

**ADDENDUM**  
October 7, 2022

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Request for Proposals: UCPUMW 23-1457  
Date Issued: September 28, 2022  
For Delivery to: University of Mary Washington, Commonwealth of Virginia  
Proposal Due Date: November 18, 2022

This addendum consists of one (2) pages.

With reference to RFP #UCPUMW 23-1457, the following changes are hereby made to the referenced RFP sections:

1. RFP, Page 18, item #8: The text in item #8, page 18 is replaced in its entirety with the following:

“The University of Mary Washington’s commitment to diversity and inclusion remains a deep and integral part of the University’s mission. Describe related training your firm requires or makes available to the firm’s employees”.

2. RFP, Page 24, item #12 “Financial Proposal”: Due to a numbering error, the item number reference of “12) Financial Proposal” is changed to item number “14) Financial Proposal”.
3. RFP Section VI, b. “SPECIFIC PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS” adds a new proposal submission requirement, identified as item 15), which will read as follows:

“15) Offerors shall provide their plan to address the increasing demand for the use of food trucks for multiple events held on campus.”

4. RFP, Page 35, item k, is changed from the Original RFP Text to the Revised RFP Text as follows:

**Original RFP Text:** “Rotating Hot Entrees 11:00 a.m. – 11:00 p.m. Includes: Two (2) Entrees, two (2) Vegetables (Fresh or Frozen, Not Canned), two (2) Starches

**Revised RFP Text:** “Rotating Hot Entrees 11:00 a.m. – 11:00 p.m. Includes: Two (2) Entrees, two (2) Vegetables (With minimal exceptions for frozen, vegetables must be fresh, and never canned), two (2) Starches.

5. RFP, Page 42, item b. “Grab and Go Market”: The text in Item b., page 42 “Grab and Go Market” is replaced in its entirety as follows:
  - b. **“Grab and Go Market:** Located in the Eagle’s Nest, this will be a Grab and Go to-go marketplace concept. Hours of operation shall be Monday through Friday from 10:00 a.m. until 8:00 p.m. at minimum.
    - i. **Menu Profile**
      - (i) Grab n’ Go Items shall include but not be limited to: sandwiches, salads, wraps, nutrition bars, wellness choices, baked goods, meals, sides and desserts; options

shall include vegetarian and vegan offerings as well as options free from the top 10 food allergens. Hot and cold beverages, heat and eat meals consisting of at minimum an entrée and two sides shall also be available. “

6. RFP, Page 42, item iii “Katora Coffee”: All reference to “Katora Coffee” within this section is changed to be referred to as “Coffee Concept”.

7. RFP, Page 68, Section IX. A. “Evaluation Criteria” is hereby changed as follows:

The Original RFP Text is hereby changed to the Revised RFP Text as follows:

**Original RFP Text:**

- A. “Evaluation Criteria - Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria. The evaluation process highlights the following major sections which correspond to the RFP Proposal submittal requirements. Each of the sections is assigned a weighing figure reflecting the importance placed on each section.”

**Revised RFP Text:**

- A. “Evaluation Criteria - Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria. The evaluation process highlights the following major sections which correspond to the RFP Proposal submittal requirements. Each of the sections is assigned a maximum number of points reflecting the importance placed on each section.”

The evaluation table on page 68, item IX. A. is hereby changed to remove the reference from percentage weights to points. The incorporated changes in the revised table below are as follows: 1) The title of the second column is changed from “Weight” to “Maximum Point Value”; 2) The % sign is removed from all numerical values in the second column; 3) Total Maximum Number of Points is added as the last row.

Section	Maximum Point Value
Residential Operations (Programs, Menus and Concept Descriptions)	15
Residential Dining – Staffing (Appropriate Coverage)/HR	15
Retail Dining (Program, Menus, Concept Descriptions)	5
Retail Dining – Staffing (Appropriate Coverage, Customer Service, Professional Appearance)	5
Subcontracting Plan	5
Marketing and Merchandising	5
Product and Menu Development	5
Quality and Improvement Management	5
Mobile Technology Requirements	5
Transition and Reopening Plan	5
Sustainability	5
Sanitation and Safety	5
Financial Proposal Cost Information and Financial Statements	20
<b>Total Maximum Number of Points</b>	<b>100</b>

**END OF ADDENDUM NO. 1**

Kenneth R. Manahan  
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RFP UCPUMW 23-1457 Addendum No. 1 (and all addenda) are required to be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: \_\_\_\_\_

NAME OF OFFEROR  
REPRESENTATIVE: \_\_\_\_\_

OFFEROR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_