



**TO:** Prospective Proposers

**FROM:** Tonia E. Lawson  
Executive Director of Procurement & Auxiliary Services

**DATE:** April 6, 2018

**RE:** **ADDENDUM NO. 1 – RFP #1-2017/2018 College-Wide Food Service Dining**

Addendum for College-Wide Food Service Dining is amended in the following particulars and in these particulars ONLY. All provisions of the original documents shall remain in force, except as specifically modified/changed herein or by other Addendum issued by Gulf Coast State College. This Addendum is hereby made part of the proposal documents.

This Addendum addresses correction, along with questions from Proposers. All Proposers are responsible for receiving and reading Addendums. All Addendums will be posted at <https://www.gulfcoast.edu/administration-departments/procurement/solicitations-awards/index.html>.

**Corrections:**

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2. **NUMBER OF COPIES:** Proposers shall submit complete sets of the proposal including all supporting documentation as follows:
  - One (1) printed original with original signatures
  - Six (6) printed copies
  - One (1) electronically on USB flash media in PDF format

Submission shall be made in a sealed envelope/container marked as stated in the Proposal Submission clause. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee and to College consultants. The USB flash memory drives should be labeled with your company name, **RFP #1-2017/2018** ~~2016/2017~~ Food Service Dining. It is the proposer's responsibility to guarantee the USB flash memory drives are 100% identical to your original printed proposal. In the event of a discrepancy, your original printed proposal will prevail.

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4. **PROPOSAL SUBMISSION:** To be considered responsive, proposers shall deliver by 2:00 PM CT, on April 24, 2018, a binder containing the response to the RFP. The binder should be labeled ORIGINAL, your company name, **RFP #1-2017/2018** ~~2016/2017~~ Food Service. The College will receive proposals at the Purchasing Office. The outside of the sealed envelope/container must be identified as follows:
- Proposer's name
  - Return address
  - RFP number and title
  - Due date and time

**Questions & Answers:**

Q1. I have a question regarding the type of contract that you are seeking for this RFP. Are you interested in a management fee contract that would require a subsidy?

**Answer The College would entertain ALL possibilities, including a management fee contract.**

Q2. I am unable to locate a projected start date on the RFP, perhaps I am missing it. Would you be so kind as to let me know when this date is?

**Answer Current contract expires June 30, 2018. We would like someone up and running no later than August 13th. We understand that a new contractor may need time to hire employees, order products and become acquainted with the area.**

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Sign and return this Addendum with your response to RFP #1-2017-2018 College-Wide Food Service Dining.

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Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Signer Name (Typed or Printed)

\_\_\_\_\_  
Date