

ADDENDUM
March 30, 2020

ADDENDUM NO. 3 TO ALL OFFERORS:

Reference – Request for Proposals: RFP# UCPUMW 20-1124
Date Issued: March 3, 2020
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: April 20, 2020; 2:00 p.m.

This addendum consists of four (4) pages, inclusive of Attachment A.

The purpose of this Addendum is to 1) answer questions received, and 2) identify pre-proposal conference participants:

I. Questions from Offerors

1. **Question:** What is the current food recovery process provided by the incumbent for Fredericksburg area outlined in section 11 on page 18?

UMW Response: This is a new item for UMW involvement. The University is not aware of any food recovery efforts/process currently being done by the incumbent.

2. **Question:** What were the commission dollars provided in FY18 and FY19?

UMW Response: Commission dollars provided for FY18 were \$16,387.62; for FY19, the amount was \$21,145.81.

3. **Question:** What was the commission % in 2018, and 2019?

UMW Response: The commission percentage for 2018 and 2019 was 18% and 20% respectively.

4. **Question:** In previous years 2018, 2019 beyond vending commissions, what other benefits did your current provider provide University of Mary Washington? Scholarship monies, marketing monies etc.? Were there any product donations that were included as part of the program?

UMW Response: There were no required product donations as part of the program, nor where there monies of any type provided by the current provider.

5. **Question:** In previous years what were the commission dollars used for from the snack vending program?

UMW Response: The commission dollars are applied to the University's general fund, and are not earmarked for a specific use.

6. **Question:** Per the RFP in section B #4b on page 7, it references a list of alternative offerings for vegan, gluten free, sustainable and other healthy foods. What products provided by your current vendor have they included in your current program that meet this criteria?

UMW Response: The current contract does not require vegan, gluten free, or sustainable foods.

7. **Question:** Per the RFP in section B #4k it references thoughts on use of vending machines for school supplies. How has your current provider addressed this recommendation within the current program? Who buys the school supplies? Who collects the revenue?

UMW Response: The process for the stocking and collection of revenues by the Vendor for snacks is the same for supplies.

8. **Question:** What is the projected student population % increase year to year moving forward in 2020 and beyond?

UMW Response: Forward projections are unavailable. However, enrollment history for fiscal year's 2016, 2017, and 2018 is provided as follows:

2018 = 4,727; 2017 = 4,808; 2016 = 4,726

9. **Question:** In a perfect world what would your vending program look like? What would need to change in your current program to attain your perfect world?

UMW Response: Offerors are referred to UMW vending program requirements as specified within the RFP.

10. **Question:** Currently what feedback do you get from your students on your vending program?

UMW Response: Feedback consists of notifications associated with issues related to the operation of machines, and with required supplies for the coffee stations located on the Stafford and Dahlgren locations.

11. **Question:** Once proposals are received what is the expected time frame for a decision to be made?

UMW Response: UMW's goal is to award the contract prior to the expiration of the existing contract, which is currently June 30, 2020. The COVID-19 situation may impact this schedule.

12. a. **Question:** Who comprises the team that makes this decision?

UMW Response: The Evaluation Committee consists of employees of the University.

12. b. **Question:** What are each of those team member key goals in this process?

UMW Response: The team's key goal is to award a contract in accordance with the evaluation criteria specified within the RFP.

13. **Question:** How does the E&I Co-Op program with universities that the University of Mary Washington is a member of affect this bid process?

UMW Response: The E&I CO-Op program does not affect this bid process.

II. Pre-proposal Conference

Attachment A to this Addendum provides the list of attendees to the Pre-proposal conference.

END OF ADDENDUM NO. 3

Contract Officer Name: Ken Manahan

Procurement Services

University of Mary Washington

Phone: (540)654-1382

RFP 20-1124 Addendum No. 3 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: _____

NAME OF OFFEROR REPRESENTATIVE: _____

OFFEROR SIGNATURE: _____

DATE: _____

ATTACHMENT A

RFP UCPUMW 20-1124

PRE-PROPOSAL CONFERENCE ROSTER

03/20/2020; 2:00 p.m.; via Teleconference

REPRESENTATIVE'S NAME (PRINTED)	NAME OF FIRM TO SUBMIT PROPOSAL/BID	PHONE	EMAIL
Catherine Pierce	CRH Catering	804-400-4265	catpierce@crh-catering.com
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Jeff Thweatt	Canteen	757-328-0759	jeff.thweatt@compass-usa.com
Jessie Craighead	Canteen	540-589-1191	Jessie.Craighead@compass-usa.com
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Ray Rainey	Prospects Catering and Vending	571-346-1750	rrainey@quadrantinc.com
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