late Registration and Add/Drop*	Aug 21-24
Grade Forgiveness Deadline	Aug 24
Fees Due; Last Day for Full Refund	Aug 24
Withdrawal Deadline	Oct. 19
VA Deferral Payment Deadline	Nov. 16
Classes End; Last Day to Remove Incomplete**	Dec. 3
Final Examination Period	Dec. 4-10
Residence Halls Close (noon)	Dec. 11
Grades Due in Registrar's Office (noon)	Dec. 13

Grades Available (9 a.m.)	Dec. 14
Commencement	Dec. 14-15

Fall 2001 Holidays	
Labor Day	September 3
Veteran's Day	November 12
Thanksgiving	November 22-25

**\$50 Late fee applies to students who have not previously registered.*

***Effective Fall 1997, incompletes must be removed within one year of the award date or will change to "F".*

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Spring 2002 Academic Calendar

(View Spring 2002 Holidays)

	Spring
International Students	July 27
All Applicants, Transfers and Readmissions	Nov. 15
Early Registration and Add/Drop	Oct. 22 - Dec. 7
Submit Intent to Graduate Form for Spring 2002	Oct. 22 - Dec. 3
Spring Intent to Graduate Form Deadline	Dec. 3
Registration and Add/Drop	Dec. 28 - Jan. 7
Residence Halls Open (1 p.m.)	Jan. 2
Registration Time for State Employees, Non-degree, Transients and Audits	Jan. 7 (1 p.m.)
Classes Begin	Jan. 7
Late Registration* and Add/Drop	Jan. 8 - 11
Grade Forgiveness Deadline	Jan. 11
Fees Due; Last Day for Full Refund	Jan. 11
Withdrawal Deadline	Mar. 1
Spring Break	Mar. 11 - 16
VA Deferral Payment Deadline	Apr. 1
Founder's Day	April 3
Classes End; Last Day to Remove Incomplete**	April 22
Final Examination Period	April 23 - 29
Residence Halls Close (noon)	Apr 30

Grades Due in Registrar's Office (noon)	May 2
Grades Available (9 a.m.)	May 3
Commencement	May 3-4

Spring 2002 Holidays	
M. L. King Day	January 21

**\$50 Late fee applies to students who have not previously registered.*

***Effective Fall 1997, incompletes must be removed within one year of the award date or will change to "F".*

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Summer 2002 Academic Calendar

(View Summer 2002 Holidays)

	Term A	Term B	Term C	Term D
International Students	Nov. 30	Nov. 30	Nov. 30	Nov. 30
All undergraduate applicants and transfers	Mar. 15	Mar. 15	Mar. 15	Mar. 15
All Readmissions	Apr. 15	Apr. 15	Apr. 15	Apr. 15
Early Registration and Add/Drop	Mar. 25 – May 5	Mar. 25 – May 5	Mar. 25 – May 5	Mar. 25 – May 5
Submit Intent to Graduate Form for Summer 2002	Mar. 25 – Apr. 22	Mar. 25 – Apr. 22	Mar. 25 – Apr. 22	Mar. 25 – Apr. 22
Summer Intent to Graduate Form Deadline	Apr. 22	Apr. 22	Apr. 22	Apr. 22
Residence Halls Open (1 p.m.)	May 4	June 17	May 4	May 4
Registration and Add/Drop - A,B,C,D	May 6-7	May 6-7	May 6-7	May 6-7
Registration and Add/Drop - B only		June 17-18		
Registration Time for State Employees, Non-degree, Transients and Audits	May 7 (1 p.m.)	June 18 (1 p.m.)	May 7(1 p.m.)	May 7(1 p.m.)
Classes Begin	May 7	June 18	May 7	May 7
Late Registration* and Add/Drop	May 8-10	June 19-21	May 8-10	May 8-10
Summer Payment Deadline	May 10	May 10**	May 10	May 10
Grade Forgiveness Deadline	May 10	June 21	May 10	May 10
Fees due; Last Day for Full Refund	May 10	June 21***	May 10	May 10
Withdrawal Deadline	May 24	July 5	June 14	May 31
VA Deferral Payment Deadline	July 19	July 19	July 19	July 19
Classes End; Last Day to Remove Incomplete****	June 17	July 29	July 29	July 8
Final Examination Period*****	June 17	July 29	July 29	July 8
Grades Due in Registrar's Office (noon)	June 20	Aug. 1	Aug. 1	July 11

(noon)				
Grades Available (9 a.m.)	June 21	Aug. 2	Aug. 2	Jul. 12
Commencement	Aug. 3	Aug. 3	Aug. 3	Aug. 3
Residence Halls Close (noon)	June 19	July 30	July 30	July 9

Summer '02 Holidays	
Memorial Day	May 27
Independence Day	July 4

**\$50 Late fee applies to students who have not previously registered.*

***Summer B payment deadline for all students who register 3/25 - 5/10.*

****Summer B payment deadline for all students who register 6/17 - 6/21.*

*****Effective Fall 1997, incompletes must be removed within one year of the award date or will change to "F".*

******Summer final exams are given during the last class meeting.*

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Last Modified: 1/19/01

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UNIVERSITY OF CENTRAL FLORIDA FUTURE PROJECT PROJECTIONS FOR 2001-2010
Revised List


Bldg

PECO PROJECTS Revised List 11-14-2000	2001-02 AMOUNT	2002-03 AMOUNT	2003-04 AMOUNT	2004-05 AMOUNT	2005-06 AMOUNT	2006-07 AMOUNT
UTILITIES, INFRASTRUCTURE (P,C)	\$1,500,000	\$1,500,000	\$2,500,000	\$2,000,000	\$2,000,000	\$2,000,000
BIO SCIENCES ANNEX AND REMODEL (E)	\$1,125,000					
TEACHING CENTER - ACADEMY (C,E)	\$5,700,000	\$1,100,000				
BUSINESS ADMINISTRATION II BLDG. (C,E)	\$8,500,000	\$1,000,000				
EDUCATION BUILDING REMODEL (C,E)	\$500,000	\$5,500,000	\$500,000			
PSYCHOLOGY BUILDING (P,C,E)	Due 12/2000		\$1,000,000	\$11,500,000	\$1,500,000	
JOINT SIMULATION IMMERSION FAC. (E)	Due 02/2001	\$2,000,000				
ARTS COMPLEX II - PERFORMANCE (P,C,E)	Due 10/2000			\$900,000	\$11,000,000	\$2,000,000
WASTE WATER TREATMENT PLANT EXP.				\$5,000,000		
HAZARDOUS WASTE EXPANSION (P,C,E)	Due 12/2000			\$1,500,000		
WAYNE DENSCHE RENOVATION (P,C,E)				\$2,000,000		
ENGINEERING BUILDING III (P,C,E)				\$1,227,000	\$16,000,000	\$1,000,000
MATH & PHYSICS BLDG. REMODEL (P,C,E)				\$500,000	\$6,000,000	
ENGINEERING BLDG. I REMODEL (P,C,E)				\$200,000	\$2,200,000	
HOWARD PHILLIPS HALL REMODEL (P,C,E)				\$250,000	\$2,800,000	
LIBRARY EXPANSION (P,C,E)				\$985,000	\$12,000,000	\$1,000,000
CLASSROOM BUILDING II (P,C,E)				\$830,000	\$9,500,000	\$1,000,000
PHYSICAL SCIENCES ANNEX (P,C,E)				\$800,000	\$9,000,000	\$1,000,000
INTERDISC. RESEARCH BLDG. I (P,C,E)				\$1,000,000	\$12,000,000	\$2,000,000
STUDENT SUCCESS CENTER (P,C,E)				\$600,000	\$6,000,000	
HUMANITIES & SOCIAL SCIENCES II (P,C,E)					\$1,000,000	\$12,000,000
HEALTH & PUBLIC AFFAIRS II ANNEX (P,C,E)					\$500,000	\$5,000,000
POLICE FACILITY EXPANSION (P,C,E)					\$400,000	\$4,000,000
ARTS COMPLEX III - THEATER (P,C,E)					\$600,000	\$6,000,000
INTERDISC. RESEARCH BLDG. II (P,C,E)					\$1,000,000	\$11,000,000
HUMANITIES & FINE ARTS REMODEL (P,C,E)						
FILM - ARTS & SCIENCES II BLDG. (P,C,E)						
THEATER BLDG RENOVATION (P,C,E)						
SIMULATION & TRAINING BUILDING (P,C,E)						
EDUCATION III BUILDING (P,C)						
RESEARCH PARK PAVILION						
TOTAL (PECO)	\$17,325,000	\$11,100,000	\$4,080,000	\$29,292,000	\$93,500,000	\$53,000,000
OTHER PROJECTS						
STUDENT SUPPORT CENTER (P,C,E)	\$3,539,458					
SCC-UCF JOINT USE FACILITY (P,C,E)	\$352,516	\$9,995,800	\$1,143,714			
VCC-UCF JOINT USE FACILITY (P,C,E)	\$352,516	\$9,995,800	\$1,143,714			
DBCC-SCC-UCF JOINT USE FAC. (P,C,E)	\$352,516	\$9,995,800	\$1,143,714			
MULTILINGUAL MULTICULTURAL CTR (E)	\$64,585					
INTERCOLLEGIATE ATHLETIC NODE (P,C,E)	\$4,594,603	\$3,207,760	\$678,733	\$2,684,604		
ENGINEERING FIELD STATION II (P,C,E)	\$800,000					
ROSEN SCHOOL OF HOSPITALITY MGMT. (P,C,E)	\$9,998,274	\$21,256,423	\$4,745,303			
FLA. CENTER for the ARTS & EDUC. (C,E)		\$45,591,395	\$1,908,605			
STUDENT HEALTH SERVICES EXP. (P,C,E)					\$2,000,000	
CREATIVE SCHOOL EXPANSION (P,C,E)					\$1,500,000	
MARRIED & GRADUATE STUDENT HOUSING					\$12,000,000	
TOTAL	\$21,554,468	\$100,042,978	\$10,763,783	\$2,684,604	\$15,500,000	\$0
GRAND TOTAL	\$38,879,468	\$111,142,978	\$14,763,783	\$31,976,604	\$109,000,000	\$53,000,000

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Dining Service



January 16, 2001

Dining Services > Home Page

Crossroads Café..... Student Resource Center
All - You - Care - To - Eat.....Breakfast, Lunch, Dinner, & Late Night
 UCF Dining Meal Plan (Near the Residence Halls)

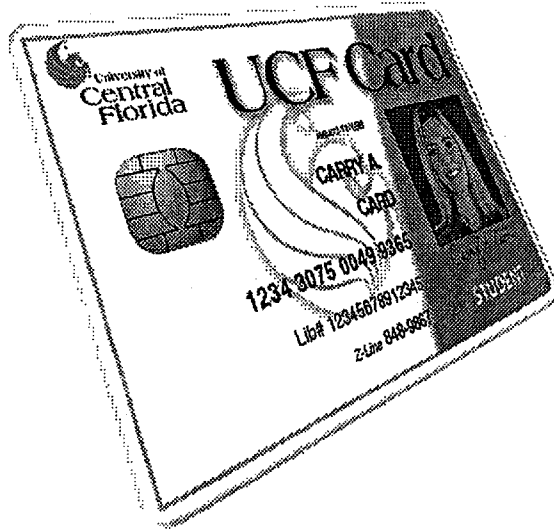
The Fast Break..... College of Education
Gourmet Bean Coffee & Grab 'n Go Sandwiches, Meals, & Snacks

Great Escapes Food Court..... Building 26 (Near Bookstore)
Chick-Fil-A, Sub-Connection, & Freshens Smoothies

Patio Grille..... Near Great Escapes
Outdoor Café

it's here it's convenient

This interesting little piece of plastic is about to become a big part of your life at UCF. While you are a student, you will need your official student ID to go to football games, use the rec center, check books out of the library, and take tests. Open a Huntington checking account and use your card as a debit card and as an ATM card. You may open an account by calling **1-888-813-2511**. Have financial aid electronically transferred to your Huntington account and avoid waiting for your check. Use your smartchip to make purchases at vending machines, copiers, and on-campus merchants. You can also use it as a long distance calling card.



The UCF Card Office now accepts payment for new and replacement cards.

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Marriott Utility Costs

		July	August	September	October	November	December	January	February
Electric	2000/01	2720.5	4122.1	5121.52	4018.84	3882.75			
	1999/00								
	1998/99								
HVAC	2000/01	3969.51	3888.36	3469.72	2288.89	2269.64			
	1999/00								
	1998/99								
Natural Ga	2000/01	5457.43	2988.8	4316.22	5094.5	5769.45			
	1999/00								
	1998/99								
Water & S	2000/01	1462.16	877.67	552.64	2112.06	3061.38			
	1999/00								
	1998/99								

CENTER HEAD COUNT REPORT (CFBSFCN)

FINAL

TERM: FALL 2000

RUN DATE: 02/12/2001

[illegible]

EXHIBIT B

HURRICANES:

Dangerous hurricanes have struck our area in the past and are likely to hit again. Our region will experience high winds if a hurricane strikes us directly. National Hurricane Center models project the following winds for landfalling hurricanes:

Hurricane Category:	5	4	3	2	1
Coastal Wind Speed	155+ mph	131-155 mph	111-130 mph	96-110 mph	74-95 mph
30 miles inland:	146 mph	118 mph	102 mph	83 mph	71 mph
60 miles inland:	141 mph	113 mph	98 mph	80 mph	68 mph

- ✓ If a hurricane is approaching central Florida, all department heads should monitor the storm via local radio, TV broadcasts, or the Internet. See Appendix E, page 37, for listings.
- ✓ Directors of the departments listed in the “essential personnel” section on page 5 shall pay special attention to official forecasts from the National Hurricane Center/Tropical Prediction Center. These forecasts give projected storm paths as well as coastal city strike probabilities for a wide region. NOTE: Orlando is never specifically mentioned in these probabilities because it is not a coastal city.
- ✓ When a hurricane “watch” is issued, all departments need to determine how to secure any sensitive records and equipment. When the National Hurricane Center issues a hurricane “watch”, only coastal cities will be mentioned. A hurricane “watch” means hurricane conditions may soon threaten the watch area — which is usually several hundred miles in length.
- ✓ If a hurricane “warning” is issued for our area, the university or the branch campuses may be closed. If so, classes will be canceled and offices closed until the danger is over. A hurricane “warning” means hurricane conditions may occur within 24 hours. Often, the warnings are issued with only 18 to 20 hours of warning time.

- ✓ UCF campus closings will be announced on local radio and TV broadcasts. Also, the "News" section on the UCF home page, www.ucf.edu will contain information on campus closing. The UCF Daytona Beach and Brevard campus closings will usually be included in the Daytona Beach Community College and Brevard Community College closing announcements. Please listen for these announcements before calling the campus information line. If you are in doubt, the campus information line (407) 823-2000 will have a recording of specific UCF closings. No students, faculty, or staff other than those specifically designated to work during the storm, or those who live on campus having no other place to go, are expected to be on campus when the campus is closed for a hurricane emergency.
 - ✓ At the hurricane "warning" stage, UCF administrators, together with "essential personnel" department heads will make decisions on the possible need for on-campus shelters to open and essential personnel to work during the storm. See page 27 for shelter operation details.
-

Other specific hurricane or flood precautions that may need to be taken:

- ✓ Departments with outdoor equipment shall secure all loose or fragile objects that may become a missile hazard in high winds.
 - ✓ Departments with valuable records, computers, or scientific instrumentation should secure such items by covering with plastic, moving them away from windows, or by other means. Computers are best protected by unplugging them, sealing them in large plastic garbage bags, and elevating them off the floor in case of flooding. Computer files and disks should be backed-up and moved to a safe location before bagging.
 - ✓ A campus Emergency Operations Center (EOC) may be activated. Directors of "essential departments" may be required to be present at the EOC. See page 30 for EOC details.
 - ✓ Emergency instructions to on-campus residents may need to be delivered in person by door-to-door visits. Use the Housing resident assistants to assist with this, if necessary.
 - ✓ All residents of residence halls, including Greek Park and other on-campus housing, shall be sent to their permanent homes. Those who are unable to do this will be relocated to designated shelter areas. See Shelter Operations, page 27.
-

- ✓ All non-essential personnel on campus shall be sent to their homes.

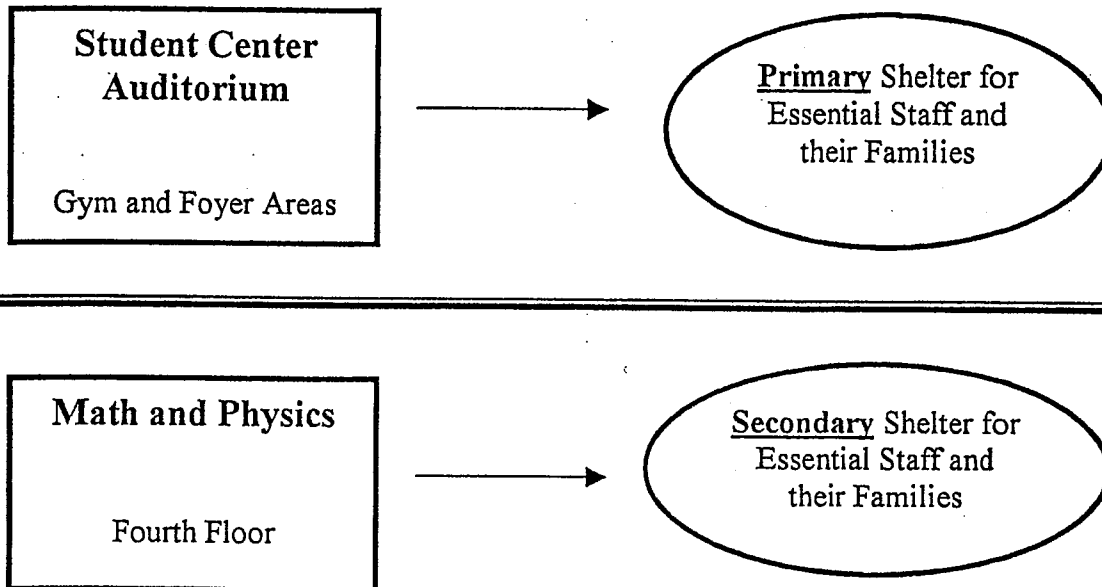
-
- ✓ Air Force Reserve Officer Training Corps (AFROTC) and Army Reserve Officer Training Corps (AROTC) student personnel may be called upon for assistance in any emergency situations. Tasking and assistance authorization will follow established Air Force and Army guidelines and procedures.

-
- ✓ The Physical Plant (407) 823-5544 shall supply instruction, tape, and plastic to the occupants of buildings. They shall assist in taping windows, glass, items of concern, and help in covering sensitive equipment and furniture.

The following may be implemented as determined by the president or designee:

- ✓ Food Service shall procure those provisions that will be necessary to provide food to non-evacuees and essential personnel. This is the responsibility of the Director of Business Services.
- ✓ Close all campus roadways except those used for emergency preparation activities. This is the responsibility of University Police Department (407) 823-5555.
- ✓ The University's health center shall be prepared to assist individuals who are injured or ill. This is the responsibility of Student Health Services (407) 823-2701.
- ✓ Establish a staging area for the news media. — a joint effort of University Police and News Information (407) 823-2502.

Primary and Secondary Shelters for Essential Staff and Families



A decision to open an on-campus shelter may be communicated to the UCF community via any of the following means:

- e-mail
- telephone
- local radio and TV broadcasts
- FAX transmissions
- Fliers

When a campus building is opened for the purpose of being a storm or disaster shelter, it should be staffed by essential personnel from any, or all of the following departments:

- UCF Police
- UCF Student Health Center
- UCF Food Services
- UCF Environmental Health and Safety
- UCF Housing and Residence Life
- UCF Arena
- UCF Physical Plant
- Volunteers from: UCF ROTC program, Central Florida Red Cross

If opened, on-campus shelters will be set up for the express purpose of temporarily accommodating UCF students, “essential” UCF employees and their immediate families, guests of UCF such as those people attending camps, conferences, and seminars, and any other people deemed appropriate by the Emergency Plan Coordinator or designee.

All on-campus shelters will be equipped to handle only the most basic personal needs during their activation in an emergency. Food, water, resting places, and sanitary facilities may be very basic. Bedding will not be provided. Persons with special needs, disabilities, or medications need to plan in advance how they will get to and sustain themselves in a temporary shelter. UCF is unable to accommodate persons with special needs in its on-campus shelter operations. No pets or animals will be allowed in the UCF shelters because the staff is not prepared to handle them.

Off-Campus

Students and staff living in off campus housing will be sheltered in facilities for the county in which they live. These shelters are designated by the Emergency Management Offices and are generally public school buildings. In the event of an impending storm, the local TV and radio stations provide continual updates as to what shelters are open for the general public. Shelters are usually for people who live in storm surge and flood prone areas as well as those who live in trailers and other structures that are very susceptible to wind damage.

Section IV—Emergency Operations Center (EOC)

In the event of an emergency or disaster, the Emergency Plan Coordinator (Vice President of Administration and Finance) or a designated representative may open the Emergency Operations Center (EOC). The location of the EOC is the Police Station, Building No. 49. This building is equipped with hurricane shutters, an emergency generator, and communications equipment.

In the event that the Police Station is damaged, flooded, or otherwise unsuitable for use, the back-up location for the EOC is the Library (Building No. 2), first floor in the Telecommunications Offices.

The purpose of opening the EOC is to gather key UCF operational directors in one centralized location for quick decision-making during an emergency. The Emergency Plan Coordinator (Vice President of Administration and Finance) or a designated representative will be in charge of both the EOC and the entire campus during an emergency event.

Typical EOC functions during emergencies are:

- ✓ **Keep** track of severe weather reports
- ✓ **Inform** the community about facility closings, openings, and shelter operations
- ✓ **Answer** questions and phone calls from the public
- ✓ **Control** rumors and correct inaccurate information
- ✓ **Contact** essential UCF personnel for duty assignments (See Essential Contacts List on page 5)
- ✓ **Coordinate** work necessary to maintain the campus
- ✓ **Collect** status reports on facilities, damages, and road closings
- ✓ **Coordinate** with local, state, and/or federal emergency management authorities
- ✓ **Coordinate** post-emergency reconstruction efforts

The following department heads (and/or their alternates) will be required to staff the EOC during an emergency upon the order of the Emergency Plan Coordinator:

- Director of UCF Police
- Director of Physical Plant
- Director of Environmental Health and Safety
- Director of Computer Services and Telecommunications
- Director of Housing and Residence Life
- Director of Business Services and/or Food Services (Marriott)
- Director of News Information
- Coordinator of the UCF Amateur Radio Club (on a volunteer basis)

The previously mentioned department heads will have their personal phone numbers (home, cellular, or pager) as well as the personal numbers of at least two back-up individuals on file with the UCF Police Department at all times. The Police Department will annually verify that this listing of personal phone numbers is correct and up-to-date.

APPENDIX III

ADDENDA ACKNOWLEDGMENT FORM

UNIVERSITY OF CENTRAL FLORIDA

DIVISION OF PURCHASING

P.O. Box 160050

Orlando, FL 32816-0050

REQUEST FOR PROPOSAL NO. 1041RSA for University Dining Services

OPENING DATE: May 18, 2001 @ 2:00 p.m.

ADDENDUM NO. 02

The enclosed clarifications are being incorporated into this proposal.

NOTE: PLEASE NOTE RECEIPT OF THIS ADDENDUM BY RETURNING WITH YOUR PROPOSAL

AUTHORIZED SIGNATURE_____

COMPANY NAME_____

DATE_____

Addendum #2
RFP #1041RSA

Clarifications to Addendum #1

Section A. Corrections to the RFP

Item 1.22, fourth sentence which states in part "use the installed C-Board system it will be necessary", change will to may.

Under Section B

Question 5. What is the cost for a yearly parking permit? Correct the answer as follows for Fall 2001: staff - \$111.00 each; service vehicles - \$279.00 each.

Question 10. Add to answer, except Wendy's and Joffery's Coffee.

Question 16. How old is most of the equipment we will be repairing? Correct answer is: The dining hall kitchen was opened in Fall 1968. Ranges, coolers, hood, etc., were replaced in the 1980's or later. The dishwasher was replaced in Fall 1999. Tray belt was renovated Fall 2000.

Under Section C

Question 2. Please provide us with a breakdown of the total number of meal plan participants, by plan, for the Fall 2000 and Spring 2001 semesters. Answer:

<u>Plan</u>	<u>Fall 2000</u>	<u>Spring 2001</u>
Knight and Day	291	154
Black and Gold	115	67
Knight's Feast	231	148
Commuter 75	204	177
Commuter 175	75	74

Question 3. Who owns the catering equipment used on campus? The university owns the equipment on the attached list. The current contractor owns items not on the list.

Question 5. Who owns the C-Board system? Answer: Current contractor asserts they own the C-Board system. See Section A above.

Question 12. Can you provide us with the proposed rates for the Fall 2001 semester? Rates are not yet established.

Question 20. Generally speaking, what are the monthly costs associated with operating one of the food concepts at the Student Union? Replacement answer: All contracts are established such that utilities and facility repairs are paid by the Union. Operating costs of the individual operators are not furnished to the Union.

Attachment - Equipment List

DEPT/		LOCATION							ACQ.	ORIG.	INVENT.	ACQ.	
L3L4LV5-AU	ITEM NO.	CD	CO	CT	BLDG	ROOM	DESCRIPTION	PO NO.	SERIAL NO.	DATE	ADD DATE	DATE	COST
3208000-00	CF-029010	3	48	00	0007	RM00104	MIXER HOBART A 200 MIXER		256474	08/17/87	08/17/87	07/06/00	1,291
3208000-00	CF-030211	3	48	00	0007	RM00104	OVEN RADARANGE		SB52550028	08/17/87	08/17/87	08/03/99	1,095
3208000-00	CF-043410	3	48	00	0007	RM00104	MIXER/HOBART FLOOR MODEL			10/09/87	10/09/87	07/06/00	5,259
3208000-00	CF-044012	3	48	00	0007	RM00104	MEAT SLICER HOBART AUTOM		805223	09/02/87	09/02/87	07/06/00	2,035
3208000-00	CF-058670	4	48	00	0021	RM00197A	ICE MACHINE CUBER #CM500	881052	054355-02H	09/16/87	09/18/87	10/18/00	5,120
3208000-00	CF-059022	3	48	00	0007	RM00106	COFFEE URN 3 GALLON BUNN	883587	5572	02/29/88	04/05/88	07/06/00	1,066
3208000-00	CF-062048	3	48	00	0007	RM000OFF	ICE CREAM MACHINE SANI-S	885326		08/08/88	09/08/88	03/29/00	3,108
3208000-00	CF-064121	3	48	00	0007	RM00104	REFRIGERATOR,VICTORY SER	891734	A8838H032	12/20/88	01/18/89	07/06/00	3,759
3208000-00	CF-064151	2	48	00	0007	RM00104	CONVECTION OVEN GAS MODE	893322		01/06/89	02/16/89	07/06/00	6,315
3208000-00	CF-064152	3	48	00	0007	RM00104	CONVECTION OVEN GAS MODE	893410		01/06/89	02/16/89	07/06/00	6,315
3208000-00	CF-069640	2	48	00	0007	RM00104	OVEN,CONVECTION,GAS,DOUB	894995		05/25/89	06/15/89	07/06/00	6,149
3208000-00	CF-069641	3	48	00	0007	RM00104	REFRIGERATOR,VICTORY SER	894995		05/25/89	06/29/89	07/06/00	3,560
3208000-00	CF-069938	3	48	00	0007	RM00104	TABLE, BEV/AIR PREP	901585		10/10/89	01/18/90	07/06/00	1,730
3208000-00	CF-070005	2	48	00	0007	RM00104	STEAMER, 6-CSM (3X5)	902064	WC5781-89A-01	12/04/89	02/23/90	07/06/00	6,971
3208000-00	CF-070006	3	48	00	0007	RM00104	STEAMER, 6-CSM (3X5)	902064	WC8163-89J-01	12/04/89	02/23/90	07/06/00	6,971
3208000-00	CF-070007	3	48	00	0007	RM00104	THERMOTAINER, #1308	902064	A27207	12/04/89	02/23/90	07/06/00	7,898
3208000-00	CF-070053	2	48	00	0007	RM00104	REFRIGERATOR VICTORY	902064		03/09/90	04/25/90	07/06/00	3,849
3208000-00	CF-070292	2	48	00	0026	RM00115G	ICE MACHINE AND BIN	905099		03/08/90	06/21/90	07/24/00	2,452
3208000-00	CF-070970	2	48	00	0050	RM00220A	PRINTER, LASER III	102161	243915	09/24/90	10/29/90	09/06/00	1,169
3208000-00	CF-072201	2	48	00	0050	RM00113	FREEZER,KOLPAC MCCALL	205870	091982	05/11/92	06/16/92	09/06/00	1,524
3208000-00	CF-072203	2	48	00	0050	RM00113	REFREIGERATOR,KOLPAC-MCC	205870	092341	05/11/92	06/16/92	09/06/00	1,299
3208000-00	CF-072401	2	48	00	0050	RM00113B	REGISTER, NCR 2113-3000		21-21967779	09/29/92	09/29/92	09/28/99	1,180
3208000-00	CF-072402	2	48	00	0050	RM00113B	REGISTER, NCR 2113-3000		21-21967748	09/29/92	09/29/92	09/28/99	1,180
3208000-00	CF-072404	2	48	00	0050	RM00224	MENU BOARD			08/03/92	09/18/92	08/08/00	1,050
3208000-00	CF-072406	2	48	00	0050	RM00113B	REGISTER, NCR 2113-3000		21-21967796	09/29/92	09/29/92	09/28/99	1,180
3208000-00	CF-072408	2	48	00	0050	RM00208	MENU BOARD			08/03/92	09/18/92	08/08/00	1,050
3208000-00	CF-073109	3	48	00	0017	RM00106	REFRIGERATOR		M455880	03/01/91	03/01/91	07/06/00	2,745
3208000-00	CF-073111	3	48	00	0053	RM00180E	CONVEYOR BELT SYSTEM ANE	103229		01/10/91	02/08/91	09/12/00	31,988
3208000-00	CF-073203	3	48	00	0007	RM00104	PITCO FRIALATOR,GAS MODE	104231	G91BA02357	02/25/91	04/16/91	08/03/99	4,735
3208000-00	CF-073766	3	48	00	0007	RM00104	CABINET	203055	9125622	11/14/91	01/10/92	07/06/00	1,276
3208000-00	CF-073818	3	48	00	0007	RM00104	REFRIGERATOR	203056	9125529	11/14/91	01/23/92	07/06/00	3,723
3208000-00	CF-073819	2	48	00	0007	RM00104	REFRIGERATOR	203056	9125530	11/14/91	01/23/92	07/06/00	3,723
3208000-00	CF-073907	3	48	00	0007	RM00104	MOBILE HUMI-TEMP CABINET		N/A	05/05/93	05/05/93	07/06/00	2,198
3208000-00	CF-074029	2	48	00	0050	RM00224H	ICE MACHINE	205870		05/11/92	06/16/92	08/08/00	1,620
3208000-00	CF-074030	2	48	00	0051	RM00208A	ICE MACHINE	205870		05/11/92	06/16/92	08/08/00	1,620
3208000-00	CF-075606	2	48	00	0001	RM00375	TI TRAVELMATE 4000 COLOR		117A230089	08/20/93	09/14/93	03/28/01	2,699
3208000-00	CF-076018	3	48	00	0007	RM000OFF	DOUGH PIZZA PRESS	402085	1167	10/04/93	10/26/93	03/29/00	1,250
3208000-00	CF-077305	4	48	00	0007	RM00108	VALUEPOINT 486SX/25 COMP		23KGM40	06/10/94	06/21/94	07/06/00	1,793
3208000-00	CF-078612	2	48	00	0001	RM00375	PRINTER, LASER JET 4 PLU	601777	USFC330267	08/04/95	09/18/95	07/03/00	1,341
3208000-00	CF-079331	2	48	00	0050	RM00224	REFRIGERATED DISPLAY CAS	501611	NA	01/04/95	02/15/95	08/08/00	1,130
3208000-00	CF-079474	2	48	00	0007	RM00104	REACHIN FREEZER, 3 DOOR	504388	NA	03/03/95	05/08/95	07/06/00	3,369
3208000-00	CF-079475	2	48	00	0007	RM00104	REACHIN REFRIGERATOR, 2	504388	NA	03/03/95	05/08/95	07/06/00	1,930
3208000-00	CF-080783	2	48	00	0050	RM00220B	HP 4 PLUS PRINTER		USFC331189	09/22/95	10/30/95	09/06/00	1,339
3208000-00	CF-083264	2	48	00	0007	RM00104	REFRIGERATOR VICTORY (3		A9620V418	06/13/96	07/10/96	07/06/00	5,050

DEPT/ L3L4LV5-AU	ITEM NO.	CD	CO	CT	BLDG	ROOM	DESCRIPTION	PO NO.	SERIAL NO.	ACQ. DATE	ORIG. ADD DATE	INVENT. DATE	ACQ. COST
3208000-00	CF-084404	2	48	00	0001	RM00374	DELL OPTIPLEX GX PRO 200		8FTFS	03/07/97	04/18/97	07/03/00	2,799
3208000-00	CF-085612	3	48	00	0007	RM00104	PORTA GRILL II (3X5)	711356	NA	11/04/96	02/14/97	07/11/00	4,711
3208000-00	CF-090314	2	48	00	0001	RM00374	DELL OPTIPLEX 6233	C05126	C6XDY	12/12/97	02/17/98	07/03/00	2,724
3208000-00	CF-092104	2	48	00	0002	RM00134	210R-M RECEIVER STEREO A	813609	98097003	04/23/98	05/20/98	07/27/00	1,330
3208000-00	CF-092105	2	48	00	0002	RM00133A	210T-M TRANSMITTER SETER	813609	98097002	04/23/98	05/20/98	04/26/00	1,330
3208000-00	CF-092592	2	48	00	0050	RM00201A	ICE MACHINE MODJD0602A	814672	970961471	05/28/98	07/08/98	08/08/00	1,996
3208000-00	CF-094934	1	48	00	0007	RM00104	ICE MACHINE MODEL # QD13	815752	980565549	06/30/98	09/03/98	07/06/00	3,752
3208000-00	CF-099388	2	48	00	0026	RM00115A	MANITOWOC ICE MACHINE MO	915896	990567232	07/06/99	09/01/99	07/24/00	3,012
3208000-00	CF-101951	2	48	00	0007	RM00101	HOT FOOD CASE	004104	NA	11/05/99	02/14/00	07/06/00	2,524
3208000-00	CF-101952	2	48	00	0007	RM00101	HOT FOOD CASE	004104	NA	11/05/99	02/14/00	07/06/00	2,414
3208000-00	CF-101953	2	48	00	0007	RM00101	HOT FOOD CASE	004104	NA	11/05/99	02/14/00	07/06/00	2,414
3208000-00	CF-101954	2	48	00	0007	RM00101	HOT FOOD CASE	004104	NA	11/05/99	02/14/00	07/06/00	2,414
3208000-00	CF-102222	2	48	00	0007	RM00109	TELEVISION PROJECTION	006792	V8K012632	04/20/00	05/30/00	10/13/00	3,359
3208000-00	CF-105289	1	48	00	0016	RM00100	FOOD CART-HOT DOG STAND		NA	00/00/00	04/10/01	00/00/00	6,000

TOTAL NUMBER OF ITEMS 58

TOTAL ACQUISITION COST 198,883

GRAND TOTAL NUMBER OF ITEMS 58

GRAND TOTAL ACQUISITION COST 198,883

APPENDIX III

ADDENDA ACKNOWLEDGMENT FORM

UNIVERSITY OF CENTRAL FLORIDA

DIVISION OF PURCHASING

P.O. Box 160050

Orlando, FL 32816-0050

REQUEST FOR PROPOSAL NO. 1041RSA for University Dining Services

OPENING DATE: May 18, 2001 @ 2:00 p.m.

ADDENDUM NO. 01

The enclosed information is being incorporated into this proposal. Included are: A. Corrections to the RFP; B & C. Questions from vendors and responses; Dining Services Phamplet; Purse 3 info; and three drawings.

NOTE: PLEASE NOTE RECEIPT OF THIS ADDENDUM BY RETURNING WITH YOUR PROPOSAL

AUTHORIZED SIGNATURE_____

COMPANY NAME_____

DATE_____

**Addendum #1
RFP #1041RSA**

A. Corrections to the RFP

121. Item 6. "Provide an adequate initial inventory of expendable equipment." Move statement to 1.22. Strike out remainder of sentence "contractor and university shall jointly undertake an opening inventory and contractor shall maintain this inventory as a direct cost of operation and take reasonable measures to protect from loss by pilferage or destruction."

1.22 Item 12. "Furnish and maintain point of sale systems hardware and software necessary to operate a meal plan and debit card for food service operations." Change next sentence to read, "The current contractor has installed the C Board system." If the successful proposer wishes to use the installed C Board system it will be necessary to negotiate an acquisition price with the current contractor. Strike out, "If the successful proposer desires a different system, the university shall be reimbursed for the C Board."

B. The following questions were submitted by Chartwells:

1. Where is the Wild Pizza located and when will the renovation take place? Answer: The Wild Pizza is located on the east side of the same complex as the Crossroads Café. Renovations are anticipated sometime after 2001-2002.
2. What type of athletic events take place in the area? What are the historical sales for concessions? Answer: All athletic events are held on the north side of campus in the Arena, baseball stadium, and the track and soccer field. A softball field will be constructed fall of 2001 adjacent to the baseball complex. Games are: Men's basketball, baseball, and soccer; women's basketball, volleyball, soccer, track, and field and softball in 2002.

Historically concession sales are not a large part of dining services revenue. However, sales have increased with the completion of the baseball complex.
3. Could you provide a one-year history of all utility costs? Current RFP states only 5 months. Answer: We listed the most recent five months in the RFP because of the increase in utility costs resulting from fuel price adjustments. We suggest you average to 12 months.
4. How many vehicles does the current contractor utilize? Answer: Four (4)
5. What is the cost for a yearly parking permit? Answer: Parking permits are \$285 each annually.
6. What is the current commission structure of the incumbent? Answer: A fixed flat amount.

7. Page 7 #1.52 states that details such as hours of operation will be negotiated. However, page 26, 2b (3) has five points awarded for service hours. Please explain.

Please review paragraph 1.1 Introduction and the last sentence of paragraph 1.11 University History and Data.

It will take creative ideas, programs and service hours to capture potential diners. Tell us how you intend to use open hours as a marketing tool.

8. Please provide a two-year history on the number of participants on each meal plan. Answer: We can provide totals for two years: 1999-2000 – 550; 2000-2001 – 1,528.
9. Is there any type of straight declining balance program available on campus? Answer: Flex dollars are deposited to purse 3 of the UCF Card; which is a declining balance program.
10. Where can flex dollars as part of the Plus Plans be spent? Answer: At any retail outlet on campus. See e-mail from Andrews to Goree, et al, attached.
11. Will there be any amortized “buy-back” dollars left at end of the current contract? Answer: The current contractor asserts there will be \$162,230.49 at end of contract, July 31, 2001.
12. Could you please provide the following sales information for the past year? Answer:

	July thru February	
	<u>1999-2000</u>	<u>2000-2001</u>
Board Plan Sales	761,931	1,059,759
UCF Card Sales by location	48,118	85,511
Cash Sales by location	N/A	N/A
Annual Summer Conference Sales	211,646	36,819
Annual Concession Sales	34,531	48,564
Annual Catering Sales	373,787	566,148
Total Sales –July through February	1,967,130	2,400,833

13. Could you please provide a list of contractor owned equipment? Answer: Information not available. Current contractor owns small wares and service ware.
14. Is there currently an annual small wares (china) inventory taken by both parties? Answer: No
15. How much has the current vendor spent on repairs and maintenance? Answer: Repairs and maintenance in current contractor facilities from July 2000 through February 2001; cost \$71,884.79.

16. How old is most of the equipment we will be repairing? Answer: The dining hall kitchen was opened Fall 1968. Ranges, hoods, coolers, etc. were purchased at that time. The dishwasher was replaced in Fall 2000 and the tray belt was renovated at that time.

Equipment in the Great Escapes is 18 years old. Much was replaced during renovations, fall 1999.

17. Who pays for grease trap pumping and hood cleaning? Answer: The successful contractor will pay.
18. What are the current hours of operation, by location. Answer: See the attached brochure.
19. The university has C Board, does this require additional POS? Answer: Yes, in concession areas.

C. The following questions were submitted by Aramark:

1. Please provide the number of annual food service operating days at the Crossroads dining hall. Answer: 221 operating days.
2. Please provide us with a breakdown of the total number of meal plan participants, by plan, for the fall 2000 and spring 2001 semesters. Answer: See answer 8 under Chartwell.
3. Who owns the catering equipment used on campus? Answer: The University owns fixed equipment, current contractor owns movable items.
4. Who owns the china/glassware/small wares (pots and pans) in the main dining room? Answer: The current contractor.
5. Who owns the C Board card-access system? Answer: See paragraph 1.22 item 12 above.
6. Regarding Sodexho's flex dollar revenue: Please provide us with the total dollars or percentage of total revenue from Sodexho collected flex dollars that are spent at non-Sodexho operated retail locations. Answer: See attached e-mail from Andrews to Goree, Pittman and Stallworth.
7. Does Sodexho collect a fee or a commission from the other franchises on campus when Sodexho flex dollars are spent at their locations? If so, please provide the detail. Answer: No
8. Does money deposited into the Sodexho flex plan accounts rollover from year to year? Does Sodexho retain the funds if they're not spent after the semester or year? Answer: All flex funds are deposited to purse 3 of the UCF Card and rollover. Sodexho does not retain the funds.

9. What are the current casual or cash door prices at the Crossroads Café? Answer:

Breakfast \$4.50

Lunch \$5.00

Dinner \$6.00

plus tax

All prices are "all you can eat."

10. What are the current operating hours at the Great Escapes and Fast Break locations? Answer: See attached brochure.

11. Is there an un-amortized investment left from Sodexho and if so, what is the balance? Answer: Yes. See item 11 of Chartwell questions. Investment was used for renovations to Fast Break, Great Escapes and a convenience store and renovations in Knights' Pantry.

12. Can you provide us with the proposed rates for the fall 2001 semester? Answer: The amount for fall 2001 semester should be your price as a part of your proposed.

13. What are the current hours of operation at the Student Union?

Answer: Monday – Friday 7:00AM to midnight
Saturday 9:00AM to midnight
Sunday 11:00AM to midnight

14. Please provide us with a breakdown of current contractor's employee schedule and wage rates. Answer: The present contractor declines to provide that information. However, from July 2000 to through February 2001 salaries and wages totaled \$977,428.

15. Can you provide us with a breakdown of the current utility charges for the Sodexho operated facilities? Answer:

July 2000 through January 2001

Electric \$26,483

HVAC 19,935

Natural Gas 23,626

Water/Sewer 9,702

16. Can you provide us with blue prints or "as built" drawings for each of the Sodexho operated facilities as well as the C. Store in the Union and the commons area at Knights Crossing? Answer:

Great Escapes – attached

Crossroads – attached

Union C Store – attached

Fast Break – not available

Knights Crossing – not available

17. Does Sodexo currently operate or are they affiliated with any operation in the Student Union Building? Answer: No. The current contractor bids on each catered event in the Union and secures about 85% of the events.
18. Is there currently an Athletic Dining meal program established for athletics? If so, where do they dine? Answer: Not at present. However, starting fall 2001 football players (about 100) will start on a dining plan eating at the Crossroads. Discussions are underway to add all athletes to a dining plan. Final plans and prices will be negotiated between the successful proposer and athletics.
19. What Union food contract comes up for renewal next? Will this space be open to competitive bidding? Who owns the equipment? Answer: Not known at this time. Yes competitive bidding will occur in all venues. The existing operators own the equipment.
20. Generally speaking, what are the monthly costs associated with operating one of the food concepts at the Student Union? Answer: All contracts are established in such a way that operating costs for utilities, repairs and maintenance are paid by the Union. Therefore, operating costs are not known to the university.

From: Dave Andrews
To: John Goree; John Pittman; Richard Stallworth
Date: 4/18/01 3:17PM
Subject: Purse 3 info

Okay,

I think we should be able to have all of the information we discussed by tomorrow. I already have most of it now, but I have to compile it into something recognizeable.

All figures are from July 1, 2000 to March 31, 2001

First off, the Flex Bucks deposits (which began in August 2000 on purse 3) total \$40,595.16.

The other purse three deposits total 237,611.71.

Total purse 3 deposits, including flex bucks \$278,206.87

Purse 3 use for all retailers on campus include:

Non Marriott:

Baja Burrito	\$5,078.00
Barnes & Noble Cafe	\$3,559.37
Campus Convenience Store	\$5,739.53
Campus Copiers	\$ 809.90
Clip Joint	\$4,385.81
Computer Store	\$5,932.16
Copy Center	\$ 199.11
Joffrey's Coffee	\$ 283.90
Knightwear	\$3,566.79
Loco's	\$34,819.54
Mrs. Field's/Pretzel Time	\$ 426.59
Office Plus	\$4,213.43
Sbarro's	\$21,572.61
Spare*	\$10,091.16
Steak Escape	\$12,623.36
Student Gov't. PC Lab	\$1,337.91
Subway	\$65,509.48
Sweet Retreat	\$6,159.14
TOTAL	\$186,307.79

Marriott:*****\$89,176.41

TOTAL INCL. MARRIOTT***\$275,484.20**

* - The spare was used almost entirely in Subway and Steak Escape, with short periods of time in Loco's and possibly Great Escapes. Although we cannot tell how much was used in each location without extensive searching through each days paperwork for the given time period, we do know that the great majority of the spare's use was in non-Marriott locations.

As we discussed, there is absolutely no separation whatsoever between Flex Bucks deposits on purse 3 and other deposits on purse 3. Therefore, there is no way to know when and where flex bucks dollars were spent. we don't tell students that their flex bucks money can be used in non-food locations, but it can be if they really wanted to. The locations which accept purse 3 but do not serve food are Office

Plus, convenience copiers, the St. Gov't PC Lab, Knightwear, the Clip Joint, and the Computer Store. About 32.37% (or just under 1/3) of purse three money is spent in Marriott locations.

Please let me know if I've left anything off or if there is any other way that I can help.

Dave