

**Howard Community College**

RFP: Food Service

Bid Number: 22P-003

RFP Opening Date: March 16, 2022

**ADDENDUM No. 1**

This addendum incorporates the minutes from the virtual pre-proposal conference held on February 24, 2022 at 10:00 a.m.

In attendance for the college: Domonic Cusimano, Director of Procurement; Dewey Grim, Director of Auxiliary Services; and Shelly Bilello, Auxiliary and Capital Programs Administrator.

The College is seeking proposals from firms to provide manual food service and catering services.

A few key dates and points that were emphasized:

The RFP document and price workbook are located on the procurement page of the college's website. The documents are packaged separately, so be sure to open each link.

Signed bid responses must be received via BidLocker by **2:30 pm on March 16, 2022**. Late proposals will not be accepted. Each proposer needs to plan for adequate time for delivery, including taking into account registration time with BidLocker and upload time.

All questions are to be submitted to the Director of Procurement in writing by no later than 10:00 a.m. on March 7, 2022. Answers will be issued as addenda through the College's solicitation page. It is the responsibility of each proposer to ensure that they have received all addenda. 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. 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 in May. A Notice to Proceed will be issued after award. Firms should note that the solicitation is still considered in process until this time, even if their firm has not proceeded to a particular phase.

Discussion of the scope of work

The selected firm shall provide manual food services and catering on the main campus, excluding the Athletic and Fitness Center, and the Hickory Ridge Building. Beverage 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). Additionally, the 2<sup>nd</sup> floor of the Academic Commons has an outcove which contains two "smart vending" machines and a coffee kiosk, as well as several vending machines currently operated by the college's beverage pouring vendor and snack food vendor.

### **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 dining room and kitchen are part of the Café. The Café is designed as a retail food service operation, serving breakfast, lunch and late afternoon meals Monday through Thursday, and breakfast and lunch on Friday, during the academic year. The Café has seven distinct service areas; deli/grill, sushi, daily entrees and side dishes, pizza/Italian, grab and go, salad bar, and beverage/snack. The sushi and pizza are each subcontracted out with local providers. The College would like to continue this arrangement, or have a similar arrangement, under the new contract. The College is open to innovative and creative food service and delivery solutions. (food court, vending, grab & go, etc.)

### **Starbucks**

Starbucks is a large kiosk located between the Café on the Quad service and dining area. Starbucks and Café on the Quad share the common dining area. This outlet offers a variety of coffees, cappuccinos, espressos, lattes, and Tazo teas, as well as fresh muffins, pastries, and cookies. Its prominent location makes Starbucks a very popular spot for a quick beverage or snack.

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. However the College is open to exploring operations and licensing. Please note that per the license agreement, Starbucks may require renovations to furniture, fixtures, and equipment, which may affect operations for a period of time. The approximate cost of the renovations is \$50,000, which will be paid directly by the college.

### **Smart Vending Machines**

In Fall of 2019 “Smart Vending” machines and a coffee kiosk were installed in the newly renovated Academic Commons building. These machines and coffee kiosk served as a replacement for the former “Simply to Go” satellite café and were filled, managed and maintained by the Contractor. The items served in the smart vending machines include the same types of grab and go items served in the main café for breakfast and lunch, including, but not limited to, cereal, sandwiches, salads, and milk. The College would like to continue this arrangement under the new contract, but is open to alternative proposals regarding operations of this space.

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 4<sup>th</sup> floor of the RCF, which consists of RCF 400, RCF 401, and the lobby. RCF 400 seats 140 guests at tables and RCF 401 seats 60 at tables.

In addition to the base scope of work, the college is requesting two additional alternates. First, a proposal and pricing for alternative dining service operations which include changes to all current practices, including, but not limited to: hours of operations, menu items, meal times, third party branding (including third party restaurants operating on campus), and dining area layout (keeping in mind equipment/fixture restrictions). It is expected that any alternate proposal will either eliminate or significantly reduce any college subsidization of dining services operations.

Second, the College is requesting information on respondents' ability to provide snack food vending services on the College's campus. The College shall determine whether to proceed with any additional alternates prior to contract execution.

Questions:

*Q1. Who is the incumbent vendor?*

There will be reasonable parking accommodations for the awarded contractor, regardless of student presence on campus. There will also be room for the contractor to place dumpsters.

*Q2. Besides the smart vending machines and coffee kiosk, are there vending machines on campus or is that something you're looking for the provider to add?*

Yes, there are snack food vending machines and beverage vending machines on campus, each serviced by a separate vendor. The College is interested in the possibility of consolidating snack food vending with the food service contract in order to have snack food vending machines handled by the food service vendor. If the awarded food service vendor were to take on the campus snack food vending, it is expected that the awardee would install their own vending machines in similar locations as the current vending machines.

*Q3. Will the site visit be only opportunity to see the campus spaces described in the RFP?*

The site visit is the only opportunity for a guided tour of the relevant spaces and the opportunity to see non-public spaces such as the kitchen. That being said, prospective respondents are welcome to visit the campus of their own accord and view all publicly accessible spaces at their leisure. Please note that while it is an open campus, masks are required indoors at this time.

*Q4. Where on campus will the site visit be held?*

The site visit will begin in the Café on the Quad. Dewey Grim, the Director of Auxiliary Services, will meet attendees at the main entrance to the café.

*Q5. How has the Covid pandemic affected sales?*

At its height, the pandemic resulted in only a third of the usual foot traffic on campus while operations were active. Sales were affected accordingly. As the college has increased the on-campus presence of students and staff, sales have increased. The College is currently fully open and operating normally aside from masking requirements. See section 1.4 of the RFP for revenue over the last three full fiscal years as well as information regarding operational shutdowns in response to the pandemic.

*Q6. Is the school fully open? Are employees teleworking?*

Yes, the college is fully open. At the beginning of the pandemic, the college greatly expanded telework options for employees. As the college moved back toward normal operations with classes being held primarily in-person, employee telework has reduced. It is anticipated that the college's telework policies and amount of telework will shift back toward pre-pandemic levels in the coming months.

Issued on March 2, 2022.

## Pre-Solicitation Conference Attendees

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