



COCONINO COUNTY COMMUNITY COLLEGE DISTRICT

Addendum 1 **Request for Proposals (RFP) No. 2017-02** June 28, 2016

The following constitutes an addendum to Coconino County Community College District (CCCCD) Request for Proposals (RFP) for Campus Food Service (Lease) issued on June 15, 2016. **Offerors are reminded that receipt of all Addenda must be acknowledged on the provided RFP Offer Sheet, to be included with all proposal submittals.**

NOTE: The due date and time for submittal of proposals is herewith changed as follows:

JULY 14, 2016; ~~2:00~~4:00 PM MST

At the time shown above, proposals will be opened publicly and the submitting proposers announced. No other proposal details will be made public at that time. Attendance is optional, and all registered participants will receive a written list of all proposers following the opening. The opening will be held at CCCCCD's Lone Tree Campus, located at:

2800 South Lone Tree Road
Meeting Room No. 301
Flagstaff, AZ 86005

Campus and directional maps are available online at www.coconino.edu/contact-us. Please park in the general parking area and enter the building at its main administrative office entrance. Room No. 301 is located **behind the Campus Reception area**.

Below are questions posed by offerors to date, followed by CCCCCD's responses.

Question 1: On Page 11, Section W., **Non-Exclusivity**, states that "Cold storage beverages which compete with vended beverages shall not be permitted." Is this referring to vending, meaning that we can't put a vending machine in? Or is it stating that we would have to carry Pepsi products if we sold fountain or bottled beverages at the café?

Response: CCCCCD wishes to provide equal opportunity to its vending machine provider, as well as to its food services vendor. The vending machines currently on campus are meant to provide an option for students and staff when other options are more limited. The statement in our Non-Exclusivity Section means that identical (in brand and packaging) beverages provided in the vending machines cannot be sold by the food services vendor in direct competition with the vending machine provider. During the Pre-Proposal Conference on June 30th, the vending machines may be viewed as part of the kitchen tour.

Question 2: What is the current retail sales revenue for the most recent school year?

Response: CCCCDD does not have this data and cannot make it available. The previous vendor contract was terminated in early April, 2016. The College has historically not required the vendor to provide this kind of information, and rent has been a flat rate that is not affected by revenues.

Question 3: What is the current catering revenue for the most recent school year?

Response: CCCCDD does not currently separately track catering service revenues in its budget, but rather meeting supplies are lumped together and food/beverages cannot easily be extracted. However, even if we could provide this information, it could be misleading to proposers. This contract will not offer a guarantee of catering services from the selected food service provider, and the College may choose to obtain catering services from other sources. Should the food service provider offer catering services that can meet the various needs of College departments, there will likely be more catering services requested. It will really depend upon the food service provider and options they can offer.

Question 4: Do you have a staffing schedule with estimated hours and pay rates for the most recent school year?

Response: No, we do not have this information available. Food service providers have not been required to share this information with the College in the past.

Question 5: Can you provide 3 years of historical data for café revenue and catering spend?

Response: No. See also the responses to Questions 2 and 3, above.

Question 6: Of the student population mentioned, how many attend the South Lone Tree Campus?

Response: CCCCDD's unduplicated student headcount for the Lone Tree Campus last year was as follows:

2,756 students for Fall Semester 2015

2,421 students for Spring Semester 2016

Additionally, the College has about 375 employees that work at this Campus.

Question 7: Who is the current vendor?

Response: There is no current vendor. The last vendor's contract was terminated in early April, 2016. That vendor was Café 7 ate 9.

Question 8: Can you provide the current menu and pricing for café/catering/vending?

Response: There is no current menu or pricing available. The last vendor to provide this service posted menus via displays in the café and no printed menus were made available. The College has no documentation it can provide.

Question 9: Is the monthly \$500 lease a requirement or is this a negotiable item?

Response: This amount is a minimum rent requirement intended to offset the College's costs of utilities, equipment maintenance/repairs, and other kitchen operational costs incurred by the College. Proposers may offer a higher rent, but \$500 is the minimum.

No additional commissions or other fees are expected from the contracted vendor, unless they propose to pay these to the College as part of their proposal.

Question 10: Can the College provide an equipment list along with the age of each piece?

Response: This information will be covered at the Pre-Proposal Conference.

Question 11: Will the College provide the POS system?

Response: No, the contractor must provide their own system to meet this need.

End of Addendum No. 1

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