

**Attachment E**  
**West Valley-Mission Dining Services Financial and Operational Responsibilities Summary**

	Financial Responsibility		Operational Responsibility		Notes
	District	Contractor	District	Contractor	
<b>Personnel:</b>					
Placing and managing the on-site management and culinary teams.		x		x	
On-site management and culinary employees' wages, payroll taxes, and benefits.		x		x	
Placing and managing the on-site non-management (hourly) employees, including students.		x		x	
On-site non-management employees' (hourly, including students) wages, payroll taxes, and benefits.		x		x	
Insurance premiums, including worker's compensation insurance, for all dining services employees assigned to the District's account.		x		x	
Sick leave, vacation pay, and unemployment compensation for all dining services employees assigned to the District's account.		x		x	
All workers' compensation, workers' claims, and labor dispute resolution expenses involving dining services employees.		x		x	
Dining services employee supervision and performance management obligations, including discipline, termination, or reassignment.		x		x	
Pre- and post-employment testing expenses for management.		x		x	
Pre- and post-employment testing expenses for hourly employees.		x		x	
Payroll systems and payroll preparation expenses directly attributable to the District's account.		x		x	
Employee parking and transportation expenses to, from, and around campuses.		x		x	
Employees' uniform and protective equipment expenses.		x		x	
Corporate (non-District account) personnel, administrative, and operating costs.		x		x	
Training expenses for on-site dining services employees.		x		x	
Security personnel for front-of-the-house dining areas.	x		x		District Police services are not stationed in the front-of-the house area, but on campus during all hours of operation.
<b>Facilities and Equipment:</b>					
Development of interior design and FF&E plans.	x	x	x	x	District will prepare plans with Contractor's input.
Occupancy permit(s).	x		x		
Health and Food Service permits (s)		X		X	

**Attachment E**  
**West Valley-Mission Dining Services Financial and Operational Responsibilities Summary**

	Financial Responsibility		Operational Responsibility		Notes
	District	Contractor	District	Contractor	
Building permit(s).	x		x		
Signage within dining areas.	x	x	x	x	District provides directional signage; Contractor provides branding.
Ownership of all dining facilities, including permanent capital improvements.	x		x		
Ownership of fixed, non-moveable capital equipment assigned to the dining services operation.	x		x		
Replacement of capital (non-expendable) equipment within the dining services operation.	x		x		Contractor pays for replacements caused by its negligence.
Ownership, installation, and repair of Contractor-provided FF&E.		x		x	
Ownership, procurement, repair, and replacement of front-of-the-house furniture, fixtures, and equipment (FF&E), including tables, chairs, counters, etc. used by customers.	x		x		Contractor pays for replacements caused by its negligence.
Repair and/or replacement of front-of-the-house finishes and surfaces (carpet, tile, paint, etc.).	x		x		Contractor pays for replacements caused by its negligence.
Routine cleaning of all District-owned kitchen equipment.		x		x	Contractor is responsible for routine and regular cleaning of kitchen equipment.
Repairs and preventive maintenance of all District-owned kitchen equipment.	x			x	Contractor coordinates repairs and preventive maintenance services with District's chosen vendors.
Routine, required, and preventive maintenance of building and building systems to include carpentry, plumbing, electrical, HVAC, fire protection, building shell, windows, and doors.	x		x		Contractor notifies District of needed repairs.
Janitorial equipment needed for Contractor's required cleaning responsibilities.		x		x	
Replacement of lighting fixtures and light bulbs within the dining operations.	x		x		
Replacement of water filters within the dining operations.		x		x	
Payment of building standard utilities to include natural gas, sewer, water, and electric.	x		x		Failure of Contractor to notify the District of systems in need of repair may result in a backcharge of the energy consumption.
Dining services office furniture procurement, replacement, and maintenance.	x	x	x	x	Contractor can use existing District-owned FF&E at no cost and supplements as needed at its cost.
Procurement and maintenance of any FF&E adjacent or proximate to the dining operations (lounge or patio furniture, public trash receptacles, etc.).	x		x		

**Attachment E**  
**West Valley-Mission Dining Services Financial and Operational Responsibilities Summary**

	Financial Responsibility		Operational Responsibility		Notes
	District	Contractor	District	Contractor	
Hardscaping and landscaping.	x		x		
Procuring, maintaining, storing, insuring, licensing, and/or securing catering vehicles.		x		x	
Procuring, maintaining, storing, insuring, licensing, and/or securing food trucks / food stands (if applicable).	x	x	x	x	Both District and Contractor may own trucks and stands.
Office computers, servers, and other electronic office equipment used in the dining services.		x		x	Contractor will provide its own technology except for local phone service and handsets, which District will provide at no cost to Contractor.
Procurement and maintenance of District ID card/one-card system.	x		x		
Procurement and maintenance of point-of-sale equipment used for dining services (registers, scales, receipt printers, and credit card readers).		x		x	Contractor will own, maintain, and program the equipment.
Phone handsets and local phone service within the dining services areas.	x		x		District provides listed equipment and local phone service. Contractor pays its own long distance and internet services.
Fire protection and suppression systems installation and maintenance.	x		x		
In-office security services and equipment, including safes, intrusion detection, and anti-theft devices.		x		x	District must approve security systems prior to installation.
Access control devices (keys, locks, fobs, cards, etc.).	x		x		Lost items will be replaced at Contractor's expense.
Timekeeping equipment and maintenance.		x		x	
Inventory moving equipment (pallet jacks, hand carts, etc.)		X		x	Equipment is owned by the District.
<b>Supplies:</b>					
Procurement and ownership of reusable smallwares (trays, glassware, silverware, plates, bowls, etc.).		x		x	Contractor will provide at its expense and own all smallwares used in the dining operations.
Procurement and ownership of non-reusable serving supplies (trays, glassware, silverware, paper and plastic products, etc.).		x		x	Contractor purchases and owns all disposables.
General office supplies used by dining services personnel.		x		x	
Cleaning, sanitation, and janitorial supplies for back-of-the-house cleaning and front-of-the-house table cleaning during meal times.		x		x	
<b>Operations/Administration:</b>					
Brand compliance and reporting (if applicable).		x		x	

**Attachment E**  
**West Valley-Mission Dining Services Financial and Operational Responsibilities Summary**

	Financial Responsibility		Operational Responsibility		Notes
	District	Contractor	District	Contractor	
Account management systems, including supply, food, and beverage inventory control; payroll; accounting; etc.		x		x	
Comprehensive liability, bodily injury, auto, and property damage insurance.	x	x	x	x	Each party provides its own insurance as required by the contract and necessary to protect its property.
Laundry and linen services.		x		x	
Business licenses and permits necessary to operate the dining services on the District's property.		X		X	
Licenses and permits necessary for Contractor to manage the dining services program.		x		x	Contractor is not responsible for any liquor licensing.
Food, beverage, and supply inventory shrink investigation and recovery activities.		x		x	
Food-borne illness investigation and remediation.		x		x	
Dining services website design, maintenance, and hosting.		x		x	Contractor designs, maintains, and owns the site.
Technological interfaces between Contractor and the District's website, student information systems, and access controls.	x		x	x	District will cooperate with Contractor's needs to establish interface.
Voice, data, and Internet usage charges, including any applicable taxes.	x	x	x	x	District provides local phone service and voice handsets. Contractor is responsible for its own Internet and long distance services and mobile phone costs.
Dining program marketing and promotional expenses.		x		x	
Set up and clean up of non-Contractor-managed District programs and events.	x		x		
Fines or penalties resulting from Contractor management of dining operations.		x		x	Applicable only to the extent the Contractor is at fault.
Damages, losses, or thefts within the dining facilities under Contractor's control.		x		x	District only responsible for losses caused by its negligence or employees.
Access control management.	x		x		
Customer satisfaction survey administration.		x	x	x	Contractor administers the survey as required by the contract. Surveys to the students or staff will be sent out by the District.
<b>Cleaning and Sanitation:</b>					
Routine and regular cleaning of front-of-the-house seating areas used for dining, including tabletops, chairs, and floors as needed during meal times.		x		x	District will provide Contractor with floor plans that identify areas that Contractor is responsible for cleaning.
After-hours cleaning of seating areas.		x		x	

**Attachment E**  
**West Valley-Mission Dining Services Financial and Operational Responsibilities Summary**

	Financial Responsibility		Operational Responsibility		Notes
	District	Contractor	District	Contractor	
Routine and regular cleaning of the following areas under Contractor's control: kitchens, storage rooms, production and prep areas, back-of-the-house hallways, offices, locker areas, and assigned restrooms.		x		x	
Routine and regular cleaning of kitchen equipment (fixed and moveable equipment, utensils, and smallwares).		x		x	
"Deep" cleaning of the dining areas (floor refinishing, carpet cleaning, etc.).	X		X		Work completed on a bi-annual basis.
Trash can placement/replacement, trash bag procurement, and cleaning/sanitizing trash cans used in the dining areas.	x	x	x	x	Contractor is responsible for trash cans and can liners in back-of-the-house areas under its control. District is responsible for front-of-the-house areas.
Trash removal from dining facilities to designated collection areas.	x	x	x	x	Each party removes trash in its areas of responsibility noted above and deposits it in the designated collection area.
Breaking down of recyclable boxes placed in the trash receptacles.		X		X	Contractor to ensure that boxes are broken down to reduce voids in the district provided dumpsters.
Compliance with SB-1383 Short-Lived Climate Pollutants	X	X	X	X	District will provide organic waste bins for diversion. Contractor is responsible for food recovery and diversion of unused organic waste as required per SB 1383.
Placement and emptying of large refuse containers (dumpsters and recycling collection bins).	x		x		
Cleaning of ceilings, ceiling fixtures, air ducts, and hood vent systems within the dining operations.	x		x		
Cleaning of exterior walls and windows.	x		x		
Cleaning of interior walls, windows, and light fixtures in back-of-the-house dining areas under Contractor's control.		x		x	
Cleaning of interior walls, windows and light fixtures in the front-of-the-house seating areas.	x		x		
Pest control inside the building.	x		x		Contractor will be responsible for any costs caused by its poor cleaning and maintenance.
Rendering service for grease removal.		x		x	
Disposal line and grease trap cleaning.		x		x	
<b>Financial:</b>					
Dining facilities occupancy costs (debt service, rent, CAM, and utilities).	x		x		

**Attachment E**  
**West Valley-Mission Dining Services Financial and Operational Responsibilities Summary**

	Financial Responsibility		Operational Responsibility		Notes
	District	Contractor	District	Contractor	
Property or other municipal occupancy taxes.	x		x		
Profit or loss from dining operations.		x		x	Unless agreed to otherwise contractually, Contractor is responsible for all operating income or losses.
Food and beverage inventory ownership, procurement, and management (including coverage of any losses, freight/delivery charges, and inventory return expenses).		x		x	
Smallwares inventory ownership, procurement, and management (i.e., china, glassware, utensils, etc.).		x		x	Contractor at its expense is responsible for purchasing and maintaining inventory at appropriate levels.
Catering equipment ownership, procurement, and management.		x		x	
Collection, holding, disbursement, and reconciliation of student meal plan funds.	x		x		
Financial commitments due Contractor's subcontractors, suppliers, or vendors for provision of services to the dining operation.		x		x	
Franchise, licensing, and royalty fees.		x		x	
Retail cash management (cashiering, collections, depositing, and reconciliations of all sales receipts).		x		x	
Credit and debit card transaction expenses.		x		x	
Accounts payables collection activities and bad debt expense for catering and retail food sales.		x		x	
Collection and payment of sales taxes when applicable.		x		x	
Dining services accounting expenses, including those related to regular reporting and auditing.	x	x	x	x	Each party is responsible for its own expenses to comply with the contract's terms and conditions.