



COLUMBIA
GORGE
COMMUNITY
COLLEGE

*building dreams,
transforming lives*

Office of the President

Contract Cover Sheet

Contract Title:		Food and Vending Service Contract	
Brief Description:		- This is the lease document between the college and Class Act dated September 2012. - Thru oversight, Dr. Toda never penned his name to the document.	
Type of Contract:		<input type="checkbox"/> Articulation Agreement <input type="checkbox"/> Clinical Affiliation Agreement <input type="checkbox"/> Memorandum of Understanding <input type="checkbox"/> Intergovernmental Agreement <input checked="" type="checkbox"/> Lease <input type="checkbox"/> License Agreement <input type="checkbox"/> Personal/Professional Services <input type="checkbox"/> Service Agreement <input type="checkbox"/> Student Affiliation Agreement <input type="checkbox"/> Small Construction <input type="checkbox"/> Other: _____	
Period of Performance:		Start Date: <u>Jul 1, 2012</u> Note: _____ End Date: <u>Jun 30, 2014</u> Note: _____	
Project Manager (Person responsible for project implementation and contract management): Jim Austin		Department: Facilities Services	
Phone: 541-506-6074		Email: jaustin@cgcc.cc.or.us	
Procurement Process Used:		<input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Not Applicable <input type="checkbox"/> Request for Proposals <input type="checkbox"/> Special Procurement (Explain): <input type="checkbox"/> Written Quotes <input checked="" type="checkbox"/> Other (Explain): <u>Much discussed contract extension</u>	
Total Contract Amount:			
Funding Source:		CGCC <input type="checkbox"/> Contingency Fund <input type="checkbox"/> General Fund <input type="checkbox"/> Capital Fund <input type="checkbox"/> Reserve Fund <input checked="" type="checkbox"/> Special Revenue (Specify): <u>Building Lease Fund</u> State <input type="checkbox"/> Community Colleges & Workforce Development <input type="checkbox"/> Grant (Specify): _____ Federal <input type="checkbox"/> Department of Labor <input type="checkbox"/> Department of Energy <input type="checkbox"/> Grant (Specify): _____	

Other (Specify):

Specify Other Persons and/or Committees Coordinated with during project development:

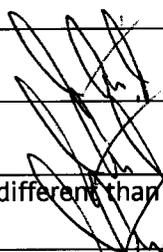
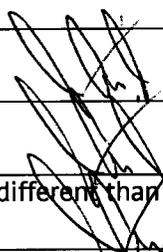
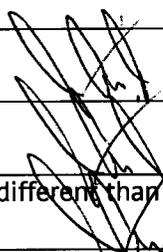
Everybody

Was Contract Reviewed by Legal Counsel? Yes No If no explain why legal review was not needed:

No - slight amendments to existing contract

Additional Comments:

Required Signatures

Project Manager:		Date: 2-20-2013
Supervisor:		Date: 2-20-2013
Department Chief (if different than Supervisor):		Date: 2-20-2013
Chief Financial Officer (Applicable if contract has budgetary impact):		Date: N/A
Manager of Accounts Receivable, Contract and Grant Accounting (if applicable):		Date: N/A
Purchasing/Contract Coordinator:		Date: N/A
<input type="checkbox"/> Verification of Appropriate Insurance Requirements		
Chief Talent and Operations Officer:		Date: _____

Please return signed contracts to:

by: _____
ASAP

FOOD AND VENDING SERVICE CONTRACT

SECTION I – INTRODUCTION

1.0 GENERATION INFORMATION

1.1 Purpose. This contract (hereinafter referred to as the “Agreement”) is for the operation of food services on the campus of Columbia Gorge Community College (hereinafter referred to as “The College”) in The Dalles, Oregon. The food services will be operated by David P. Lutgens, proprietor, (hereinafter referred to as “The Contractor”).

1.2 Intent and Term. The College will contract on an exclusive rights basis (subject to the exclusions specified herein) for a manual food and vending service with the Contractor on a profit-and-loss basis: the Contractor pays the College two percent (2%) of the gross receipts quarterly on the first \$180,000 in annual gross receipts, or five percent (5%) of gross receipts exceeding \$180,000, in each of the two years of this contract. Since payments are made quarterly, the fourth payment of each contract year will be adjusted to reflect gross receipts exceeding threshold levels described above. The term of the contract will be approximately two (2) years from July 1, 2012 through June 30, 2014. This contract may be terminated at any time within that period upon three months’ written notice by either party. In the event such termination is instituted by the College, the College shall be responsible for reimbursing to the Contractor the depreciated value of major equipment purchases made by the Contractor after the effective beginning date (July 1, 2012) of this Agreement but prior to notice of termination during the term of this Agreement. This contract may be amended at any time within the contract period by written approval of both parties.

1.3 This Agreement embodies the entire understanding of the parties hereto, and supersedes all prior negotiations, understandings, and agreements between them with respect to the subject matter thereof.

1.4 This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon.

1.5 The provisions of this Agreement may be waived, supplemented or amended only by an instrument in writing signed by duly authorized representatives of the College. No course of dealing and no failure of delay by the College in exercising any right, power or remedy hereunder shall operate as a waiver thereof or otherwise prejudice Columbia Gorge Community College’s rights, powers or remedies. NO right, power, or remedy conferred upon the College hereby shall be exclusive of any other power, or remedy referred to herein or hereafter available at law, in equity, by statute or otherwise.

1.6 Contractor shall not place a lien or in any way encumber any College property.

SECTION 2 – RESPONSIBILITIES OF CONTRACTOR

This section describes what the College expects of the food service Contractor under an awarded contract.

2.0 OPERATION REQUIREMENTS

2.1 Program Objectives. The Contractor will be expected to operate the food and vending services and to meet the following program objectives:

- To maintain a food service on a profit and loss basis to the contractor that is self-supporting with respect to the College.
- To provide appetizing, appealing and nutritionally sound food for students, faculty, staff, renters, and guests with an emphasis on locally grown foods and produce.
- To maintain an attractive and inviting establishment with excellent sanitation standards.
- To increase participation/sales through the year and from year-to-year.
- To demonstrate environmental and energy awareness and responsibility by minimizing waste in any form.
- To assure adequate accountability and financial reporting and to convey an accounting of this information to the College as directed below.
- To maintain reasonable, competitive prices.
- To maintain professional appearance and courteous conduct by all food service employees and staff.

2.2 Contractor Responsibilities – Specific Conditions. The equipment and space provided by the College to the Contractor will be used only for food service and permitted related activities as provided under this contract, unless, in each case, the College gives express written permission for any other use, except that the Contractor may also use these facilities for off-site catering preparations, revenues from which shall be included in 1.2 Intent and Term as described above. The space and equipment are to be used only for providing food service to College students, staff, and visitors, and other functions for which the College has granted specific written approval. The Contractor will operate the food services at its own expense.

2.3 Requirements. The Contractor will procure, prepare, and serve nutritious, wholesome and palatable food and beverages on such days and at such hours as the College may designate.

2.3.1 Service Days and Hours

Monday – Thursday – Breakfast and Lunch with minimum hours from 7:00 a.m. to 6:00 p.m.

Friday – Breakfast, and Lunch 7:00 a.m. – 1:30 p.m..

Food will be available in vending machines from 7:00 a.m. – 10:00 p.m.

It will be the responsibility of the Contractor to assure that vending machine services are available, filled and operational during the hours between 7:30 a.m. to 10:00 p.m. on all class days. The Contractor is responsible for refunding money to customers who have lost money in malfunctioning vending machine equipment.

On non-class days (other than Saturdays and Sundays), the Contractor will provide reduced service.

The Contractor may close the cafeteria for seven (7) consecutive days in the month of August, subject to coordination with and approval by the College Director of Facilities Services a minimum of two (2) months in advance. The Contractor may close the cafeteria on the day following the Fourth of July and Christmas holidays when such holidays fall upon a Thursday, or on the day preceding the Fourth of July or Christmas holidays when such holidays fall upon a Tuesday.

The College's calendar for academic year 2012 – 2013 is attached.

- 2.3.2 School Closure. The College anticipates that the school will be closed occasionally as a result of inclement weather or other unforeseen circumstances. Food service operations will close at such times.
- 2.3.3 Customer Monitoring. The Contractor will monitor customer satisfaction by providing comment cards and a locked box in which to place their completed comment cards. Cards will have an area in which to comment on existing food and services, plus an area in which to express desires for additions in food and service.
- 2.3.4 Approval for Changes. Subject to the detailed provisions stated in these proposal specifications, menus, recipes, the quality of food services, the prices charged, the portions furnished and all other phases of operations will be subject to the review and approval of the President or designee prior to implementation of change. A sample menu is attached to this contract.
- 2.3.5 Special Functions. The Contractor will have the right of first refusal to provide catering services for special functions held by the College on its campus in The Dalles, Oregon. Such right does not extend elsewhere. The College will pay the Contractor within forty-five (45) days of the receipt of the invoice and purchase order number.
- 2.3.6 Exclusive Rights. The Contractor will be granted exclusive rights to operate daily food services in the assigned facilities on The Dalles, Oregon, campus of the College.

- 2.4 Direct Billing – College. The Contractor shall submit an invoice and a copy of the College purchase order for services provided to the College. The College will pay the Contractor within forty-five (45) days of the receipt of the invoice and purchase order number. The invoice shall take the specified form as attached to this contract and provide all such information as described therein.
- 2.5 Food Products. The food to be purchased by the Contractor for use at the College must meet or exceed the quality specifications set forth below. The following minimum raw food specifications shall be adhered to:
- Beef and other red meats shall be U.S.D.A. Grade Choice. Ground beef shall be no more than 20% fat.
 - Pork and poultry, USDA Grade A.
 - No yellow-finned tuna shall be used by the Contractor on the College campus.
 - Eggs, Large, Grade A, Fresh.
 - Dairy products, USDA Grade A.
 - Frozen foods, USDA Grade A.
 - Canned food, Fancy, except Choice may be used for cooking purposes.
 - Fresh fruits and vegetables, Grade A.
 - All natural non-processed cheese such as Cheddar, Swiss, Monterey Jack, and so forth, shall be available. Processed cheese may be used in some cooking.
- 2.5.1 Non-fresh Food. Unappealing, discolored foods, which appear not to be fresh, shall not be served. Leftovers may be served on time after the initial date at a reduced price.
- 2.5.2 All food to be prepared on site must conform to Class 2 Hood Standards.
- 2.6 Reports. The Contractor will submit monthly financial reports electronically and have quarterly meetings with the Director of Facilities Services. These meetings will address issues that affect the efficiency of the operations, security, service, food, sanitation, other relevant topics, and shall include adequate back-up data and recommendations for improving the situation. The College will use these reports for management decisions effecting improvement of the overall quality of the food service.
- 2.7 Dinnerware. Permanent glassware, china, and flatware should be available for catered, dining-in café area and special events. Disposable ware shall be available at all other times.
- 2.8 Inspections. The College retains the right to conduct regular on-site quality inspections of the entire Contractor operation at any time.
- 2.9 Price Changes Will be Discussed at the Quarterly Meetings. Price increases will be permitted as deemed appropriate in consultation at the quarterly meetings. Price

change information and documentation of the need for changes (increased food costs, for example) shall be submitted to the College in a timely manner.

2.10 Nutritional Education. Nutrition education shall be promoted to encourage an understanding of nutritional needs, a commitment to lifelong maintenance of good health.

- Nutritional breakdowns (including calorie count) of entrees and other portion-controlled food selections served shall be posted on attractive cards near the food items.
- Recipes for all Contractor-prepared items shall be on file in the Facilities Services office. Students, faculty and staff shall, upon request, be allowed to review those recipes for nutritional information.
- Specials which encourage the purchase of healthy local produce, fruits and products are strongly encouraged.

2.11 Facilities and Equipment.

2.11.1 The Contractor is responsible for the expense and maintenance for all equipment provided by the College for up to one percent of gross sales for repair on college equipment, except as noted below. The College will provide service and maintenance records on each piece of equipment.

2.11.2 The Contractor will provide and maintain a basic inventory of expendable equipment, including cutlery, cooking utensils, dishes, and glassware over and above College-supplied equipment if Contractor deems necessary.

2.11.3 Any equipment other than that which is already in place (see attachment), shall be provided by the Contractor. The Contractor shall be responsible for all routine hook-up of equipment in its areas, but, where permanent hook-ups involved College electrical, gas, HVAC, exhaust, waste, or water system, work will be coordinated by the College. The cost shall be borne by the Contractor. The Contractor must have written permission from the College prior to installing any temporary or permanent pieces of equipment.

2.11.4 The Contractor shall, if requested by the College, supply, furnish and staff a coffee cart in or adjacent to the Health Science Building on The Dalles campus. The hours and days of operation shall be agreed upon mutually by the College and Contractor and the contractor shall have first right of refusal to provide such services.

2.11.5 At the cessation of this contract the college reserves the first right of refusal to purchase any or all used contractor equipment at negotiated fair market prices but is not bound to purchase any of the contractors equipment.

- 2.12 Cleaning and Janitorial. On the basis of a schedule approved by the College, the Contractor will be responsible for the cleaning of all walls, windows and ceiling to include lamp fixtures, and the floors in the kitchen and serving areas assigned to its use. The dining rooms will be picked up, tables bussed and cleaned throughout the day by the Contractor. The College will remove the trash daily and clean the dining area thoroughly at the end of each week.

The dining rooms will be provided major quarterly janitorial service such as floor waxing/polishing by the College.

2.13 Personnel and Supervision.

- 2.13.1 The Contractor will staff the units with the optimum of employees for the efficient operation of each of the facilities/locations plus catering, and provide the best possible service to the customers.

- 2.13.2 The Contractor will comply with all federal, state and local rules and regulations regarding the employment of personnel.

- 2.13.3 All hourly/working employees of the Contractor will be dressed appropriately and in good taste at all times. Management personnel not working directly with food shall not be required to wear a uniform but should have a name badge identifying their affiliation with the Contractor.

- 2.13.4 The College may require the Contractor to remove/transfer any of the Contractor's employees from the College's premises for any reason sufficient to the College, but any and all such removals will be made in the name of the Contractor and responsibility, therefore, will be assumed by the Contractor.

- 2.14 Accounting and Internal Audit. The College reserves the right to audit any aspect of the food service cycle, as performed by the Contractor, according to generally accepted and auditing standards.

- 2.14.1 The Contractor shall be responsible for the collection of all receivables from sales to individual and other customers.

- 2.14.2 The Contractor shall maintain appropriate internal accounting controls and keep full, complete, and proper books, records, and accounts of the Contractor's gross sales, both for cash and on credit sales. Records, accounts, including any sales or tax reports that Contractor may be required to furnish to any government or government agency, shall at all reasonable times be open to the inspection of the College. The College auditors, or the State of Oregon for as long as such records exist, but in no event less than three (3) years following the termination or expiration of the contract.

- 2.14.3 The Contractor shall maintain financial records described above (2.14.2) using a computer system, accounting software and printer. The Contractor shall not

be assessed for this equipment or software, the usage of which must adhere to all standards and policies of the College pertaining to information technologies. In addition, the College shall establish an e-mail account in the name of "The Class Act Café," to which the Contractor shall have access for the purposes of communication with College staff, including but not limited to electronic conveyance of such financial records as are described elsewhere in this Agreement.

- 2.14.4 Within thirty (30) days after the end of each contract year, the Contractor shall furnish the College with a statement to be certified as correct by the Contractor or an employee of the Contractor authorized to so certify, which shall set forth the Contractor's gross sales, and shall pay to the College simultaneously with the submission of said statement, any remaining amount of percentage commission or minimum guarantee which is payable to the College. Such statement shall be conveyed electronically.
- 2.14.5 The College may, once in any contract year or upon request, cause an audit of the business of the Contractor to be made by a certified public accountant of the College's own selection, and if the statement of gross sales previously made by the Contractor to the College shall be found to be less than 97.5 percent of the amount of the Contractor's actual gross sales shown by such audit and if percentage of the commission is found to be due, the Contractor shall pay for the cost of such audit as well as the additional percentage commission therein shown to be payable by the Contractor to the College.
- 2.14.6 In the event that any statement of gross sales as used herein by the Contractor is found to be less than 97.5 percent of the amount of the Contractor's actual gross sales as shown by such audit and if percentage commission is found to be due, the College may, as its option, conduct an audit of the next consecutive percentage period at the sole expense of the Contractor (the cost of which, however, shall not exceed the cost of the immediate preceding audit) irrespective of the results of such subsequent audit until and through such audit reveals that sales as reported are not less than 97.5 percent of the Contractor's actual gross sales.
- 2.14.7 All financial and operational reports will be prepared in a clear fashion and distributed to the Business Manager and Director of Facilities Services electronically within twenty (20) business days of the close of the period. These reports, where applicable, will show budgeted and actual sales and/or operating results for the current period, previous period, and year-to-date. These reports will include, at a minimum, the following:
- A monthly summary of gross sales with breakouts for each sales unit.
 - Detailed invoices for special events as per example attached.
 - Sales totals and customer counts taken at various times during the operating day (breakfast, morning breaking, lunch, afternoon break, and

evening).

- Average check (sales divided by customer count) and, per capita sales (sales divided by the total number of students and staff on campus).
- Sales mix (sales breakdown of breakfast items, snacks, entrees, sandwiches, grill items, beverages, and desserts).
- Employee meals report for food service staff.
- Catering data, including the number of events, average sales per event, estimated numbers of attendees, and average sales.

The Contractor should be prepared to explain unusual deviations from past performance.

Period financial statements must be submitted by the 20th day of the following month.

2.15 Financial return. The Contractor will operate food service on a profit and loss basis using the operating hours and conditions specified and menu prices proposed. An annualized pro forma profit and loss statement will be prepared and submitted to the college Chief Financial Officer and Director of Facilities Services. Work sheets and any other detailed back-up information necessary to support calculations for sales, food cost and all other expense information shall be included.

2.15.1 The Contractor shall pay to the College a prorated amount based on an annual guaranteed percentage of gross sales as described under Section 1.2 ("Intent and Term" of this contract. Such payment shall be due by 5 p.m. on Sept. 28, 2012; Dec. 31, 2012; March 31, 2013; June 30, 2013, and the corresponding ending dates of each fiscal quarter in the year 2013.

2.15.2 Taxes. Any taxes levied or assessed by federal, state, or local governments, for any aspect of the operations under this contract are the total of responsibility of the Contractor and shall be promptly paid so as to not create a lien or encumbrance against the facilities or equipment of the College.

2.16 Security.

2.16.1 The Contractor shall adhere to the College's procedures and policies.

2.16.2 The Contractor and its employees will be responsible for locking all doors, windows, etc., in its assigned areas.

2.16.3 All articles found by the Contractor, its employees, and patrons and delivered to the Contractor will be turned in to the Director of Student Services as lost and found items.

2.16.4 The Contractor should quantify losses of cash, food, supplies, and products due to theft and make recommendations for the immediate solution of the

problem.

2.17 Sanitation and Safety.

- 2.17.1 The Contractor will obey all federal, state, and local laws, and regulations regarding sanitation and safety.
- 2.17.2 The Contractor will provide food handler certifications and/or medical examinations as required by law, and records for each employee will be kept on file with the President or designee.
- 2.17.3 The Contractor will not allow persons with obvious illness, open sores, and other symptoms of contagion to work. Any contagious disease, such as hepatitis, must be reported immediately to the Director of Student Services. This should be done before reporting to any persons outside the College. The Contractor assumes all liability for damages.
- 2.17.4 The Contractor will report fires, unsafe conditions, items in need of repair or replacement, and security hazards to the Director of Facilities Services. The Contractor shall immediately fix and/or report all fire hazards and other unsafe conditions cited in any inspection report to the Director of Facilities Services.
- 2.17.5 The Contractor shall provide first aid equipment in all production and service areas.

2.18 Utilities/Energy Conservation. This section deals with the right of the College to inspect the operating areas of the Contractor and the responsibilities of the Contractor to rectify deficiencies disclosed upon inspection and to receive and correct complaints.

- 2.18.1 Inspections. The facilities operated under the contract may be inspected by representatives of the College for the purpose of inspecting for sanitation, food standards, safety, quality of food and service, or any other valid reason. After each inspection, the College will advise the Contractor in writing of any unsatisfactory conditions for which the Contractor is responsible. The Contractor will promptly (usually expected to be within 24 hours) correct such deficiencies and inform the College in writing (within five business days) of the solution and disposition of each problem, when it was corrected, and what has been done to prevent a recurrence of the problem.
- 2.18.2 Complaints. Legitimate individual complaints received by the College regarding Contractor's food, service, personnel, or any other area of operations, will be provided in writing and copy forwarded to the Contractor. The Contractor will review the complaints and promptly (within five business days) report in writing to the Director of Facilities Services, with copy to the Director of Student Services and Chief Talent and Operations Officer, as to

the solution when the problem was corrected, and what has been done to prevent recurrence of the problem. If complaints are sent to the Contractor, the Contractor must follow the same procedure in notifying the Director of Facilities Services of the complaint, with copy to the Director of Student Services and Chief Talent and Operations Officer, and in identifying and implementing the solution and giving the Director of Facilities Services copies of the responses to the complaint.

- 2.19 Insurance Requirements. The Contractor shall be responsible for all damages to persons or properties that occur as a result of Contractor's or Contractor's employees' fault or negligence in connection with the performance of this Agreement. The Contractor shall provide at its sole expense, fire and extended coverage on the Contractor's property, and general liability hazards insurance which shall include:

2.19.1 -- Contractor shall procure and maintain during the life of this Agreement comprehensive general liability insurance which provides for injuries, including accidental death, per any one occurrence in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate; property damage insurance in an amount not less than \$1,000,000 per occurrence; and business automobile liability insurance in an amount not less than \$1,000,000 including coverage for owned, non-owned and hired vehicles. Proof of insurance must be provided within five days after award of the contract. Columbia Gorge Community College shall be named as also insured under these policies.

2.19.2 – Contractor shall have in effect during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

2.19.3 -- A fire legal liability endorsement to general liability coverage in the amount of \$250,000 per occurrence.

SECTION 3 – RESPONSIBILITIES OF THE COLLEGE

- 3.0 Responsibilities of the College. The College will provide areas for Food Service operations as specified on the general description of the facilities. The College will provide, within reasonable terms and subject to reasonable security requirement adequate ingress and egress for Contractor's personnel and its suppliers, and will permit such personnel to have reasonable use of existing elevators, corridors, passageways, driveways, rest/locker areas, and loading platforms.
- 3.1 Building Maintenance. The College will maintain the building structure in areas allocated for Contractor's use, including the maintenance of water, steam, sewer, and electrical lines, electrical light fixtures, heating systems, floors and floor covers, walls, ceilings, windows, and doors, provided, however, that the Contractor will bear the expense of repairs necessary when damage is caused by its employees' negligence.

- 3.2 Equipment including Commercial Kitchen when available. The College will permit the Contractor to use existing equipment which the College has installed for food service and related activities such as food processing, servicing, and sanitizing equipment. This equipment shall be cleaned daily by the Contractor. A walk-through inspection and inventory shall be conducted by representatives of the Contract and the College. Notations will be made on the status of the equipment at the time it is turned over to the Contractor.
- 3.3 Equipment Replacement. The College will replace equipment provided by the College as necessary, considering the average life of the equipment as well as any extraordinary circumstances. Detailed maintenance records on each piece of equipment will be maintained by the Contractor. The College will be responsible for the repair or replacement of refrigeration equipment that has exceeded eight (8) years in age and has been in regular operation during such period.
- 3.4 Smallwares. The current smallwares shall be jointly inventoried and turned over to the Contractor. At the conclusion of the Contract, the Contractor will be responsible for leaving the same or equal smallwares. Any additional smallware deemed necessary by the Contractor which are purchased by the Contractor and depreciated against the College account shall also remain with the College at the conclusion of the contract.
- 3.5 The College shall provide a regular survey instrument for the Class Act Café on the College’s website, and shall compile survey results. This information will be saved and shared with the Director of Facilities Services during quarterly management meetings.
- 3.6 Subject to mutually-agreed-upon determination of value, the College may purchase from the Contractor such equipment owned by the Contractor upon the conclusion of the full term of this Agreement, as described in the attached inventory of Contractor’s equipment. The College is not obligated to such purchase.
- 3.7 Contract Administration. The administering and management of this contract for the College is the direct responsibility of the President or designee. No adjustments in the level of service, hours of operation, menu or prices or any other matters concerning the terms of the contract may be made without the express written consent of the President or designee.

CONTRACTOR

COLUMBIA GORGE COMMUNITY COLLEGE

David P. Lutgens

Dr. Frank K. Toda, President

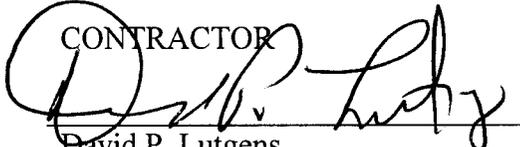
Date

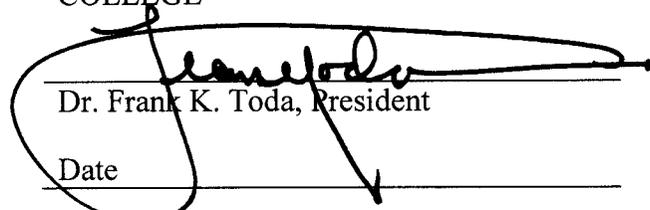
Date

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CONTRACTOR

David P. Lutgens
Date September 4, 2012

COLUMBIA GORGE COMMUNITY
COLLEGE

Dr. Frank K. Toda, President
Date _____

Attachments: 2012-13 schedule

Café menu

Marketing schedule

Invoice form

College equipment inventory

Contractor equipment inventory