

**TO: BOARD OF TRUSTEES
FROM: SUPERINTENDENT**

CONSENT COMMUNICATION NO. 21-2008/09-BS
Prepared by the Office of Vice President Business Services
for Presentation to the Board of Trustees
June 8, 2009

SUBJECT: APPROVAL OF CONTRACT RENEWAL FOR COFFEE CORNER

A. BACKGROUND

Attached is an agreement with Coffee Corner to renew the existing contract to provide AVC with espresso/beverage services for one additional year, through June 30, 2010.

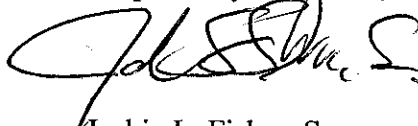
B. BUDGET IMPLICATIONS

AVC will be entitled to 20% of all gross sales, or \$650 per month, whichever is greater. During the months of December, January, June, July, and August, AVC will be entitled to 20% of all gross sales, or \$350 per month, whichever is greater. All funds generated by this agreement will go to the Cafeteria.

C. RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of the contract with Coffee Corner for coffee cart operation at AVC.

Respectfully submitted,



Jackie L. Fisher, Sr.
Superintendent/President

Prepared by:



Deborah Wallace
Vice President Business Services

Office of Business Services

Consent Communication No. 21-2008/09-BS

June 8, 2009

APPROVAL OF CONTRACT RENEWAL FOR COFFEE CORNER

Coffee Corner

42009 Silver Puffs Dr., Quartz Hill, CA. 93536
(651) 943-6196

June 1, 2009

Antelope Valley College
3041 West Avenue K
Lancaster, CA. 93536

RE: Coffee Corner Operating Proposal Renewal

Dear Antelope Valley College Board,

1. Coffee Corner (CC) will provide Antelope Valley College (AVC) with espresso/ beverage service including coffee, espresso, lattes, mochas, iced/blended espresso beverages, cappuccinos, and fruit smoothies, fruit tea smoothies, as well as blended frappe freezes. CC will/may also provide pastries, muffins, biscotti.
2. AVC will permit CC to use four feet of floor to ceiling shelf storage space in the cafeteria storage room. CC will supply the cabinet.
3. CC will have the exclusive right to serve non-automated espresso beverages.
4. CC will enter into a twelve month renewal contract with AVC upon approval from the board. At the end of the twelve month period, CC will have the option of renewal of the contract for a term to be agreed upon by both parties.
5. Upon board approval CC will continue to operate as it has since May 2007. CC will continue to support, take part, and sponsor various events and functions as we have in the past.
6. CC will pay 20% of all gross sales or \$650.00 per month, which ever is greater. AVC is entitled to review all cash register receipts and records at anytime. CC will make payment on or before the 15th of each month for monies earned as of the last day of the previous month.

Exceptions:

During the month of December, January, June, July, August CC will pay 22% of all gross sales or \$350.00 per month, whichever is greater.

Should for any reason CC be unable to pay the minimum rental amount, AVC will negotiate with CC to pay the balance.

● Page 2

June 1, 2009

7. AVC will permit CC to utilize AVC's electrical power (220/110) as well as the commissary facilities including water, ice, drainage, clean up, and any other purposes required by the Health Department. CC will be responsible for obtaining water and ice from the AVC facilities.
8. CC will meet and provide proof of liability insurance as required by AVC.
9. CC will operate in the cafeteria/commissary in the South East corner as previous vendors.
10. CC reserves the right to operate from 7 o'clock a.m. to close of campus during regular school schedule. And/or beyond stated hours and weekends for special events and functions.
11. All CC employees are prepared to submit to any background checks necessary to operate at AVC.
12. All county and local licenses/permits will be obtained prior to any operation commencing.

Thank You

Sincerely,



William and Madeline Mount
DBA Coffee Corner