

**MCCS CONTRACT
PROPOSAL FOR FOOD SERVICES
NORTHERN MAINE COMMUNITY COLLEGE
33 EDGEMONT DRIVE
PRESQUE ISLE ME 04769**

Northern Maine Community College (also referred to as the “College” or “NMCC”) views its dining program as an integral part of the college environment. We seek a food service provider who will partner with the College in its programmatic and educational mission. Consistent with the College’s emphasis on excellence in its academic and co-curricular programs, the vendor will be expected to provide a food service program that supports the College’s high standards. The College community will be looking for innovative offerings to enhance the health and wellness of our students, staff and the local community when they visit campus. We are seeking an organization whose personnel are highly professional, experienced and who present a program that is imaginative and creative. We believe that the excellence of the local management team is key, but do not underestimate the value of outstanding support from the corporate office.

The ideal management arrangement for dining services yields a mutual advantage to both the College and the vendor. Our aim is to provide the student with a high quality dining experience at a reasonable cost.

STATEMENT OF WORK

The following specifications will cover an agreement between the Northern Maine Community College, and a food service management company, under which the College will grant to the successful bidder, permission and right to provide the food services in the Reed Commons, college store, and catering at other campus locations and off campus locations as agreed to by the parties.

Sealed proposals for food services for the venues noted above at Northern Maine Community College will be accepted by the Director of Finance of the College until 2:00 p.m., March 8, 2019. Proposals should be mailed as follows:

Proposal for Food Services
Michael Williams, Director of Finance
Northern Maine Community College
33 Edgemont Drive
Presque Isle, ME 04769

All proposals will be submitted pursuant to the terms and conditions of this request for proposal and general specifications attached hereto and any other incorporated specifications and/or plans. Bids not received by the date and time stated herein will not be considered.

In accordance with an exclusive beverage agreement between Northern Maine Community College and Bottling Group, LLC, with its principal offices located at 52 Industrial St, Presque Isle, ME 04769 (“*Pepsi*”) provides exclusive soft drinks, fruit juices etc. to the college store. The agreement expires on August 14, 2022.

The College reserves the right to reject any and all proposals if it is deemed in its best interest to do so.

SCHEDULE

January 30, 2019	RFP advertising in papers
January 30, 2019	Request for Proposals released to vendors
February 8, 2019	Pre-proposal conference
February 15, 2019	Last day for questions from vendors
February 22, 2013	Responses to vendor questions
March 8, 2019	Proposals submitted to the College
March 8-29, 2019	Questions to vendors on their proposals
April 4-5, 2019	Site visits to vendor references, as selected by the College
April 12, 2019	Letter to first choice vendor
May 10, 2019	Negotiations completed and contract signed
July 1, 2019	Contract begins

PREPARATION OF BIDS

1. Bidder conference will be held on Friday, February 8, 2019 at 9:00a.m. At this time, bidders may seek additional information.
2. Conference will be followed by a tour of the facilities. If additional time is required, bidders may examine the Commons and plans for the college store by appointment with Michael Williams, Director of Finance. He can be reached at 207-768-2712.
3. Each bidder will furnish the information required by the bid proposal specifications. Erasures or other changes must be initialed by the person signing the bid. Bids signed by an agent must be accompanied by evidence of his authority.
4. Sealed bids shall be opened at the date and time specified. The College assumes no responsibility for delays caused by any package or mail delivery service. Proposals received after the due date will be returned unopened.
5. This bid will be for a five year contract period from July 1, 2019 to June 30, 2024 with possible extensions considered.

SUBMISSION OF PROPOSALS

1. Sealed proposals will be received for the food services described in this document for Northern Maine Community College by Michael Williams, Director of Finance, until 2:00 p.m., Friday, March 8, 2019 above. Proposals should be mailed as follows:

Proposal for Food Services
Michael Williams, Director of Finance
Northern Maine Community College
33 Edgemont Drive
Presque Isle ME 04769

All proposals will be submitted pursuant to the terms and conditions of this request for proposals and general specifications attached hereto and any other incorporated specifications and/or plans. Bids not received by the date and time stated herein will not be considered, and will be returned unopened. Faxed or e-mailed proposals will not be accepted.

2. Proposals shall be made in the name of the firm under which business is conducted and shall be signed by a duly authorized agent. The envelope must be clearly marked with the name and address of the bidder notating a response to the "Proposal for Food Services."
3. There will not be a public opening of the proposals, allowing the College time to evaluate each proposal. The College will submit questions to the bidders to clarify the college's understanding of each bidder's proposal.
4. The information contained in proposals submitted for consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The College will honor requests for confidentiality for information of a proprietary nature. Clearly mark any information considered confidential.
5. The College reserves the right to reject any and all proposals if it is deemed in its best interest to do so.

ALTERNATE BIDS OR SUBSTITUTIONS, SUBCONTRACTS

Alternate bids for items differing from the specifications must be clearly identified as alternate, fully described. Samples and/or literature, catalogues or other descriptive material of substitute items shall accompany such bids, or the alternate bid is subject to rejection.

Substitution of individual items shall be so indicated and the substitute trade named, or described.

If your company plans to use a subcontractor to fulfill any portion of the responsibilities outlined in the Request for Proposal, please identify them along with their qualifications. Describe in detail the exact role the subcontractor is to play within this contract. The College reserves the sole right to approve or reject any or all proposed subcontractors

BASIS OF CONTRACT AWARD

Award of a contract will be made by NMCC after evaluation of all bids received on each item, group or class, AS SPECIFIED, provided all terms, conditions and specifications herein or attached hereto have been met. Award will be made on an optimum buy basis for NMCC and the investment in the project for equipment and/or renovations proposed by the bidder. Price, experience and qualifications of staff assigned, work program, type of service, ability to meet specifications as well as the aforementioned investment will be considered by the committee selected to evaluate the proposals.

At the time of the opening of proposals, each bidder presumably will have inspected the sites and have read all information provided or requested. Any bidder failing to examine any form, instrument, or document shall in no way be relieved from their obligation in respect to the proposals as may best serve the interest of NMCC.

Responsive bidder must:

1. Provide general information on the company including years of experience in providing college/university dining services.
2. Provide evidence of financial capability to meet the operational requirements of the agreement by providing audited financial statements for the preceding two (2) years.
3. Present a list of five major installations of a manual service similar to the activity and service of NMCC, including:
 - a. List of contact information for each site, for reference calls;
 - b. Description of dining plan for each location;
 - c. Sales volume for each location separating board plans, catering and other dining sales.
 - d. If requested, provide at no cost to NMCC, visits by representatives of NMCC to two of the installations selected by the College.
4. Describe professional staff support provided to resident manager, such as A.D.A. dieticians, test kitchens, quality control standards, facilities planning, etc. Please outline visitation schedule for the coming year of all support administrative personnel and supervisors, their qualifications and geographic location. A resume for the Food Service Manager position must be included with the bid.
5. State its compliance with all State and Federal Fair Employment Practices and Equal Employment Opportunity regulations.
6. Provide examples of campus student food preference surveys used in the development of menus based on student satisfaction surveys.
7. Provide information on systems used to manage food production costs thereby assisting the College in maintaining reasonable board rates. Provide examples of existing programs, specifically at the colleges/universities cited in 3 above.
8. Provide pricing for the following meal plan options based on:
 - a. fixed meal prices, i.e. breakfast, lunch and dinner, or
 - b. fixed daily meal prices, or
 - c. cost plus management fee.

For each option, provide proposals for sample menus, service formats and staffing. Option a and b assume the bidder will operate as profit and loss venture. In addition, provide a proposal to promote the sustainability of the College's dining operations.

9. Provide plan of operations for the college store, including sample menu, staffing, pricing, and hours of operations. State any commission to be earned by the College.
10. Provide catering operating plan including:
 - a. Menu;
 - b. Portions/pricing for four levels of service: table linens with china, standard china/service-ware, disposable service-ware, and pick-up/carry-out;
 - c. Identify all charges for catering including linens, deliveries, handling fees (i.e. for flowers), breakage fees, and charges for lost equipment;
 - d. Typical staffing levels per customer for seated service lunch and dinner functions, receptions, and buffet service;
 - e. The process used to receive, process, affirm, and confirm catering orders;
 - f. Sample brochure/marketing piece;
 - g. Sample event planning/billing form;
 - h. Marketing plan;
 - i. State the commission to be earned by the College on catering;
 - j. Other pertinent data.
11. Provide details of capital investment that the bidder would make in the College's dining services and student center, including terms and conditions of making the investment. Include in this plan, areas the bidder would consider as additional snack bar/retail sites on campus.
12. Provide a communications plan that, at a minimum, details the following:
 - a. Type of ongoing written communication that the College will receive from the Contractor's site, district, regional, and corporate staff. Include frequency, topics, and other pertinent explanatory data;
 - b. Type and level of operational and financial results and related analysis detail that the College can expect to receive and utilize as a management tool. Respondents should be candid as to the level of detail that will be provided relative to full disclosure on all costs associated with this contract.
13. Provide a pro forma budget for years one and two for the College, providing the information for the three levels of service- meal plans for each of the options noted in 8 above, college store, and catering.
14. Provide the investment plan for renovations and/or equipment for commons and college store.
15. Provide information on the point of sale system to be used and its capabilities.
16. Proposals must remain valid during a period of ninety (90) calendar days immediately following the opening thereof in order to be considered for a contract award.

TERM OF AGREEMENT

The agreement period will be for five (5) years starting July 1, 2019.

A copy of the Maine Community College System standard contract is attached as schedule A.

The successful bidder, hereinafter referred to as the Contractor, as an independent operator, shall have the exclusive right to operate the dining facilities maintained for students at the College. The Contractor shall operate on its own credit and be responsible for all costs of operation of said dining facilities as enumerated hereinafter. The costs of said operation and the services to be rendered by the Contractor shall include but not be limited to the following:

- Complete on-site management of all food service facilities.
- Administrative, professional, financial and technical supervisory support.
- Recipes and menus planned by professional dieticians.
- Food production system (computerized or equivalent).
- Food purchase, preparation and service.
- Labor costs, personnel development and training of Contractor's employees.
- Replacement with equal or better quality of the initial inventory of china, glassware, silverware and small kitchen utensils originally furnished by the College.
- Catering of institution functions in other buildings on campus. This typically consists of providing a meal and or hors d'oeuvres to the specified location.
- Linen, laundry, paper and cleaning supplies.
- Insurance coverage, licenses and permits required for operation.
- Telephone, postage and banking expenses.
- Cleaning and housekeeping in the food preparation and service areas.
- Cleaning of dining room, tables, chairs, rugs, floors, etc.
- Cleaning of the entryway, conference room, restrooms, lounge area, etc. of the Reed Commons Dining Hall.
- Management of meal ticket monitoring system (does not include cost of meal ticket or issuing of same).
- Extermination Service.

GENERAL INFORMATION

1. The food service locations covered by this proposal are:
 - Reed Commons Dining Hall,
 - College Store / Student Center,
 - Contract dining and casual meals service,
 - Other on and off campus events as agreed to by the parties.
2. This proposal is for manual services only. Automatic vending services are not a part of this proposal. (Although if the Contractor has vending type services, the Contractor may include information in the RFP for such items).

3. Cash sales were approximately \$200,000 for the academic year 2017-2018 including the college store/student center sales, dining room cash sales, and special events.
4. The College calendar for 2019-2020 is attached. The number of service days and meals are expected to remain approximately the same.
5. Board sales for the academic year 2017-2018 were \$275,000 with an average number of 80 boarders per semester. The proposal should be based on a school year consisting of 12, 14 and 19 Meal Program. Current pricing per semester for each meal plan is as follows:
 - 12 meal plan= \$1,797 per semester,
 - 14 meal plan= \$2,093 per semester,
 - 19 meal plan= \$2,493 per semester.

In addition to this traditional model, please recommend other plan options. We are interested in commuter plans, multiple locations to purchase plan meals, employee options, etc.

6. The hours of service are as follows:

Cafeteria	Monday-Friday	Saturday/Sunday
Brunch		10:30AM-12:00PM
Breakfast	7:00 – 9:30 AM	
Lunch	11:00AM– 1:00PM	
Dinner	4:30 – 6:00PM	4:30 – 6:00PM

The hours of service are subject to change as mutually agreed upon by the College and the Contractor. Special hourly arrangements, at the request of the College shall be made for the serving of extra curricular groups where schedules do not permit to take advantage of regular service hours.

7. The College will provide the Contractor with a list of students under each meal plan option at the beginning of each term and keep this list current by notifying the Contractor of changes as they occur. A meal card method of identifying contract students is to be provided by the College using the student ID as the device to get meals at multiple locations. The College’s student and employee ID card has both bar code and RFID.
8. Service in the dining hall shall be cafeteria style. In all locations, students shall “bus” their soiled dishes.
9. The Contractor shall provide food services at all special functions, including but not limited to: teas, coffee hours, dinners for special conferences within the College, as well as conferences of outside groups that the College wishes to serve. The prices to be charged for such services shall be mutually agreed upon by the Contractor and the College in advance.

10. The Contractor shall be responsible for compliance with Federal, State, and local government rules, regulations and taxes as may affect or be involved in food services provided under contract.
11. The Contractor shall purchase from local purveyors and in-state purveyors where, when, and if quality and price of product make it possible.

INSURANCE REQUIREMENTS

Contractor will maintain adequate insurance coverage of all its operations so as to protect Northern Maine Community College, hereinafter referred to as NMCC, from any liability whatsoever arising from the operation. Furthermore,

1. Contractor agrees to obtain and keep in force during the term of the contract, Worker's Compensation Insurance on its resident staff, Comprehensive (including products) Insurance, Bodily Injury and Property Damage Liability Insurance. As required by Tort Claims Act consisting of no less than (\$1,000,000.00) one million dollars, each occurrence.
2. Contractor agrees to furnish a certificate of insurance showing that the insurance policies are carried in amounts acceptable to the College.
3. Contractor agrees that no cancellation of or changes in the coverage will be made without thirty (30) days prior notice to NMCC.
4. To avoid double coverage, College and Contractor waive any and all rights of recovery from each other for loss caused by perils defined in their respective fire, extended coverage and sprinkler leakage insurance policies.
5. In the event the Contractor shall fail to maintain and keep in force the required insurance, the College shall have the right to cancel and terminate this contract forthwith and without notice.
6. The Contractor shall obtain an umbrella policy – to cover any personal injury or property damage liability over the coverage provided under primary policies, and provide coverage amounts.

ASSIGNMENT

This agreement may not be assigned by the Contractor in whole or in part without the prior written consent of the College. The Contractor shall have no right to sublet any portion of the aforesaid dining facilities, kitchen or auxiliary storage or service areas.

CONTRACTOR RESIDENT PERSONNEL

1. All management personnel shall be thoroughly trained and experienced to the satisfaction of the College and College management shall participate in interviewing and hiring of Manager.
2. The Contractor will comply with all applicable state and federal government regulations related to the employment of personnel.
3. The Contractor shall require all of its employees assigned to duty in the College to submit to health examinations periodically, at least as frequent and as stringent as required by law, and shall submit satisfactory evidence upon request of compliance with all health regulations to the College. It is understood that the premises shall be subject to inspection by the State Department of Health.
4. The Contractor shall provide work opportunities for students in keeping with the wage scale in compliance with all labor laws.
5. The Contractor will not discriminate against any employee or applicant for employment relating to this agreement because of race, religious creed, sex, national origin, ancestry, age or physical handicap, unless related to a bona fide occupational qualification. The contractor will take affirmative action to insure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions or transfers, recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting for the provisions of this non-discrimination clause.

The Contractor shall comply with all laws, ordinances, rules and regulations of any federal, state, county, or local bureau or department applicable to said food services, the service of meals therein and the administration of food service personnel. NMCC shall cooperate with the Contractor in procuring all necessary licenses and permits requisite to the operation. The cost of such shall be a direct cost of the operation.

FACILITIES AND EQUIPMENT

1. The Contractor shall have the exclusive use of all kitchens, dining rooms, and auxiliary furniture, furnishings, dishes, utensils, silverware, and all other dining room and kitchen equipment owned by the College: adequate sanitary toilet facilities and dressing rooms for the Contractor's employees; offices with suitable furnishings for the exclusive use of the Contractor; and such heat, refrigeration, telephone and utility services as may be reasonably required for the efficient performance of the contract.
2. The College will make all repairs and replacements of facilities and capital equipment and will furnish building maintenance and repair service. At the expiration of the contract, Contractor will surrender facilities and equipment to the College in as good condition as at the beginning of the contract period, ordinary wear and tear and loss or damage by fire, flood and other perils covered by extended coverage insurance excepted.
3. An inventory of all equipment items will be taken at the beginning of the contract and kept current during the life of the contract.
4. The College has the right to inspect the food service activity and areas at any time.
5. It is specifically understood that the College may use the dining areas from time to time for such purposes (student bingo, dances, etc.) as it may desire. Appropriate set-up and clean-up will be undertaken by the College personnel at no cost to the Contractor or the Contractor will undertake the set-up and clean-up at a mutual agreed cost to the College.
6. The Contractor will also be responsible for:
 - Routine cleaning of the areas under its control and occupancy, principally the entire Commons building,
 - Cleaning of walls, windows, light fixtures, draperies and blinds,
 - Trash and garbage removal,
 - Cleaning of equipment and fixtures, and
 - Control of insects and pests in all assigned areas.
7. The Contractor will immediately report fires, unsafe conditions, thefts, and security hazards to the College. The Contractor will immediately fix and/or report any citations by local, state, or federal agencies including those identified by the College.
8. When the Contractor uses areas that are not assigned to it, pursuant to this contract, or that are not primarily intended for dining service, (e.g., meeting rooms and lounges for such purposes as catered meals, receptions, etc.), the Contractor will perform the appropriate setup and cleanup for that area. Facilities will be restored to conditions, satisfactory to the College, before the next scheduled use of the area. This includes maintenance and sanitation of the area, furniture rearrangement, and equipment and trash removal.

SECURITY

The College will provide general security to the College locations occupied by the Contractor. It is agreed that the College locations assigned to the Contractor are for use solely to fulfill the Contractor's duties, and that the Contractor will, at all times, keep College's facilities secure. In the event the Contractor is required to share premises, e.g., when a cafeteria dining room is used for other events the College will return the dining room to its standard of security during those times when the Contractor's portion of the facility is closed. The Contractor will be responsible for any loss or damage resulting from the Contractor's failure to provide adequate security under these circumstances.

The Contractor will be responsible for accounting for the location of any keys or locking devices provided to the Contractor at the onset of the contract. The Contractor will be responsible for the cost of replacement of lost keys. If the College determines that keys lost by the Contractor or its employees could compromise College security, the Contractor will be responsible for paying all costs associated with re-keying designated locations. Prior to the commencement of the contract, or at any time during the contract term, the Contractor may request the College to re-key the facilities with the Contractor paying any costs of such re-keying.

The Contractor will be responsible for immediately reporting to College security or the College's designated contact person, any break-ins or unauthorized entries into the food service areas and all property losses associated therewith. The Contractor will be responsible for reporting to the College all accidents involving its staff or customers and all disputes or behavioral incidents involving staff or patrons that occur in or around the premises.

PURCHASING STANDARDS

Food purchased by the Contractor for use at the College shall meet or exceed the purchasing specifications for each item listed below. Natural, organic, and locally grown foods should be considered preferable whenever cost effective.

Minimum food specifications follow:

- Beef and Veal - USDA Choice, except for meat used in extended dishes that may be USDA Standard,
- Pork and Lamb - USDA Grade A (#1),
- Poultry - USDA Grade A,
- Seafood - USDA Grade A,
- Eggs - USDA Grade A (Large or Medium),
- Dairy Products - USDA Grade A,
- Frozen Foods - USDA Grade A Fancy,

- Fresh Produce - USDA #1 Quality or Grade "A" Fancy,
- Canned Foods - USDA Grade "A" Fancy, except Choice may be used for cooking purposes; fruits should be packed in light syrups,
- Cheeses such as Cheddar, Swiss, and Monterey Jack shall be all natural, non-processed, when served as a prime ingredient in an entree, a sandwich ingredient, and sandwich spreads. American Process Cheese may also be served as an alternative sandwich ingredient. In addition, processed cheese may be used in some cooking or as a less expensive alternative for some non-entree foods,
- Ground Beef - USDA Standard or better, ground beef and beef patties shall be 100% all beef and fat content shall not exceed 20%,
- Veal and Pork steaks shall be solid meat portions - unbreaded and not preformed from chopped or ground meat,
- Frankfurters/Hot Dogs - maximum eight per pound, all meat, no filler. Turkey franks may be used as an alternate to satisfy certain health and ethnic diet requirements,
- Processed lunch meats such as bologna and salami shall be a quality "all meat" or a turkey product,
- Whole meat as defined for the dinner meal will include roasts, chops, chicken, etc. Fish will be an appropriate substitute for the whole meat requirement one (1) night per week. This is not intended to restrict more frequent selections of fish. Chopped formed patties, frequently called steaks, will not satisfy the whole meat requirement.

Purchase of food, supplies, and equipment shall meet requirements of the United States Department of Agriculture (USDA), Food and Drug Administrations (FDA), and National Sanitation Foundation (NSF). In the absence of grade labeling, the Contractor shall provide the College, upon request, with package labeling codes or industry accepted grade equivalent standard, to verify the minimum grades specified are being provided. In addition, the Contractor must be prepared to assure the College that all food and supply vendors meet, if not exceed, all regulatory body laws and standards.

The Contractor shall maintain rigid procurement procedures throughout the entire process purchasing, receiving, storing, and inventorying of all foods and direct supplies.

The College reserves the right to periodically inspect the Contractor's inventory of food and supplies or review invoices to ensure that purchase standards are maintained.

PREPARATION STANDARDS

The general policy shall be to limit the number of fully pre-prepared food items and to do on the premises preparation of food items and batch cooking as close to time of service as possible. Cook-to-order and progressive cooking should be the normal method of operation, staggering the preparation of food whenever possible so that nutritional value, temperature, and overall quality can be maintained during serving hours.

Recipes standardized for quality, yield, cooking procedures, serving containers and utensils, and portion size shall be used in all production units.

Leftover foods shall be kept to a minimum, refrigerated as necessary in shallow pans after each meal, properly covered, and used promptly. All leftovers that require refrigeration shall be properly chilled and stored in one location labeled and dated and served within 24 hours as an extra selection. Leftovers containing items previously frozen cannot be refrozen.

Vegetable shortening rather than animal fat must be used for food prepared on site. The Contractor is strongly encouraged to purchase food prepared with vegetable shortening. If this is not possible, then the food served must be clearly labeled as containing animal fat.

SERVICE STANDARDS

Hot foods are to be served hot (above 145 degrees Fahrenheit) and cold foods are to be served cold (below 40 degrees Fahrenheit).

All food shall be garnished for attractive presentation.

Any food appearing discolored, unappealing, or not in a proper state of freshness shall not be served, including fresh fruits and vegetables.

All board "all-you-care-to-eat" operations serving stations and bars are to be kept well stocked, clean, and fresh throughout each serving period. The last customer is to be served as well as the first customer at the meal period. All food items, other than desserts, will remain at their respective stations for a minimum of 15 minutes after the posted closing time. Desserts must remain available for a minimum of 30 minutes after the posted closing time.

Food items at the serving stations and salad bars shall be readily identifiable with attractive and individual labels.

Appropriate wrappings for grab and go foods shall be used as needed. Wrapping shall be both attractive and serviceable, and, if possible, recyclable.

Display and serving areas shall be kept clean, sanitary, orderly, and attractive at all times. Any spillage or soiled spots shall be removed promptly from counters, steam table pans, general serving and dining areas, and floors. Partially used and broken items shall be promptly removed from the serving area.

Summer Board/Conference Opportunities

The Contractor will implement a summer board contract program if residential occupancy warrants such a service or if the summer conference schedule is consistent enough to provide a regular service.

Annually, upon request, the Contractor shall provide proposed rates for summer camps/conferences to the College by September 15th for the ensuing year. If requested by the College, periodic meetings shall be held throughout the year to determine the pricing format, services desired, conference schedules, numbers, dates, desired feeding locations, and any other pertinent information.

Menus may be varied to suit the clientele (such as youth or high school athletic camps, adult groups), but the meals shall be provided with services, food preparations, and presentation at a level of quality at least equal to that of the regular academic year.

**NORTHERN MAINE COMMUNITY COLLEGE
2019-2020 ACADEMIC CALENDAR**

Fall 2019

August	26	First Day of Classes
	30	End of Add/Drop*
September	2	Labor Day (No Classes, Offices Closed)
October 14 & 15		Columbus Day (No Classes, Offices Closed Oct 8)
November	11	Veterans' Day Observed (No Classes, Offices Closed)
	27-29	Thanksgiving Break (No Classes, Offices Closed Nov 28 & 29)
December	13	Classes End
	16	Grades Due by Noon

Spring 2020

January	8	First Day of Classes
	15	End of Add/Drop*
	20	Martin Luther King Holiday
February	17-21	Winter Break (No Classes)
March	30-	
April	3	Spring Break (No Classes)
	20	Patriots' Day (No Classes)
May	5	Last Day of Classes
	7	Grades Due by Noon
	8	Graduation