



# Request for Letters of Interest

Issued 5/13/2026

Rock Valley College (RVC) is now accepting Letters of Interest for a food vendor to be located on the main campus at 3301 N. Mulford Road, Rockford, IL 61114. The location is in the Stenstrom Student Center (SSC) in the vacant space previously occupied by Subway. The selected food vendor must offer food and beverage options appropriate for the designated campus service area and campus community.

Interested vendors are encouraged to attend an optional site visit that will be held on Thursday, May 21, 2026, at 10:00 A.M.

## Vendor Expectations and Responsibilities

The College's objective is to enter into a contract with a food service vendor who will provide a variety of quality products at reasonable prices to support the campus community.

The selected vendor must provide consistently reliable services for students and staff, demonstrate professional behavior, and maintain excellent communication with the College.

Vendor staff must provide excellent customer service and a clean environment that meets the requirements of the Winnebago County Health Department (WCHD). The vendor will be responsible for all WCHD permits and insurance.

## Letters of Interest must be

- submitted on or before 2:00 p.m. on June 3rd, 2026
- in an opaque sealed envelope addressed to

Karen Kerr, Director of Business Services  
Business Services, SSB 2205  
Rock Valley College

3301 N Mulford Rd.  
Rockford, IL 61114

- plainly marked with
  - the vendor's name
  - *RLI 26-01: On-Campus Food Vendor*

**Vendors must submit the following information in their official Letter of Interest:**

- Food options
- Beverage options
- Menu inclusivity
  - Vegetarian, dairy restricted, diabetic, and gluten free options, etc.
- Pricing
- Payment methods accepted
- Discount options
- Proposed hours of operation
  - Predecessor's hours of operation: M-TH 10am-2pm
  - Similar campus food vendors' current hours: M-TH 10am-3pm
- Flexibility to adjust hours and capacity for academic calendar
- Potential for delivery of orders to staff on main campus
- Potential for online ordering and/or ordering ahead
- Organization leadership and on-site staffing plans
- Years of experience in the food services industry and in similar environments

**Timeline and Selection**

A selection committee will review all Letters of Interest that are received. A short list of applicants may be selected to meet with the committee for interviews and additional questions. After the committee has thoroughly vetted and reviewed submissions, contract negotiations will take place with the top finalist.

All vendors who submit a Letter of Interest are asked to not contact any RVC employees during the review period. The final selection is expected to be made no later than June 30, 2026. All vendors who submit a Letter of Interest will be notified after a decision is made.

The selected vendor will be expected to begin food services in time for the start of the Fall Semester, which begins August 17, 2026.