



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

INVITATION TO BID ADDENDUM #1

INVITATION NO.: RFP-0193
ADDENDUM NO.: 1
BID ISSUE DATE: June 8, 2018
ADDENDUM DATE: June 29, 2018
OPENING DATE: July 6, 2018
TITLE: Café Services

Questions Presented:

1. Within the responsibilities of providing services under a 1 year contract, could it be acceptable for the insurance and daily labor rate to be charged as a per day rate to the college, for whatever amount of the rate is not successfully achieved by sales?

Answer:

It would not be possible for the college to be billed a per day rate if a commission of sales is offered based on percentage of sales.

2. How many classes are scheduled between the time of: 8-11am, 11-2pm and 2-4pm M-F at MCTC?

Answer:

There are approximately 140 classes during those times of the day; most of them are between 8 am and 2 pm. Very few classes are held on Fridays, so the college would not anticipate the need for services on Friday.

3. What is the number of Faculty and Staff at MCTC?

Answer:

Approximately 100 at the Maysville Campus.

4. What is the average number of enrolled students at MCTC?

Answer:

Approximately 850 at the Maysville Campus.

5. In the proposal package under section 17 "Offeror Qualifications" it stated the offeror must submit at least 3 client references in the state of Kentucky that have had similar programs to what this package is offering. If our company can provide worthy references confirming our abilities will this comply, or would we have to have had the experience of opening another location in the past?

Answer:

Providing (3) three references that can attest to your business' ability to perform the requirements set forth will be considered for review.

6. Are there any records available from the previous company regarding revenue, sales, etc.?

Answer:

The college does not have previous sales records.

7. Have there been any surveys or polls conducted amongst faculty or students regarding their preferred Cafe experience?

Answer:

Yes. The college conducted a survey of faculty and staff. The college received a 56% rate of return.

Some of the suggestions for food choices were coffees and wraps for breakfast, soups, fresh sandwiches, baked potatoes for lunch.

Fountain drinks were mentioned several times.

Convenience and location were cited as reasons for using the cafe currently and cost and food choices were indicated as reasons people did not visit the cafe.

8. Does KCTCS or MCTC draw a percentage of any revenue from the café?

Answer:

The evaluation team will review all proposed offers. The college encourages suppliers to focus on providing excellent service on our Maysville Campus.

9. As stated in the documents received, the café is not allowed to compete with any products supplied in the vending machines. Is there a current list of what products are being offered?

Answer:

The current products are mostly bottled drinks and snacks.

10. Is adding menu items or having different weekly specials, with the permission and approval of MCTC, permitted?

Answer:

Yes. It is encouraged.

THE OPENING DATE HAS BEEN CHANGED TO JULY 6, 2018.

All other terms, conditions & specifications remained unchanged.

Bidders must acknowledge receipt of this and any addenda either with bid or by separate letter prior to award of contract. If by separate letter, the following information is to be placed in the lower left hand corner of the envelope:

Invitation No.: RFP-0193
Title: Café Services
Opening Date: July 6, 2018 4:00 PM EST

Receipt Acknowledged Firm : _____

By: _____