

Board of Trustees of the Nebraska State Colleges

Auxiliary Operations

POLICY NAME: Food Service Operations

POLICY NUMBER: 9300

A. PURPOSE

A. To provide the goals and contract terms for food service operations.

B. DEFINITIONS

None

C. POLICY

1. Food Service Objectives

Objectives of the college food service are to 1) serve high quality foods at reasonable prices and at convenient times for the College community; 2) provide catering to college groups and others in the college interest; and 3) provide options to the Colleges for concessions at sporting and other college events.

2. Contracted Food Service

A college may operate their own food service operation or contract with a food service provider.

2.1. Contract Requirements

- Should a college choose to provide food service through contract with a food service vendor, proposals are to be solicited from qualified food service vendors.
- The initial term of any food service contract cannot exceed five (5) years, with clearly identified start and end dates, but may have options to renew for four additional one-year periods beyond the initial period.
- A copy of the proposed contract is to be submitted to the System Office for legal review prior to submitting it to the Board for approval.
- The RFP should not be incorporated as an Appendix to the contract. Any necessary representations in the RFP should be part of the contract terms.

- The contract should not include any mandatory renegotiation terms.
- The College contract is to be approved by the Board upon recommendation by the President. If the System proposes a single vendor for all three Colleges, such contract is to be approved by the Board upon recommendation by the Chancellor.
- The College is to provide a contract signed by the vendor to the Board for approval. Upon approval of the Board for a College food service contract, the approved contract is to be signed, President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.
- The System Office is to provide a contract signed by the vendor to the Board for approval if there will be a system-wide contract. Upon approval of the Board for a system-wide food service contract, the approved contract is to be signed by the Chancellor or Vice Chancellor for Finance and Administration, or the General Counsel.
- The contract must have a termination clause that will allow the College to terminate the contract with appropriate notice and clearly established deadlines that will allow sufficient time to replace the vendor before the start of the next fiscal year.
- Annual renewals to establish food service rates or change any terms, as recommended by the President or Chancellor, are to be submitted to the Board for approval. The College is to provide a contract signed by the vendor to the Board for approval. Annual renewal agreements, once approved by the Board, will also be signed by the President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: January 1977

Policy Revised: January 1978, February 1989, March 1994, November 1995, December 2004, September 2006, March 2013, May 2016, September 2023