



REQUEST FOR PROPOSALS

FIVE YEAR CONTRACT

FOR

FOOD SERVICE MANAGEMENT PROVIDER

ADDENDUM NO. 1

BID NO: 12-5002

BIDS DUE: September 21, 2012 @ 3:00 PM Central Time

Bid Opening date has changed as follows:

“September 21, 2012”

Questions and responses are as follows:

1. Can you increase the page limit for the proposal to 75 pages? (This is to formalize what was discussed at the meeting yesterday).

Response: *Yes, page limit is increased to 75 pages.*

2. Please provide the historical financial data for the food service operation to include total sales by month, amount of subsidy by month, number of transactions for breakfast, number of transaction for lunch, number of employees (population) by month, and the average check amount. We would like the previous 5 years, if possible. If fewer years or less information is available, please provide as much of the requested information as possible.

Response: *See table*

CAFÉ ACTIVITY	2007	2008	2009	2010	2011	Thru August 2012
Breakfast Count	140	169	176	184	182	196
Avg Breakfast Check	\$ 1.94	\$ 2.06	\$ 2.09	\$ 2.15	\$ 2.26	\$ 2.32
% participation on 600 empl facility	23%	28%	28%	31%	31%	33%
Lunch Count	174	204	211	200	208	222
Avg Lunch Check	\$ 3.44	\$ 3.86	\$ 4.24	\$ 4.52	\$ 4.52	\$ 4.55
% participation on 600 empl facility	29%	34%	33%	33%	36%	37%
Catering Sales	\$ 20,047	\$ 8,185	\$ 82,518	\$ 34,741	\$ 5,705	\$ 28,876
Cafeteria Sales	\$ 217,277	\$ 288,552	\$ 314,603	\$ 276,467	\$ 230,296	\$ 247,420
Subsidy	\$ 31,932	\$ 115,070	\$ 91,795	\$ 106,403	\$ 112,055	TBD

3. How many people, on average, come from neighboring buildings each day for breakfast and how many for lunch?

Response: *Breakfast 10 Lunch 20*

4. Please provide the historical financial data for catering at the headquarters location, by month, including number of catering events and any other information you have as to the breakdown of the type of catering that has been contracted. We would like the previous 5 years, if possible. If fewer years or less information is available, please provide as much of the requested information as possible.

Response: Attached spreadsheet contains the Catering totals per year. They are broken down by invoice amount. This is the only information available.

5. Please provide the historical financial data for catering for the satellite locations, by month, including number of catering events and any other information you have as to the breakdown of the type of catering that has been contracted. We would like the previous 5 years, if possible. If fewer years or less information is available, please provide as much of the requested information as possible.

Response: We have one financial system to process invoices regardless of whether it is for the headquarters or satellite locations. We do not have any way to break it down by location. Information is contained in spreadsheet.

6. Please provide the historical financial data for the vending contract, separated by location (headquarters and satellites) if possible. We would like the previous 5 years, if possible. If fewer years or less information is available, please provide as much of the requested information as possible.

Response: Vending income averages \$7,000/year for all locations

7. What amount or percentage does SAWS currently receive as a rebate or commission from the contractor, if any?

Response: Zero

8. The current contractor appears to be using only disposable dinnerware instead of non-disposable. The RFP requests new contractor to consider proposing non-disposable. Does SAWS have any inventory of non-disposable dinnerware, and if so, will we receive an inventory of what is available?

Response: SAWS has approximately 100 china place settings & 70 glasses

9. Will SAWS warrant any of the kitchen equipment, such as the stoves or dish machine, for any period, or is all equipment "as is"? If any kitchen equipment is currently under a manufacturer's warranty or an extended warranty, please provide the information.

Response: SAWS is responsible for all service and maintenance of kitchen equipment.

10. Can SAWS provide the maintenance log for all kitchen equipment for the past 5 years? If not available, please provide this information for as long a period as is available.

Response: SAWS conducts monthly preventative maintenance checks on all equipment

11. It was mentioned in the meeting that SAWS would “share” some janitorial responsibility for the dining area? What service will SAWS provide?

Response: SAWS is responsible to vacuum carpets, clean windows and remove trash. Food vendor is responsible to clean kitchen, serving area, tables and chairs

12. Please provide the current menu and pricing for the headquarters cafeteria?

Response: Cafeteria menu attached

13. Please provide the current catering menu and pricing for the headquarters location, and for the satellite locations if different.

Response: Catering menu attached (same for all locations)

14. Please clarify your requirement as stated on page 31 of 56 “...detailed nutritional information...” for a comprehensive list of all menu items as an account of this size could have upwards of 200 items on the menu. What information are you seeking?

Response: basic nutritional information per serving (calories, carbs, fats, protein)

15. Does the current contractor or SAWS conduct an employee satisfaction survey or receive and respond to comment cards with respect to food service and/or vending? Can we see the results of those surveys and/or comment cards?

Response: Employee surveys are conducted annually & comment cards are always available for employees. Information obtained through surveys or comment cards go directly to the food vendor’s main office.

16. If the answers to these questions cannot be delivered timely due to volume or approvals, will SAWS extend the due date of the proposal?

Response: SAWS will not extend the due date of the proposal as we have deadlines to meet.

17. Do you have any "green" requirements?

Response: Support recycled materials but not a requirement. Chose disposable service ware for everyday use to conserve water usage.

18. Can we choose to only take catering orders at the remote locations that will break even or show a profit such as having a minimum order size?

Response: *Yes*

19. Can you give us the sales or capture rate for the Cafe? Vending sales? Catering sales?

Response: *See table in #2.*

20. Who cleans the carpet, walls, windows in the dining area?

Response: *SAWS has a custodian vendor to perform these services.*

21. Can we get the addresses for the remote locations?

Response: *See below*

Central Office

2800 U.S. Hwy. 281 North 78212

City of SA One-Stop Center

1901. S. Alamo St. 78204

Dos Rios Waste Water Treatment Plant

3495 Valley Road 78221

Eastside Service Center

3930 E. Houston St. 78220

Environmental Services Laboratory

3610 Valley Road 78221

Floresville Information Center

1019 B Street, Unit C, Floresville 78114

Gonzales Information Center

609 N. St. Joseph St., Gonzales 78629

Heating & Cooling Kelly Base

85 Park Court 78226

Heating & Cooling Plant (Cherry St.)

725 S. Cherry St. 78203

Heating & Cooling Plant (Commerce)

900 E. Commerce St. 78205

Leon Creek Waste Water Treatment Plant

1104 Mauerman Rd. 78224

Lone Oak Service Center

915 South W.W. White Rd. 78220

Malone Service Center

2047 W. Malone Ave. 78225

Medio Creek Waste Water Treatment Plant

2231 Hunt Lane 78227

Mission Field Division

517 Mission Rd. 78210

Mission Service Center

515 Mission Rd. 78210

Northeast Service Center

13655 O'Connor Rd. 78233

Northwest Service Center

6003 Wurzbach Rd. 78238

Southcross Service Center

2706 W. Southcross Blvd. 78211

Twin Oaks ASR Plant

4588 Hardy Rd., Elmendorf 78112

Van Dyke Service Center

254 Seale Road 78219

Westside Service Center

803 Castroville Rd. 78237

22. If we have to pay for equipment repairs, can we get the approximate age of the major equipment? Does this requirement include any plumbing or electrical repairs?

Response: SAWS is responsible for all equipment repairs.

23. We know you have approximately 825 at the main location, are any of these employees field representatives that leave during the day? If so, how many are on site during lunch?

Response: Approximately 600 employees