



RFP 3479-6 ADDENDUM #1 & ACKNOWLEDGMENT

Description: Food Service Operator
RFP #: 3479-6 Addendum #1- Questions & Answers
Date: February 4, 2021

The following clarifications, changes, additions or deletions for this project shall be made to the above-mentioned RFP; all other conditions shall remain unchanged. The Addendum supersedes current conditions shown in the RFP document. This Addendum forms a part of the Contract Documents and modifies them as follows:

QUESTIONS and ANSWERS

No further questions will be answered.

Below are responses to the questions that were received regarding this RFP. If your question(s) was not specifically answered it may be because it was not pertinent to your ability to respond to the RFP; did not address what was requested in the RFP; was similar to a question previously asked; was information that only the successful proposer will need and will be provided when they start working on the project; and/or the answer is already contained in the RFP package or available on our website.

Please note the questions are in black, with the response following in blue. When possible wording for each question was kept in the same format as received but may have been edited to provide clarity. Questions may be placed in a different order and renumbered. Responses to questions received are as follows:

Q1. In Section 1.5 you have a link under Strategic Partnerships. Do you have updated Strategy's for 2021 and beyond that you can share.

A1. [At this time this is the most up-to-date document available outlining MCCCDC Strategic Commitments.](#)

- Q2. Section 2.1, Bookstores questions:
1. Who is the current vendor?
 2. What is the current financial setup for the bookstores? P&L or Management Fee?
 3. Can you share 2019-2020 finances from the bookstores by location?
 4. What level of service do you currently have? Books and Apparel or just one or the other?

- A2.
1. Follett Higher Education
 2. P&L
 3. Please refer to MCCCCD RFP 3480-6, Districtwide Bookstore Operations. A copy may be downloaded here: <https://procurement.maricopa.edu/bid-opportunities>
 4. Textbooks and Apparel

- Q3. In the Scope of Work the following locations are excluded from the Food Service Management Contract:

- Gateway Community College & Estrella Mountain
- Rio Salado College
- Phoenix College & Scottsdale Community College

Are there any services that the food service contractor will be responsible for at these locations? If yes, what are those services?

- A3. Correction; Gateway Community College, Estrella Mountain, Phoenix College and Scottsdale Community should be included in your bid for food service. Catering should be included as well.

- Q4. In the Scope of Work re: Capital Improvements, MCCCCD states it will have no obligation of repayment for capital improvements beyond one year but also talks about amortization within the contract terms: *“Any capital improvements to the facilities undertaken by the Contractor become the property of MCCCCD. All capital improvements approved and undertaken as part of the Contract must be fully amortized within the term of the contract, the contract must be able to be cancelled with no obligation for repayment of capital improvements beyond one year”*

Can you please clarify this section? Will amortization be allowed over the 5-year term or is the expectation that any capital is amortized over 1 year?

In addition, is the intent to only reimburse the contractor for 1 year of un-amortized capital should the contract be terminated?

- A4. Capital improvements will be amortized over a 5-year span. If the contract expires or is terminated by MCCCCD for cause, or if the contract is cancelled for convenience by the contractor, repayment of unamortized capital expenses will not be reimbursed.

Conversely, if MCCCCD terminates the contract for convenience or the contractor terminates the contract for cause, MCCCCD will be responsible for the repayment of unamortized portion of the capital expenses.

- Q5. Can you please provide the following from Attachment B?
- a. Are these the same hours that are currently in process for 2020-21 academic year?
 - b. Can you provide 2019-20 academic year revenues?
 - c. Can you provide 2020-21 academic year revenues, Year to Date?

- A5. a. No, currently with only three locations operating and their hours of operation are 8:00 AM through 1:00 PM. We anticipate normal hours of operation for the fall semester 2021.
- b. Values are FY 2019-2020

Coffee Shop Sales	\$13,490
Café Sales	\$69,635
Catering Sales	\$44,420
Total Sales	\$127,545*

*All campus cafés were closed March and does not include any revenue for 3 months

- c. Values are FY 2020-2021 Thru December 31, 2020

Coffee Shop Sales	\$0
Café Sales	\$25,148
Catering Sales	\$0
Total Sales	\$25,148

Note: Estrella Mountain, Glendale and Gateway Community Colleges are the only sites open for food service.

- Q6. Can you please provide any updated information from Attachment C?
- Q1. Hourly Pay Rates: Are there any updated salaries for each position?
 - Q7. Food Van's: Would the new contractor have use of these Two Van's?
 - Q15. Subsidy: Can you please provide the updated 12-month subsidy spend you paid to your current food service provider?
 - Q18. Vending Machine: Can you provide updated sales for the last 12 months for each campus?
- A6. a. No, the most recent values are listed in Attachment C of the RFP.
 b. The aforementioned vans are owned by the current contractor. Use of MCCCCD vehicles will not be possible due to insurance requirements.
 c. FY 2020-2021 \$442,580.00
 d. No, at this time vending is not included in this RFP but will be addressed with a later RFP.
- Q7. Can you provide updated enrollment numbers for each campus for the following timeframes? It appears that the Fast Facts link in the RFP is not pulling Data for these timeframes.
- Fall 2019
 - Spring 2020
 - Spring 2021
- A7. The enrollment numbers for the last 10 years of enrollment along with Spring Semester 2021 are available to review and download as supporting documents on our Bid Opportunities webpage here: <https://procurement.maricopa.edu/vendors/bid-opportunities/3479-6>
- Q8. Which MCCC campuses are currently opened for F(ood)&B(everage) operations in the district?

A8. Estrella Mountain, Gateway and Glendale Community Colleges

Q9. Does the MCCCCD have an opening plan for Fall Semester 2021 that you can share?

A9. The anticipation is that all colleges will be open Fall Semester 2021 but the current public health situation at that time will factor into that decision.

Q10. Is the contractor responsible for cleaning any areas outside of the service area, i.e. dining room/seating areas?

A10. No, campus housekeeping will be responsible for cleaning outside of the service area.

Q11. Is the contractor responsible for garbage removal from the dining room area?

A11. No, campus housekeeping will be responsible for the removal of garbage from the dining room area.

Q12. Are the current associates covered by a bargaining unit agreement and if so, can we receive a copy?

A12. No, they are not covered.

Q13. During the formal interview process for the RFP, will we have the opportunity to present in front of the key decision makers?

A13. Any interviews will be conducted in front of the evaluation committee who will be responsible to determine the proposer recommended for award.

Q14. Can we get a copy of the current price guide for both cafeteria and catering?

A14. Both are available to review and download as supporting documents on our Bid Opportunities webpage here: <https://procurement.maricopa.edu/vendors/bid-opportunities/3479-6>

Q15. Do you currently subsidize the incumbent in anyway? Will you provide a subsidy if needed in the new RFP? If yes, can you provide a budget or range allocated for the program?

A15. Yes, we currently subsidize the incumbent. While it would be the intention of MCCCCD to not provide a subsidy, we do recognize the possibility of having to do so. MCCCCD will work with the contractor to ensure the contract is mutually beneficial to both parties.

Q16. Can you provide the most recent sales breakdown by station from the last pre-Covid full semester?

A16. Fall Semester 2019

Coffee Shop Sales	\$ 128,746.89
Café Sales	\$ 1,487,206.48
Catering Sales	\$ 285,823.56
Total Sales	\$ 1,901,776.93

Q17. Can you provide the most recent sales breakdown by meal time from the last pre-Covid full semester? (i.e.- breakfast, lunch, dinner, weekends)

A17. This information is not available at this time.

Q18. Outside of the locations that exist in the RFP plus vending, what other food options are available for students on campus?

A18. There are no other food options available with the exception of establishment of community food pantries by select colleges. To date, South Mountain CC is the only operational pantry as the COVID-19 pandemic interrupted colleges' decision making process on adding a pantry or not. Information about SMCC pantry may be found here:
<https://www.southmountaincc.edu/events/2021/st-marys-mobile-food-pantry>

Q19. Will you entertain a bid that proposes alternate service times other than what's currently being provided?

A19. Yes, as long as the schedule coincides with campus hours.

Q20. Can you provide full floor plans and photos of every café and coffee shop?

A20. Photos are not available. Floor plans are posted and available to review and download as supporting documents on our Bid Opportunities webpage here:
<https://procurement.maricopa.edu/vendors/bid-opportunities/3479-6>

Q21. Do you have an existing plan for the campus card you reference in the RFP? If so, can you share details on this along with any 3rd party integrations that would be asked of the next service provider to be compliant?

A21. Presently, there are no plans being considered.

Q22. Do you offer meal plans to the students today? If so, can you share what they are and the statistics from the last 2 years on purchase and usage history?

A22. No, we do not offer meal plans to students presently.

Q23. When will it be expected that catering events resume and the service provider should allocate staff to support onsite events again?

A23. We are anticipating Fall Semester 2021, however this target is fluid with the onset on COVID-19.

- Q24. It appears there are 9 or so locations called out in RFP that need service. Will they all return to campus??
- A24. The intention is for them to return to campus by Fall Semester 2021, but may change due to the community health situation at that time.
- Q25. When are they planning return to campus? Will it be 100% or partial return? If partial, can you provide your return to campus plan as it stands today?
- Could you be specific or rank in order of priority on which of the 9 locations you would like activated first as a part of your return to campus plan?
 - Do you expect all 9 locations to return at the same time?
- A25. We are anticipating a full return Fall Semester 2021, if the community health situation allows. All nine locations will return at the same time.
- Q26. Is Maricopa Community College looking for their future food program to include partnerships with local businesses? Is important to ensure a % of the program is giving back dollars directly to the local community?
- A26. No, not at this time however there could be a possibility at a later date.
- Q27. How do I schedule site visits to see the locations serviced in the RFP?
- A27. Due to the wide community of Covid-19 locally, no on-campus facility tours may be scheduled at this time. Individual college restrictions may also impact areas as certain buildings on campus which house the food service areas are closed. If the building that houses the food service area at the campus is open, you may view into those areas from any public space. If you choose to do this please email the date and approximate time of your visit to: larry.woo@domail.mariopa.edu and we will notify the campus public safety so they do not view your visit as suspicious in nature.
- If the level of community spread drops, MCCCCD may re-evaluate the feasibility to schedule tours. If your proposal is selected as a finalist you will have an opportunity to inspect the facilities prior to a finalized contract being agreed upon.

Fill out, sign and return the following page and include it in your proposal under Tab 7

RFP 3479-6 Addendum #1 Acknowledgement

Please fill in the requested information below as acknowledgment that you have received this addendum as noted above and include this page IN YOUR PROPOSAL when it is submitted.

Name of Firm: _____

Address: _____

Fax #: (_____) _____ Tel. #: (_____) _____

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

E-Mail: _____

End of Addendum #1