



SOLANO COMMUNITY COLLEGE DISTRICT
4000 Suisun Valley Road
Fairfield, CA 94534-3197

Food Services RFP 2018
ADDENDUM: #02

DATE: January 23, 2019

To All Prospective Bidders:

This addendum dated January 23, 2019 contains requested information regarding the Request for Proposal for Food Services.

Deadline for Receipt of Proposal: Proposals must be received by the Director of Purchasing & Support Services, Administration Building, Room 606, Solano Community College District, 4000 Suisun Valley Road, Suisun, CA 94585 no later than 2:00 pm on Friday, January 25, 2019. Proposals must be in an envelope marked "Proposal – Food Services." has been changed to: **no later than 2:00 pm on Monday, January 28, 2019.**

SCHEDULE OF KEY EVENTS

1. Issue of Request for Proposal December 6, 2018
2. Mandatory pre-bid meeting & inspection of premises January 7, 2019
3. **Bids must be received by2:00 pm, January ~~25~~28, 2019**
4. Bids will be opened.....2:01 pm, January 25, 2019

SUBMITTED QUESTIONS:

- **Question # 1:**

What the commission the current vendor is paying?

Answer: The RFP has a sample of the contract agreement for Food Services and lists the commission on Item 4, Page 2. This is the same commission rate that the current provider holds.

- **Question # 2:**

In a previous email where we received an addendum, it states that we must confirm receipt in the cover letter. In the RFP it doesn't state anything about a cover letter. What other information needs to be in the cover letter?

Answer: The cover letter is a brief introduction of the firm's background, contact information and acknowledgment of Addendum 1 and 2.

- **Question # 3:**

In the RFP it has an attachment of menu/foods where we are supposed to put the portion size and price. Is it ok if we manually write the info in the spaces?

Answer: Yes.

- **Question # 4:**

Regarding the commission, does that include catering or only the daily sales from food sold in the cafeteria itself?

Answer: The commission rates can be negotiated at the time of award of the agreement.

All other information in the Request for Proposal remains the same.

Victoria Lamica

Victoria L. Lamica
Director of Purchasing and Support Services