



January 26, 2018

ADDENDUM NO. 3

**REQUEST FOR PROPOSALS (RFP) #MWJ1801 - Cafeteria, Vending, Catering, Kiosk and Food Services
AND**

SEALED BID #MWJ1801A - Purchased Meals for the Child Development Laboratory Schools

**THREE (3) ORIGINAL SIGNATURE HARD COPIES AND TWELVE (12) USBs OF THE RESPONSES TO BE
SUBMITTED**

All responses shall be addressed and returned to:

City Colleges of Chicago

Procurement Services

226 W. Jackson Blvd., Room 1005

Chicago, IL 60606

Attn: Marietta Williams-Johnson, Buyer

All Proposals and Bids are now due no later than 11:00 a.m. local Chicago time, on Tuesday, February 20, 2018. Responses to the Sealed Bid will be opened immediately thereafter in Conference Room 1001

Part I - Questions, Responses and Clarification of Information:

- Q1. Can you stipulate days of operation during the summer, winter or spring breaks by College. Are you currently open on Fridays or evening at any locations?
- A. See RFP document Section II, B. Scope of Services, H. Current Hours of Operations. The days are Mondays thru Fridays and not open on evenings.
- Q2. Are the current associates covered by a bargaining unit agreement and if so, can we receive a copy?
- A. City Colleges of Chicago does not possess any existing agreements between the current vendor and their employees.
- Q3. Can we get a copy of the current price guide for both cafeteria and catering?
- A. Please see the link below which includes both sample menu prices and current catering guide. These are the basic offerings at each of the colleges; however, daily specials frequently change, vary by college and are posted in the cafeterias by the vendor.

<http://www.ccc.edu/menu/Pages/Fresh-Seasons-Cafes.aspx>

Q4. Do you currently subsidize the incumbent in anyway, will you provide a subsidy if needed in the new RFP?

A. Yes, the program is currently subsidized. We will evaluate any proposed subsidies included in financial proposals in context with the overall scoring criteria included in Section VI – Evaluation Criteria.

Q5. Catering sales reported for Malcolm X are much lower than the estimate provided in the RFP. Can you let us know how you determined your estimates of revenues for this venture going forward?

A. Conference center estimates for a new contract were derived from data provided by Malcolm X College staff and the intent, as stated in the RFP, is for the food management company to be a “preferred provider” for conference center events which is not currently the case.

Q6. Can you expand on the potential opportunities that may exist at the various schools with high school programs during the summer?

A.

CHA Summer program				
Site (2017 info)	Number of Students	Monday - Thursday	Friday	Delivery Time
Olive Harvey	125	Breakfast/Lunch	Breakfast only	7 am
AVI	125	Breakfast/Lunch	Breakfast only	7 am
Truman	125	Breakfast/Lunch	Breakfast only	7 am
Dawson	125	Breakfast/Lunch	Breakfast only	7 am
KKC	75	Breakfast/Lunch	Breakfast only	7 am
Malcolm X	50	Breakfast/Lunch	Breakfast only	7 am
Loyola	75	Breakfast/Lunch	Breakfast only	7 am

Q7. Are the Childcare revenues an estimate or the actual spend with the incumbent vendor?

A. Childcare revenues are an average annual estimate. Revenues for FY17 (7/1/16 to 6/30/17) totaled \$222,000.

Q8. Revenues have dropped dramatically over the last two years, can you share some perspective as to the reasons for the drop-off?

A. Based on discussions with college leadership and student organizations, revenue declines are primarily attributed to enrollment declines and general fatigue with current cafeteria program offerings.

Q9. Can you provide the most recent sales information for all categories for the 2017 fall semester?

A.

FY 2018 YTD Food Services Revenue Summary (Fall 2017)		
College	Cafeteria	Catering
Daley	\$48,000	\$14,000
Kennedy-King	\$18,000	-
Malcolm X	\$187,000	\$57,000
Olive-Harvey	\$52,000	\$7,000
Truman	\$50,000	\$30,000
Wright	\$95,000	\$10,000
Dining Total	\$450,000	\$120,000
Vending	\$500,000	
Childcare Meals	\$84,000	
YTD Food Service Total	\$1,154,000	

Q10. Can you clarify what type of assistance you anticipate in terms of the Malcolm X conference center?

A. Currently, there is minimal marketing and outreach for conference center utilization, and events are tracked and managed by non-dedicated staff. As conference center services experience growth, we would like to explore additional event management support.

Q11. Are vending sales net and actual or an estimate in round dollars-can you provide us with actuals revenues by machine and by location?

A. Sales are rounded, but actuals ranged from \$940,725 to \$1,110,017 since 2014.

Q12. What are the equipment breakdowns for each location? (i.e. Quantity of snacks, beverages, hot beverages, etc.)

Location	Machine Counts				Total
	Snacks	Cold Beverage	Hot Beverage	Cold Food	
Daley	9	20		1	30
Harold Washington	5	5			10
Kennedy-King	8	11			19
Malcolm X	5	4			9
Olive-Harvey	5	16	1		22
Truman	8	13			21
Wright	9	13			22
Arturo Velasquez Institute	3	4	1		8
Dawson Technical Institute	2	3			5
Humboldt Park Vocational Center	1	2			3
South Chicago Learning Center	1	2			3
West Side Learning Center	1	3			4

Q13. Your current agreement with the incumbent allows for either party to exercise a one-year option, can you elaborate on why neither party decided to exercise the first option year?

A. Being that we're a public institution, we want to see what are other options in the market place.

Q14. Will you entertain a bid that proposes alternate service levels other than what's currently being provided?

A. Question is too vague to provide an adequate response.

Q15. Will you grant an extension for bid due date

A. Yes, all proposals/bid responses are now due by Tuesday, February 20, 2018, no later than 11:00 a.m. to the address listed on page 1 of this Addendum.

Q16. Can you please provide the following:

Q16-1. The school schedule for each of the colleges.

A. This information was provided in Exhibit III, see attachment.

Q16-2. The current and expected café schedule at each of the locations

A. The Current schedule is listed in Section II – Intent and Scope of Services, B., 1., h. – Current Hours of Operations. As stated in the RFP, we will review future course patterns with the selected vendor to modify hours as needed.

Q16-3. Full floor plan of every café

A. The Floor plans provided in Exhibit I are what we have available. It was highly recommended that all Prospective Proposers/Bidders participate in the site visits/walk-throughs of each campus identified in the RFP.

Q16-4. Previous sales history and population of Arturo Velazquez and Dawson Technical Institute

A. Dawson-n/a

Arturo Velasquez	Cafeteria	Catering	Total
FY 2015	\$81,388	-	\$81,388
FY 2016	\$79,000	\$3,000	\$82,000

Q17. Are you open to a micro-market in place of certain cafes?

A. Micro-markets are not preferred but will be considered. Please review the stated program goals in Section II – Intent and Scope of Services, and Section VI – Evaluation Criteria.

Q18. Can we submit multiple financial model proposals?

A. Yes.

- Q19. Are there build out specifications for Dawson Technical Institute, which does not currently have an onsite café?
- A. See attachments in this Addendum, Exhibit IV - Dawson Food Services and DTI – Flr. 1-Kitchen drawing.

Part II – Modifications to the RFP/Bid Documents

ITEM No. 1 EXTENSION OF THE RFP/BID DUE DATE AND TIME

CHANGE TO: ***All Proposals and Bids are due no later than 11:00 a.m. local Chicago time, on Tuesday, February 20, 2018. Responses to the Sealed Bid will be opened immediately thereafter in Conference Room 1001***

ITEM NO. 2 ADD EXHIBIT IV – Dawson Food Services and DTI – Flr. 1 – Kitchen drawing (See attachments)

Note: *When submitting your responses, the outside of the envelopes or packages must clearly indicate the names of each project, RFP #MWJ1801 – Cafeteria, Vending, Catering and Kiosk Food Services and Sealed Bid #MWJ1801A – Purchased Meals for the Child Development Laboratory Schools. Responses to the RFP and Bid should be packaged separately in sealed envelopes for City Colleges of Chicago (CCC), for the time and date specified for receipt. Responses to the Sealed Bid will be opened immediately thereafter in Conference Room 1001*

Please acknowledge receipt of all Addendums in your proposal/bid responses.

END OF ADDENDUM