

**ADDENDUM #1**  
**RFP #1718-15, Food Service Operations at Fullerton College**

This Addendum forms a part of the Contract Documents and modifies the original Contract Documents. Acknowledge receipt of this Addendum in space provided on the Bid Proposal Form. Failure to acknowledge may subject Bidder to disqualification.

**I. REQUEST FOR INFORMATION:**

1. The following section is missing information. It does not say what language is required on the envelope.
  - 12.1 Eight (8) copies of the proposal, under seal, are required. Each copy of the proposal should be bound in a single volume; all material must be contained within. The Contractor is required to have typed on the envelope or wrapping containing the proposal, the following language:
    - A. North Orange County Community  
Purchasing Department  
RFP#1718-15, Food Service Operations at FC  
Attn: Jenney Ho  
1830 W. Romneya Drive, 8<sup>th</sup> floor  
Anaheim, CA 92801**
2. We would like to request a two week extension on the due date to have enough time to review the question responses. Please confirm?
  - A. For Jenney to approve.**
3. Is it mandatory for Fullerton to go out for an RFP whenever a contract is about to expire?
  - A. Ans. N/A**
4. Does a union currently represent the dining employee's?
  - A. Ans. We do not require unionized workforce.**
5. If there is a union, can you please provide the name of the union and provide a copy of the contract?
  - A. Ans. N/A**
6. Does Sodexo currently provide dining for summer conferences? If so, what is the current daily rate or camp rate for those conferences.
  - A. All conferences are provided at the same cost as provided in the Catering Guide found at College's website link below:  
<https://fullertoncollege.sodexomyway.com/catering/index.html>**
7. Please provide a list of summer conferences scheduled for the up coming summer.
  - A. We have events that vary from year to year based on campus needs and outside rentals.**

8. Can you please provide the break out in sales for each year by location: Food Court, Stinger's Café, Catering and Summer Conferences?
- Gross Sales for Fullerton College for 2014-15 were \$2,001,396.
  - Gross Sales for Fullerton College for 2015-16 were \$2,066,501.
  - Gross Sales for Fullerton College for 2016-17 were \$2,098,552.
- A. Gross Sales for FC for 2014-15 were \$2,001,396**  
**Catering \$182,435    Stingers \$158,328    Food Court \$1,660,633**
- Gross Sales for FC for 2015-16 were \$2,066,501**  
**Catering \$209,494    Stingers \$176,250    Food Court \$1,680,757**
- Gross Sales for FC for 2016-17 were \$2,098,552**  
**Catering \$206,913    Stingers \$188,898    Food Court \$1,702,741**
9. Does the University own any catering vehicles?
- A. Ans. No**
10. Page 9 # 14/15/16 – Can you please provide the amount spent on Grease/hood cleaning for the 2016/17 academic year
- A. Ans. We do not perform the cleaning, nor do we require the vendor to provide cost information.**
11. Page 9 #18 – Can you please provide the amount spent on Pest control for the 2016/17 academic year?
- A. Ans. We do not require the vendor to provide this cost information.**
12. Please provide a history of the expenses paid by operator for trash removal
- A. Ans. We do not require the vendor to provide this cost information.**
13. Does the University own the customer facing coolers in the food court and Stingers café?
- A. Ans. No**
14. Will you allow student employee's?
- A. YES**
15. Is there currently a Director of Food Services, Assistant Director of Food Services, Catering Director and Executive Chef on staff?
- A. Ans. Required management staffing is specified in RFP.**
16. How many annual parking permits does the current incumbent purchase?
- A. None, the campus provides vendor parking permits at no cost.**
17. Has a student survey been conducted in the last year? If so, what were those results?
- A. The last survey was conducted in 2015 and survey results are not available. A survey is planned to be conducted on March 13, 2018.**

18. Is there any catering service provided off campus?  
**A. Yes, on occasion, catering service is provided at District-sponsored events and campus-sponsored events held off-campus.**
19. Are there any special catering requirements?  
**A. All events are unique and catering options should be flexible to accommodate various needs.**
20. Please provide CAD drawings of the food court and stingers café  
**A. The CAD Drawings are available on the District website at:  
<https://www.nocccd.edu/vendors-and-contractors-289/2422/bid-and-proposal-opportunities>**
21. Please detail any plans the university has to renovate the food court and stinger's café?  
**A. Ans. Nothing planned at present**
22. What equipment / small wares does the incumbent own?  
**A. Ans. Vendor is not required to provide information**
23. What is the current annual maintenance expense the university spends on the dining facilities?  
**A. Ans. Data not available.**
24. Does the university provide tables and chairs for catering events or is that provided by the operator?  
**A. Ans. Fullerton College provides tables and chairs for events held on campus.**
25. What is the anticipated student enrollment for the 2018/19 academic year?  
**A. The 2018-19 Preliminary Projected Estimate FTES (Full-time Equivalent Students) = 18,997 for Spring 2018.**
26. Can you please provide how the proposal's will be evaluated or scored?  
**A. Proposal will be evaluated and scored base on section IV.**
27. Please provide:
- a. the annual cost for a dining service employee to park their vehicle on campus.  
**A. The campus provides parking permits at no cost.**
  - b. the last time prices were increased.  
**A. N/A.**
  - c. a current Price & Portion Guide for a la carte sales.  
**A. The information can be found at the Campus Website link below:  
<https://fullertoncollege.sodexomyway.com/catering/index.html>**
  - d. a current Catering Guide with pricing.  
**A. The information can be found at the Campus Website link below:**

<https://fullertoncollege.sodexomyway.com/catering/index.html>

e. sales by location Food Court, Stinger's Café and Catering.

**A. Gross Sales for FC for 2014-15 were \$2,001,396**

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f. the operating days at Stingers Café.

**A. Stinger's Café operating days are as follows:**

**Fall and Spring: Monday – Thursday: 6:45 am – 9 pm; Fri/Sat/Sun: Closed**

**Summer: Monday – Thursday: 4:00 pm – 8:00 pm**

28. Is Fullerton College looking for a capital investment for this contract term? If yes, what capital amount does Fullerton College deem necessary?

**A. It is up to the vendor to propose. There is no specific amount.**

29. Can Fullerton College consider an extension to the proposal submittal date?

**A. Yes, the due date has been extended to March 1, 2018 @ 2:00 p.m.**

30. Is there a possibility that Fullerton could add floor drains and hot water to Stinger's cafe?

**A. Ans. We cannot commit to those modifications at this time.**

31. How is catering booked and ordered currently—on-line ordering through an existing on-line system, or some other method?

**A. Ans. Vendor does have the option to opt out of catering for any reason. The link below shows current catering guide, pricing and an order form. As described, catering can be customized, however that would be negotiated between the vendor and requesting party.**

<https://fullertoncollege.sodexomyway.com/catering/index.html>

32. Is there a liquor license required or needed on campus for supporting catered events?

**A. Ans. Any event where liquor is served must be board approved.**

33. Who owns the kitchen equipment and smallwares (i.e., pots, pans, delivery carts, slicers, coffee equipment, etc.)?

**A. Ans. NOCCCD owns the kitchen equipment and the vendor owns smallwares.**

34. Is there a one-card system in use on campus for students? If yes, what is the system software—CBord, BlackBoard or another system?

**A. A reloadable card can be purchased in the Food Court on campus or on-line at the campus website link below:**

<https://fullertoncollege.sodexomyway.com/dining-plans/index.html>

**The vendor owns the software system.**

35. Who owns the current register system?  
**A. Ans. Vendor**
36. Who owns the Food Service office desk, filing cabinets and office safe?  
**A. Ans. Vendor**
37. Is there any undepreciated investment we need to be aware of?  
**A. No.**
38. Is Fullerton College interested in bidders proposing other services such as Janitorial, Maintenance, HVAC, Grounds, etc.?  
**A. Ans. Only services as specified in RFP.**
39. What language must be typed on the envelope, as mentioned on page 19?  
**A. North Orange County Community  
Purchasing Department  
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**A. For Jenney to approve.**

**END OF ADDENDUM #1**