

Questions & Responses
For
RFP #SCC-13-002-OCC
Cafeteria and Food Service Management

	Question	SCC Response
1.	Would it be possible to meet with you and see the facility before putting in the bid information?	A tour of the site will be performed during the pre-proposal conference on 2/15/13.
2.	Will the SCC consider any financial arrangement other than the remuneration language included in the RFP?	No
3.	Will the SCC consider subsidizing the successful offeror?	No
4.	Will the SCC pay for any losses realized by the successful offeror?	No
5.	Will the SCC consider a proposal that includes a Management Fee arrangement where the SCC covers all operating costs in excess of revenues collected and a monthly fee paid to the successful offeror?	No
6.	Is there a preference in award offered to a State Licensing Agency by way of the Randolph Sheppard Act? If yes, is a company that meets this criteria participating?	No
7.	Does a company participating under the Randolph Sheppard Act conduct any business at the SCC location? For instance, food stand, vending?	No, but the Virginia Department for the Blind and Vision Impaired will be taking over vending services on April 1, 2013.
8.	The three (3) ring binder should be paper or thin plastic material?	Yes, it can be.
9.	What's the estimated time for the Contractor to provide; permits, licenses, purchasing; food, supplies and hiring staff for the initial opening of the Commission's Cafe?	60-90 days from contract award date, but this can be negotiated.
10.	There's no rental or lease involved with this contract, but for the Contractor to provide managing of the Cafe and food management services?	True

11.	Are there any funds available to the Contractor for staffing, purchasing food and goods for the first six months?	No
12.	If not is there any records or history of profits available from the last Contractor's to present to the lender? For advance capital and food services responsibilities, if needed.	The current operation is a full service Cafeteria with hot food, so the revenue and expense history is not relevant to this RFP.
13.	Do SCC employees currently receive a discount in the cafeteria? Some locations offer a 10% discount to employees and I was wondering if that was the case at SCC.	No

Pre-Proposal Conference Questions & Responses

1.	Could more detail be provided on the layout of the cafeteria?	On page 4 of the RFP, the available space for use is highlighted in yellow.
2.	In the RFP it states any "Microsoft compatible file format" can it be in a PDF format?	Yes, it can be in a PDF format as long as it is a searchable file (i.e. not scanned in as an image).
3.	Can you provide an estimate of a time frame for proposal review, negotiations, contract award?	The target time frame for contract award is the end of March.
4.	How much of the proposal will be weighted on price?	The weights for the criteria will be posted on the due date of the RFP proposals.
5.	What stays and what goes? Does the equipment stay?	We will be removing all service ware (e.g. plates, cups, bowls, etc) and silverware and we plan to replace the dishwasher in the next year with a smaller unit for primarily washing pots and pans. Silverware will also go; the pots and pans and remaining equipment will stay.
6.	Is there a possibility of putting tables along the wall?	Yes, the offeror may propose that as part of their solution.
7.	Will hot sections on the food line be needed?	Not necessarily; the offeror may propose whether they will serve hot food and whether the hot sections on the food line will be needed in the future.
8.	Is there a freezer and a refrigerator?	Yes, there is a freezer and a

		refrigerator.
9.	Is there a reason the RFP did not specify the offeror must serve hot meals? Have they been profitable in the past?	The SCC does not require the offeror to serve hot meals; however, the offeror may chose to propose hot meals. We do not believe they have been as profitable in the past.
10.	What will you do with the equipment that is not needed?	The SCC will surplus the unneeded equipment.
11.	Is the SCC willing to accept both hot and cold meals or does the SCC desire just cold meals?	The offeror may propose hot meals if you wish, but the SCC will not be subsidizing the cost.
12.	Speak more about the SCCs decision to forgo hot meals?	The SCC is open to the offeror proposing hot meals as part of their solution, but the SCC will not be subsidizing the cost.
13.	Has the Cafeteria recently been remodeled? And, is the SCC willing to make changes?	The Cafeteria has not recently had a major remodel in the kitchen. The SCC is open to making changes if the cost of the changes is reasonable.
14.	Is there storage for dry materials or chemicals?	There is a room on the third floor and one on a lower floor for storage.
15.	Who would bear the cost of changing one of the rooms to a utility area?	The contractor would be responsible for this cost.
16.	Could you provide prior sales figures or the number of visitors to the cafeteria?	As of right now, the current contract has an average of approximately 7,000 customers per month since July 1, 2012, this includes SCC employees and contractors, and other workers from the surrounding buildings. The average ticket price is \$ 3.60.
17.	How many contractors are in the SCC?	The SCC has approximately 100 contractors.
18.	Will the selected contractor have access to email to notify individuals of specials etc.?	The existing contractor does post their menu on bulletin boards and on the SCC intranet site. The existing contractor does not have “mass emails” within the building.

		The contractor could propose different marketing strategies.
19.	Is there specifications on price range or specifications on the type of food?	No, the SCC does not have specific price ranges or specifications on the type of food, other than what is specified in the RFP.
20.	Will it be okay to use disposable dishware since the service ware will be going?	Yes, the selected contractor can use disposable dishware and service ware.
21.	Does all the equipment operate?	Yes, all of the current equipment is operational.
22.	If the equipment needs to be fixed, will the SCC provide this or will it be up to the contractor?	SCC will be responsible for the costs of repairs. Normal maintenance is to be done by the selected contractor.
23.	If equipment is broken that prevents the selected contractor from passing the health inspection will the SCC fix it?	If equipment is broken or malfunctioning (e.g. the temperature of the refrigerator is not at the correct temperature) then the SCC will be responsible for the repair of the equipment.
24.	Is there catering within the building?	Yes, the current vendor provides limited catering within the building for business lunches and for staff meetings. The staff meetings usually consist of coffee, doughnuts, and the like.
25.	Does the Commonwealth's health insurance program influence the type of food to be served?	The Commonwealth's health insurance program does not require a cafeteria-specific wellness food; therefore, the offeror is free to propose any type of food within the RFP requirements.
26.	Could we get a list of the inventory items?	Inventory will be completed at the time of contract award.
27.	Does the SCC require specific vendors/suppliers to be used?	No, the SCC does not specify the vendors or suppliers a contractor can use.
28.	Can we be provided with the square footage of the two storage rooms?	Yes, the storage room located on the 3rd Floor (near the Café) square footage is approximately 150 sq feet. The other storage

		room on Level P3 total square footage is approximately 320 sq feet.
29.	How long has the current contractor been providing these services?	The current contractor has been providing these services under a contract that began on April 1, 2002 and expires on March 31, 2013.
30.	What is the contract term?	Any resulting contract will have a contract term of two years with three, one-year renewal options.
31.	For any cosmetic changes inside, would that be up to the contractor or the SCC?	The SCC will continue to provide basic cosmetic updates (e.g. painting).
32.	What kind of ice machine is currently used?	The ice machine produces cubed ice.
33.	For any additional equipment that would be added, would the contractor be solely responsible?	Yes, the contractor would be solely responsible.
34.	Is the current contractor able to submit a proposal for this RFP?	Yes, this RFP is open to everyone.
35.	With the seating area not available, will there still be two exits?	Yes, the SCC plans to have two exists available.
36.	Is the SCC looking for a smaller or downsizing the operations or limited services?	Not necessarily; it is up to the offeror to propose the scope of operations within the RFP requirements.
37.	Are the employees able to take the food back to their offices?	Yes, the employees may take food back to their offices.
38.	Is the food line just hot or is it hot and cold?	The whole food line equipment is currently designed for hot food; however, it is up to the offeror to propose the type of food line.
39.	Does the SCC wish to move away from cafeteria-style food?	It is up to the offeror to propose the style of food they wish to provide.
40.	Does the SCC own the dishwasher?	Yes, the SCC owns it.
41.	Where do the cafeteria employees park?	The SCC provides one parking space for the cafeteria. Remaining employees would be responsible for providing their own parking (if needed). Public lots are available

		in the surrounding area.
42.	Who provides the current plastic (reusable) cups that are available for sale?	The current contractor provides those cups.
43.	If I want to provide seating, could I do that at my own expense?	Yes, the offeror is free to propose a seating area in the cafeteria at their own expense within the allotted space.