



February 25, 2014

Lorain Port Authority
319 Black River Lane
Lorain, OH 44052

Dear Mr. Novak:

Please accept this correspondence in response to your request for a proposal for a concessionaire to lease space for the purpose of providing additional services to patrons that includes hospitality and food services. Attached, please find the Spectrum plan for a concession stand that we believe will not only meet the requirements of the Lorain Port Authority but also provide a new and exciting service to the community and the patrons of the Port.

It is noteworthy to mention that in preparation of this proposal, Spectrum conducted an initial survey with known patrons that have participated in some of the previous Jet Express trips to learn of what products they would like available as they wait for boarding. In doing so, our proposal offers a diverse menu specifically designed for a variety of consumers, times and events. In addition to our regular menu, Spectrum anticipates to have a minimum of one special event per theme that will provide entertainment for guests waiting to board. In the event that it is determined that the entertainment is well received by the patrons, Spectrum will continue to offer said services.

As a not-for-profit entity, Spectrum values this opportunity to operate a concession stand as an extension of our food services program with the goal to deliver a quality product within our community while providing a much needed work experience for our students enrolled in our hospitality and food services program. As such, our focus may be different than others; it is not about profits rather it is about service delivery and meeting the needs of the patrons. As you review our proposal you will soon discover that Spectrum will offer a menu that utilizes a fresh delicatessen model with items packaged for consumption on a "to go" basis. Patrons will be offered seating in a patio like environment to enjoy their purchases while waiting to launch or for those last minute guests, the menu is designed for a quick assembly that can be taken on board.

We thank you in advance for your review of our proposal and look forward to meeting with the Lorain Port Authority to discuss this opportunity in greater detail if desired.

Sincerely,

Cheryl Weber, CEO
Spectrum Consulting Services



LORAIN PORT AUTHORITY
CONCESSION STAND PROPOSAL
SUBMITTED: February 25, 2014

Contact Information:

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EXPERIENCE AND COMPANY BACKGROUND

Spectrum Consulting Services, LLC was established in 2006 as an education management services corporation. Since its inception, Spectrum has grown into a full service education and training system that meets the needs of special populations. Specializing in servicing students with disabilities ages 3-22, ensuring that our students graduate with competitive employment skills is an essential component of our program. In 2010, Spectrum Consulting Services entered into contracts with Cutting Dynamics, Inc., to perform production line sorting and bagging duties that included specific quality assurance requirements. Spectrum is proud to report that our production department continues to maintain a 100% compliance rating that includes indicators in the areas of accuracy and piece count deadlines. Based on our production line success, Spectrum has worked with other local industries to perform a variety of off-site production work with equal results.

In 2012, Spectrum Resource Center & School, a division of Spectrum Consulting Services, began an introductory hospitality and food services program for young adults preparing to transition from school to work. Working in the student lunch program, students were responsible for completing all areas of the lunch service for over 140 students. Practicing safe food handling and preparation duties along with cooking, cleaning, and customer service skills were areas of concentration of the program. In addition, students are expected to complete coursework in health, food and nutrition, Ohio's safety on the job curriculum, and pass the Level 1 Ohio Food Handlers Course for their certification of completion as required by the State of Ohio.

Based on the success of our initial implementation of the Spectrum hospitality and food services program, it was agreed that Spectrum would re-open the café that is on site in the City Center building making a breakfast and lunch service available to the numerous staff that work in and around the building. This concept was presented to the Spectrum fundraising committee with plans to update the existing service area and renovate the space to establish a quality café. With the fundraiser taking on the startup costs of the Café, the concession stand will be afforded the opportunity to utilize the existing equipment that had been previously acquired for the café.

Although Spectrum Consulting Services, LLC does not have a long history in the food service industry, we do have a caterer on staff that oversees our hospitality and food services training program. In addition, we have our certified lunch program staff that have years of experience in meeting the requirements of both the Lorain City Health Department as well as the Ohio Department of Education, Child Nutrition Division. Meanwhile, our students are currently learning the skills necessary to open and run the café with these skills easily transferred to the concession stand operation by using a similar menu and set up. In sum, the award of this contract to Spectrum Consulting Services is much bigger than operating a concession stand. To Spectrum, this is a partnership with the Lorain Port Authority to not only fulfill the need for a concessionaire, but also to provide much needed part time temporary employment opportunities for students that typically have limited options available.

PROPOSED OPERATIONAL BUSINESS PLAN

The Lorain Port Authority concession stand will operate as an extension of the Spectrum Café utilizing a similar menu with some additional “special event” items that will be offered based on the theme of the excursion. As a result of the diverse populations served by the Jet Express and the Port Authority for special trips, it is necessary to create a concession menu that can be quickly prepared but also items that add to the overall experience of the patrons waiting to board their trip. Furthermore, the menu needs to be portable for those that prefer to take their snack on board, while others many want to relax and enjoy a bite to eat on the patio or in the park, picnic style. The food needs to be cost efficient, with the service being user friendly.

Based on feedback received from past season patrons as well as from preliminary discussions with Port Authority representatives, Spectrum would like to work with the Port Authority to identify some trips that will offer the patrons not only the concession stand features but also some entertainment that is available prior to the scheduled launch. For example, to enhance the tail gating experience for those patrons riding the Jet Express to the Cleveland Browns games, Spectrum would like to host some games and contests that can be enjoyed by the Browns fans with the goal being to get even more people involved in a true tailgating experience. For the purpose of this proposal, we have selected a few events with sample prizes that would be given out for participation or winning one of the games. (See Attachment 2) All prizes and give away items are made by the students of Spectrum as a part of their pre-vocational programming.

In order to accomplish these lofty goals for our proposed concession stand, most of the preparation work will be performed back in the Spectrum kitchen and transported using Cambro warming units certified and approved by the health department for maintaining food temperatures for 4 hours. While some on-site heating and cooking will be necessary, the majority of the menu is conducive for preparation performed at the kitchen site, then assembled and warmed/toasted on site. To assist with reducing the cost of food waste, some of the prep that was not used during the concession service will be used in the café the next morning. On any given day, over 60 Spectrum employees will pass through the café and make purchases not only to support our student services but also to enjoy a quick bite during their breaks. Since it is difficult to predict which menu items will become “fan favorites” or the volume of patrons that will make purchases at the concession stand, Spectrum needs to make sure that during the first few months of operation, the ingredients used to prepare the menu are items that are utilized in multiple ways.

To minimize set up and break down of the concession stand, many of the equipment needs will remain on site for the season or for the duration of the contract. Again, having an established food service operation that relies on transporting food to a variety of locations, we already have many of the items needed to perform the duties at the concession stand. For those items that we do not have available, Spectrum Consulting Services will work with Fast Track Auction, an on line auction site in Elyria that specializes in used food service equipment. As an established customer, upon award of the contract, Spectrum will forward the equipment list for notification of items of interest. Furthermore, upon award of the contract, Spectrum will work with the Lorain Port Authority to finish the installation of any necessary utility boxes, emergency equipment and sink which will be required for licensure.

Staffing the concession stand will be done in shifts with duties performed by students and supervised by at least one employee of Spectrum at each location. To ensure that all students gain experience in all aspects of the operation, some students will remain at the school to perform preparation duties, while others will do set up and serving, with the last group responsible for clean-up, transport, and re-stocking. Students will rotate their duties via a schedule created by Spectrum with substitute workers available for potential busy shifts or in the event a student is unable to perform their duties.

Spectrum Consulting Services, LLC is prepared to offer concession services for all Jet Express excursions as well as all Lorain Port Authority tours. In addition, Spectrum will work with the Lorain Port Authority to identify additional events that it would be beneficial for all to have the concession stand open for business. Once the completed schedule of events has been developed, Spectrum will review the schedule and work with the Port Authority to ensure that the vision of the concession stand is met.

Be advised that the last day of the fundraiser for the Spectrum Café will be held at Lorain County Community College on Saturday, May 3rd. If awarded the contract, Spectrum will advertise the opening of both the Spectrum Café and the concession stand with a marketing campaign for family and friends of Spectrum to come out and support Spectrum students and our partnership with the Port Authority. If so desired, the Lorain Port Authority is welcome to host a table/tent to promote their upcoming schedule to our attendees. We have many special guests with resource and public service tables for our attendees to view and learn about what is available in their community. Typically, our fundraiser is host to hundreds of people that attend to not only support Spectrum, but also to enjoy a day of fun for the entire family. We would welcome the opportunity to kick off our partnership with the Lorain Port Authority at this event.

PRODUCT(S) TO BE SOLD

A proposed menu is provided for your review as an attachment. (*See Attachment 4*) Please be advised that the menu has been provided as a draft and if awarded, some items may be added or deleted with decisions based on patron interest and demand.

EQUIPMENT AVAILABLE

A preliminary list of equipment to support the proposed concession stand concept is provided for your review as an attachment. (*See Attachment 3*)

PORT AUTHORITY LEASE

Spectrum Consulting Services, LLC is prepared to provide at its expense all necessary concessionaire equipment, pay for the installation fees of the HVAC system and sink, plus any contractor fees to finish the electrical if needed as well as pay the Lorain City Health Department licensing fees. In addition, Spectrum shall pay the Lorain Port Authority for the additional utility costs that will be incurred for the operation of the concession stand.

ATTACHMENT 1

FOLDABLE TABLES AND CHAIRS WITH UMBRELLAS FOR GUEST SEATING

Easily set up to create patio seating for guests during times when the concession stand is open. These table and chairs have been selected because of their small footprint and convenience for storage in the concession area when not in use. To begin, a minimum of 3 tables and 12 chairs will be purchased for use during year one.

Acadia weather resistant hardwood oiled and treated for outdoor use w/umbrella.....\$610.00/set



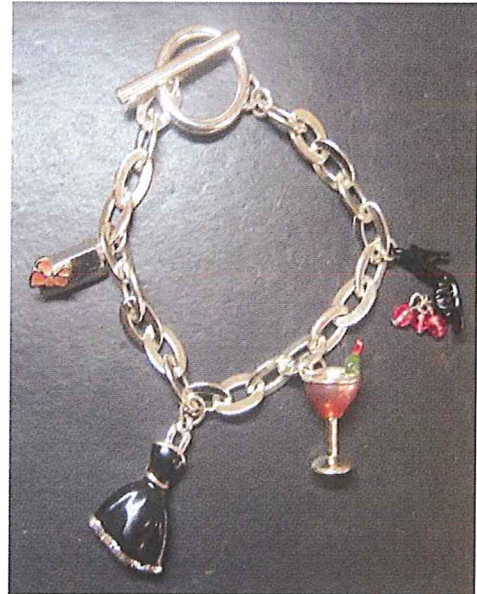
ATTACHMENT 2

PROPOSED SAMPLE GIVE AWAY ITEMS FOR CONTEST WINNERS ATTENDING PRE-EVENT ENTERTAINMENT

Designed for the Cleveland Browns



"Girl's Night Out" charm bracelet



Wine Tasting Cruise Bottle Stoppers



Class of "67" Reunion Cruise Key Ring



ATTACHMENT 3

Equipment List For On-Site Service Delivery At Concession Stand

Based upon a review of the menu and the on-site visit of the concession stand, a preliminary list of equipment that will be needed to support the proposed initiative is as follows:

1. Under Counter Mini Ice Maker
2. Refrigerator/Freezer
3. Smoothie Maker Blender
4. Coffee – Hot Chocolate Machine
5. Airpot Beverage Dispensers
6. Microwave
7. Bun Warmer
8. Cambro Food Transport Containers
9. Stainless Steel Work Stations
10. Toaster Oven
11. Toaster
12. Hot Dog Roller Grill
13. Fire Extinguisher
14. Sandwich Board Menu Display
15. Point of Sale Register with Mobile Square iPad for charge sales
16. Music player and outdoor wireless speakers
17. Outdoor tables and chairs
18. Storage cabinets
19. HVAC unit to be installed
20. Hand Washing Sink to be installed
21. Paper towel holder to be installed
22. Miscellaneous utensils and containers
23. Additional items may be necessary for special launch events

We are pleased to report that as of this date, we have received a donation from one of our student employers, Rhenium Alloys, to purchase equipment that will assist in the opening of the Spectrum Café and/or proposed concession stand. We have set-a-side this generous donation for the purchase of the outdoor tables, chairs, and umbrellas that would be assigned to the concession stand upon award of the contract. In the event that the concession stand contract is not awarded to Spectrum, the donation will be added to our current fund raiser for Spectrum Café equipment.

ATTACHMENT 4

Proposed Menu

MORNING EVENTS MENU

Layered Parfait	\$ 2.50
Fresh berries, creamy vanilla yogurt, and house made granola	
Copy Cat	\$ 2.50
English muffin, Canadian bacon, scrambled eggs, cheese	
Breakfast Burrito	\$ 3.00
Tortilla wrap stuffed with fluffy scrambled eggs, ham, & cheese	
Salsa Sunrise	\$ 3.00
Tortilla wrap stuffed with eggs, salsa, & pepper jack cheese	
Fruit Smoothie	\$ 3.50
Seasonal berries, banana, yogurt, orange juice	
Spectrum Smoothie	\$ 3.00
Chocolate, iced coffee (regular or decaf) & non-fat yogurt	
Specialty Cupcakes	\$ 1.50
Muffin du Jour	\$ 1.00
Fresh baked cookie	\$ 0.50
	3/\$1.00
Spectrum Specialty Bean Coffee	
16 oz. to go cup	\$ 1.00
Flavored Coffee	
16 oz. to go cup	\$ 1.00
Vanilla Chai Latte	\$ 2.50
Hot or iced	
Iced Tea/Lemonade	\$ 1.00
Bottled Soda	\$ 1.50
Bottled Water	\$ 1.00

AFTERNOON/EARLY EVENING MENU

Turkey Veggie Wrap	\$ 3.00	Combos.....\$ 4.50
Tortilla, smoked turkey, spinach, tomato, banana peppers, ranch dressing		
Ultimate Club	\$ 3.00	Combos.....\$ 4.50
Toast, sliced ham, smoked turkey, Swiss cheese, tomato, greens, chipotle mayo		
Baja Chicken	\$ 3.00	Combos.....\$ 4.50
Flatbread, chicken, mozzarella, lettuce, peppers, onion, honey mustard dressing		
Grilled Chicken Salad	\$ 3.50	Combos.....\$ 4.50
Fresh greens, seasonal veggies, grilled chicken, croutons, choice of dressing		
Summer Spinach Salad	\$ 3.50	Combos.....\$ 4.50
Spinach & romaine greens, diced apple, raisins, walnuts, cranberry vinaigrette		
Beer Brats	\$ 3.50	Combos.....\$ 4.50
Bratwurst, grilled onions, peppers, hoagie bun		
Fruit Smoothie	\$ 3.50	Children's Special \$ 2.50
Seasonal berries, banana, yogurt, orange juice		
Spectrum Smoothie	\$ 3.00	
Chocolate, iced coffee (regular or decaf) & non-fat yogurt		
Specialty Cupcakes	\$ 1.50	
Muffin du Jour	\$ 1.00	
Fresh baked cookie	\$ 0.50	
	3/\$1.00	
Specialty Snack Tray for 2		
Fresh fruit, cubed cheeses, summer sausage, crackers, chocolates.....		
	\$ 7.50	
Spectrum Specialty Bean Coffee		
16 oz. to go cup	\$ 1.00	
Flavored Coffee		
16 oz. to go cup.....	\$ 1.00	
Vanilla Chai Latte	\$ 2.50	
Hot or iced		
Iced Tea/Lemonade	\$ 1.00	
Bottled Soda	\$ 1.50	
Bottled Water	\$ 1.00	

ATTACHMENT 5

It is noteworthy to mention that the proposed concession stand menu will be offered at many of the scheduled events. In addition to the proposed menu, for Jet Express Launch Parties, additional theme menu items will be offered. For example, to emulate a pre-game tailgating experience for the guests attending the Cleveland Browns games, Brats, Chili Dogs, Cleveland Dog Bone Cookies will be featured. Some of the other theme based Jet Express excursions will have a specialty menu planned for guests to enjoy while awaiting boarding. Below, find examples of some of the Spectrum specialty treats that will be made in the Spectrum School kitchen and sold at the concession stand. Note: Not all specialty items are represented in this attachment. Cupcakes and cookies will be designed to match the theme of the event and made fresh as a special promotion item.

FIREWORKS SPECIALTY CUPCAKE



CLEVELAND BROWNS DOG BONE COOKIE



FESTIVAL CHILDREN'S TREAT

