



## ADDENDUM #1

May 15, 2014

Re: HACC, Central Pennsylvania's Community College  
RFB14-11 Food Service at Cooper – Harrisburg Campuses

From: HACC, Central Pennsylvania's Community College  
Monique Y. Baylor, Director of Procurement Services and Contracts  
One HACC Drive  
Harrisburg, PA 17110

To: All Proposers

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Harrisburg Area Community College (HACC) is sending this addendum #1 to answer questions received, to better clarify the specific requirements of the Food Service at Cooper for the Request for Bid.

1 – Can revenue and commission figures for the previous dining and catering services and Subway be provided?

FY 2010-2011 \$628,717.83  
FY 2011-2012 \$453,098.98  
FY 2012-2013 \$364,489.13  
FY 2013-2014 \$208,362.68 (8 months through February, 2014)

2 – What will be the expected start date to provide services? The exact start date is negotiable; the college's intention is to have a vendor in the space at least by July 1, 2014.

3 – What is the population of both the Cooper Student Center and the North Hall Building?

Student Enrollments at the Harrisburg campus for the most recent year were  
Fall Semester: 8,575  
Spring Semester: 8,000  
Summer Semester: 2600

The workforce development at the Harrisburg campus for the most recent year was approximately 30,000 individuals that attended training. The training can vary from a partial day to several weeks.

Space in Cooper seats approximately 630 students and the North Hall cafeteria seats 60.

4 – Can the Coca-Cola and Subway contracts be available for viewing? *Not during bidding process*

5 – What is the available space for the Cooper Student Center? Does this include the sectioned off areas? On a daily basis there are three large rooms that are available to students to congregate and eat their food. These three rooms include the community room, the center room where the existing food service is located, and the international room. There are limited times

throughout the year that any of the rooms could be closed for special events. In addition, there are limited instances when all three rooms are needed and the vendor will be asked to close early or close the entire day. Every effort will be made to keep closings to a minimum.

6 – Is POS set up and what is the availability? Where does this information feed to? What software is used? Who will be charged for this service? Vendor must provide a POS system.

7 – Is pricing competition with other vendors acceptable? (ex. Coke) Pricing competition is allowed and is to be determined by the vendor consistent with the procedures defined in the RFP.

8 – What were the concerns with the previous dining and catering service? The biggest concerns were the quality of the food and cleanliness of the facility.

9 – How will the waste and recycling be handled on campus? Will dumpsters be available? Waste Disposal is described in the RFP, adequate recycling containers will be provided that are consistent with current recycling efforts on campus.

10 – Will small wares be available for use? Vendor will be responsible for providing small wares and they deem necessary for operation of the food service venue.

11 – Can deli be served at the North Hall building? No, Subway has exclusive rights to offer deli, flatbread, wrap or submarine style sandwiches on the HACC Harrisburg campus.

12 – Can there be competition with Canteen products in regards to the distribution of drinks and snacks? Yes, vendor is allowed to sell drinks and snacks of their choice. As long as the beverages are Coca-Cola. Dairy produced products (milk and teas) sold by local dairy companies, fresh brewed, fresh squeezed or extracted juices, hot coffees, hot teas, freshly brewed teas, college campus labeled bottled water used for promotional purposes, and beverages containing alcohol are exempt from the Coke contract.

Additional questions of clarification may be directed to:  
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**END OF ADDENDUM**