

**REQUEST FOR INFORMATION SOLICITATION**  
**FOR A FOOD SERVICE VENDORS FOR AN ESTABLISHMENT**  
**AT THE ADAM CLAYTON POWELL JR. STATE OFFICE BUILDING**  
**IN HARLEM, NEW YORK**

**PROJECT NUMBER: 00000000013503**

**PROPOSAL DUE DATE:**

**June 1, 2016**

**1. OVERVIEW**

**1.1 Solicitation**

The New York State Office of General Services (hereinafter referred to as the “OGS”) is inviting qualified food service vendors (hereinafter referred to as the “Proposer(s)” or the “Vendor(s)”) to submit a proposal to operate a cafeteria on the 3<sup>rd</sup> floor of the Adam Clayton Powell Jr. State Office Building in Harlem New York, as per the requirements detailed in this Request for Information (hereinafter referred to as the “RFI”).

OGS’ goal is to provide the employees and visitors of the building with a variety of healthy and affordable food and beverage options during the buildings hours of operation. Parties interested in providing food service at this location are encouraged to respond to this RFI. It is anticipated that interested parties will tour the cafeteria and submit a proposal for the operation of the subject cafeteria. OGS encourages interested parties to submit creative and innovative ideas, themes, and design examples. Capital Improvements will be at the expense of the food service vendor unless otherwise negotiated.

**1.2 Objective**

To enter into agreements with food service vendors:

- ✓ with a minimum of five years of successful experience in the ownership and management of comparable food service establishments;
- ✓ that will ensure that the employees and visitors will consistently receive a variety of high quality food and excellent customer oriented service;
- ✓ that will operate the cafeteria in the best interest of New York State.

It is anticipated that a permit will be executed within forty-five (45) days of selecting a vendor and upon expiration of the permit, a lease will be executed. The term of the lease shall be five (5) years with an opportunity to renew for an additional two (2) years, exercisable by OGS with the consent of the Vendor(s).

**1.3 New York State Office of General Services**

OGS manages and leases real property, designs and builds facilities, contracts for goods, services, and technology, and delivers a wide array of support services. We provide government and nonprofit agencies with innovative solutions, integrated service, and best value, in support of cost-effective operations and responsible public stewardship.

**2. Adam Clayton Powell Jr. State Office Building**

The Adam Clayton Powell, Jr. (ACP) State Office Building is located in the heart of Harlem in New York City. The facility is a nineteen story high-rise office building located on 125th street and stands as the tallest building in Harlem. This state-owned facility also plays a central role in the community and acts as the center for many public and private events and activities, including meetings, charitable events, health screening clinics, and numerous other outreach events. Inside is a 3,500 square foot art gallery that displays changing exhibits by local artists and school groups is located within the building. In addition, each summer, a series of free concerts is held on the building’s outdoor plaza

The Adam Clayton Powell Jr. Building is home to approximately 525 employees who work in the building between 8:00 AM and 5:00 PM, Mondays through Fridays and approximately 800 people visit the facility daily. The building also houses the SUNY Manhattan Educational Opportunity Center, which serves 625 day students (9:00 AM – 1:00 PM) and 250 night students (5:00 PM – 9:00 PM) providing an additional influx of customers to the cafeteria.

## **2.2 Cafeteria**

This cafeteria is located on the 3<sup>rd</sup> floor and serves the building's employee, student and visitor population. This cafeteria has a full-service kitchen and a large service and dining area. Exhibit A provides a layout of the space. Exhibit C provides a list of equipment available to the vendor of the cafeteria. Kitchen is approximately 1,300 sq. ft. and includes various equipment as outlined in Exhibit C. Serving is approximately 1,780 sq. ft. and includes an on line grill, fryer, steam table and prep station. Common Dining Room is approximately 2,670 square feet and includes tables and chairs.

## **3.0 AGREEMENT REQUIREMENTS**

### **3.1 Rent**

The minimum monthly rent acceptable for this location is Three Thousand and 00/100 dollars (\$3,000.00) per month, with an annual increase of five percent (5%) thereafter. Interested parties are encouraged to propose rental rates that are more favorable to the State and that reflect the opportunity that this facility provides. The evaluation process for this solicitation will weigh the rental rates proposed. OGS reserves the right to reject any proposals with a proposed rent that is determined to be unacceptable.

### **3.2 Utilities**

OGS will provide the Vendor(s) with conditioned airflow to provide suitable and comfortable levels of heating, air conditioning and ventilation pursuant to the standards adopted by OGS, hot and cold water, of the character furnished by municipality or utility company supplying the same in reasonable quantities for use by the Vendor(s) solely for sanitary purposes associated with the ordinary needs of such food services operation, electric service distribution equipment, lighting fixtures, and electric service of sufficient amount and quality for proper lighting of said premises and for the operation of Vendor(s)' occupancy including, in addition to normal building requirements, electrical services for office equipment, POS systems and food services equipment from 6:00 am to 9:00 pm, Monday through Friday. (The foregoing is hereinafter referred to as the "Regular Business Hours"). Notwithstanding the foregoing, if Vendor(s) shall require electric, heating, ventilating or air conditioning service from any building systems at times other than during Regular Business Hours, (hereafter, "After Hours Service"), OGS shall furnish such After Hours Service upon reasonable advance notice (no less than 24 hours) from the Vendor(s) and the Vendor(s) shall pay, as additional rent, OGS's then standard charges therefore, except when "After Hours Service" is provided at the request of OGS.

### **3.3 Capital Improvements**

The Vendor will be responsible for all costs associated with customizing its cafeteria, including, but not limited to, the costs of providing and installing any additional equipment and all small wares. It is OGS' expectation that the Vendor will customize the facility in a manner that reflects its branding theme, at its own cost, unless otherwise negotiated.

### **3.4 Hours of Operation**

The vendor shall be open for full operation a minimum of 7:00 am to 3:00 pm daily with limited items available from 3:00 pm to 5:00 pm. Adjustments to increase these hours shall be mutually agreed upon by the Vendor(s) and OGS, however, in the event of a conflict the decision of OGS shall be final and binding on the Vendor(s). With the exception of state legal holidays when the state office buildings are closed, it is anticipated that the food service establishment will operate daily during the specified hours of operation. Vendors shall provide alternate staffing plans that will ensure the operation is open the minimum days/hours of operation. The 2016 calendar of state legal holidays can be found at [http://www.cs.ny.gov/attendance\\_leave/2016\\_legal\\_holidays.cfm](http://www.cs.ny.gov/attendance_leave/2016_legal_holidays.cfm)

### **3.5 Price and Portion Guides**

The cafeteria menu and the prices and portion sizes of all food and beverages to be served shall be determined by the Vendor. The Vendor shall provide OGS with advance notice of the initial menu and price list and any changes thereto. Prices and portion sizes shall be competitive to those of similar concept restaurants in areas adjacent to the food service operation.

### **3.6 Purchasing**

The Vendor, at its own expense, shall make all purchases in compliance with all local, State and federal regulations as well as accepted industry standards regarding safety and sanitation, including ServSafe. The Vendor shall retain, at their own cost, ownership of its inventory of all food and non-food products purchased for use within the food service operation.

### **3.7 Marketing**

The Vendor is responsible for marketing its products and services to employees and visitors of the building. All marketing materials must be pre-approved by OGS.

### **3.8 Financial Reporting**

Separate books and records of account shall be maintained in an electronic format for the food service operation(s) on a uniform basis in accordance with Generally Accepted Accounting Principles (hereinafter referred to as "GAAP"). The Vendor's books and records of account shall be open to inspection and audit by OGS, its designated representatives and consultants, at all reasonable times during Regular Business Hours upon reasonable advance notice.

### **3.9 Signage**

Except with the prior written consent of the State, the Vendor shall not erect, maintain or display any signs, advertising, posters or similar devices at or on the exterior parts of the premises. Upon the expiration or termination of any contract resulting from this solicitation, the Vendor shall remove, obliterate or paint out, any signs, advertising, posters or similar devices, and shall restore the area affected to the same condition as of the commencement date of any contract resulting from this solicitation.

### **3.10 Operational Services**

There is an opportunity for the Vendor to utilize existing refrigeration and cooking equipment, fixtures and furnishings. Beyond that, the Vendor will be responsible, at its own cost, for providing all labor, signage, supplies and any other equipment, materials or services needed to successfully operate its food service operation.

OGS shall furnish and/or contract for services for repair and maintenance of the existing refrigeration and cooking equipment, rubbish removal, kitchen exhaust cleaning, grease trap and drain cleaning, pest maintenance and fire suppression system inspection, as required by code. The Vendor shall reimburse OGS for the cost of these services, at the current OGS contracted rate or as mutually agreed upon by both parties.

### **3.11 Operating Responsibility**

The Vendor(s) will be responsible for the management, operation and daily maintenance and sanitation of its food service operation.

### **3.12 Licenses**

The Vendor(s) shall obtain all permits and licenses as required by federal, State and local authorities having jurisdiction over the food service operation(s) and adhere to all requirements.

### **3.13 Reasonable Care**

The Vendor(s) shall adequately protect the premises and property under its care, including but not limited to, facilities and equipment provided to the Vendor(s) by OGS, adjacent property, and shall also adequately protect the food services staff, employees and visitors of the ACP State office building. The Vendor(s) shall comply with all statutory requirements regarding safety practices. The Vendor(s) shall also follow directions from authorized OGS representatives for additional precautions that conform to OGS practices and procedures. The Vendor(s) shall, at its expense, take all precautions to prevent fire or damage from occurring in or about the premises, and shall observe and comply with all laws and regulations in force regarding the premises and its operations therein, and with all instructions given by OGS.

All food service management, supervisory or hourly personnel assigned by the Vendor(s) to work at the food service operation shall be employees of the Vendor(s) and will not for any purpose be considered employees of OGS.

The Vendor(s) shall be responsible for the supervision and direction of the work performed by its employees and shall at all times provide sufficient supervision at the food service operation(s) to carry out this responsibility.

The Vendor will comply with all federal, State and local Workers' Compensation and Disability laws and shall provide and maintain insurance that meets the requirements of the permit and lease.

#### 4.0 RFI PROPOSAL

Proposals must be concise, well organized and demonstrate an understanding of the food service opportunity available at the Adam Clayton Powell Jr. State Office Building and clearly explain the service being proposed. Brochures and advertisements will not be accepted as a substitute for submitting a complete proposal that meets the requirements of this RFI. OGS assumes no obligation in the solicitation of proposals. Costs of responding to this RFI shall be borne solely by interested Proposers.

A qualified proposal must address and include all of the criteria listed below. Proposals will be evaluated based upon the information submitted in accordance with the Method of Award Section (Section 6.0) of this Request for Information.

A qualified proposal must address and include all of the criteria outlined in this RFI.

#### 4.1 Content

Proposers must submit **four (4) hard copies**, with original signatures, of their proposal. The proposals must be well organized and include content headings as identified in the RFI. **In order to be considered for award, proposals must include, but shall not be limited to the following:**

- A. **Executive Summary** - Provide a 1-2 page summary of highlights of the key elements of the proposal for operation of a food service operation at the Adam Clayton Powell Jr. State Office Building;
- B. **Contact Information** – *Complete* contact information for the primary contact person and key person(s) involved in the business including employment history, role in the business and the provision of services;
- C. **Employment/Business Experience** - Provide a detailed description of the last five (5) years of related business experience of the key personnel involved in the ownership, management and daily operation of the proposed food service operation.

All proposers must disclose all prior bankruptcies and/or business closures within the last ten (10) years;

- D. **Concept** - Describe in detail the concept and operational plan (including staffing, re-fresh plans for the term of the permit and lease, marketing plan, efforts to ensure customer satisfaction) for the proposed food service operation. The description should also include a sample menu with pricing; operational policies, practices and hours of operation; equipment needs (installation of new equipment and use of existing equipment);
- E. **Capital Investment**– Submit a description of the proposed capital investment including a design proposal for capital improvements to the space along with the estimated cost of those improvements;
- F. **References** - Provide the contact information of a minimum of five (5) business references and two (2) of the most recent landlords of property leased for business operations;
- G. OGS Contractor/Vendor Obligations Under State Finance Law Sections 139-J and 139-K Form;
- H. Substitute W-9 Document; and
- I. Completed Retail Disclosure Sheet.

#### 5.0 SITE VISIT

Parties interested in submitting a response to this RFI are encouraged to attend a site visit to become familiar with the facility's physical layout. The site visit is scheduled for **Wednesday, May 11, 2016 at 11:00 AM**. There will be an opportunity at the site visit for prospective Proposers to ask questions.

All attendees to the site visit should arrive at the facility at least fifteen minutes prior to the scheduled start time. Attendees will need to present a valid form of photo identification. To register for the site visit, contact Barbara Marshall at [Barbara.Marshall@ogs.ny.gov](mailto:Barbara.Marshall@ogs.ny.gov).

#### 6.0 METHOD OF AWARD

Award shall be made to a responsive and responsible Proposer(s) who offers the best concept to meet the needs of the employees and visitors of the Adam Clayton Powell Jr. State Office Building.

Upon determination of a responsible food service Vendor, an agreement will be negotiated, executed and delivered to the Proposer(s). The agreement will define all deliverables, costs and the responsibilities of the parties and will be developed based upon the State's boilerplate agreements and the Proposer(s)' response to this Request for Information. Unless there is a compelling reason to the contrary, all language in the

boilerplate agreements will be used as written. Parties interested in submitting a proposal should familiarize themselves with all agreement language and make known their concerns upon submission of their proposal. The OGS boilerplate permit is attached hereto as **Exhibit D**.

OGS reserves the right to award part, all or none of this RFI in its sole discretion.

## **7.0 PROPOSAL DELIVERY**

Proposals must be submitted in an envelope and/or package clearly marked, ***“REQUEST FOR INFORMATION SOLICITED BY THE NEW YORK STATE OFFICE OF GENERAL SERVICES FOR A FOOD SERVICE OPPORTUNITY AT THE ADAM CLAYTON POWELL JR. STATE OFFICE BUILDING IN HARLEM, NEW YORK RESPONSE ENCLOSED”***

Four (4) **hardcopies** of the proposal **must** be submitted no later than **4PM on Wednesday, June 1, 2016** to:

**Barbara Marshall**  
**Office Assistant**  
**New York State Office of General Services**  
**Bureau of Food Services**  
**Governor Nelson A. Rockefeller Empire State Plaza**  
**Room 130**  
**Albany, New York 12242**  
Phone: 518-474-1606 or 518-473-1738

**Proposals must be received at OGS Headquarters in Albany NY. Proposals delivered to the Adam Clayton Powell State Office Building are at risk of not being accepted. Proposers assume all risks for timely, properly submitted deliveries.** Proposers are strongly encouraged to arrange for delivery of proposals to OGS **prior to** the date of submission. **LATE PROPOSALS may be rejected. For proposals delivered by hand,** proposers must allow extra time to comply with the security procedures in effect at the Empire State Plaza when hand delivering proposals or using deliveries by independent courier services.

**FAX and E-mail transmittals** of proposals are **NOT** acceptable and will not be considered.

## **8.0 GENERAL REQUIREMENTS**

### **8.1 Procurement Lobbying Requirement**

Pursuant to State Finance Law Sections 139-j and 139-k, this solicitation imposes certain restrictions on communications between OGS and an offerer/Proposer during the procurement process. An offerer/Proposer is restricted from making contacts from the earliest written notice, advertisement or solicitation of a request for proposals through final award and approval of the procurement contract by OGS and the Office of the State Comptroller (hereinafter referred to as the “Restricted Period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a). Designated staff, as of the date hereof, for the RFI are: Annemarie Garceau, Madeline Rizzo, Barbara Marshall, Nicholas Moody, Gail Hammond, Joe Cavazos, Dawn Shepard and Leigh Brown. These designated contacts may be reached by telephone at: 518-486-1404. OGS employees are also required to obtain certain information when contacted during the Restricted Period and make a determination of the responsibility of the offerer/Proposer. Certain findings of non-responsibility can result in disqualification of the offerer/Proposer and in the event of two findings within a four (4) year period, the offerer/Proposer is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found at the OGS website at: <http://www.ogs.ny.gov/acpl/>.

### **8.2 Procurement Lobbying Law Termination**

OGS reserves the right to terminate any agreement resulting from this Request for Information in the event it is found that the certification filed by a Proposer in accordance with New York State Finance Law §139-k, was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Proposer in accordance with the written notification terms of the agreement.

### **8.3 Iran Divestment Act**

By submitting a bid in response to this solicitation or by assuming the responsibility of a permit or lease awarded hereunder, the Proposer (or any assignee) certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (hereinafter referred to as the “Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such permit or lease any subcontractor that is identified on the Prohibited Entities List. Additionally, the Vendor is advised that should it seek to renew or extend a permit or lease awarded in response to this solicitation, it must provide the same certification at the time the permit or lease is renewed or extended.

During the term of the permit or lease, should OGS receive information that a person (as defined in New York State Finance Law §165-a) is in violation of the above-referenced certifications, OGS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the New York State Iran Divestment Act of 2012 within ninety (90) days after the determination of such violation, then OGS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Vendor in default.

OGS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a permit or lease, and to pursue a responsibility review with respect to any entity that is awarded a permit or lease and appears on the Prohibited Entities list after award.

#### 8.4 Procurement Rights

The State of New York reserves the right to:

- Reject any and all responses received in response to this RFI;
- Disqualify a Proposer from receiving the award if the Proposer, or anyone in the Proposer's employ, has previously failed to perform satisfactorily in connection with public bidding or contracts;
- Correct Proposer's mathematical errors and waive or modify other minor irregularities in responses received, after prior notification to the Proposer;
- Adjust any Proposer's expected costs of the response based on a determination of the evaluation committee that the selection of the said Proposer will cause the State to incur additional costs.
- Utilize any and all ideas submitted in the responses received;
- Negotiate with Proposer responding to this Request for Information within the Request for Information requirements to serve the best interests of the State;
- Begin negotiations with another Proposer in order to serve the best interests of the State of New York should the State of New York be unsuccessful in negotiating an agreement with the selected Proposer within 21 days of selection notification;
- Waive any non-material requirement not met by all Proposers;
- Not make an award from this RFI;
- Make an award under this RFI in whole or in part;
- Make multiple awards pursuant to this RFI;
- Have any service completed via separate competitive bid or other means, as determined to be in the best interest of the State;
- Seek clarifications of proposals; and
- If two or more offers are found to be substantially equivalent, the Commissioner of OGS, at her sole discretion, will determine award using established criteria.

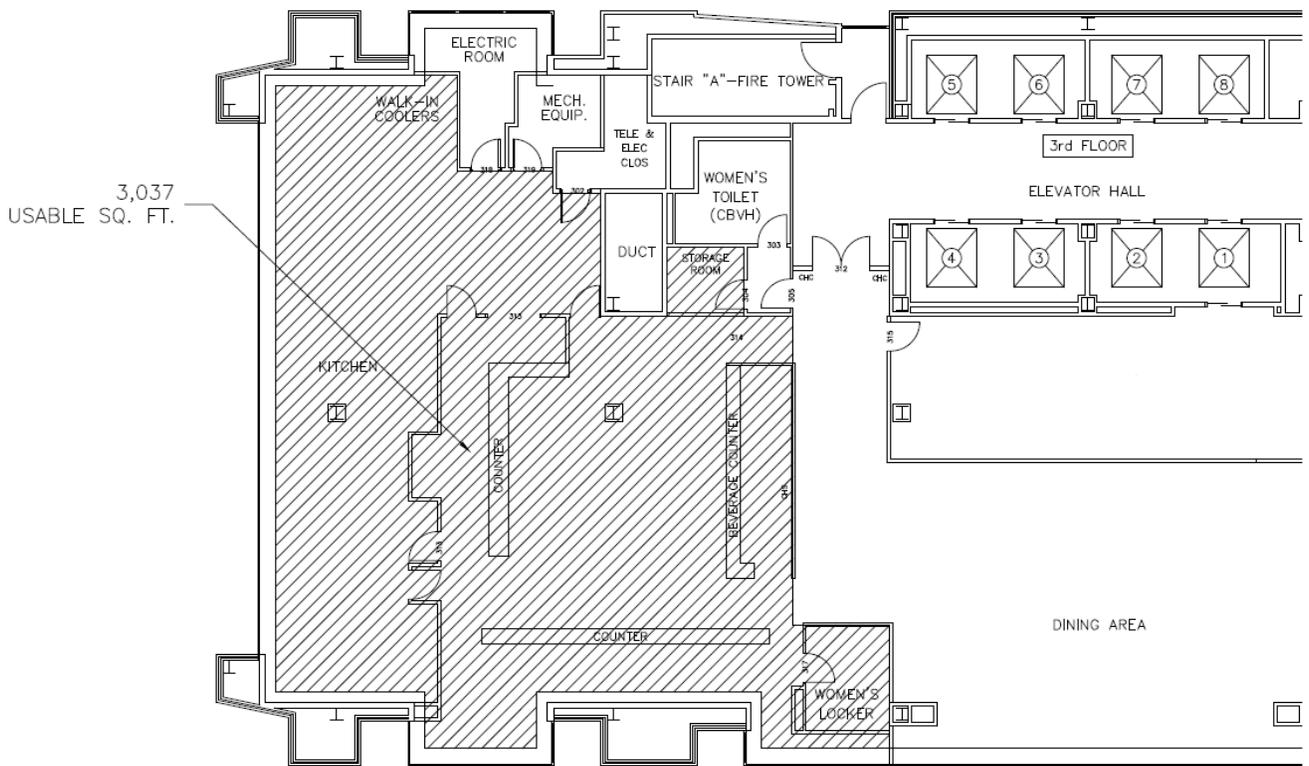
**Note: The State is not liable for any cost incurred by a Proposer in the preparation and production of a proposal or for any work performed prior to the issuance of an agreement.**

#### 8.5 Attachments:

##### APPENDIX A

- Exhibit A - Floor Plans
- Exhibit B – Cafeteria Photos
- Exhibit C - State Owned Equipment and Fixtures
- Exhibit D - Boiler Plate Permit
- Exhibit E - Retail Disclosure Sheet
- Exhibit F - State Finance Law 39-j and 139-k Form
- Exhibit G - Substitute W-9 Form

Exhibit A - Floor Plans



**Exhibit B – Photos**

Serving Area



Seating Area



Kitchen Area



Kitchen Area



## Exhibit C – State Owned Equipment and Fixtures

DESCRIPTION	AMOUNT	MANUFACTURER	MODEL #	SERIAL #
BAY MARIE,6' LONG	1	KITCHEN	N/A	N/A
CART, HEATEDBANQUET , 2-DOOR HEATED	1	CARTER HOFFMANN	BB1100	33718-CART / 36422-HEATER
CARVING STATIONHOLDING OVEN W/CARVING LAMP ON TOP	1	ALTO SHAAM	750-S/STD HOLD. OVEN	100-HSL-BCB-2 - CARVING LAMP
FOOD PROCESSOR 2 1/2 QT.	1	WARING	FPC-15	\$495
FRYER FLOOR MODEL - ELECTRIC	1	VULCAN	VF1-29	48-1314495
FRYER FLOOR MODEL - ELECTRIC	1	PITCO	SE14XSSTC-S	
GRILL COUNTER UNIT - 36"W	1	VULCAN	HEG36D-1	48-1316155
KETTLE40 GAL	1	GROEN	E40	5808;1972
MICROWAVEDOMESTIC	1	SANYO	N/A	N/A
OVENCONVECTION, DOUBLE STACKED	1	VULCAN	ET-88	TOP-890105719, BOT-890105722
RANGEHEAVY DUTY - ELECTRIC	1	VULCAN	VR2-35	48-1311976
SALAMANDERELECTRIC, BROILER	1	VULCAN	VB73-2	48-1314296
STEAM TABLE6 WELLS	1	G.E.		
STEAMER2 DOOR, ELECTRIC	1	SOUTHBEND	EC-2S	76932-2DD-1153
STEAMER 2-DOOR	1	VULCAN	VSX24E	27-1096408
STEAMTABLE2 WELLS	1	N/A	N/A	N/A
TOASTER CONVEYOR	1	APW-WYOTT	AT-30	0011D06732
WARMERPASS-THRU, 3 BAY	1	FRANKLIN	N/A	N/A
WARMERBUN (UNDER GRILL)	1	N/A	N/A	N/A
WARMING UNITHOT BOX, SINGLE DOOR - STERNO ONLY	1	PRECISION	N/A	N/A
BUFFALO CHOPPER FOOD CHOPPER	1	HOBART	84181D	11053282
FRYERFRYOLATOR, TABLE TOP	1	PITCO	CK20	UCK-0923
GRILL24"W -SERVING AREA	1	HOBART	CG20	116380400,30 amp
MIXER20 QTS.TABLE TOP W/WHIP & BOWL	1	HOBART	A-200-T	11-018-695
PADDLE 20 QT.	1	HOBART	NEW 10/2000	
RANGERRANGE-FLAT TOP	1	G.E.	CR42	UCJ5309
RANGEELECTRIC	1	HOBART	HCR40-12	48-1214137 NEW 5-98
SALAMANDERELECTRIC	1	G.E.	CB48B	UCR5256,UCF5259
SLICERAUTOMATIC	1	BERKEL	N/A	N/A
COLD PANCOLD PAN-6'	1	ENCOUNTER	N/A	N/A
COOLERWALK-IN COOLER-PRODUCE	1	BALLY	N/A	N/A
COOLERWALK-IN COOLER-MEATS	1	BALLY	N/A	ATTACHED TO WALK-IN FREEZER
FREEZERWALK-IN FREEZER	1	BALLY	N/A	ATTACH. TO WALK-IN COOLER
ICE MACHINEICE MACHINE - FLAKER W/ BIN	1	HOSHIZAKI	F-450MAH	N/A
ICE MACHINEICE MACHINE - CUBER REFRIGERATORREACH-IN DOUBLE WIDTH-	1	MANITOWAC	2D0602A-MACHINE ONLY	50761549
REFRIGERATORROLL-IN .2 DR.	1	VICTORY	RIS-2D-S	C5070V7;COND.#FBAM-0052-1AA-201
REFRIGERATORUNDERCOUNTER-2 DR.	1	TRAULSEN	N/A	N/A
REFRIGERATORSANDWICH BAR-5'	1	N/A	N/A	N/A
REFRIGERATOR	1	VICTORY	RS-2D-S7-EW-PT	J0272789
SCALESSCALE-DIGITAL	1	TEC	SL-2200	1P040639
BAINMARIEBAINMARIE, DOUBLE BOILER	1	11 1/2"R X 8 1/4"DEEP	S/S	N/A
BAINMARIEBAINMARIE, DOUBLE BOILER	4	9 1/2"R X 8 3/4"DEEP	S/S	N/A
BASKETBASKET, FULL SIZE H.P. WIRE	1	N/A	N/A	N/A
BINPLASTIC, WHITE W/LIDS	3	1 1/2" X 28 1/2" X 27"H	N/A	N/A
BLENDERBLENDER, COMMERCIAL	1	N/A	1 - HAMILTON BEACH	N/A

DESCRIPTION	AMOUNT	MANUFACTURER	MODEL #	SERIAL #
BOILERDOUBLE	1	10"R X 8"DEEP	S/S	N/A
BOWLMIXING	1	11"R	8 QT.	N/A
BOWLMIXING	2	16"	13 QT.	N/A
BOWLMIXING	1	22"	30 QT.	VOLLRATH 7930
BOWLMIXING	1	S/S	7 1/2"R X 2 1/2"DEEP	N/A
BULLETIN BOARDBULLETIN BOARD, FRAMED	1	40 X 24	N/A	N/A
BUS PANPLASTIC, BLACK	7	N/A	N/A	N/A
BUS PANPLASTIC 4-COMPARTMENT	2	CAMBRO	N/A	N/A
CAN OPENERCAN OPENER	1	EDLUND	N/A	N/A
CARTCART, TRAY (17 TRAYHOLDER)	5	CRES-COR	IN ROLL IN REFRIG.	21" X 29 1/2" X 73"H
CARTCART, SHEET PAN, ALUMINUM 21 X 29 X 70	1	CRES-COR	WITH DOOR	N/A
CART , 3-TIER UTILITY - S/S	1	21" X 33"X 37"H	N/A	N/A
CHAIRCHAIRS, CAFÉ - BLACK COLOR	78	L & B	616	N/A
CHINA CAPCHINA CAPS 8 1/2"R X 9 1/2"DEEP	1	S/S	N/A	N/A
CHINA CAP, ALUM. CHINA	1	10 1/2"R X 11"DEEP	N/A	N/A
CHINA CAPCHINA CAP - 12"R X 13"DEEP	2	S/S	N/A	N/A
CLOCKTIME CLOCK	1	CINCINNATI	N/A	N/A
CLOCKTIME CLOCK	1	AMANO	PIX-21	N/A
COAT RACKRACKS, COAT, STATIONARY	1	N/A	N/A	N/A
COLANDERCOLANDER	1	18"R	FOOTED	N/A
COLD PANCOLD PAN, 60" LONG PORTABLE	1	SECO	HAS SNEEZE GUARD	HAS TRAY RAILS
COVERCOVERS, HOTEL PAN	5	FULL SIZE S/S	N/A	N/A
COVERCOVER, STOCK POT	4	1-11"R, 1-12"R, 1- 19"R	1-14 3/4"R	N/A
COVERCOVER, FULL DOME H.P.	7	S/S	N/A	N/A
COVERCOVERS, 2-HOLE STEAM TABLE	2	N/A	N/A	N/A
COVERCOVER, FLAT BAINMARIE	4	9 3/4"R	S/S	N/A
CROCK	4	CAMBRO 1QT	MAROON	CP12
CROCK, MAROON - W/LIDS	12	CAMBRO	CP12	1.2 QT.
CROCK, 2 QT. BLACK	14	CAMBRO	N/A	N/A
CROCK, 2 QT. IVORY	4	CAMBRO	N/A	N/A
CROCK, 1 QT. SMALL BLACK	14	CAMBRO	N/A	N/A
CROCK, 4 QT. BLACK	2	CAMBRO	N/A	N/A
CUTTING BOARDBOARDS, CUTTING- 18"X 24"X 1/2"-POLY	2	N/A	N/A	N/A
CUTTING BOARDBOARDS, POLY CUTTING	2	24" X 30"	N/A	N/A
CUTTING BOARDBOARD, CUTTING	1	PLASTIC 24 X 24	N/A	N/A
CUTTING BOARD, POLY CUTTING	1	18" X 30"	N/A	N/A
CUTTING BOARDBOARD, POLY CUTTING	1	15"R	N/A	N/A
CUTTING BOARDCUTTING BOARDS, 6 - COLOR CODED POLY	1 SET	N/A	N/A	N/A
CUTTING BOARDCUTTING BOARD - ASSORTMENT PACK(6)	1 SET	CARLISLE	(1) EACH RED, BLUE, GREEN	YELLOW, BEIGE, WHITE 18 x 24
DISPENSERDISPENSER, BROWN & BLUE BEVERAGE	9	CAMBRO 5 GAL BLUE	CARLISLE ALSO	4 new 10/2000
DISPENSERDISPENSER, 2.5 GALLON BEVERAGE	1	CAMBRO	N/A	N/A
FORK12"L MEAT FORK	1	N/A	N/A	N/A
FORKFORK, CHEF - 14"L	1	ILLINOIS CUTLERY	N/A	N/A
HOLDERHOLDER, 4-BIN SILVERWARE	1	S/S	STERIL SIL	N/A
LADLELADLES	1	1 OZ	N/A	N/A
LADLELADLES	1	12 OZ.	N/A	N/A
LADLELADLE, 13"L RED 1 OZ.	7	N/A	N/A	N/A
LADLELADLE, 9"L RED 1 OZ.	5	N/A	N/A	N/A

DESCRIPTION	AMOUNT	MANUFACTURER	MODEL #	SERIAL #
LIGHTLIGHT, BUG SYSTEM	2	VECTOR	N/A	N/A
LOCKERLOCKERS, WALL	6	MENS' ROOM	N/A	N/A
LOCKERLOCKER, WALL	6	LADIES' ROOM	N/A	N/A
MEASURERMEASURER-GALLON-S.S.	2	WEAR-EVER	7954	COFFEE URN TYPE
MEASURERMEASURER, ALUM. 4 QT.	1	N/A	N/A	N/A
MENU BOARDMENU BOARD, 2-DOOR	3	QUARTET	48" WIDE - MAUVE COLOR	(2) WILL BROWN HAS
ORGANIZERORGANIZER, 9-BIN PLASTIC	1	BLACK	N/A	N/A
PADDLEPADDLE, 45"L KETTLE	2	N/A	N/A	N/A
PANPAN, HOTEL	12	FULL SIZE 4"	N/A	N/A
PANHOTEL	21	FULL SIZE 2 1/2	N/A	N/A
PANHOTEL	25	6" X 1/3	N/A	N/A
PANHOTEL	13	4" X 1/3	N/A	N/A
PANHOTEL	10	1/4 X 4"DEEP	N/A	N/A
PANHOTEL	20	2" X 1/3	N/A	N/A
PANHOTEL	40	FULL X 2 1/2 PERFORATED	N/A	N/A
PANHOTEL	15	6 X 1/2 S/S	N/A	N/A
PANHOTEL	12	4" X 1/2	N/A	N/A
PANHOTEL, FULL PERF. - X 4"DEEP	2	S/S	N/A	N/A
PANROASTING	4	16 1/2" X 20 1/2" X 5"D	N/A	N/A
PANHOTEL, WIRE, FALSE BOTTOM	9		N/A	N/A
PANFRY	2	14 1/2"R	N/A	N/A
PANFRY BRAZER	1	15 IN.	WITH LONG HANDLE	N/A
PANHOTEL 1/6 - X 4"	6	S/S	N/A	N/A
PAN12-CUP MUFFIN	8		N/A	N/A
PANALUM CAKE	1	12" X 18" X 2"DEEP	N/A	N/A
PANHOTEL, FULL - X 6"	6	S/S	N/A	N/A
PANHOTEL, 1/2 - X 2"	5	S/S	N/A	N/A
PANFRY	1	10 1/2"R	N/A	N/A
PAN FRY	1	12 1/2"R	N/A	N/A
PANSAUCE PAN, DOUBLE BOILER	1	7"R X 8"DEEP	5 1/2 QT.	N/A
PANSAUCE PAN, DOUBLE BOILER	1	12"R X 12"DEEP	20 QT.	N/A
PANSAUCE PAN W/LONG HANDLE	2	12"R X 6"DEEP	10-12 QT.	N/A
PANHOTEL - 1/6 - X 6"DEEP	9	S/S	N/A	N/A
PANHOTEL, WATER	3	11" X 13" X 8"DEEP	S/S	N/A
PANHOTEL, 1/6 - X 2"DEEP	2	S/S	N/A	N/A
PANHOTEL, CLEAR 1/2 - X 6"DEEP	1	N/A	N/A	N/A
PANHOTEL, CLEAR 1/3 - X 6" DEEP	3	N/A	N/A	N/A
PANHOTEL, CLEAR 1/6 - X 6"DEEP	7	N/A	N/A	N/A
PANMARMITE, SOUP - MODERN BRASS TRIM	1	VOLLRATH	46076	7 1/4 QT. - INSET W/WATER PAN
PANHOTEL PAN- 4"	3	VOLLRATH	N/A	N/A
PODIUMWOODEN	2	N/A	N/A	N/A
POTCOOKING	1	60 QT	N/A	N/A
POTSTOCK POTS	1	15 QT	N/A	N/A
POTSTOCK POTS	2	40 QT	N/A	N/A
POTSTOCK, ALUM	2	10 1/2"R X 10 1/2"DEEP	N/A	N/A
POTSAUCE	1	3 3/4 QT	9"R X 4 1/2"DEEP	N/A
POTSAUCE	1	5 1/2 QT	10"R X 5 1/2"DEEP	N/A
POTSTOCK POTS	2	N/A	N/A	N/A
PRESSGRILL PRESS	2	N/A	N/A	N/A
RACKDUNNAGE, ALUNIMUM	2	20" X 36" X 13"H	N/A	N/A
RACK POT & PAN	1	CEILING	N/A	N/A
PANSHEET	116	FULL	N/A	N/A
PANSHEET 1/2 PAN	25	14" X18"	N/A	N/A

DESCRIPTION	AMOUNT	MANUFACTURER	MODEL #	SERIAL #
SPOODLESPOODLE, 2 OZ. (BLUE) GRIP-N-SERVE	5	N/A	N/A	N/A
SPOONSPON, 11"L RED MALE SERVING	16	N/A	N/A	N/A
STANTIONSTANTIONS, BLACK	3	TENSABARRIER	N/A	N/A
STRAINERSTRAINER, W/HANDLE	1	9"R	2 QT.	N/A
TABLETABLES, ROUND, WHITE TOP	7	48"	N/A	N/A
TABLETABLES, 2 - PERSON	7	30" X 30"	N/A	N/A
TONGTONG, SPAGHETTI - 7 1/2"L	1	S/S	N/A	N/A
TONGTONG, 12" RED	14	N/A	N/A	N/A
TONGTONG, 12" IVORY	3	N/A	N/A	N/A
TONGTONG, 6"L RED	3	N/A	N/A	N/A
TRASH RECEPTACLETRASH CAN, PLASTIC	2	N/A	2 - 44 GAL	N/A
TRASH RECEPTACLEGONDOLA	1	RUBBERMAID	2-WHEEL TILT	GONDOLA
TRASH RECEPTACLEPLASTIC GARBAGE CONTAINER	1	20"R X 27"H	N/A	N/A
TRASH RECEPTACLETRASH RECEPTACLE, 32 GALLON	2	CONTINENTAL	BROWN COLOR	NEW 10/02
WISKWISK, WIRE	1		1-19 1/2"L	N/A
CART L-CART	1	S/S	N/A	N/A
SHELVINGSHELF, MOBIL, ALUMINUM	11	60 X 29 X 73	4-TIER	RIBBED SHELVING
SHELVINGSHELF, MOBIL, ALUMINUM	3	18 " X 54" X 69"H	3-TIER	1 IS 4-TIER
SHELVINGSHELF, ALUMINUM	1	20" X 36" X 68"H	6-TIER	N/A
SHELVINGSHELVING, 4-TIER PORT. TUBE	3	20" X 40 1/2" X 70"H	1 - 20" X 46" X 70"H	N/A
SHELVINGSHELVING, 5-TIER BLUE PORT.	1	24" X 60" X 68 1/2"H	4-TIER	N/A
SHELVINGSHELVING, 3-TIER TUBE	1	ALUMINUM	18 1/2"X 41" X 70"H	N/A
SHELVINGSHELVING, 5-TIER WIRE	1	16" X 36" X 61"H		N/A
SHELVINGSHELVING, 4-TIER PORT. SOLID	1	S/S	20" X 36" X 66"H	N/A
SHELVINGSHELVING, STATIONARY - 18" X 36"	1	METRO	N/A	N/A
SHELVINGSHELVING, STATIONARY - 24" X 36"	1	METRO	N/A	N/A
SHELVINGSHELVING, STATIONARY - 24" X24"	1	METRO	N/A	N/A
TABLETABLE	1	16 X 14 X 21	S/S	N/A
TABLETABLE, WORK - W/DRAWER S/S	1	N/A	N/A	N/A
TABLETABLE, WORK W/SINK & SHELF S/S	1	10'6" X 4'7"	N/A	N/A
TABLETABLE, WORK W/SINK	1	S/S	N/A	N/A
TABLETABLE, WORK W/BAY MARIE	1	S/S	N/A	N/A