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RFP ADDENDUM
February 13, 2012

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Invitation for Bid: RFP #12-06
Commodity Code/Service: 96219; Dining, Food Management Services
Issued/Dated: February 6, 2012
For Delivery to: University of Mary Washington,
Commonwealth of Virginia
Proposal Due Date: **March 14, 2012; 2:00 PM**

This addendum consists of three (3) pages.

ADDENDUM #1

CLARIFICATIONS

Due Date for receipt of Proposals: "RFP page 1 states: "...Sealed Proposals for furnishing the goods/services described herein will be received until March 14, 2012, 2:00 PM local prevailing time. Proposals must reach the above address and department by the deadline stated in order to be considered..."

Delete: page 21 states: "...Proposals Due: March 7, 2012..."

Replace with... Proposals Due: March 14, 2012

Pre-Proposal Conference Attendance: "Paragraph K on page 25 of the RFP states "...each offeror is limited to three (3) representatives in attendance at the conference... Admittance will be limited to two employees per company..."

Clarification: *The number of representatives per company was increased from two (2) to three (3) representatives to allow Offerors better representation at the pre-proposal conference. Three is the allowable number of attendees per company.*

Clarification regarding form for Acknowledgement of Receipt of RFP: *Some Offerors have submitted names or lists of names of attendees for the pre-proposal conference. This form was not intended to pre-*



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register attendees at the conference. Any Offerors who have submitted names of attendees are still responsible for compliance with the deadline for attendance of the conference on February 15, 2012, which is 9:10 AM Sharp. No one will be admitted to the conference after this time.

Offeror Guest Parking: All Offerors attending the Pre-Proposal Conference or who have scheduled additional campus visits with Christine Porter, Director of Residence Life and Commuter Students, one of the University's Contract Administrators for Dining/Food Management Services, should park in the top floor of the parking deck on campus.

VENDOR QUESTIONS:

1. "As we will be required to honor the current Pepsi agreement, would you please provide us with a copy of that agreement or at least the complete price list for Pepsi products and any terms or conditions that would impact our management and operation of the UMW Dining program?"

UMW is cooperatively utilizing the Old Dominion University exclusive beverage contract, it is stated within the contract that "Pricing will be based on Pepsi National and Regional contracts with the food service operator."

2. "Page 16, Sustainability...please explain what is currently done for composting. Is there a current composting program in place? Is there currently a "digester" on campus?"

There is currently no composting program in place, nor is there a "digester" being utilized in the dining program.

3. "Page 17, Facilities, Renovation & Maintenance...this section states that the Contractor will reimburse the University for voice and data access. Please provide the actual charges for this access for the 2011 budget year and your projections of what these charges will be for the 2012 year."

Charges are estimated at \$750.00/month based on recent billing.

4. "Page 28, Criminal Background Check...is it the expectation that the current Dining employees have background checks done prior to us hiring them or does this apply only to new employees?"

It would apply to any employees new to the site.

5. "Page 28, Performance and Payment Bonds...this paragraph states that the successful bidder is required to provide Performance and Payment Bonds. Page 6 of the RFP states that an annual

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\$29,700 contribution to support dining improvements is made each year instead of the Performance and Payment bonds. Which paragraph is correct?"

The information provided on page 6 of the solicitation is historical information from the current contract, as stated in the RFP. The Offeror must provide Performance and Payment Bonds as part of the RFP response.

6. "Attachment I...lists "Other Contributions" Please provide the current value of the "annual scholarship, presidential catering, contribution to waste removal/Woodard, student activities, bond fund"

Annual contributions are detailed as follows:

*\$10,000 Scholarship
\$15,000 Presidential Catering (against retail value)
\$9,600 Woodard trash removal contribution
\$5,000 toward card program licensing fees
\$2,000 to student activities
\$29,700, in lieu of annual performance bond*

END OF ADDENDUM #1

Melva A. H. Kishpaugh
Assistant Director of Purchasing
Phone: 540-654-1084

*Acknowledged receipt of RFP 12-06 Addendum #1 (and all addenda) must be included in RFP Package:

SIGNATURE

DATE

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