



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Four Rivers Miami LLC dba Frost 321 to provide ice cream services for the Student Life Fall 2024 events in September 2024. Fiscal Impact: Estimated \$6,735.00

Presenter(s): Janice Stubbs, Vice President of Student Services

What is the purpose of this contract and why is it needed? Four Rivers Miami, LLC dba Frost 321, will provide two hours of signature ice cream service for Broward College's Fall Welcome Week, featuring an 'Interstellar' theme. This event enhances the college's engagement learning outcome by promoting social interaction and fostering a sense of belonging among students. Welcome Weeks are pivotal for students' social development, offering ample opportunities to connect, form friendships, and establish support networks. Such events facilitate the development of crucial social skills, forge lasting connections, and nurture a strong sense of community, all essential for students' holistic college experience and personal growth.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Yes, Student Life falls under Student Services which receives Fund2/Student Activities and Service Fees Allocation. This event will be paid for out of the annual allocation for Student Life Programming.

What fund, cost center and line item(s) were used? FD201, CC0507, 64500:Other Services.

Has Broward College used this vendor before for these products or services? No, we have not used this company this would be the first time.

Was the product or service acceptable in the past? Not applicable.

Was there a return on investment anticipated when entering this contract? Yes, we anticipate a return on investment. Student Life evaluates ROI through metrics such as retention rates, enhanced student experience, increased motivation, and strengthened community building.

Was that return on investment not met, met, or exceeded and how? We anticipate that the ROI will be met. According to our 23-24 data, students engaging in at least one event are retained at a higher rate than those who do not participate in events. Students who attend our events also have a higher level of course success than those who are not involved. Course success is defined as course completion with a passing grade. Although the ROI may not always be directly measurable in financial terms, the significant positive impact on student engagement and the overall student success are valuable outcome.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This directly feeds into the Social Enterprise Plan: "Increase student retention and completion or Empower Student Development- Provide A Best-In- Class Student Experience".

Did the vendor amend Broward College’s legal terms and conditions [to be answered by the Legal Office] if the College’s standard contract was used and was this acceptable to the Legal Office? The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Description:\$6735.00 Four Rivers Miami LLC DBA Frost 321 -Worktags CC0507, FD201,PG000255, BU010 (Central) BU020 (North) BU030 (South). North and South will contribute \$2,045.00 each and Central \$2645.00 towards the overall cost.

| | | |
|-----------------|---------------------------------------|----------------------------|
| 06/25/24 | CC0507 Student Life South | (\$2,045.00) |
| 06/25/24 | CC0507 Student Life North | (\$2,045.00) |
| 06/25/24 | CC0507 Student Life Central | (\$2,645.00) |
| | | TOTAL: (\$6,735.00) |

Janice Stubbs

Janice Stubbs, Vice President of Student Services




















6/5/2024

APPROVAL PATH: 12258 Four Rivers Miami LLC dba Frost 321- Interstellar Fall 2024 Ice Cream Services

 **Workflow**

 Edit View

 Add Work Item

| Stage | Reviewer | Description | Due Date / | Status |  |
|-------|------------------------------------|---|-------------------|---|---|
| 1 | Janice Stubbs | Vice President Review | |  Completed |  |
| 2 | Natalia Triana-Aristizabal | Contracts Coordinator | |  Completed |  |
| 3 | Zaida Riollano | Procurement Approval | |  Completed |  |
| 4 | Rabia Azhar | CFO Review | |  Completed |  |
| 4 | Christine Sims | Budget Departmental Review | |  Completed |  |
| 4 | Legal Services Review Group | Review and Approval for Form and | |  Completed |  |
| 5 | Board Clerk | Agenda Preparation | |  Completed |  |
| 6 | District Board of Trustees | Board Meeting | 08/20/24 08:30 AM |  Pending | |
| 7 | Electronic Signature(s) | Signatures obtained via DocuSig  | |  Pending | |
| 8 | Natalia Triana-Aristizabal | Contracts Coordinator | |  Pending | |

Purchase Order
Statement of Work
Exhibit "A"

Four Rivers Miami, LLC DBA Frost 321, will provide two hours of signature ice cream service for Broward College's Fall Welcome Week, featuring an 'Interstellar' theme. This event enhances the college's engagement learning outcome by promoting social interaction and fostering a sense of belonging among students. Welcome Weeks are pivotal for students' social development, offering ample opportunities to connect, form friendships, and establish support networks. Such events facilitate the development of crucial social skills, forge lasting connections, and nurture a strong sense of community, all essential for students' holistic college experience and personal growth.

Services will be provided for each Broward College main campus as follows:

- South Campus, September 3, 2024, from 12 pm to 2 pm at the campus designated area.
- North Campus, September 4, 2024, from 12 pm to 2 pm at the campus designated area.
- Central Campus, September 5, 2024, from 12 pm to 2 pm at the campus designated area.

Obligations of Four Rivers Miami, LLC DBA Frost 321:

Four Rivers Miami, LLC DBA Frost 321 agrees with Broward College at all times during the term of this agreement:

- a. Conduct business dutifully and in good faith and not perform any act which would or might reflect adversely upon Broward College or the, including the integrity or goodwill of Broward College.
- b. There will not be commercial auto use on BC property.
- c. Four Rivers Miami, LLC DBA Frost 321 are responsible for all liability, attendance, set-up, and break-down of equipment for the Interstellar event.
- d. All areas must be returned to the same conditions prior vendors leave campus after the event.

Support Commitment

In order to ensure the success of the efforts initiated by Four Rivers Miami, LLC DBA Frost 321 on behalf of Broward College, Broward College agrees to provide the following support in a timely manner including but not limited to:

- a. Access to designated areas on campus.
 - 1. Nort Campus – Bldg.46 Breezeway/Lawn
 - 2. Central Campus - Bldg.19 Patio/Lawn
 - 3. South Campus – Bldg.68 Breezeway/Lawn

- b. Standard disposable cups and spoons to be provided by Frost 321
Station Requirements - 8' wide x 5' deep - 1 power outlet (20 AMPS)

Compensation

Compensation in the amount of \$6735.00 (split as \$2,045.00 between North and South campus and 2645.00 for Central campus) shall be paid by Broward College to Four Rivers Miami, LLC DBA Frost 321 under the terms of this agreement.



Four Rivers Miami, LLC DBA
Frost 321
 13010 Falcon Ridge Drive
 Orlando, FL 32828
 888.640.1321
 Amy Fisher
 Direct 954.234.0102

Estimate Date: 5/13/24
 Estimate #: MIA-090524
 Event Date: Thursday, September 5, 2024
 Event Time: 12 PM - 2 PM
 Serving Time: 12 PM - 2 PM
 # Of Guests: 300
 # Of Servings: 300
 For: Broward College - Davie
 Bill to: Broward College
 Payment Method: Check

| Description | AMOUNT |
|--|------------|
| - Delivery, transportation costs, and set-up of Frost 321 LN2 Machine and LN2 Tank | 1 \$695.00 |
| - Alcohol and LN2 Certified trained Frost 321 staff members | |
| - Two (2) hours of service | |
| - One (1) hour for set up | |
| - (1) Podium and (1) Machine | |

Additional Serving time/Early Setup - \$100 per hour (2 hours service included)

Preparation and service of chef-designed signature ice creams

| Flavors | Quantity | Pricing/Serving |
|-----------------------------|----------|---------------------|
| Flavor 1 | TBD | 150 \$6.00 \$900.00 |
| Flavor 2 | TBD | 150 \$6.00 \$900.00 |
| LED Bar | 1 | \$150.00 \$150.00 |
| Customized Bar decal (logo) | | \$250.00 Optional |
| Toppings/Floater Bar | | \$1.25 \$0.00 |
| Additional Staff time | | \$150.00 \$0.00 |

*Our staff freezes the ice cream and cocktails "live" using our special liquid nitrogen process

Standard disposable cups and spoons to be provided by Frost 321

Station Requirements - 8' wide x 5' deep - 1 power outlet (20 AMPS)

| Client Information | Subtotal: | \$2,645.00 |
|--------------------|---------------------|-------------------|
| Broward College | Tax Exempt: | |
| Rachel March | | |
| 754-423-6006 Cell | Final Total: | \$2,645.00 |
| rmarch@broward.edu | | |

| Location Information | Additional Details |
|--|--------------------|
| Broward College Davie - Central Campus | Welcome Back Bash |
| 3501 Davie Road | |
| Davie, FL 33314 | |

| Timeline | |
|---------------|---|
| Setup Time: | 10:00 AM |
| Serving Time: | 12 PM - 2 PM (or until runs out whichever is first) |
| Break Down: | 2 PM or earlier if done |



Four Rivers Miami, LLC DBA
Frost 321
 13010 Falcon Ridge Drive
 Orlando, FL 32828
 888.640.1321
 Amy Fisher
 Direct 954.234.0102

Estimate Date: 5/13/24
 Estimate #: MIA-090424
 Event Date: Wednesday, September 4, 2024
 Event Time: 12 PM - 2 PM
 Serving Time: 12 PM - 2 PM
 # Of Guests: 200
 # Of Servings: 200
 For: Broward College - Coconut Creek
 Bill to: Broward College
 Payment Method: Check

| Description | AMOUNT |
|--|------------|
| - Delivery, transportation costs, and set-up of Frost 321 LN2 Machine and LN2 Tank | 1 \$695.00 |
| - Alcohol and LN2 Certified trained Frost 321 staff members | |
| - Two (2) hours of service | |
| - One (1) hour for set up | |
| - (1) Podium and (1) Machine | |

Additional Serving time/Early Setup - \$100 per hour (2 hours service included)

Preparation and service of chef-designed signature ice creams

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| Flavor 1 | TBD | 100 | \$6.00 \$600.00 |
| Flavor 2 | TBD | 100 | \$6.00 \$600.00 |
| LED Bar | | 1 | \$150.00 \$150.00 |
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| Toppings/Floater Bar | | | \$1.25 \$0.00 |
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Station Requirements - 8' wide x 5' deep - 1 power outlet (20 AMPS)

| Client Information | Subtotal: | \$2,045.00 |
|--------------------|---------------------|-------------------|
| Broward College | Tax Exempt: | |
| Rachel March | | |
| 754-423-6006 Cell | Final Total: | \$2,045.00 |
| rmarch@broward.edu | | |

| Location Information | Additional Details |
|--|--------------------|
| Broward College Coconut Creek North Campus | Welcome Back Bash |
| 1000 Coconut Creek Blvd | |
| Coconut Creek, FL 33066 | |

| Timeline | |
|---------------|---|
| Setup Time: | 10:00 AM |
| Serving Time: | 12 PM - 2 PM (or until runs out whichever is first) |
| Break Down: | 2 PM or earlier if done |



Four Rivers Miami, LLC DBA
Frost 321
 13010 Falcon Ridge Drive
 Orlando, FL 32828
 888.640.1321
 Amy Fisher
 Direct 954.234.0102

Estimate Date: 5/13/24
 Estimate #: MIA-090324
 Event Date: Tuesday, September 3, 2024
 Event Time: 12 PM - 2 PM
 Serving Time: 12 PM - 2 PM
 # Of Guests: 200
 # Of Servings: 200
 For: Broward College - Pembroke
 Bill to: Broward College
 Payment Method: Check

| Description | AMOUNT |
|--|------------|
| - Delivery, transportation costs, and set-up of Frost 321 LN2 Machine and LN2 Tank | 1 \$695.00 |
| - Alcohol and LN2 Certified trained Frost 321 staff members | |
| - Two (2) hours of service | |
| - One (1) hour for set up | |
| - (1) Podium and (1) Machine | |

Additional Serving time/Early Setup - \$100 per hour (2 hours service included)

Preparation and service of chef-designed signature ice creams

| Flavors | Quantity | Pricing/Serving |
|-----------------------------|----------|---------------------|
| Flavor 1 | TBD | 100 \$6.00 \$600.00 |
| Flavor 2 | TBD | 100 \$6.00 \$600.00 |
| LED Bar | 1 | \$150.00 \$150.00 |
| Customized Bar decal (logo) | | \$250.00 Optional |
| Toppings/Floater Bar | | \$1.25 \$0.00 |
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*Our staff freezes the ice cream and cocktails "live" using our special liquid nitrogen process

Standard disposable cups and spoons to be provided by Frost 321

Station Requirements - 8' wide x 5' deep - 1 power outlet (20 AMPS)

| Client Information | Subtotal: | \$2,045.00 |
|--------------------|---------------------|-------------------|
| Broward College | Tax Exempt | |
| Rachel March | | |
| 754-423-6006 Cell | Final Total: | \$2,045.00 |
| rmarch@broward.edu | | |

| Location Information | Additional Details |
|---|--------------------|
| Broward College Pembroke Pines South Campus | Welcome Back Bash |
| 7200 Pines Blvd | |
| Pembroke Pines, FL 33024 | |

| Timeline |
|---|
| Setup Time: 10:00 AM |
| Serving Time: 12 PM - 2 PM (or until runs out whichever is first) |
| Break Down: 2 PM or earlier if done |