

**ATTACHMENT A  
WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT  
PRE-PROPOSAL MEETING REGISTRATION FORM**

**DINING SERVICES MANAGEMENT - REQUEST FOR PROPOSAL (RFP #11-2425)**

E-mail this completed form by **4:00 p.m. Pacific Time on Friday, October 4, 2024**, to Michael Robins at [michael.robins@wvm.edu](mailto:michael.robins@wvm.edu) and Don Mackessy at [don.mackessy@wvm.edu](mailto:don.mackessy@wvm.edu). Rick Thomas at Brailsford & Dunlavey, Inc. ([rthomas@bdconnect.com](mailto:rthomas@bdconnect.com)) should be copied on all transmittals. Brailsford & Dunlavey is assisting the District with this solicitation process.

A **MANDATORY** pre-proposal meeting and campus tours will be held on Wednesday, October 16, 2024. The meeting will begin at 9:00 a.m. PT on the West Valley College campus. A detailed itinerary with meeting times, room locations, parking instructions, and other important information will be sent to Respondents by October 11. Respondents should allow until 3:30 p.m. PT for the meeting and tours of both colleges. Respondents are responsible for their own transportation to, between, and from the campuses.

**Failure to attend this mandatory pre-proposal meeting will prohibit a potential respondent from further participation in this RFP process, including the ability to submit a proposal.**

**Name of company attending:**

Please provide the following information for the individuals who will attend (**maximum of five allowed**):

Attendee 1 (Primary Contact):

Name:	Title:
Phone:	E-mail:

Attendee 2:

Name:	Title:
Phone:	E-mail:

Attendee 3:

Name:	Title:
Phone:	E-mail:

Attendee 4:

Name:	Title:
Phone:	E-mail:

Attendee 5:

Name:	Title:
Phone:	E-mail: