ADDENDUM No. 1

Date: November 8, 2019

To: Prospective Bidders

From: Steve Sondey – Director of Purchasing

Subject: Request for Proposal R168-20
Dining Services Management

This Addendum forms a part of the RFP/Contract documents and modifies the original RFP documents and prior addenda, if any. **Acknowledge receipt of this Addendum in the space provided below and on the RFP Signature Page. Enclose a copy of this Addendum in the sealed bid submission.**

Company Name: _________________________________________________

Company Representative Name: ____________________________________

Signature: _______________________________________________________

Date: ___________________________

****************************************************************************************************
WPUNJ Request for Proposal R168-20 – Dining Services Management
Addendum No. 1

This Addendum forms a part of the RFP/Contract documents and modifies the original RFP documents and prior addenda, if any.

1. Key Dates

1.1. The submission due date has been extended to Tuesday, **November 26, 2019 by 2:00 PM**. See the Purchasing website for a revised RFP with updated Signature and Price Sheet pages.

2. Pre-bid Meeting and Site Inspection

2.1. The University held a mandatory pre-bid meeting and site inspection at 9:00 A.M. on Tuesday, October 15, 2019 in the Student Center room 216. The University will only accept proposals from firms that attended. The meeting consisted of a brief overview of the RFP and the bid submission process. Following the meeting the group toured all of the current dining services operations.

2.2. Pictures were not permitted to be taken during the site inspection. Following the site inspection the University distributed pictures of Wayne Dining Hall front of the house operation, the convenience store and the Carriage House to the firms that attended the pre-bid meeting and site inspection.

3. Reminders

3.1. Submission of Bid Proposal: In order to be considered for an award, the bid proposal must be received by the William Paterson University Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected. The ONLY location for bid response receipt is:

William Paterson University
Purchasing Department
College Hall Room 320
358 Hamburg Turnpike
Wayne, NJ 07470
It is the responsibility of the bidder to assure its bid reaches the William Paterson University Purchasing Department on time.

4. RFP/Specification Changes

4.1. Change 3.29.18 as follows:

FROM: Pro Forma Revenue Statement - The Bidder shall provide a pro forma revenue statement for each year of the contract term.

TO: Pro Forma Revenue Statement - The Bidder shall provide a pro forma revenue statement for the first five (5) years of the contract period.

4.2. Change 4.4.1.1 as follows:

FROM: SIGNATURE PAGE, PRICE SHEET(S), REFERENCES, and COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Business References page, Bidder Qualification page.

TO: SIGNATURE PAGE, PRICE SHEET(S), REFERENCES, and COOPERATIVE PURCHASING: The bidder shall complete and submit the following as provided in the RFP: Signature page and all Price Sheets Business References page, Bidder Qualification page.

4.3. A revised RFP document, dated November 8, 2019 is attached.

5. Questions and Answers

5.1. See the Excel file for all the questions received and the corresponding answers.
6. Oral Presentations

6.1. Following the initial review of the submitted proposals, the University may invite any or all of the bidders to make a presentation to the University’s stakeholder evaluation team. Invitations will be issued by the University no later than Tuesday, December 3, 2019. The presentations will be scheduled for the afternoon of either December 9th or December 11th.

6.2. The presentation will be limited to 45 minutes with a 15 minute question and answer period. The material covered in the presentation is to follow the sections of the technical proposal outlined in the request for proposal with focus on the bidder’s qualifications, programming concepts, menu concepts, staffing plan and marketing plan. The following are NOT to be included in the presentation: 1) the financial capability of the bidder, 2) proposed commission, 3) proposed investment dollars offered, and 4) pro forma revenue statements.

6.3. No food is to be brought or distributed. No gifts or promotional materials are to be distributed. The hand out of presentation materials is acceptable. The on-site operation manager(s) who will be handling the account do not need to be present. Strict adherence to the time allocations is required.

7. Attachments

- R168-20 Pre-Bid Meeting and Site Inspection Sign-in Sheet.
- Excel File with questions and answers.
- Addendum No. 1 Attachment A – Board Meals Served by Meal Plan.
- Addendum No. 1 Attachment B – Surveys.
- Revised Request for Proposal document.