



ADDENDUM #3 for ITN #19-001
 Management of Campus Dining & Vending Services

Date: July 31, 2018
 DAYTONA STATE COLLEGE

The above numbered solicitation is amended to revise or add the following items as noted in this addendum.

Future Addenda may be issued to address additional questions that have been asked by potential bidders but have not been included within this or any prior addendum.

Except as provided herein, all terms and conditions of the solicitation, including changes made by all prior addenda (if any), remain unchanged and in full force and effect. Section and page numbers have been noted where possible. Revisions and/or additions have been **noted in Red**.

Page 4, Section 1.2 ITN Schedule

September 5, 2018 2:00 p.m. 3:00 p.m.	Evaluation Committee Meeting <ul style="list-style-type: none"> • Review Proposals; • Selection of Shortlist, • or Make an Award Recommendation
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Page 17, Section 1.10 Reporting

“The Contractor will submit to the College, at a minimum on a monthly basis, records from the preceding month’s activity to include the following:

- Customer or transaction counts (daily counts [#] for each foodservice operation, concession stand, vending machine, kiosk and mobile food truck, by meal period) and total sales (\$) for each location/outlet.
- Catering sales (\$) and guest counts (#) per event for both College and non-College catered events. The College expects full transparency of revenues collected for all catered events.
- **Monitor and report activity for all student-athlete meal plan scholarship transactions and usage. Report should include number of daily transactions as well as unused meals that are billed to the College.**
- **Monitor and report activity for all other meal plan purchases and usage. Separate by category: type of meal plan (block or declining balance) and by client (student or staff/faculty). Report should include any remaining balances still available as well as any unused balances that are not rolled over and retained by the Contractor.**

Contractor shall keep accurate and complete written records of all revenues and expenses in connection with the operation of DSC Dining and Vending Services, for the current fiscal year and for a minimum of six (6) previous years.

Monthly reports will include full sales reports for all manual foodservice operations, **meal plan services**, catered events (College and non-College), concession stands, and vending operations.



Commission amounts per operation will accompany Contractor's monthly sales reports. Contractor will submit other reports as requested by DSC's Executive Director of Business Services.

Commissions shall be calculated monthly. Each month's commissions shall be remitted not later than the 20th day of the following month. Commission checks shall be made payable to Daytona State College and forwarded to the Executive Director of Business Services. Said commission checks shall be substantiated by detailed operating statements for all foodservice operations managed by the Contractor, showing gross sales and variable and fixed operating expenses derived from the manual food operations, **meal plan services**, concessions, vending, and catering services (both College and non-College)."

Page 23, Section 2.2 Facilities and Operations

"News-Journal Center at Daytona State

Catering services and concession counters for DSC performing arts events and programs. Also, many external clients host events at this facility and utilize catering services. **The News-Journal Center holds its own liquor license that is used to purchase and serve beer, wine and spirits for events held specifically at the News-Journal Center. The College has rented bartenders through the current contractor for events."**

Page 25, Section 2.2 Facilities and Operations

"Other than for events held at The News-Journal Center, the College does not currently have a standing permit to serve alcohol. For the purposes of this ITN, the College requires that the Contractor obtain the appropriate permits from the city or county of jurisdiction of the campus at which events where alcohol will be served, regardless of service style ("cash" or "open" bar). The College requires that the same catering company provide food and alcoholic beverages. This ensures that there is an appropriate balance with the provision of alcohol and food service. Alcohol must be served by the caterer, and cannot be served by department or organization volunteers. **Separate from the main campus and other branch campuses, the News-Journal Center holds its own liquor license which is used to purchase and serve beer, wine, and spirits. The Contractor will be required to serve alcohol at the News-Journal Center also."**

Page 27, Section 2.2 Facilities and Operations

"Machine Vending

Beverage vending is not included in the scope of this ITN. Beverage vending is currently managed by Coca-Cola. **The College will contract directly with the beverage vending provider outside the scope of any award made through this ITN process."**

Page 31, Section 2.4 Historical Financial Performance of Dining and Vending Services

“Monthly revenues for DSC Dining Services on the Daytona Beach campus for the past ~~two~~ **three** complete fiscal years (DSC fiscal years 2016 and 2017) and FY2018 through ~~May 31, 2018~~ **June 30, 2018**, are shown in the table below. This information is provided to inform Bidders of retail foodservice and catering revenue volumes in the recent past. It is provided for reference purposes only. No representation or warranty is made by DSC or any party representing DSC as to future revenues, customer counts or demand for catering. (***Catering volumes have been removed from this table and updates are pending additional information to be provided from the current contractor and/or college data available.**)”

Daytona State College												
Daytona Beach Campus food services - Monthly sales, by outlet												
	FY2016				FY2017				FY2018			
	Smart Market cafe	The Bean	Building 500 Snack Shop	Catering	Smart Market cafe	The Bean	Building 500 Snack Shop	Catering	Smart Market cafe	The Bean	Building 500 Snack Shop	Catering
July	9,742	3,007	0		6,048	0	0		5,542	0	0	
August	15,430	4,111	2,039		11,211	2,248	990		13,865	2,461	1,696	
September	47,315	12,674	5,944		49,061	13,737	6,620		29,751	6,823	5,327	
October	45,206	12,782	7,016		42,028	12,768	5,750		42,941	11,733	7,949	
November	38,543	10,662	6,216		42,058	12,453	5,804		32,423	10,353	6,232	
December	24,201	5,877	2,457		23,543	5,272	2,396		15,437	3,796	2,044	
January	23,973	4,910	2,456		31,474	6,127	3,470		23,826	5,521	3,001	
February	39,262	14,643	6,378		42,155	11,420	6,877		34,001	9,369	5,758	
March	53,384	1,258	6,138		36,291	10,129	6,790		26,038	7,042	4,191	
April	35,625	11,795	6,392		37,241	11,721	6,662		31,438	6,008	4,093	
May	18,187	4,324	2,148		21,556	4,170	2,431		16,838	4,231	0	
June	7,949	0	0		13,865	0	0		8,228	0	0	
Annual totals	358,817	86,043	47,184	*Pending	356,531	90,045	47,790	*Pending	280,328	67,337	40,291	*Pending
Customer counts	63,370	22,994	12,064		60,415	19,299	11,116		51,800	14,347	9,580	
Average spend	\$ 5.66	\$ 3.74	\$ 3.91		\$ 5.90	\$ 4.67	\$ 4.30		\$ 5.41	\$ 4.69	\$ 4.21	

Source/Reference: Information provided by Sodexo, Inc. & Affiliates

Page 35, Section 3.9 Delivery of Proposals

“Send:

One (1) original print version of your Technical/Management proposal and Financial proposal signed in ink, and one (1) separate sealed Financial Statement.

Five (5) ~~Seven (7)~~ additional hard copies of the Technical/Management proposal and Financial proposal; and”

Page 36, Section 3.14 Proposal Evaluation Criteria

“4.3.9	<p>Proposed Dining & Vending Services Operations</p> <ul style="list-style-type: none"> • Innovativeness and creativity • Loyalty Programs, Discounts, BOGO, Coupons • Special Promotions and Seasonal & Ethnic Events • Signage • Range & variety of concepts available, low to high • Catering policies and procedures (i.e. delivery fees, minimum orders) • Volume discounts • Comparison Products Offered (Dining Services, Vending Services, & Catering) • Ability to submit requested information to justify price increases on dining, catering and vending • Vending Equipment (Age, Appearance, etc.) • Ability to accept cash, debit cards, & credit cards • Maintenance and Service Plans • Quality, Serviceability, and Creativeness • Other initiatives and programs such as conferencing services, meeting room management, event reporting/tracking, etc.” 	24	
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Page 43, Section 4.3.9 Proposed Dining and Vending Services Operations

For each foodservice unit on DSC’s Campuses, present a narrative describing the proposed operating plan for the facilities and services. **Also, include a brief summary of other non-foodservice programs and capabilities of the Proposer that may be of interest or benefit to the College.** Include a detailed description of the following:

- Proposed menus, services, and concepts. Address menu items by serving station, length of menu cycle, proposed menu-item pricing, vegan and vegetarian offerings, ethnic cuisines, specialty themes, regular promotions and marketing, special services, and any notable features proposed for the operation. Indicate menu items that would be offered continuously and those that would change out seasonally, periodically or according to a menu cycle.
- Identify, as appropriate, the proposed use of branded concepts – national, regional or the company’s proprietary in-house brands – on DSC’s Campuses.
- Proposed meal plan program, which would give students access to meals at selected or all campus Dining Services units. Identify proposed restrictions or policies regarding when, where and how meal-plan students would receive credit (by meal or redemption of declining balance dollars) for purchases in campus dining outlets.

- The operating concepts and sample menus, with prices, proposed for the foodservice outlets currently under construction in the new Student Center. Indicate menu items that would be offered continuously and those that would change out seasonally, periodically or according to a menu cycle.
- Description of successful retail concepts or services Bidder manages on other college campuses that could be implemented at DSC. Detail how these concepts would be successful at Daytona State College.
- Describe non-foodservice programs available from the Proposer such as conference services, event marketing, sales and billing, meeting room management, event reporting/tracking, etc. Provide a description of these programs at other colleges and universities and why these services would be of interest and benefit to the College.
- Identify operating hours and days, for all locations and services. Identify differences in hours between the academic year, break periods, and summer.
- Proposed menus and service concepts for summer program meal plans. Include menus for adult day conferences and youth day camps.
- For catering, include a full sample catering menu, with pricing, for a wide range of catering services – from informal meeting refreshments to stand-up receptions to formal plated dinners. Include a ‘no frills’ student catering menu with pricing.
- For vending, provide your company’s proposed vending services statement of work for all campuses that includes a maintenance and service plan. Provide a full listing of all vended products to be sold that includes the product, brand, volume/weight, and retail price to the customer. All vending prices shall include sales tax. For vending equipment, include a list of all vending machines that will be proposed and installed at the College including defining the type, age, campus, building, and room number they are proposed to be located. Please include any special features or services that you provide which sets you apart from your competitors and would enhance this program.
- Proposed marketing program, including all aspects of promotions, advertising, and engagement with the DSC campus communities. Describe uses of social media, special events and monotonybreakers, sales incentives, voluntary meal-plan promotions, engagement with off-campus restaurateurs and chefs, and graphic and digital materials to promote DSC Dining Services.
- Engagement with DSC students, in particular periodic market research that the Bidder recommends. Describe what form of surveying your company would do at DSC, the frequency of such surveying, and how the resulting data would be used to benefit the College and its students.