

**LAKE BLUFF PARK DISTRICT**  
**REQUEST FOR PROPOSAL**

**FOOD & BEVERAGE SERVICE**  
**LAKE BLUFF GOLF CLUB**

Lake Bluff Park District  
355 West Washington Avenue  
Lake Bluff, Illinois 60044  
Phone (847) 234-4150  
Fax (847) 234-7275  
Ed Heiser  
Superintendent of Facility Services

**LAKE BLUFF PARK DISTRICT**  
**REQUEST FOR PROPOSAL**  
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The Lake Bluff Park District ("District") is seeking proposals from interested companies or individual vendors that are capable of providing food, beverage and related services associated with the operation of the Lake Bluff Golf Club.

**All proposals must be submitted to the Lake Bluff Park District, 355 West Washington Avenue, Lake Bluff, Illinois, 60044 labeled RFP – Golf Food Service no later than 9:00 a.m. Thursday, January 29, 2015. It is the intent of the Lake Bluff Park District to enter into a License Agreement with the successful applicant by March 6, 2015. It is expected that service would begin no later than March 27, 2015.**

Project Description

The Lake Bluff Park District is seeking proposals for its golf club restaurant and grill operation for a period of three years.

This Request for Proposal (RFP) is intended to identify those caterers, restaurants and concession service companies that are interested in operating the Lake Bluff Park District's (District) food and beverage facility including restaurant, patio and refreshment cart. In addition, this RFP is intended to solicit from those interested parties a detailed plan as to how and under what conditions services would be provided to the District for daily food service and breakfast and lunch service for golf events.

The overall goal of the District with respect to its food and beverage operation is to offer services that provide patrons with an enjoyable and cost effective dining experience.

## **BACKGROUND**

The Lake Bluff Golf Club is a public golf facility on the North Shore of Chicago. Lake Bluff Golf Club has an 18-hole golf course and practice facility including a driving range, short game area and 3,500ft<sup>2</sup> putting green. Lake Bluff Golf Club provides an excellent opportunity for a successful operator. All equipment currently in place will remain and be serviced by the District. Points of note are:

- 18-hole golf course considered the finest conditioned public facility on the North Shore. Recorded rounds during the 2014 season were 24,600. Estimated rounds for 2015 are 26,500.
- 14-station driving range selling over 10,000 buckets annually. Active private lesson and group instructional programs.
- A 6,000 square foot tent is located south of the clubhouse and accommodates seating for 250 guests. In addition, indoor seating in the grill room for 35 and outdoor deck seating, overlooking the golf course, for an additional 30 guests.
- The food and beverage operation will gross an estimated \$125,000 in 2014. The operation currently runs from April 1 through October 31. The clubhouse is open year-round to accommodate a longer schedule.
- Eight leagues play weekly during the season – three women's leagues on Monday evenings, Tuesday and Thursday mornings and four men's leagues on Monday, Wednesday and Thursday evenings.
- The Lake Bluff Golf Club hosts 25-50 mini outings per season. These are regular starting times ranging from 4 to 12 foursomes.
- The Lake Bluff Golf Club hosts 10 or more full scale outings (over 60 players) per season. They include outside outings typically hosted on Mondays and Fridays.
- The opportunity exists to post all menu prices on the Lake Bluff Golf Club website ([www.lakebluffgolfclub.com](http://www.lakebluffgolfclub.com)). An email address would also be provided on the website so that customers could contact you.
- The ability exists to have the Lake Bluff Golf Club staff send out a limited amount of emails to our database about specials at the restaurant.
- The District has a full liquor license for the sale of alcoholic beverages at the Lake Bluff Golf Club.

## **SCOPE OF SERVICE**

The Golf Course food service shall be operated consistent with and in a character appropriate to golfers and other clientele.

### **Hours of Operation**

The District will establish minimum hours of service based on business volume and customer needs. Between Memorial Day and Labor Day, the operation will be obligated to be open a minimum of eight hours daily on weekdays and ten hours daily on weekends and holidays. The operation will be obligated to be open until 6:00 p.m., seven days a week. The chosen vendor will be expected to keep these hours unless prior arrangements are made with the Head Golf Professional. Hours of operation will be negotiated with the chosen vendor and outlined in the final contract. Golf events in the Events Tent will be given priority to outside rentals. Events in the tent must finish by 9:30 p.m. during the week and 10:30 p.m. on weekends.

### **Menus**

The District understands that menu selections and pricing are a core component of the food service business and the chosen vendor will have a right to set them, subject to the final approval by the District. In addition, the District reserves the right to a quarterly review of menus and pricing.

### **Contract Terms**

It is anticipated that the District will enter into an agreement with the chosen vendor based on a percentage of gross revenues from food and beverage and service sales, less any refunds and applicable sales tax. The length of this agreement is negotiable. Other options, however, will be considered. Payments will be made at specified times of the year. Terms will be determined during contract negotiations.

### **Pre-Proposal Site Visitation**

It is the responsibility of each interested vendor to schedule a site visitation prior to RFP submission. Vendors should contact Superintendent of Facility Services, Ed Heiser, at 847-234-6771 or email at [eheiser@lakebluffgolfclub.com](mailto:eheiser@lakebluffgolfclub.com) to schedule a visit. At the time of the visitation, additional questions can be answered and information provided.

### Miscellaneous Vendor Requirements:

Other requirements of the selected vendor include the following:

- Vendor must maintain enough stock (food and accessories) to serve the public need.
- Vendor must clearly display all merchandise/food prices.
- Vendor must clearly display its company name and logo to distinguish itself from the District.
- Vendor must be responsible for the proper disposal of all concession-related refuse.
- Vendor employees must conform to all District personnel rules and regulations.
- Vendor must provide financial information and sales reports as set forth in the concession agreement which shall be negotiated after award of contract.

### Golf Course Grill and Catering Equipment

All equipment that is already on-site is available for use by the selected vendor. The District will pay 100% of routine repairs needed on this equipment. The vendor will need to pay 100% for repairs that are caused by negligence of the vendor's employees.

The vendor is allowed to install new equipment and storage and remove the same equipment at the conclusion of the agreement. Any equipment that is to be added must be approved by the District and the District will not pay for any repairs or maintenance of the new equipment or storage installed.

Existing golf grill and catering equipment, storage shed and clubhouse storage is listed in Attachment Schedule D.

### Maintenance Requirements

The District will be responsible for all exterior maintenance for the facility which will include the pro shop, entrance area and the washrooms within the facility. The vendor will be responsible for maintaining and cleaning all other areas of the food and beverage service facility including the grill room and outdoor deck to the satisfaction of the District. Meeting all sanitation requirements and laws will be the responsibility of the vendor.

### Off-Premises Catering

The selected vendor is NOT prohibited from using the District kitchen during its designated hours of operation for providing catering service to private clientele.

However, the vendor must submit a compensation arrangement separate from the Terms of Agreement for this Golf Course Food and Beverage Concession contract. Any such arrangement shall be negotiated between the vendor and District after award of contract.

#### Facility Supervision

The vendor will be responsible for facility supervision and securing the building at the conclusion of each work day. During evening events, a facility supervisor will be on duty to assist guests and secure the facility at the conclusion of the event.

The District shall issue keys for the Food Service Facilities and Clubhouse to the vendor and Food/Beverage Director only. The vendor and Food/Beverage Director shall be solely responsible for assigning these keys to their personnel for locking and securing the Food Service Facilities and Clubhouse during the times specified above. The vendor is prohibited from duplicating the Food Service Facilities and Clubhouse keys.

#### Insurance

Vendor shall obtain insurance of the types and in the amounts listed below.

##### **A. Commercial General and Umbrella Liability Insurance**

Vendor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location.

Vendor shall also maintain liquor liability and Dram Shop liability coverage with a limit not less than \$1,000,000 per occurrence.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of Vendor's insurance and shall not contribute with it.

**B. Business Auto and Umbrella Liability Insurance**

Vendor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**C. Workers Compensation Insurance**

Vendor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Vendor waives all rights against District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Vendor's activities.

**D. General Insurance Provisions**

**1. Evidence of Insurance**

Vendor shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested.

**2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

### **3. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Vendor may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

### **4. Subcontractors**

Vendor shall cause each subcontractor employed by Vendor to purchase and maintain insurance of the type specified above. When requested by the District, Vendor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

#### Utilities

The District shall pay all utility expenses for electrical, gas, and garbage disposal. The vendor is responsible for their own phone bills.

#### Licenses

The vendor will be responsible for obtaining all state and local management liquor, and business licenses.

## **DESCRIPTION OF THE PROCUREMENT PROCESS**

The process for the procurement of the desired concession services will proceed in the following stages:

- 1) **Submission of Written Proposals:** Each respondent must submit an original and two (2) copies of its RFP submission to:

Ed Heiser  
Superintendent of Facility Services  
Lake Bluff Park District  
355 West Washington Avenue  
Lake Bluff, IL 60044

Submissions should be prepared in accordance with the “proposal outline” included in Attachment A of this RFP, entitled “Proposal Package.” Additional pages may be added to the Proposal Package as necessary. Proposals should be received by no later than 9:00 a.m. on Thursday, January 29, 2015, at the above address. Proposals received after the established due date and time may be considered as non-responsive by the District and accordingly, may not be considered for review under the terms and conditions of this RFP.

- 2) **Evaluation of Proposals:** The listed criteria will be used in the evaluation of the following: Written submissions of vendor qualifications; interviews with previous and current company clients; and the responses during oral interviews, if applicable. Each written response to this RFP must include sufficient narrative to adequately address each item listed below: (The evaluation criteria ARE listed in order of importance, Financial Considerations being most important and Project Management the least important.)

- Financial Considerations
  - a) The District will be assessing each submission with respect to how advantageous the allocation of potential profits will be to the District.
  - b) Clarity and completeness of specific financial books and records proposed for monitoring the fiscal aspects of vendor contract performance.
  - c) Financial soundness and stability of the vendor (individual or company)
  - d) Financial statements must be the result of a compilation, review or audit by an independent certified public accountant.

- Vendor Approach
    - a) Quality of menu in meeting professional as well as District standards.
    - b) Ability to provide all requested services in a timely fashion.
    - c) Understanding of the nature and scope of services being requested by the District.
    - d) Approach to provide concession management and operational (sales, patron usage, etc.) status reporting to the District.
    - e) Performance on previous similar contracts, if available. The vendor shall furnish a description of two to five similar contracts, complete with contact person, contact phone number, dates of project, duration of project.
    - f) Qualifications and experience of the vendor and his/her staff.
  - Project Management
    - a) Demonstrated clear assignment of responsibility for various project tasks to specific individuals. All individuals with major responsibility for project work should be present at any oral interview.
- 3) **Oral Interview:** Qualified vendors shall participate in an interview to fully discuss how their approach to this project satisfies the evaluation criteria set forth above. In addition, a tasting will be requested by the District.
- 4) **Selection of a Food and Beverage Vendor:** The District will select the vendor best qualified to provide the desired food and beverage services in a manner most advantageous to the Park District from a financial as well as service perspective.

**THE PARK DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMISSIONS AND TO WAIVE INFORMALITIES AND MINOR IRREGULARITIES IN SUBMISSIONS RECEIVED AND TO ACCEPT ANY SUBMISSIONS IF DEEMED IN THE BEST INTEREST OF THE DISTRICT TO DO SO.**

**ALL COSTS ASSOCIATED WITH SUBMISSION PREPARATION WILL BE BORNE BY THE SUBMITTING INDIVIDUAL/COMPANY.**

- 5) **Execution of Concession Agreement:** Upon selection of the vendor(s), a final Concession Agreement will be negotiated and executed between the selected vendor and the District after award of contract.

## **PROPOSED CONTRACT SCHEDULE**

<b><u>Activity</u></b>	<b><u>Date</u></b>
Proposals Due	January 29, 2015
Approval of Selected Vendor	February 23, 2015
Concession Agreement Negotiated and Signed	March 6, 2015
Opening Weekend	March 27, 2015

**LAKE BLUFF PARK DISTRICT**

**FOOD & BEVERAGE SERVICE  
LAKE BLUFF GOLF CLUB**

**PROPOSAL SHEET\***

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Percentage of Gross Revenue: 2015: \_\_\_\_\_  
(Include Annual Payment, if applicable.)

\*Any compensation arrangement proposed for off-premises catering must be submitted separately (see "Off Premises Catering" page 4).

## **ATTACHMENT A**

### **PROPOSAL PACKAGE**

This Proposal Package contains the suggested proposal outline, Certification (Exhibit A) and Proposal Sheet (Exhibit B). These must be submitted in making a proposal pursuant to this Request for Proposal. PLEASE READ THE ENTIRE REQUEST FOR PROPOSAL AND ALL ATTACHMENTS PRIOR TO COMPLETING THE PROPOSAL PACKAGE. See the section entitled EVALUATION OF PROPOSALS (p. 8) for important information upon which the proposals will be evaluated.

## **PROPOSAL OUTLINE**

- 1) Company Name  
Address  
Phone  
Owner(s)
- 2) Certification Sheet
- 3) Proposal Sheet
- 4) Anti-Harassment Policy
- 5) Statement of Admissions
- 5) Experience and Related background of Owner(s) and On-site Manager
- 6) Proposed Staffing Requirements for Golf Grill and Banquet Services
- 7) Proposed Golf Grill Menu with Prices
- 8) Proposed Refreshment Cart Menu with Prices
- 9) Proposed Banquet Menu (Food and Liquor) with Prices
- 10) Proposed Special Food Oriented Services
- 11) Business References
- 12) Financial References

**EXHIBIT A**

**BIDDER'S CERTIFICATION**

Bidder certifies that no owner, shareholder, officer, director or employee of the Bidder is related by blood or marriage to any Park Commissioner, officer, or employee of the Lake Bluff Park District, except as listed below.

Pursuant to 720 ILCS 5/33-11m, effective January 1, 1989, the undersigned certifies that he or she is a duly authorized agent of the Bidder submitting the attached bid to the Lake Bluff Park District, and that said Bidder is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of said Act.

The undersigned further certifies that the bidder is in compliance with the provisions in the General Instructions to Bidders concerning Anti-Harassment and Equal Employment Opportunity.

Failure to (i) execute said certification, or (ii) to list all information requested above, or (iii) to make a truthful certification may result in disqualification of the bidder or, if the Bidder has been awarded the contract, cancellation of said contract at any time and such other and additional remedies at law and/or in equity as the Park District may have against the Bidder caused by such un-executed, incomplete or false certification.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

(Signature of authorized agent)

\_\_\_\_\_  
\_\_\_\_\_

(Print name of authorized agent)

\_\_\_\_\_  
\_\_\_\_\_

(Title of authorized agent)

\_\_\_\_\_  
\_\_\_\_\_

(Company Name)

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**(SEAL)**

\_\_\_\_\_

(Signature of Notary Public)

## **ANTI-HARASSMENT POLICY**

The District desires to have a professional working environment for its employees so that they may carry out their duties in productive and positive surroundings. Although conduct may not rise to the level of unlawful harassment from a legal perspective, the District wants to protect its employees from abuse and to prevent conduct from becoming so severe or pervasive as to alter the conditions of an employee's employment, create an abusive working environment, or result in a tangible employment action. Accordingly, the District has adopted a "zero-tolerance" policy against harassment.

Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, annoys or insults another person where such conduct has the purpose or effect of creating an offensive, intimidating, degrading and/or hostile working environment and/or interferes with and/or adversely affects a person's performance. The District prohibits any form of unlawful harassment against its employees and applicants for employment based on factors such as sex (including sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions), marital or civil union status, sexual orientation or preference, race, color, religion, national origin, age, disability, veteran status, genetic information, or other status protected by applicable law. Harassment does not include the good faith conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

**Sexual Harassment** – With respect to sexual harassment, the District prohibits any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance; or
- Such conduct may create an intimidating, hostile, or offensive working environment.

Examples of the types of conduct that would violate the District's policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging another person's neck or shoulders, stroking another person's hair, or brushing against another person's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing or fondling.
- Lewd, off-color, sexually oriented comments or jokes.
- Bullying using verbal, nonverbal, psychological or physical abuse and humiliation.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti or cartoons.
- Unwanted or offensive letters, memos or poems.
- Offensive e-mail, text or voice-mail messages.

- Sexually oriented or explicit remarks, including written or verbal references to sexual conduct or gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates after having been turned down.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault, rape, or other coerced sexual activity.

Both opposite sex and same sex harassment are prohibited under this policy.

**Other Forms of Harassment** – With respect to other forms of harassment, the District prohibits racial, ethnic, or religious slurs or other verbal or physical conduct, or slurs or other verbal or physical conduct relating to matters such as an individual's race, color, religion, national origin, ancestry, marital or civil union status, sexual orientation or preference, age, disability, veteran status, genetic information, or other protected status when this conduct:

- May have the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- May have the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise may adversely affect an individual's employment opportunities.

**Coverage of the Policy** – The District's "zero-tolerance" policy with respect to harassment applies to conduct in or connected to the workplace, whether it is physical or verbal, and whether it is committed by Department Heads, supervisors, fellow employees, or non-employees (such as guests, Board members, volunteers, vendors, suppliers, or business invitees). The conduct prohibited by this policy is not only unacceptable in the workplace itself but also at any other work-related setting such as holiday parties, gatherings or other work-related social events, on business trips, and at conferences, seminars, educational gatherings, and other meetings. Each Department Head and Supervisor is responsible for creating an atmosphere free of harassment, whether it is sexual or another form of harassment. In addition, all employees are responsible for respecting the rights of their fellow employees and for cooperating in any investigation of alleged harassment.

**Reporting and Investigating Alleged Harassment** – If an employee experiences any job-related harassment or believes that he/she has been subjected to harassment, the employee should promptly report the incident to his/her Immediate Supervisor or Department Head. It is each Immediate Supervisor's and Department Head's responsibility to report every allegation of harassment immediately to the Human Resources Manager by written or verbal notification. If an employee believes that his/her Immediate Supervisor or Department Head is involved in the job-related harassment or is condoning it, or if the employee does not feel comfortable reporting the incident to his/her Immediate Supervisor or Department Head, the employee should bypass his/her Immediate Supervisor or Department Head and report it directly to the Human Resources Manager or Executive Director.

An investigation of the allegations of all complaints will be made as soon as practicable and, to the extent practicable and appropriate under the circumstances, confidentiality will be maintained.

If the investigation leads to a determination that a complaint is well-grounded and true, appropriate corrective action shall be taken.

It is the District's policy that no adverse action shall be taken against any employee for resisting or reporting harassment. If an employee believes that he/she has been retaliated against for resisting or reporting harassment, the employee should report such retaliation in the same manner as set forth above for employees who have complaints of harassment. Retaliation is a very serious violation of the District's policy and should be reported immediately.

Pursuant to the District's policy, no supervisor has any power to take any tangible employment action against or with respect to an employee, such as discharge, promotion, demotion, or undesirable reassignment, which is motivated by a desire to harass or to retaliate for reporting harassment or as a result of an employee's resistance to harassment or retaliation. If an employee suffers or experiences or believes he/she will suffer or experience a tangible employment action as a result of harassment or retaliation or resistance to harassment or retaliation, the employee should promptly appeal the action or proposed action to the Human Resources Manager or the Executive Director or, if the tangible employment action is being proposed or imposed by the Human Resources Manager or the Executive Director, then to such of them that is not proposing the action or to the President of the Board of Commissioners. If there is an appeal, no tangible employment action shall become effective or final until such action shall have been finally reviewed in accordance with this policy. All such appeals shall be in writing and shall be filed within five (5) business days after the initiation of such action. If the proposed tangible employment action was inappropriate, it will be overturned as if never taken and be of no force and effect.

**Importance of Reporting Harassment; Failure of an Employee to Report Harassment** – It is a core value of the District that maintaining a professional working environment for its employees is central to its long term success. The District believes that only by having a professional working environment can employees carry out their duties in a productive and positive surrounding. When that environment is threatened by harassment, it threatens the stability of the District to the detriment of all its employees. Harassment often follows a pattern, and when it goes unreported by those who experience it, it may encourage the perpetrator to harass others. By failing to report as required by this policy, an employee not only endangers himself or herself, but others as well.

By enforcing this zero tolerance policy and appropriately investigating all reports of harassment, the District seeks to protect all employees and maintain a harassment free, professional working environment. It is for these reasons, among others, that the District's policy requires that, if an employee who suffers or experiences, or believes he or she will suffer or experience, any job related harassment prohibited by this policy, he or she shall promptly report the incident.

**Disciplinary Action** – If any employee of the District engages in conduct that violates this policy, or other conduct, which the District believes is unprofessional, that employee will be subject to discipline up to and including termination of employment.

I have read, understood and I will comply with the Anti-Harassment Policy.

---

Name Printed

---

Name Signed

---

Date

### **STATEMENT OF ADMISSIONS**

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined. You are required to contact your immediate supervisor and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving District property and/or personnel must be directed to a department head or designated manager.

I have read, understood and I will comply with the Anti-Harassment Policy.

---

Name Printed

---

Name Signed

---

Date

## **ATTACHMENT D**

### **Equipment List**

- (1) icemaker
- (1) 3ft x 6ft. wire rack
- (1) four burner single oven gas range
- (1) 2'X 3' flat grill
- (1) 2'x 3' gas grill,
- (1) two basket fryer,
- (1) dishwasher,
- (1) 24 cuft. Upright freezer,
- (1) 19 cuft. Upright freezer,
- (1) 16 cuft. upright freezer,
- (1) microwave oven,
- (1) single basin stainless steel sink,
- (1) meat slicer,
- (1) small walk in cooler
- (1) 5ft.- 2 door front bar chest cooler,
- (1) 4' - 2 door condiments cooler,
- (1) 5ft.- 3 door condiments cooler,
- (1) Bunn coffee maker

