DATE: April 19, 2019
PROJECT: Grab-N-Go Food Services
RFP NO: 744-R1904
OWNER: The University of Texas Health Science Center at Houston
TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, March 20, 2019, with amendments and additions noted below.

1. **Questions & Answers**

**Question 1**
Should there be a response to each section acknowledging that you read it? Section 1 Introduction, 2 Notice to Proposer, 3 Submission of Proposal and 4 General Terms.

**Answer 1**
Not needed.

**Question 2**
Section 3 Proposer's General Questionnaire- 3.1.9 When should we provide SS#?

**Answer 2**
You do not need to supply the answer to that question unless your organization is awarded a contract.

**Question 3**
Section 3 Proposer's General Requirements- 3.3.1 When should we provide resumes for key personnel?

**Answer 3**
Provide those known or that may be selected to manage this project if your organization is awarded a contract.

**Question 4**
Section 5 Specifications and Additional Questions- Section 5 requires that you copy the question and respond to the question some of those include additional bullet points should the bullet points included as well?

**Answer 4**
Not necessarily; the most important thing is to identify the question number so the evaluation team can easily find your answers to the specific question.
**Question 5**  
Section 5 Specifications and Additional Questions—Should the company name be added to the response question where the word ‘proposer’ is or should there be an acknowledgment.

**Answer 5**  
You can use a generic ‘we’ or you can use your company name.

**Question 6**  
What is the population of students and staff for each facility visited?

**Answer 6**  
We do not have a customer count for each of the locations which would include visitors or patients.

<table>
<thead>
<tr>
<th></th>
<th>Students</th>
<th>Occupancy</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOD</td>
<td>569</td>
<td>681</td>
<td>1,250</td>
</tr>
<tr>
<td>MSB</td>
<td>1,108</td>
<td>3,044</td>
<td>4,152</td>
</tr>
<tr>
<td>UCT</td>
<td>267</td>
<td>1,252</td>
<td>1,519</td>
</tr>
<tr>
<td>SON</td>
<td>1,673</td>
<td>820</td>
<td>2,493</td>
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**Question 7**  
On page 21 of the RFP, Section 5.4.7.9, “Plumbing maintenance costs are the responsibility of the Contractor”. With older facilities, how will the determination be made regarding usage error vs structural error?

**Answer 7**  
If the backup is within one of the locations, this can usually be identified if it is found that grease or food is disposed of in the sink instead of the garbage. This has occurred previously.

**Question 8**  
Please provide prior FY annual costs for items listed in Section 5.4.7.10 a-e.

**Answer 8**  

a. **Electrical Utilities**  
   Approximate: SON-$170; SOD-$30; MS-$40; UCT-$150

b. **Telephone system and modems**  
   Current Monthly Telephone: SON $65.50; SOD $18; SON $18  
   Vendor takes care of adding outside business line from 3rd party provider such as AT&T to connect their registers to a Point of Sale System.

c. **Insect and Pest Control**  
   Currently University absorbs fees, subject to change.

d. **Vent hood cleaning/maintenance**  
   SON Semi Annual - $825 each; UCT (TBD as is unknown since this is currently a leased location)
e. Grease trap cleaning/maintenance and associates permit fees  SON  Semi Annual $590 each and Permit $135;  UCT (TBD as is unknown since this is currently a leased location)

Question 9
Please provide the holiday schedule for each building, both for student semester and facility closure. Will the retail spaces be required to provide service when students are not in session?

Answer 9
The Holiday Schedule can be found at https://www.uth.edu/hr/department/employee-relations/holiday-vacation-schedule.htm.

Academic Calendars can be found at https://www.uth.edu/registrar/current-students/student-information/academic-calendar.htm.

The locations would only be closed during Full Closure and Skeleton Crew Holidays. Early closures would be considered for approval on a case-by-case basis. Possible exception for the Skeleton Crew Holidays would be the UCT location as there are many leased offices in the building that see patients.

Question 10
What are the current discounts for students and employees, please identify any other discount?

Answer 10
10% discount for Students

Question 11
What will be the annual fee for parking provided at SON?

Answer 11
SON  $113.30 plus tax  
RPC (SOD) $95 plus tax
UPB (MS) $155 plus tax
UCT $105 plus tax

Question 12
Can you provide the current volume of retail sales and the current volume of catering at each location.

Answer 12
<table>
<thead>
<tr>
<th></th>
<th>YTD</th>
<th>FY18</th>
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<tbody>
<tr>
<td>Gross Retail Sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(rounded up and based on Fiscal Year (Sept to Aug)</td>
<td></td>
<td></td>
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</tbody>
</table>
### Question 13
What is the budget/person for the events held for the UT Austin MBA program.

#### Answer 13
- **Friday-Saturday**  $76.60 with a maximum of $105 inclusive of all charges except for specialized requests (i.e. Halal, etc.)
- **Friday-Saturday-Sunday**  $160 maximum inclusive of all charges

Class and event schedules can be found at [https://www.mccombs.utexas.edu/MBA/Houston](https://www.mccombs.utexas.edu/MBA/Houston). Class calendar found under curriculum.

### Question 14
Please provide the current utilities available for cooking equipment at the SON and University Center Tower. Can you provide specs of current electrical of the equipment in place to estimate capital costs for replacement.

#### Answer 14
- Electric, Gas, Water. SON includes fryer, grill, pizza oven, panini grill.
Question 15
Question 5.4.17.6 indicates that a beer or wine license will be obtained if the University determines the need. Can this be communicated in advance since the liability insurance costs are dramatically impacted by the necessity of such a license?

Answer 15
Yes. Will communicate if needed for event.