

Howard Community College

RFP: Food Service

Bid Number: 12P-011

RFP Opening Date: March 2, 2011

ADDENDUM No. 1

This addendum incorporates the minutes from the pre-proposal conference held on February 10, 2012 at 10:00 a.m.

In attendance for the college: Elizabeth Moss, Director of Procurement; Arla Webb, Director of Auxiliary Operations; and Tim O'Mara, consultant.

The College is inviting proposals from qualified food service firms to provide manual food service and catering services for the campus.

A few key dates and points that were emphasized:

The RFP document and the price proposal spreadsheet are located on the procurement page of the website. The documents are packaged separately, so it is important to open each link.

Signed and Sealed proposals must be received in the Finance office by **2:00 pm on March 2, 2011**. Late proposals will not be accepted. Proposers are required to use the RFP label that is included in the RFP documents. Parking is quite limited on campus. Each proposer needs to plan for adequate time for delivery.

All questions are to be submitted to the Director of Procurement in writing by no later than 10:00 a.m. on February 24, 2012. Answers will be issued as addendums through the College's solicitation page. It is the responsibility of each proposer to ensure that they have received all addendums. Receipt of each addendum must be indicated on the appropriate form.

The Director of Procurement is the sole point of contact on this solicitation. No one else at the College may be contacted about this solicitation until after award has been made by the proper authority. This includes all employees working at the College for the incumbent vendor. Failure to comply with this requirement could result in disqualification. It is the intention of the College that a recommendation for award will be presented to the Board of Trustees at the April meeting. A Notice to Proceed will be issued after this date.

Discussion of the scope of work

Services shall be provided on the main campus excluding the Children's Learning Center, the Athletic and Fitness Center, and the Hickory Ridge Building. Vending services are also not included in this solicitation.

The main food service facility is located in the Rouse Company Foundation Student Services Hall (RCF), and a satellite service exists on the 2nd floor of the Science and Technology Building.

Café on the Quad

Café on the Quad is a food court and the primary food service facility on the campus, serving the entire College community. The Café is designed as a retail food service operation, serving breakfast, lunch and dinner Monday through Thursday, and breakfast and lunch on Friday, during the academic year.

Starbucks

Starbucks is a large kiosk located between the Café on the Quad serverly and dining area. The Starbucks license is held by the current operator. The College requires the new contract to continue in the same manner with the Starbucks license held by the Contractor.

Simply to Go

Simply To Go, the satellite operation, is located on the 2nd floor of the Science and Technology Building, across from the library. It offers a variety of beverages, grab and go pre-made sandwiches, salads and snacks. This is the newest food service operation on campus, opening in the spring term of 2011.

Catering at the College is a large, complex, and important operation. There are approximately 600 to 700 catered events each year. Catered events occur at numerous locations throughout the College campus, including the 4th floor of the RCF, which consists of RCF 400, RCF 401, and the lobby. The Contractor shall provide food and beverage catering services for the College and off-campus group events, including celebrations, banquets, commencements, orientations, receptions, refreshment service, conferences and seminars, and picnics. The College shall control the space commitment and scheduling of authorized catered events.

Questions:

Q1. How long has Sodexo been operating food services for the College?

Sodexo has been operating under the current contract with the College since 2000.

Q2. Why has the College issued a new solicitation for these services?

The solicitation has been issued because it is time to re-solicit under the procurement requirements of the College.

Q3. Is the College running on a P&L and not a fee?

The College would like to correct the response provided at the pre-proposal. The College is not on a P&L, it is a fee contract.

Q4. Is there a MBE participation requirement?

The College has general MBE goals for all procurements. There is not a specific MBE requirement or goal for this solicitation.

Q5. Will the MBE participation be taken into consideration in the evaluation in any way?

The MBE form must be completed and submitted with the proposal. Whether or not a proposer meets a certain level of MBE participation will not be considered within the evaluation process.

Q6. Does the service contract generate any revenue for the College?

No. The College is subsidizing the service.

Q7. What is the current subsidy?

The College declines to provide this amount.

Q8. How does the subsidy work if the College is working off of a P&L?

Please see the response provided to Q3.

Q9. Will two separate contracts be awarded, one for catering and one for food service?

The primary focus of the solicitation is the food service. The catering included within the solicitation is for an exclusive contract only in the RCF building. As a result, the College does not anticipate awarding multiple contracts.

Q10. RCF is the only building that is exclusive for catering under the awarded contract?

Correct. As stated in the RFP, the RCF building and the quad are the only areas that are under the exclusive catering contract, although catering events can happen in other locations. All catering requests are coordinated through the College.

Q11. How many Sodexo employees are currently staffed at the College?

There are 20 employees.

Q12. Is it possible to provide a current catering menu?

A menu has been attached to this addendum.

A site visit immediately followed.

Issued on February 15, 2012.

Howard Community College:

<u>Item</u>	<u>2011</u>	<u>2012</u>
<u>Beverages</u>		
Coffee Tea and Decaf	\$1.29	1.35
Starbucks Coffee	\$2.39	2.39
Juice	\$1.29	1.35
Bottled Juice	\$1.79	1.85
Sodas	\$1.09	1.15
Bottled Soda	\$1.79	1.85
Punch and Lemonade	\$0.89	0.95
Iced Tea	\$0.89	0.99
Hot Cocoa	\$1.29	1.35
Cider	\$1.29	1.35
Sparkling Cider	\$1.79	1.85
1/2 Pint Milk	\$0.89	0.89
Bottled Water	\$1.69	1.69
<u>Breakfast Items</u>		
Bagels,with cream cheese, ect	\$2.39	2.39
Mini bagles	\$1.19	1.19
Lg Muffins	\$2.09	2.15
Mini Muffin	\$1.39	1.45
Lg Danish	\$2.09	2.15
Donut Holes	\$1.29	1.35
Donut	\$1.29	1.35
Coffee Cake	\$1.89	1.95
Fruit	\$2.59	2.65
Tea Bread	\$2.09	2.15
Scrambled Eggs	\$2.29	2.35
Bacon	\$1.39	1.45
Sausage	\$1.39	1.45
French Toast	\$2.39	2.45
Pancake	\$2.39	2.45
Waffles	\$2.39	2.45
Home Fried Potatoes	\$2.29	2.29
Yogurt	\$1.89	1.89
Cereal	\$1.19	1.25
Breakfast Casserole	\$6.39	6.39
<u>Lunch Items</u>		
Wraps	\$6.49	6.49
Finger Wraps	\$4.39	4.39
Pizza, 2 Slices	\$4.49	4.49
Pizza, Whole	\$13.99	13.99
1/2 Sandwiches	\$4.39	4.39
Tossed Salad	\$2.29	2.35
Caesar Salad	\$3.19	3.25
Grilled Chicken Caesar Salad	\$6.49	6.55
Marinated Green Pepper and Beef salad	\$6.49	6.55
Cole Slaw	\$1.39	1.45

Potato Salad	\$2.39	2.39
Pasta Salad	\$2.39	2.45
Soup	\$2.49	2.55
Rolls and Butter	\$1.39	1.45
Bread Sticks	\$1.39	1.45
Box Lunches	\$8.89	8.99
Meat Lasagna	\$8.49	8.55
Vegetable Lasagna	\$8.49	8.55
Grilled Cheese	\$3.19	3.19
Macaroni and Cheese	\$2.29	2.35

Desserts

Cookies	\$1.29	1.35
Brownies	\$1.29	1.35
Blondies	\$1.29	1.35
Lemon Bars	\$1.79	1.85
Cake Slices	\$2.89	2.99
Sheet Cake	\$2.89	2.89
Cupcake	\$1.39	1.45
Pie	\$2.89	2.89
Mousse	\$2.39	2.45
Fruit Crisp	\$2.89	2.45
Ice Cream Bars	\$2.59	2.65
Fancy Mini Desserts	\$2.39	2.45
Ice-Cream Social	\$4.39	4.45
Crème Brulee	\$3.09	3.55
Chocolate Covered Strawberries	\$2.59	2.65

Other Items

Veggies and Dip	\$2.89	2.95
Cheese and Crackers	\$3.69	3.75
Cheese and Fruit	\$4.19	4.25
Brie in Bread Boule	\$3.50	3.75
Nachos,cheese,salsa,guac	\$3.59	3.65
Chip	\$1.09	1.09
Pretzles	\$1.09	1.09
Meatballs	\$4.39	4.39
Spring Rolls	\$4.39	4.39
Wings Celery and Blue Cheese	\$5.49	5.55
Potato Skins with Cheese and Bacon	\$3.59	3.65
Hot Dog	\$2.79	2.79
Hamberger	\$4.39	4.39
veggie Burger	\$4.39	4.39
Deviled Eggs	\$1.59	1.65
Quiche Lorraine	\$4.89	4.89
Spinach Quiche	\$4.89	4.89
Broccoli and Cheddar Quiche	\$4.89	4.89
Mozzarella Sticks	\$4.29	4.35
Whole Fruit	\$2.19	2.19
Curly Fries	\$2.19	2.25
Chicken Tenders	\$4.39	4.45
Salad Bar	\$6.39	6.45

Salad Bar with Chicken and Tuna	\$10.59	10.65
Chicken Stir Fry Over Rice	\$7.19	7.55
Granola Bar	\$1.59	1.65
Hot Crab Dip w/Pita Points	\$3.39	3.45
Hot Artichoke Dip w/Small Rye Rounds	\$3.39	3.45
Taco Bar	\$8.49	8.55
Mini Quiche	\$2.09	2.15
Gyros	\$5.25	5.55
Chili Bar	\$3.25	3.45

PRE BID ATTENDEES:

BID/RFP 12P-011 Food Service

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