



REQUEST FOR PROPOSALS (RFP)

Food Service Operations

RFP Opening Date: June 1, 2026 – 2:00 P.M. CST

Spoon River College, 23235 N. County Hwy 22, Canton, IL 61520 (Cabinet Room)

I. OVERVIEW

The Board of Trustees of Spoon River College (“SRC” or “the College”) invites proposals from qualified food service providers (“Contractors”) to operate campus dining services at its Canton campus.

The selected Contractor shall provide a comprehensive food service program that offers breakfast and lunch options for students, faculty, staff, and visitors. Current offerings include hot entrées, grill items, made-to-order sandwiches, a salad bar, soups, grab-and-go items, hot and cold beverages, desserts, and coffee service.

In addition, the Contractor will be granted the first right of refusal for catering services associated with on-campus events held throughout the year.

The Contractor must also demonstrate the ability to accommodate diverse dietary needs, including vegetarian, vegan, and gluten-free options.

Instructional schedules are primarily held Monday through Thursday, with limited campus activity on Fridays. The Contractor shall align food service operations, including hours of service and staffing levels, with campus activity to ensure efficient and appropriate service delivery.

In consideration for these services, SRC will provide access to its commercial kitchen and dining facilities at no cost. The College will not require rent or a share of Contractor revenues.

Successful proposals will demonstrate:

- Proven experience operating high-quality food service in high-volume environments
- Ability to provide diverse, healthy, and affordable menu options
- Commitment to sustainability and efficient operations

Additional requirements are outlined in Section VI: Scope of Work.

II. CURRENT FOOD SERVICE OPERATIONS

Facilities & Staffing

SRC currently operates a cafeteria at its Canton campus, staffed by one full-time employee and one student worker.

Hours of Operation

Fall & Spring:

Monday – Friday: 8:00 a.m. – 2:00 p.m.

Summer (mid May through July):

Monday – Thursday: 8:00 a.m. – 2:00 p.m. (Campus closed Fridays)

Overview of Sales Revenue

- FY 2025-2026: \$67,201 (through Feb)
- FY 2024–2025: \$92,855
- FY 2023–2024: \$99,084
- FY 2022–2023: \$102,130
- FY 2021–2022: \$110,600

Campus Demographics

Students (Fall 2025 Enrollment: 1,138)

- Full-Time: 445
- Part-Time: 693
- Under 21: 760
- Ages 22–30: 177
- Ages 31+: 201

Employees

- 125 full-time faculty and staff
- Approximately 75 part-time employees

III. RFP SCHEDULE

- **April 15, 2026:** RFP issued / advertised
- **May 19, 2026 (2:00 p.m. CST):** Mandatory pre-proposal meeting, facility tour
 - Location: 23235 N. County Hwy 22, Canton, IL (Cafeteria)
- **June 1, 2026 (2:00 p.m. CST):** Proposal submission deadline (Cabinet Room)
- **June 2–15, 2026:** Proposal evaluation
- **June 24, 2026:** Board of Trustees approval of selected contractor, notice of award to follow

IV. INSTRUCTIONS TO CONTRACTORS

Contact Information

All communications regarding this RFP must be directed to:
Katey Davis, Director of Business Services

[Email Katey Davis](#)

Submission Requirements

Proposals must include:

- One (1) signed original
- One (1) electronic copy (PDF)

Submissions may be mailed or emailed to the contact listed above.

Late Submissions

Proposals received after the stated deadline will not be considered.

Proposal Validity

Proposals shall remain valid for 120 days following the submission deadline.

Addenda

Any modifications to this RFP will be issued via written addendum.

V. CONTRACT TERMS AND CONDITIONS

Term of Contract

The initial contract term shall be one (1) year, commencing August 1, 2026, with the option for annual renewals upon mutual written agreement of both parties.

Either party may terminate the agreement without cause by providing written notice to the other party at least ninety (90) days in advance of the intended termination date.

Either party may also terminate the agreement for cause upon written notice if the other party fails to perform in accordance with the terms and conditions of the contract, including but not limited to failure to meet established service standards, staffing requirements, hours of operation, menu commitments, or financial obligations. In such cases, the non-performing party shall be provided written notice specifying the deficiency and a reasonable opportunity to cure such deficiency, not to exceed thirty (30) days, unless the deficiency is of such a nature that it cannot be cured.

The College may terminate the agreement immediately upon written notice if the Contractor: (a) poses a threat to public health or safety; (b) fails to maintain required licenses, permits, or insurance; (c) is cited for repeated or material violations of applicable health, safety, or sanitation regulations; (d) engages in fraud, misrepresentation, or illegal conduct; or (e) otherwise materially breaches the agreement in a manner that, in the College's sole discretion, warrants immediate termination.

Insurance Requirements

The Contractor must provide proof of insurance meeting all College requirements, including:

- Naming SRC as additional insured
- Primary and non-contributory coverage
- 30-day notice of cancellation

Indemnification

The Contractor agrees to indemnify and hold harmless SRC from all claims arising from its operations.

Taxes

SRC is tax-exempt. Contractors are responsible for any applicable taxes.

Conflict of Interest Disclosure

Contractors must disclose any potential conflicts of interest.

VI. PROPOSAL FORMAT

To ensure consistency in evaluation, proposals must include:

1. **Title Page**
 2. **Table of Contents**
 3. **Company Profile**, including:
 - Organizational structure and staffing
 - Relevant experience
 - Financial stability
 - Subcontractors (if any)
 - At least three (3) references
 4. **Service Proposal**
 - Detailed scope of services
 - Sample menus with pricing
 - Proposed hours of operation
 5. **Draft Contract**
 6. **Certification Statement**
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VII. EVALUATION CRITERIA

SRC will award the contract based on a “Best Value” approach. Evaluation criteria include:

- Quality and variety of services proposed
 - Alignment with SRC needs
 - Contractor experience and reputation
 - Financial stability
 - Staffing qualifications
 - Operational efficiency
 - Reporting capabilities
 - Overall cost/value
 - Commitment to diversity (if applicable)
 - Any other relevant factors
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VIII. SCOPE OF WORK

A. General Requirements

The Contractor will operate food service facilities at SRC’s Canton campus, delivering high-quality, affordable dining options. Operations should primarily serve students while also accommodating faculty, staff, and visitors. The Contractor shall have the option to provide catering services for on-campus events on an as-needed basis.

A minimum nine-month operation is required, aligned with the academic calendar. A year-round (12-month) operation is preferred.

B. Food Service Expectations

Proposals must demonstrate:

- Affordable pricing
- Quick-service and grab-and-go offerings
- Healthy and diverse menu options
- Ability to accommodate dietary restrictions, including vegetarian, vegan, and gluten-free needs
- Acceptance of electronic payment methods and cash payments

A sample menu with pricing is required.

C. Operational Plan

Contractors must outline:

- Equipment needs or proposed upgrades
 - Operational challenges and solutions
 - Service model and efficiency strategies
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IX. RESPONSIBILITIES

Contractor Responsibilities

The Contractor shall be responsible for all aspects of operations, including:

- Food procurement and preparation
- Staffing, wages, and benefits
- Supplies, uniforms, and sanitation
- Licenses and permits
- Point-of-sale systems
- Repair, maintenance, or replacement of equipment
- Compliance with all applicable laws and health regulations
- Maintaining a clean, safe, and professional environment

College Responsibilities

SRC will provide:

- Kitchen and dining facilities
- Existing major equipment (provided in its current “as-is” condition, in good working order, and not subject to warranty)
- Utilities (electricity, water, gas, etc.)
- Trash removal, recycling, and pest control
- Maintenance of hood ventilation and fire suppression systems
- Maintenance of common areas