

Addendum #2
RFP #14-03
Vending and Dining services



Addendum Issue Date: **March 5, 2014**
RFP Due Date: **March 13, 2014 at 4:00 p.m.**

The following revisions are hereby incorporated into the RFP Documents:

Page	Description
3	#3 Inquiries – the date is corrected to “Any questions concerning the intent, meaning, and interpretations of the RFP documents shall be requested in writing and received by Polk State’s Purchasing Director by 4:00 p.m. on March 5, 2014.”
19	#18. Bonds c. Contractor shall be required to provide Polk State College with a performance bond in the amount of \$50,000.00 per year to guarantee performance under the terms of the contract.
19	#20 Contract Template – There is no contract template, please delete reference to Contract Template
20	Proposals due: Deliver to the Purchasing Department Room WAD 139 on 13 March by 4:00 p.m.
26	C. 1. F. 2) delete reference to Project Architect.
announcement	As the posted announcement listed the pre-proposal meeting as non-mandatory. Therefore, proposals shall be accepted from vendors not in attendance at the February 19, 2014 pre-proposal meeting.
Vendor Questions and Answers	
1	Q. If already a registered vendor, do registration forms need to be resubmitted? A. No
2	Q. What is the total catering purchases that have been made to other vendors besides Oasis? A. In 2013 the total for catering other than Oasis was \$5,700. We spend less than \$10,000 annually on catering with outside vendors.

3	Q. Is the revenue for the Collegiate High Schools included in the monetary figures provided? A. Yes
4	Q. Will sub-contracting require vetting by Polk State? A. Yes. The requirement for vetting must flow-down to the lowest level subcontract.
5	Q. What is Polk State's vision for vending and dining services? A. Polk State is open to suggestions. We hope this would include greater variety and healthier options.
6	Q. How are meal prices for the Collegiate High School's determined? A. Through bi-lateral negotiations
7	Q. Will the vendor need to have a system that will suit the student's ID? A. Yes
8	Q. Is Polk State's enrollment up? A. Yes
9	Q. Is there any possibility of using a payment method other than the student ID card, such as prepaid cards? A. Yes, we are open to discussing other payment methods.
10	Q. Is the use of student ID cards monitored and what happens when a card is lost? A. ID cards are issued through Student Services and, so far, there has not been any issue with lost ID cards being used inappropriately.
11	Q. Would it be possible for Collegiate High School students to get duplicate meals, such as breakfast and lunch in the same day, even though they are supposed to have a single meal? A. Yes, CHS would address the issue with the student. It would not be the dining service provider's responsibility.
12	Q. Where is the Clear Springs Center?

	A. Near Bartow
13	Q. Are vending machines to have card readers? A. Yes, all machines must have card readers.
14	Q. Can you give definition to the following term, “more innovative dining solutions”? A. This should be self-explanatory Q. Can you give definition to the following term, “methods of the past”? A. This should be self-explanatory; we are not trying to replicate the existing situation going forward.
15	Q. Does the current vendor have any existing social media marketing the food program? A. No
16	Q. Does the college have a twitter account that could follow our program? A. Not at the moment, but it could be established. We are looking for innovation.
17	Q. Can you verify the ownership of countertops and mill work? A. Oasis owns most of it at Winter Haven and the college owns everything at Lakeland.
18	Q. Given the current POS system, can you provide the following; Sales per hour? Average check? P. The POS system is owned by the incumbent; they consider this information proprietary.
19	Q. How often does your department conduct student surveys? Does the incumbent? When was the last? Can we see the results? A. Surveys are done by the Student Government Association (SGA). The last SGA survey is attached.
20	Q. Surveys – is this something you would like to see more of? A. YES

21	Q. Can we send someone to observe a day's services to your students and faculty? Do we need permission from Oasis? A. Please inform me when you are coming on campus and be discrete when observing the incumbent's operations. Yes, you can send someone to observe.
22	Q. Is the incumbent allowed to rebid. A. Yes, the incumbent is encouraged to rebid.
23	Q. Could you please provide a copy of the most current monthly and annual commission reports specifying the location of equipment, commissions per machine for the past three years? A. The commission information has been provided to the level of detail that we have that information. We do not have commission data to the machine level.
24	Q. Please provide the current rate of commission received. A. The rate is 1% on cafeteria and 10% on vending.
25	Q. Can you provide us with any corporate sponsorship or additional incentives that may currently be received? A. No
26	Q. What is the current vending machine pricing by product and location? A. That information is not available.
27	Q. What is the current contract term? A. The current contract is from 2008 thru 2013 with a one-year renewal thru July 2014.
28	Q. Is the proposed contract term negotiable? A. Yes
29	Q. Can you provide us with name of the current snack, vending, beverage vending and food service provider and any applicable contract terms? A. Oasis Refreshment Systems, Inc. is the vending and dining services provider; through July 2014

30	Q. How often has the current vendor requested a price change in the past two years? A. Once
31	Q. Are there any special nutritional requirements? A. None
32	Q. Is any preference given to minority or disadvantaged vendors? A. MBE/WBE participation is encouraged, but no preference is given.
33	Q. Is it the intent of the college to award vending separately? A. No, it is not the college's intent, but the college will consider all options.
34	Q. Will the College accept and consider a fee based proposal? A. Yes, the college will consider all options and then make the decision which is in the overall best interest of Polk State College.
35	Q. Page 28, Item 9 requires audited financial statements for the past two years. Is the college open to eliminating these stringent disqualifying requirements? A. The college will consider unaudited financial statements such as the supporting documents provided to a bank to secure Working Capital Line of Credit.
36	Q. Is there a program that the college uses for finger printing? A. Yes, however, background checks and all associated costs are the sole responsibility of the awarded contractor
37	Q. Can current employees be kept on temporarily? A. That would be up to each employee. All personnel issues and decisions regarding hourly employees are the sole responsibility of the awarded contractor. Note; Managers will be interviewed by Polk State and must be approved.
38	Q. Are catering sales expressed on exhibit E also included in the total revenue on exhibit A? A. No, High School Lunch sales are not part of Exhibit A.

39	Q. Is the count of full and part time hourly employees currently utilized by the current contractor available? What is the average total hourly labor hours for a spring or fall session? A. This information is proprietary to the incumbent service provider.
40	Q. Can the college provide any quantitative data related to the quantity of on-line classes for 2012 verses 2013? Student FTE 2012 verses 2013? A. The trend in both is up; it is hard to give precise figures as we have: 24,912 students 16,271 are degree seeking 73.4% are full time, 26.5% are part time 25% of classes are on-line Some are dual enrolled, taking classes at both campuses and some take on-line classes.
41	Q. In relation to the decrease revenue for 2013 verses 2012; are there any unusual contributory factors that the college may cite? A. No
42	Q. Is the High School Lunch program under Federal Nutritional Guidelines? A. No, the school lunch program does not fall under Federal guidelines.
43	Q. Is the price of the High School Lunch negotiable? A. Yes, however, \$2.75 is allocated in the current budget.
44	Q. Many items on the Equipment List – Update, have what appear to be Polk State Asset numbers. For instance does Oasis own the Vulcan Steamer? All those items numbers 353 down through 315? A. The 3-digit numbers are Oasis; the 5-digit number are Polk State College. Please rely on the column heading to determine which items are vendor owned.
45	Q. How many students are on-campus, potential customers for food service for breakfast, lunch, and dinner? A. 6,760 students are registered at Lakeland, 5,179 students registered at Winter Haven. 73.4% are full time, 26.5% are part time.

	~25%~ of classes are on-line. There are no resident students for three meals per day.
46	Q. If our company choses to sub-contract the vending, what information, if any, would Polk State require about the vending company? A. All contract clauses and requirements must flow down to the lowest level.
47	Q. How many students are in each of the high school programs? A. Polk State Lakeland Collegiate HS – 270 Polk State Lakeland Gateway to College – 90 Polk State Chain of Lakes Collegiate HS - 280
48	Q. How many are enrolled during summer? A. Fall enrollment – 5,440 at Winter Haven 7,105 at Lakeland Spring enrollment – 5,179 at Winter Haven 6,760 at Lakeland Summer enrollment – 1,683 at Winter Haven 2,726 at Lakeland
49	Q. Total number of operating days? A. 80 days in the Fall; 80 days in the Spring; 48 days in the summer. In the Fall and Spring classes are five days per week. In the Summer classes are four days per week.
50	Q. Was an investment made by the Current Food Service Provider? A. Yes Q. If so, will the new provider be required to buy-out old provider's equipment? A. No Q. If so, what is the actual dollar amount of the Buy-out A. A buy out of vendor equipment would be negotiated between the incumbent and subsequent vendors.

Acknowledgement of Addendum #2:

Company Name

Signature

**Include this signed page with your response.
Addendum #2 includes information provided in Addendum #1**