

**BERGEN COMMUNITY COLLEGE  
ADDENDUM # 2 FOR RFP No. R-097  
MANAGEMENT AND OPERATION OF FOOD SERVICES**

**September 23, 2022**

**Addendum # 2**

**Answers to questions posed:**

On August 29<sup>th</sup>, 2022, Bergen Community College (BCC) held a pre-proposal conference in connection to its current RFP# R-097 Management and Operation of Food Services. BCC and the College's consultants received questions from interested proposers both during the pre-proposal conference and for a time period following the conference until 5pm September 9<sup>th</sup>, 2022. On August 19<sup>th</sup>, BCC released an initial addendum answering the majority of questions received. The following is a supplemental addendum with additional information regarding several outstanding questions that weren't able to be answered on August 19<sup>th</sup>. Please incorporate these responses into your proposals accordingly.

**General**

**1. We have had difficulty contacting the union and accessing the CBA document. How should we go about projecting labor?**

**A:** We have been notified by some bidders that they have had difficulty obtaining pay, benefits, and seniority levels from IBEW-Local 1158. In the absence of other information and for the purposes of your proposal, we suggest you utilize a 60% T&B rate in conjunction with your current average hourly rates at other local union accounts. The evaluation team understands that bidders may not have all the information required to develop an accurate pro forma because of the lack of data. The evaluation team acknowledges that pro formas may need to be adjusted as more information becomes available.

**2. Q: If, as a bidder, we registered to receive the RFP under a legal entity but have since changed the name of such entity, will we still be allowed to submit a proposal?**

**A:** Yes, you will still be able to submit a proposal. If your email address has changed, you will need to re-register on BCC's procurement site to receive all future communications. Otherwise, no changes need to be made.

**3. Q: Can BCC provide onsite population numbers for the Paramus, Lyndhurst, and Hackensack locations?**

**A:** On any given day, there are up to 7,000, 350, and 375 individuals at BCC's Paramus, Lyndhurst, and Hackensack locations, respectively. This is inclusive of BCC students, faculty, and staff. These figures do not include visitors.

**4. Q: Can you provide enrollment figures for the current 2022 Fall semester and enrollment projections for the Spring 2023 semester? Can you provide student count by hour? Approximate number or percentage of students taking online courses?**

**A:** Current student enrollment is as follows. Please note that "Multiple" signifies individuals who are taking classes across several campuses and/or a mix of traditional/on-line course modalities. Unfortunately, we can't provide student counts by hour. For spring 2023 projections, please refer to the retention rates detailed in Section 2 of the RFP.

**BERGEN COMMUNITY COLLEGE  
ADDENDUM # 2 FOR RFP No. R-097  
MANAGEMENT AND OPERATION OF FOOD SERVICES**

Paramus: 4,751

Meadowlands: 40

Hackensack: 2

On-Line: 1,966

Multiple: 4,282

**Financial**

**1. Q: Can you provide revenue detail for July '21 – June '22?**

**A:** Yes, café revenues are detailed below. Please keep in mind that not all stations were open during this period. The 1<sup>st</sup> Floor Café was entirely open, but the 2<sup>nd</sup> Floor Café only had the sushi station, grab-n-go, and Nathan's open.

BCC Café Sales 2021 & 2022		
	2021	2022
January	-	\$45,940
February	-	\$89,522
March	-	\$89,541
April	-	\$83,723
May	-	\$48,130
June	-	\$34,740
July	\$8,755	-
August	\$14,398	-
Sep	-	-
Oct	\$65,716	-
Nov	\$65,991	-
Dec	\$43,496	-
<b>Total</b>	<b>\$198,356</b>	<b>\$391,596</b>

**2. Q: Can you share past annual costs to the Operator for pest control, equipment repair, preventative maintenance, floor care?**

**A:** The approximate cost for pest control, equipment repair, and floor care were \$6,000, \$1,700, and \$4,000 respectively. Unfortunately, we can't provide an exact figure on preventative maintenance; please use your best judgement in projecting expected costs based on your knowledge of the kitchen equipment and comparable accounts you operate. Also, please keep in mind that equipment repair and replacement are not the responsibility of the Selected Operator provided that such a need was not caused by Operator negligence. Thus, only pest control, preventative maintenance, and floor care should be factored into your P&Ls.

**3. Q: It was unclear during the pre-proposal conference the exact nature of BCC-owned smallwares. Can you provide a dollar amount that all bidders should utilize in their proposals?**

**A:** For proposal purposes, please assume that all equipment and smallwares are owned by BCC and will be available for the Selected Proposer's use should a transition occur. A Selected Operator would not need to purchase any additional equipment/smallwares unless dining concepts warranted additional items; the current Operator has been able to execute all dining & catering services with the equipment

**BERGEN COMMUNITY COLLEGE  
ADDENDUM # 2 FOR RFP No. R-097  
MANAGEMENT AND OPERATION OF FOOD SERVICES**

and smallwares on hand. If for whatever reason any of the equipment does not stay, BCC will work with the Selected Proposer to find funding for the items that were removed if a transition should occur. We will be able to provide further clarity on this question by the time of shortlist notification.

**Vending Operations**

**1. Q: Can you provide a copy of priced vending offerings by category (i.e., chips, candies, cookies, pastries, etc.)?**

**A:** Please see below.

Candy: \$2.00

Large Candy: \$2.00

Large Single Serve Chips: \$1.75

20oz Bottle Carbonated Soft Drink: \$2.50

20oz Water: \$2.25

Isotonic: \$2.50

Juice: \$3.00

Energy Drink: \$3.75

Pastry: \$2.50