Purchasing Department
6500 Soquel Drive
Aptos, CA 95003

Food Service Operations Request for Proposal
Bid No. B12.06

Addendum # 3
February 15, 2012
Bid Due Date: February 24, 2012 2:00:00 PM

Attachments
• District’s Response to Questions
This Addendum No. 3 sets forth modifications to portions of the bid and contract documents for the above-referenced work described as: Food Service Operations Request for Proposal B12-06

Modifications

1. Please provide Year, make and model of vending machines? The District does not have this information because the vending machines are owned by contractor.
2. Are beverage machines leased and snack machines owned or are any or all machines provided by vending contractor who wins proposal? All the vending machines are owned by contractor.
3. Please provide Lease details with Contractor regarding the beverage vending machines.
   - A. exclusive contract;
   - B. no less than 34 vending machines
   - C. Commission – ranges from 25% to 45%; product donation and marketing program funds
4. Please provide 3 years gross and net sales figures for vending machine business
   Average annual gross sales figures for vending machine over the last 3 years are approximately $300,000 per year.
5. To what do you attribute the drop in sales over the past 2 years? The College has had extensive construction on campus in which buildings were brought offline. Since that time a couple of new building have be brought online and the vending machines were strategically placed and the College has seen a significant increase in sales.
6. Would you clarify the current hours of operation for each venue?
   a. Campus Cafe (Main Cafeteria) Serving:
      Monday through Thursday:
      8am- to 7:00pm
      Closed on Friday

   b. Gazebo (in the Theater Quad) Serving:
      Monday through Thursday:
      7:30 am to 5:00 pm
      Friday: 7:30am to 1:30pm

   c. Coffee Break (Next to CTC on South Campus)
      Serving:
      Monday through Thursday:
      7:30 am to 1:30 pm
      Closed on Friday

7. Would you share the vending sales over the past 3 years?
   The district has received approximately $90k in commission from vending operations over the last 3 years.
8. How much of the total sales quoted in the RFP are catering sales?
   Less than 10%
9. Are the current vendors paying commission to Cabrillo? If so, how much?
Standard Commission – ranges from 25% to 45%

10. What are the current staffing requirements?
We do have students that are looking for employment and we encourage the Contractor whenever possible to provide internships and jobs to College students.

11. How many staff members are students? Currently we do have students working, but the number fluctuates according to need of contractor.

12. If the students and faculty are happy with Taher, why change?
We are seeking proposals from a minimum of two qualified vending, food and/or gourmet coffee service vendors (“Contractors”) who will provide made-to-order sandwiches, salads, soups and other grab and go foods including healthy options for Cabrillo.

13. What are concession sales in the bookstore? Over the last 5 years total sales for Bookstore concessions (food, snacks, healthy snacks, ice cream and drinks were $500,000.

14. How does a bidder respond to all specific requirements and or criteria in the RFP that do not apply to their particular business? Example: a food provider that does not supply beverages, or a beverage provider that does not supply food options, meal plans, menus, etc.?
All questions must be answered. Please respond to all questions in reference to food and or vending service areas expertise. Upon the College’s review of the requirements all questions are applicable to both vending and food service contractors. Where contractor deems necessary a minimum response means stating non-applicable, do not leave response to questions blank.

15. When selecting a food provider, will the college mandate what specific items will be carried, or will the food provider have the autonomy to decide what brands will be carried? The District reserves the right to have designated representatives review, inspect and evaluate the operation and condition of the food service and facilities at any time with respect to the quantity, quality, grades and nutritional value of food proposed for purchase, the methods of service, the prices of menu offerings, the hours of service, and sanitation and maintenance of facilities and equipment, all of which shall be maintained at levels satisfactory to the District.

The District shall have input on the menu cycle and selection, both for the food service menu, vending options and the catering menu. We reserve the right to approve any changes in menu or schedule other than those mentioned in this contract. The district strongly encourages and promotes using local vendors whenever possible.

16. How many hot meals are sold per week at each location? The college does not have this information.

17. How many cold meals are sold per week at each location? The college does not have this information.

18. How many coffee drinks are sold per week at each location? The college does not have this information.

19. How many bottled drinks are sold per week at each location? The college does not have this information.

20. Who is responsible financially for the steam cleaning of the hood exhaust chimney? The Contractor
The responsibility of current equipment maintenance schedule and agreements will be the responsibility of the Lessee not the District. The District does not plan on replacing the equipment. The Lessee is responsible for day to day operations of the center including daily maintenance of the entire facility with a particular emphasis on cleanliness as well as maintaining scheduled equipment maintenance.

Preventive Maintenance. Lessee shall prepare a preventive maintenance schedule and plan for all equipment owned by District. At the expiration of the contract, all Cabrillo-owned equipment is to be surrendered to District in as good condition as received (ordinary wear and tear and acts of God excepted).

Damaged Equipment. If equipment is deemed to not be in good condition, then the cost to repair or replace damaged equipment shall be borne by the Lessee. Replacement equipment shall be of equal or greater quality and performance and shall be deemed as approved by the district prior to acceptance.

21. Can contracted company use the college payroll? No
22. Is the kitchen available to be used by the contracted company as a commissary for a food truck? The college is open to negotiate this option if it is consider a viable option for our students and college food/vending operations.
23. Is the kitchen available to be used by contracted company as a catering kitchen for off-site parties? No
24. Does the company have a chance to bid on each catering on all of the three campuses? Yes
25. What is the commission/rent on the kitchen? Last year commission/rent was dropped to $10,000? This rate is being renegotiated and is anticipated to substantially increase.

<table>
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<tr>
<th>Year</th>
<th>06-07</th>
<th>07-08</th>
<th>08-09</th>
<th>09-10</th>
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Reference 2010-2011 Final Budget --
> http://www.cabrillo.edu/internal/businessoffice/documents/2010-11%20Final%20Budget%20rv.pdf <-- see pg. 50

26. Is there an opportunity for the food service company to create money making opportunities to serve food on campus other than the three locations that were shown during the walking tour?

The college is open to negotiate this option if it is consider a viable option for our students and college food/vending operations. All capital improvements will be the responsibility of the contractor.

27. Is there internet provided for the students in the cafeteria currently? yes
28. What percent of the meals served were paid for with credit or debit cards?
The college does not have this information.
29. What kind of advertisement is permitted around campus, free standing signs, posters, or banners? To be negotiated within College standards.
30. Is pest control provided by the campus or is it up to the contractor?

    The Contractor is responsible for day to day operations of the center including daily maintenance of the entire facility with a particular emphasis on cleanliness as well as maintaining scheduled equipment maintenance.

31. What is the population of students that were full time students in the school years: 2009, 2010, 2011, and the forecast into 2012 and 2013? Student head count information was provided in the RFP on page 1; also see Exhibit F (attached)

32. What is the inventory of equipment owned by Cabrillo and is expected to be in the kitchen for use by the new contractor? Refrigerators, freezers, stoves and ovens

33. What is the “built in equipment” that the school is responsible for the proper operation of? Standard built equipment only. Refrigerators, freezers, stoves and ovens

34. Is there any maintenance on equipment required by the contractor? Or does unexpected breakdown of equipment fall on the contractor to cover financially? (In the proposal it sounded like the school covers the cost of repairs-verification)

    The responsibility of current equipment maintenance schedule and agreements will be the responsibility of the Contractor not the District. The District does not plan on replacing the equipment. The Contractor is responsible for day to day operations of the center including daily maintenance of the entire facility with a particular emphasis on cleanliness as well as maintaining scheduled equipment maintenance.

    Preventive Maintenance. Lessee shall prepare a preventive maintenance schedule and plan for all equipment owned by District. At the expiration of the contract, all Cabrillo-owned equipment is to be surrendered to District in as good condition as received (ordinary wear and tear and acts of God excepted).

    Damaged Equipment. If equipment is deemed to not be in good condition, then the cost to repair or replace damaged equipment shall be borne by the Lessee. Replacement equipment shall be of equal or greater quality and performance and shall be deemed as approved by the district prior to acceptance.

35. Are the 10 additional copies to be presented in a 3 ring binder with dividers or just a stapled copy with no dividers? 10 additional copies are to be presented in a 3 ring binder

36. What is the current gross sales percentage (%) rate charged by the college for the years of 2009, 2010 and 2011? Vending - $25% - 45%; Food Service - 5% - 20%

37. What is the number of students that go to summer school? And what does a summer schedule look like? Or is there a summer quarter? Cabrillo has a very short and small summer program. Head count enrollment figures for summer:

    2009  6,173
2010  3,982
2011  3,280

38. Does food service contractor make any money selling Starbucks? What does that contract look like? This is a subcontract between Taher and Starbucks the college does not have this information.

39. Does the food service contractor make money on the Pepsi products it sells? What does that contract look like? This will be negotiated before finalizing the new contracts.

40. Can you tell me what percentage does the school get from the current vender? Between 25% - 45%

41. Can you know the sales for each location? The college does not have this information. Cafeteria sales are available on page 2 of the B12-06 RFP.

42. Can we offer flat rate as a commission instead of percentage? The college is open to negotiate this option if it is consider a viable option for our students and college food/vending operations.
### Historic Headcount

#### STUDENT HEADCOUNT & ENROLLMENT

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<th>Term by Term Headcount</th>
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Source: Data Warehouse