



RockValleyCollege

Request for Letters of Interest

Issued 10/07/2026

Rock Valley College (RVC) is accepting Letters of Interest for a food service vendor to be located at the Downtown Campus at 315 S. Winnebago St. Rockford, IL 61102. The location is in the Downtown West Learning Center (DLC). The selected food service vendor must offer food and beverage options appropriate for the designated campus service area and campus community.

Letters of Interest must be

- **Received by the College by**
 - **November 4th, 2026, at 2:00 PM CST**
- in an opaque sealed envelope addressed to

Karen Kerr, Director of Business Services
Rock Valley College
3301 N Mulford Rd.
Rockford, IL 61114

- Plainly marked with
 - Vendor's name
 - RLI 26-02: Downtown West Food Vendor

Site Visit

Interested vendors are encouraged to attend an optional site visit. The College will offer two separate site visit dates to accommodate vendor schedules. Vendors may attend either session or both. Questions received during each site visit that will impact all respondents will be answered in an amendment to the RLI and posted to the College's website no later than October 23, 2026.

Site visit options:

Date 1: Thursday, October 15, 2026 at 10:00 A.M.

Date 2: Friday, October 16, 2026 at 2:00 P.M.

Specifications

The College's objective is to enter into a contract with a food service vendor who will provide a variety of quality products at reasonable prices to support the campus community. The selected vendor will pay the College a monthly commission on gross sales in lieu of rent.

The College would prefer a vendor who can meet the morning and lunchtime needs of students and staff, but will consider all responses.

The selected vendor must provide consistently reliable services for students and staff, demonstrate professional behavior, and maintain excellent communication with the College.

Vendor staff must provide excellent customer service and a clean environment that meets the requirements of the Winnebago County Health Department (WCHD). The vendor will be responsible for all WCHD permits and insurance.

During open hours, the selected vendor may place temporary A-frame signage outdoors in areas designated by the College.

Responses must provide the following information:

- Food options
 - State proposed food options and provide menu if available
- Beverage options
 - State what beverage options you will provide.
 - Must include coffee and similar.
- Menu inclusivity
 - Describe what food restrictions you are able to accommodate.
Examples include vegetarian, dairy restricted, gluten free, etc.
- Payment methods accepted
- Pricing
 - Provide detailed pricing for individual items and full meals so the College can ensure affordability for campus.
- Proposed monthly commission percentage to be paid to the College
- Proposed hours of operation
 - State what hours you would be open for breakfast and lunch.
 - Minimum desired range of operation:
 - Monday through Thursday, 8:00 A.M. – 2:00 P.M.
- Discount options
- Flexibility to adjust hours and capacity for academic calendar
- Potential for online ordering and/or ordering ahead
- Years of experience in the food services industry
- Organization leadership and on-site staffing plan

Timeline and Selection

A selection committee will review all Letters of Interest that are received by the due date. A short-list of applicants may be selected to meet with the committee for interviews, additional questions, or potential taste testing. After the committee has thoroughly vetted and reviewed submissions, contract negotiations will take place with the top finalist.

BLACKOUT PERIOD: No Vendor shall visit or contact any RVC officer(s) or employee(s) involved in the solicitation process, except for interpretation of RLI specifications. During the black-out period, any such visitation, solicitation, or sales call by any representative of a prospective Vendor in violation of this provision may cause the disqualification of such Vendor's Letter of Interest; RVC shall have the sole, absolute, and unilateral discretion to disqualify such Vendor.

All vendors who submit a Letter of Interest will be notified once a decision is made.

The selected vendor will be expected to begin food services in time for the start of the Spring Semester, which begins January 11, 2027.

The College and the DLC location

Currently, approximately 40 full-time employees work on-site, and 350 students are enrolled for the fall semester. Student enrollment is projected to increase, with sustained enrollment growth expected over the next several years.

Historically on the College's main campus, food service vendors' commission percentages have ranged between 4% to 10% of gross sales. Vendors are encouraged to take this into consideration in their proposed pricing. The commission percentage will be negotiated with the selected vendor.

There is no historical sales data for the space because it is a new location.

The building opens Monday through Friday between 8:00 A.M. and 5:00 P.M. Staff arrive as early as 7:30 A.M.

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The food service space at the DLC location

- This food service location is composed of a front counter area and a prep area.



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- The 254-square-foot front counter area includes a pastry display case, a primary service counter, and a secondary counter that provides additional storage and staging space.



- The prep kitchen is 367 square feet.

