



**Invitation to Negotiate #ITN-2020-004-FB**  
**C. Wayne McIlwraith Translational Medicine Institute**  
**Quick Service Restaurant and Catering**

**Purpose**

The C. Wayne McIlwraith Translational Medicine Institute at Colorado State University is seeking an interested quick-service restaurant operator for a 448 square foot location with 912 square feet of dining space.

**Background**

The Colorado State University (CSU) System is comprised of three universities (Colorado State University, Colorado State University-Pueblo and CSU Global), each with very distinct roles and missions. The universities in the CSU System serve the state, region, country and the world, educating over 40,000 new and returning scholars annually. Highly-skilled graduates number more than 6,800 a year. This Invitation to Negotiate (ITN) pertains to CSU in Fort Collins.

Colorado State University in Fort Collins, the System's flagship, is a doctoral-granting tier 1 Carnegie research university with a student body of roughly 33,000, total operating budget of \$1.23 billion and employing 7,600 faculty and staff. As the only land-grant institution in the state, CSU has been serving Colorado since 1870. CSU boasts top-ranked business, veterinary medicine, and journalism schools, as well as groundbreaking research in atmospheric sciences, infectious disease, and clean energy technologies.

The C. Wayne McIlwraith Translational Medicine Institute (TMI), a 130,000 square foot building, provides a state-of-the-art facility for university investigators, government scientists, and industry representatives to perform collaborative research in translational medicine with a focus on biologics such as stem cells. The TMI has capabilities to engage in experimental surgical procedures, minimally invasive teaching, hands on experiential learning, didactic lectures (up to 300 people), complete wet laboratory facilities including cGMP space, administrative space for entrepreneurial development/commercialization, as well as food and beverage service. The TMI is located on CSU's Veterinary Health Complex (VHC), between West Drake Road and Prospect Road just west of College Avenue. The VHC is also home to the Veterinary Teaching Hospital, the Diagnostic Medical Center, the Orthopaedic Research Center, which includes the Orthopedic Bioengineering Research Laboratory. The Veterinary Teaching Hospital is currently expanding and construction is underway on a new Equine Veterinary Hospital. The TMI has a 300-person capacity banquet hall that is utilized for both continuing education and other events. There are 11 meeting rooms with capacities between 8 and 30, one 48-seat surgical teaching classroom and one 150-seat auditorium. A full onsite warming kitchen is available for catering purposes.

The TMI houses 100 employees and welcomes daily guests from around the VHC, which is home to approximately 700+ employees, as well as visitors participating in continuing education and other events. The veterinary teaching hospital has approximately 200 daily clientele who often wait for most of the day and would be a target customer for this restaurant. Currently an average of 50 patrons visit the TMI in need of breakfast and/or lunch; however, with engagement of the above VTH clientele this number could potentially be increased to 200+ daily patrons. Daily catering needs include coffee and beverage service as well as hot breakfast and hot/cold lunch. Continuing

education courses primarily consist of 24-48 participants who are onsite between one (1) and seven (7) days and require breakfast, lunch and sometimes dinner be provided. Hot breakfasts and lunches are preferred but cold/boxed lunches could sometimes be suitable. The anticipated need for continuing education catering in 2020 is,

January – 1-2 breakfasts and lunches --- Total of 30-100 meals  
February – 2-3 breakfasts and lunches --- Total of 60-150 meals  
March – 2-3 breakfasts and lunches --- Total of 60 – 150 meals  
April - ~7 breakfasts and lunches --- Total of 210 – 350 meals  
May - ~5 breakfasts and lunches --- Total of 150 – 250 meals  
June - ~5 breakfasts and lunches --- Total of 150 – 250 meals

In addition to continuing education our anticipated projections for 2020 for other meetings and events include:

Weekly standing meeting 30 people for light breakfast and coffee.  
Weekly orders for groups of 10-12 for either coffee and beverages, and/or food.  
Monthly larger groups, 20-40 people, for beverage service and/or food.

### **Conditions and Equipment Provided**

The TMI café space is 448 square feet of prep space/vending kitchen with 912 square foot adjacent dining area. The venue is located at the front entrance (1<sup>st</sup> floor) of the TMI with access to additional dining on a west-facing outdoor patio. A hand sink, 3 compartment sink, dishwasher and ice machine are included. All other equipment is vendor supplied.

The TMI catering kitchen located on the 3<sup>rd</sup> floor adjacent to the banquet hall. The catering kitchen contains: one 2-door roll-in refrigerator, one 1-door reach-in freezer, one step-in walk-in cooler, one Robo Chef, one hot holding cabinet, four utility racks, 2 stainless prep tables 3'x8' with drawers, locking casters, one prep sink 20"x20" with drain boards each side, one hand sink, one pot/sheet pan rack, one ice maker, one mobile ice bin, two utility carts, various dish dollies for plates, cups, saucers, dishwasher rack dollies and covers, miscellaneous wire shelving for buffet equipment, lines flatware storage, one soiled dish table, one ventless (high-temp) dishwasher, one clean dish table, one 3-compartment sink, one mop sink, one chemical storage shelf.

### **Prospective Restaurant/Caterer Provides**

The following is criteria required by the TMI:

- Fresh brewed coffee (no vending)
- Specialty coffees and drinks, including espresso
- 80% of all food needs to be prepared to heat quickly, within 5 minutes or less and 20% of food needs to be prepared in 10 minutes or less
- Menu items must include vegetarian and gluten free options
- Menu items must include grab-n-go options, salads and sandwiches at a minimum
- Hours of operation for the café 7:30am – 3:30pm

### **Optional Site Visit**

A site visit is scheduled for Wednesday, January 22, 2020 at 10:30 AM MT. The site visit should

Directions: From College Ave, head West on Drake Road. Turn into the Veterinary Teaching Hospital driveway and turn left (west) at the T-junction, which is Gillette Drive. Follow Gillette Drive past two parking lot entrances, the first is the veterinary teaching hospital, the second is the Diagnostic Medical Center and the third is for the Translational Medicine Institute. Pay-to-park at the kiosk in front of the TMI. See map below for reference.

Enter the TMI and check-in at the reception desk.



### Written Inquiries

Prospective Offerors may make written inquiries by e-mail concerning this Invitation to Negotiate. Inquiries shall be directed to the following using the e-mail address:

Farrah Bustamante, CPPB, MBA  
Procurement Services  
6010 Campus Delivery  
Fort Collins, CO 80523-6010  
Email: [Farrah.Bustamante@ColoState.Edu](mailto:Farrah.Bustamante@ColoState.Edu)  
Phone: 970-491-1992

The Procurement Official listed herein is to be the SOLE point of contact concerning this ITN.

### Letter of Interest

If you are interested in taking part in discussions and negotiations, please submit a letter of interest by Monday, January 27, 2020 by 12:00 PM, to Procurement Services via email to [Farrah.Bustamante@ColoState.Edu](mailto:Farrah.Bustamante@ColoState.Edu).