

ADDENDUM NO. 1

April 19, 2022

To the Request for Proposals and Contract Documents for the
RFP No. 21-22-01 Food Service Operator
Imperial Valley College

TO ALL BIDDERS:

This Addendum forms a part of the Request For Proposal (RFP) Package and Contract, and modifies the original documents dated March 02, 2022. The following changes or clarifications shall be made part of the RFP Documents and shall be taken into consideration when submitting proposals.

District amends RFP 21-22-01 timeline as follows:

1. **April 8, 2022:** Facility walkthrough and inspection
2. **April 14, 2022:** Vendors request for clarification and questions are due via e-mail by 3:00 p.m.
3. **April 20, 2022:** Electronic mail (email) response to vendors' questions and clarification by the District via addendum.
4. **April 29, 2022:** Request for Proposals due no later than 4:00 p.m. See RFP Section: NOTICE INVITING PROPOSALS FOR FOOD SERVICE OPERATIONS for more information.
5. **May 18, 2022:** Tentative date (subject to change) The District is planning to bring a recommended food service operator to the Board of Trustees for approval at their May 18th, 2022, Regularly Scheduled Board Meeting.

All proposals must be submitted via certified mail and/or hand-delivered to the Vice President of Administrative Services Office at Building 10. The District will **not** accept any faxed or email proposals.

Questions and Answers (Q&A) Section provided by the District in reference to RFP 21-22-01:

Question # 1:

Does the District have any old data of sales/revenues from the previous food service operator?

District Response:

No, the District does not have any prior financial information from the previous food service operator.

Question # 2:

Can an academic calendar be provided?

District Response: Yes, the link for our 2022-23 academic calendar is below:

<https://www.imperial.edu/docs/academic-calendars/11038-2022-2023-ivc-academic-calendar/file>

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Question # 3:

What time is the earliest class start and latest class end?

District Response:

The earliest class start is 7:00 a.m. and latest class ends at approximately 10:00 p.m.

Interested parties shall adhere to the terms and conditions described in **RFP Section 4.2 – Days and Hours of Cafeteria Operation** – The Contractor shall operate the Cafeteria for Food Services during the following days and hours:

Monday – Thursday: 6:45 am to 9:00 pm

Fridays: 6:45 am to 2:00 pm

Saturday: 7:00 am to 1:00 pm (Spring and Fall Semesters Only)

District amends RFP Section 4.2 to include food service operator services on Saturdays during spring and fall semesters only.

Please Note: IVC offers summer classes from Monday – Thursday (closed on Fridays). For more information, please see RFP Section 1: Introduction, Sub-Section 1.1: The District.

Question # 4:

Are there classes on weekends?

District Response:

Yes, Saturdays during Fall and Spring semesters. Classes are typically from 8:00 a.m. to approximately 1:00 p.m.

Question # 5:

Is there a cap to virtual enrollment, so that we can project in-class student population?

District Response:

No, there is no minimum or maximum cap. The District is expected to be at 75% in-person enrollment by the start of the Fall Semester 2022. The goal is to return to 100% in-person by next Spring Semester.

Question # 6:

The demographic information provided by the District show the 2019 Fall Semester enrollment. What is the projected in-class and virtual enrollment for the 2022 Fall Semester?

District Response:

The District is projecting approximately 7,450 enrolled students by 2022 Fall Semester. The District is projecting to have 75% of those enrolled students attend class in-person by the start of Fall Semester (August 15, 2022).

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Question # 7:

Is there demographic information for on-site staff and typical working hours?

District Response:

As stated in RFP Section 1 – Introduction, and Sub-Section 1.1 – The District: “IVC employs 301 full-time faculty and staff and 226 part-time employees.”

District operating hours are from 7:00 am to 10:00 pm on most days.

Question # 8:

The cafeteria inventory listings don’t list appliances, can that be provided so that we can consider what appliances we may need?

District Response:

Yes, equipment inventory list:

3 True T-72 Reach In Refrigerators (72 Cubic Ft.)	4 Vulcan TR45 Deep Fryers
1 True STG3R-6HS Reach In Refrigerator (85 Cubic Ft.)	2 Vulcan RRG Flat Top Griddles
1 Victory Commercial Reach In Refrigerator (72 Cubic Ft.)	1 Vulcan VC44GD Convection Oven
1 Reach In Ice Cream Freezer	1 Vulcan 36" Restraunt Gas Range Model #3707676
1 Walk-In Freezer	1 Steam Table
1 Hoshizaki Ice Machine	1 Vollrath Cayenne Rotisserie Oven
1 Ratco Food Warmer	1 Turbo Air Sandwich Cooler With Condiment Storage
1 Cres Cor Aqua-temp Hot Cabinet	1 Protex II Cooking Hood Fire System
1 Salad Bar	5 Snack Display Racks
2 Dishwashing Sinks	2 Small Stainless-Steel Sinks
1 Handwashing Sink	Storage Racks
10 Refrigerated Beverage Boxes (Pepsi Owned)	
2 Pepsi Soda Machines (Pepsi Owned) With Manitowac Ice Machines	

Question # 9:

Will I (Food Service Operator) be responsible for replacing small utensils, bowls, etc., after normal wear and tear?

District Response:

Yes, the subject vendor will be responsible for replacement of all utensils.

Question # 10:

The existing steam table, reach-in freezer, and R-12 unit, are broken, will these appliances be fixed or replace prior to our start?

District Response:

Yes, the District will replace or repair the damaged equipment.

Question # 11:

There are two Pepsi fountain drink machines in the concession area, do we or other party coordinate with the District’s beverage provider to supply fountain drinks, and any other drinks in the concession area?

District Response:

The District currently has an exclusive contract/agreement with Pepsi for beverage services. The selected food service operator will need to work and coordinate with the District's beverage provider to ensure all fountain drinks are replenished and fully operational.

Please Note: The exclusive beverage provider (Pepsi) contract expires in August 2022. The District is currently soliciting proposals (RFP) from vendors. It is possible that a new beverage provider be in place by the start of Fall Semester.

Question # 12:

Can we provide our own drinks?

District Response:

As previously stated, the District has an exclusive contract with Pepsi as our beverage provider. There can be no beverage competition between the Food Service Operator and Pepsi. Having said that, non-carbonated beverages like coffee (hot or cold) and possibly aguas frescas are acceptable.

Question # 13:

Do we (Vendors) need to provide the District with any information of any subcontracted vendors we choose to work with for the College Center?

District Response:

As a public institution, the District needs to know in advance who will be sub-contracting with the selected Food Service Operator for access and liability purposes.

The Food Service Operator will need to make sure that all sub-contractors meet the minimum insurance requirements, as stated in Section 9 – Insurance and Indemnity of the Food Service Operator's Agreement.

Question # 14:

The Food Service Operator agreement states a July 1, 2022, mid-way through the summer session. As we need to get ourselves operational in the College Center, and permitted with the County, can there be a grace period of 30 days or 60 days for initial payments, and to be fully operational/permitted?

District Response:

The District amends RFP 21-22-01 – Food Service Agreement as follows:

Section 2 – Term, Sub-Section 2.1 – Initial Term:

1. The Initial Term of this Agreement shall commence as of August 15, 2022.

Section 3 – Contractor Payments, Sub-Section 3.1 – Monthly License Fee

1. In consideration of the use and occupancy of the Cafeteria and the Cafeteria FFE, the Contractor (Food Service Operator) shall start making monthly License Fee payments on October 1, 2022, to the District.

The District will provide a 45-Day Grace Period to allow the new Food Service Operator time to get established, permitted, and fully operational.

Question # 15:

Does the District hold a current Food Facility Health Permit for the College Center Kitchen?

District Response:

Yes, the District is in the process of renewing it.

Question # 16:

As an established company who already provides 3rd Party catering throughout the valley, I would like clarity on commission payments for this item or request the District to eliminate this item?

District Response:

The purpose for this section is to ensure the new Food Service Operator does not use District-owned facilities or equipment for catering services to third parties (outside organizations or institutions).

The new Food Service Operator is obligated to provide commissions solely on the sales of food services provided to students and staff within the IVC campus, and or property.

Question # 17:

Under annual donations, to whom it goes to is blank. Can the selected vendor specify to who the donation go to?

District Response:

All donations related to this contract shall go to the Associated Student Government, or ASG.

Question # 18: Will the District dispose of our grease, or do we need to contract that disposal service?

District Response:

The vendor shall dispose of the grease in the District provided depository. The District will then contract out and have an outside company to empty the depository, at no cost to the new Food Service Operator.

Question # 19:

Section 5.8 of the Agreement covers utility payments, however, there are no meters to log usage. Can utilities be considered inclusive with the monthly license fees?

District Response:

Except for telephone (landline or cellular) communications and internet services, the monthly license fees will be inclusive of all water, sewer, electric, gas, garbage, and pest control services used by the Food Service Operator.

Question # 20:

Will the District provide building repairs? Appliance Repairs? Routine Maintenance to equipment like stove range hood filter replacement?

District Response:

Yes, the District will provide the following repairs and/or maintenance services:

1. Building (facility): Yes, the District will make sure and provide proper routine maintenance to the College Center and Kitchen areas.
2. Maintenance and Repairs: Yes, the District will be responsible for providing maintenance and repairs to District-owned equipment and/or appliances.
3. Filters: Yes, the District will provide monthly stove range hood filter changes and an annual range hood cleaning.

The District will **not** provide any maintenance, repairs, or services to vendor purchased or vendor owned equipment.

Question # 21:

Will the District provide maintenance and inspection services for the Fire Sprinkler and Ansel System?

District Response:

Yes, the district will provide these services.

Question #22:

Where do we dispose of trash at the end of the business day? Does District pick up the trash at the College Center?

District Response:

Yes, the District will pick up the trash at the College Center. Trash collection details will be arranged with the selected Food Service Operator.

Question # 23:

Who is responsible for cleaning up the dining areas, lounges, and ramada areas?

District Response:

The District will address the following custodial needs as follows:

1. College Center (dining areas): the District will have assigned custodial staff supporting and maintaining all dining areas clean.
2. Employee Lounges and Offices: the District will have assigned custodial staff supporting and maintaining all lounge and office areas.
3. Ramada areas: the District will have assigned custodial staff supporting and maintaining all ramada areas.

Please Note: the new Food Service Operator will have sole responsibility for the cleaning and maintenance of the kitchen area, and areas assigned as indicated by Attachment 1 of the RFP.

Question # 24:

Can we decorate and are we limited to the type of decorations to the concession area, other areas of Building 600?

District Response:

The new Food Service Operator may decorate its assigned area, per Attachment 1 of the RFP. Decorations should not pose a safety risk or tripping hazard.

Question # 25:

Can pre-paid cafeteria food cards be sold with discounts? If yes, can discounted amounts go toward commission payment for cafeteria food services?

District Response: No.

Question # 26:

What exactly is the 3rd party catering?

District Response:

Any catering services provided to entities other than a District's division or department.

Question # 27:

If we sell \$35.00 gift certificates for \$30.00, can we use the \$5.00 savings toward our percentage of cafeteria food services?

District Response: No.

Question # 28:

What will happen if COVID cases spike up again and campus shuts down? Will we still have to pay rent?

District Response:

The District will not charge any monthly rental or license fees, under the terms and conditions of this agreement, to the new Food Service Operator, due to closures mandated by the County of Health Department.
