



State of Rhode Island  
Department of Administration / Division of Purchases  
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**ADDENDUM # 4**

5/9/2016

Solicitation #7550529

*Title: Powers Building Cafeteria Services*

**Submission Deadline: May 20, 2016 @ 1:30 pm**

Per the issuance of ADDENDUM #4 the following are noted:

Vendor Questions – See Attached

*Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.*

**Gary P. Mosca**  
**Senior Buyer**



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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**RFP 7550529**

**Powers Building Cafeteria Services – Vendor Questions and Responses.**

1. Can we get a list of current tenants in the building and their employee counts

**Answer:** There are five (5) buildings on the Capitol Hill Campus complex, with a total of approximately 2,000 state employees, as described on page 5 of the RFP.

The William Powers Building has approximately 645 employees  
The Department of Health (located in the Cannon & Chapin Buildings) has approximately 400 employees  
The State House has approximately 450 employees  
The RI DOT Office has approximately 325 employees

Additionally, staff from other State Agencies are frequently on campus for various internal meetings, trainings, public board and commission meetings, and other work-related duties.

2. Can food vendor utilize all areas of facility including lobby's and elevators for menu boards and marketing specials

**Answer:** Lobbies may be included for menu boards if approved by DCAMM and is a professional display. Elevator will not be permitted to be used for advertisement. DCAMM will work closely with the Vendor to determine optimal placement of advertising signage, menu boards, and marketing special information.

3. Can we get a copy of the current pricing guide ( conformation of last price increase )

**Answer:** There is not an established pricing guide for the current vendor. The last price increase was a negotiated increase in 2012. A requirement of the proposal is to include pricing information, and DCAMM expects that proposed pricing will be competitive with surrounding dining options in and around the Capitol Hill Campus. DCAMM will review any proposed pricing increases at quarterly or annual meetings.

4. Is their a portion guide available

**Answer:** The previous portion guide dates to 2008. There is currently no updated price and portion guide available. DCAMM expects that Offerors will develop an updated price and portion guide based on their proposed menu offerings that aligns with U.S. Department of Health and Human Services and U.S. Department of Agriculture, "2015 – 2020 Dietary Guidelines for Americans." 8<sup>th</sup> Edition. December 2015. (Available at [http://health.gov/dietaryguidelines/2015/guidelines/.](http://health.gov/dietaryguidelines/2015/guidelines/)) Pricing should be competitive with surrounding dining options in and around the Capitol Hill Campus.

5. Can we get sales for cafe and catering for the last year

**Answer:** Gross Sales for the past 3 years are included in this addendum.

6. What are the current staffing levels

**Answer:** Staffing levels are established by the current vendor based on operational needs. A current organizational chart is not available. It is expected proposals will include proposed staffing levels and organizational charts.

7. Can outside groups use the facility for catering events

**Answer:** Only if approved by DCAMM.

8. Is commission paid on cafe sales only or cafe and catering

**Answer** Commission is paid on both café and catering sales.

9. Are there any large events for the entire building sponsored by building BBQ for all tenants , Christmas dinner , ect.

**Answer:** Within the Powers Building, there are not any building-wide events that are regularly scheduled or sponsored currently. There are events in the building such as an annual health fair, or department gatherings (for retirements, holidays, etc.), but those are coordinated through individual departments within the building.

10. If any surveys are available to share

**Answer:** Please see the selected responses to relevant questions related to food and nutrition from a recent Department of Health Survey:

*Healthy Food at Work*

- Most employees (45%) buy food at work <1 – 2 times/week and 34% never buy food at work (last 3 months)
- Of those that buy food, 45% always or often choose a low fat/low calorie option, 20% sometimes choose a low fat/low calorie option, and 15% rarely or never choose a low fat/low calorie option
- 70% of employees are very or somewhat interested in seeing healthier food options at work

*Top Worksite Wellness Activities of Interest*

- Seeing more healthy food for sale on Health Dept. property – 65% were interested
- Healthier vending and cafeteria choices
- Extended hours to obtain healthy snacks

11. What are the top 3 priorities of the agencies involved with the food service

**Answer:**  
In no particular order:

- Food Quality, with a focus on Healthy Food Options
- Customer Experience (which includes, but is not limited to, Customer Service, Cost-Friendly Options, Easy “Grab and Go” Options, Efficient Lines/Reduced Wait Times, and any other options that enhance customer experience)
- Sustainability

12. Can commissions be based on a sliding scale or are you looking for a flat %

**Answer:** The response to this question will be posted as a separate addendum as soon as possible.

13. Catering menu and order system currently on line ? Is catering menu available  
For price review and selection

**Answer:** There is no on-line ordering system currently in place, and menus are not currently available on-line.

14 what is the current cost of liscense and permits for the café

**Answer:** Offerors should contact the State of Rhode Island and City of Providence for this information.

15. Who owns all the smallwares ... Pots pans , salad bar pans hot line pans and deli inserts

**Answer:** The current vendor owns all café small wares, including pots, pans, china, trays, silverware, rolling carts, etc.

16. Who owns catering equipment, rolling racks , rolling carts chaffing dishes China  
Silverware

**Answer:** The current vendor owns all café small wares and catering equipment.

17. Please provide a copy of your quarterly report template

**Answer:** We anticipate that this will be developed in conjunction with the Vendor who is awarded the contract, and will be an appendix to the Contract Agreement. There is no current template for quarterly reports.

18. Is there a steam cleaner available for the food service to use / floor buffers?

**Answer:** No.

19, who pays for grease trap cleaning and hood cleaning?

**Answer:** DCAMM will pay for trap and hood cleaning.

20. Who owns the China used in the cafe lunch service

**Answer:** The current vendor owns all café small wares and catering equipment.

21. What are the payment terms for catering done by state agency's

**Answer:** Payment terms are currently "due upon receipt" for agency requests.

22. Are Purchase orders required. For all catering by state ? / is there a price limit  
For authorization. Example Events over 300 need approval. Under 300 PO only ?

**Answer:** Catering activity is not covered by purchase orders. Each agency will handle catering requests directly and are not part of standard practice.

23. Can Liquor be served (beer and wine) at evening corporate events ?

**Answer:** No.

24. Can the outside courtyard be used for special events.

**Answer:** The use of any areas outside of the Powers Building cafeteria will not be included in the RFP.

25. Can you please provide 2015 and YTD 2016 café and catering revenues? A sales by month trend report would be ideal.

**Answer:** Please refer to the response to Question #5 for this information.

26. Can you please provide a current price and portion menu guide for both café and catering?

**Answer:** See response to question #4.

27. Can you please provide a current list of Vendor owned equipment?

**Answer:** The current Vendor is not required to provide DCAMM with a list of Vendor-Owned Equipment. It is expected that an Offeror will determine the equipment necessary to operate the cafeteria and catering services, and will include this information in the Cost Proposal. The Vendor owns all smallwares, including pots, pans, utensils, display wares, china, carts, and catering equipment. A list of Agency-Owned equipment has been provided in the RFP.

28. Can you confirm that the current vendor own all the café small wares (pots, pans, utensils, display wares, etc.) and catering equipment?

**Answer:** Yes, the current vendor owns all café small wares and catering equipment.

29. Can you please share the details of the current commission program in place with your current vendor?

**Answer:** The current Vendor pays 3% of gross monthly sales.

30. Are there any other operational expenses required by the Vendor other than Phone/Computer costs?

**Answer:** Phone and computer costs are the only existing operational costs for the cafeteria operator. Excessive utility use is covered under the RFP for quarterly review.

31. Would you like a complete price guide including price of each core item sold in the café as well as the portion size for each of those items?

**Answer:** Yes.

32. Would you like a manning table detailing the number of employees and the hours worked by each employee daily?

**Answer:** Yes.

33. Are hours of operation 7am – 3pm or 7am – 4pm

**Answer:** 7 am-4pm.

34. Page 20, question F references section 5.3 (a through p). Where is that section located?

**Answer:** Please disregard the reference to Section 5.3. This line should read, "A summary of the year's inspection/audit reports." These inspection/audit reports will be a component of quarterly meetings and the periodic inspections performed by Department of Health.

35. Could we have more information regarding the expectation of hood cleaning and could you provide the current contractor and yearly spend.

**Answer:** DCAMM will pay for hood and grease trap cleaning. Operational costs by the current vendor will not be made available for review by vendors competing for consideration.

36. Could you provide more details on the surety required?

**Answer:** Reference to State of Rhode Island Procurement Regulation Appendix A – General Conditions of Purchases, as stated: #32 – BID SURETY – When requested, a bidder must furnish a Bid Bond or Certified Check for 5% of his bid, or for the stated amount shown in the solicitation. Bid Bonds must be executed by a reliable Surety Company authorized to do business in the State of Rhode Island. Failure to provide a Bid Surety with a bid may be cause for rejection of bid. The Bid Surety of any three bidders in contention will be held until an award has been made according to the specifications of each proposal. All others will be returned by mail within 48 hours following bid opening. Upon award of a contract, the remaining sureties will be returned by mail unless instructed to do otherwise.

37. Could you provide more details on the bond required?

**Answer:** Reference to State of Rhode Island Procurement Regulation Appendix A – General Conditions of Purchases, as stated: #33 – Performance and Labor and Payment Bonds – A performance bond and labor and payment bond of up to 100% of an award may be required by the Purchasing Agent. Bonds must meet the following requirements:

- a. Corporation: The Bond must be signed by an official of the corporation above his official title and the corporate seal must be affixed over his signature.
- b. Firm or Partnership: The Bond must be signed by all of the partners and must indicate that they are "Doing Business As (name of firm)."
- c. Individual: The Bond must be signed by the individual owning the business and indicate "Owner".
- d. The Surety Company executing the Bond must be licensed to do business in the State of Rhode Island or Bond must be countersigned by a company so licensed.
- e. The Bond must be signed by an official of the Surety Company and the corporate seal must be affixed over his signature.
- f. Signatures of two witnesses for both the principle and the Surety must appear on the Bond.
- g. A Power of Attorney for the official signing of the Bond for the Surety Company must be submitted with the Bond.

Sales Revenue--Powers Building Cafeteria:  
October 2012-February 2016

**Calendar Year 2012**

|                          | January | February | March | April | May | June | July | August | September | October     | November    | December            |
|--------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|-------------|-------------|---------------------|
| Manual Sales             |         |          |       |       |     |      |      |        |           | \$39,312.07 | \$43,036.94 | \$36,200.46         |
| Catering Sales           |         |          |       |       |     |      |      |        |           | \$446.75    | \$1,150.90  | \$1,715.25          |
| <b>Total Sales</b>       |         |          |       |       |     |      |      |        |           | \$39,758.82 | \$44,187.84 | \$37,915.71         |
| <b>Grand Total Sales</b> |         |          |       |       |     |      |      |        |           |             |             | <b>\$121,862.37</b> |

**Calendar Year 2013**

|                                   | January     | February    | March       | April       | May         | June        | July        | August      | September   | October     | November    | December            |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| Manual Sales                      | \$46,337.11 | \$41,217.94 | \$43,420.44 | \$42,486.32 | \$53,146.06 | \$45,911.33 | \$39,857.87 | \$48,121.65 | \$40,886.90 | \$53,985.39 | \$40,905.43 | \$38,198.61         |
| Catering Sales                    | \$234.30    | \$213.15    | \$1,399.40  | \$334.85    | \$3,523.95  | \$1,718.46  | \$371.50    | \$1,890.20  | \$831.40    | \$1,086.50  | \$2,231.30  | \$315.60            |
| <b>Total Sales</b>                | \$46,571.41 | \$41,431.09 | \$44,819.84 | \$42,821.17 | \$56,670.01 | \$47,629.79 | \$40,229.37 | \$50,011.85 | \$41,718.30 | \$55,071.89 | \$43,136.73 | \$38,514.21         |
| <b>Grand Total Sales for year</b> |             |             |             |             |             |             |             |             |             |             |             | <b>\$548,625.66</b> |

**Calendar Year 2014**

|                                   | January     | February    | March       | April       | May         | June        | July        | August      | September   | October     | November    | December            |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| Manual Sales                      | \$47,619.49 | \$46,212.93 | \$47,115.58 | \$44,736.88 | \$53,045.36 | \$44,281.64 | \$48,657.56 | \$36,389.32 | \$37,864.96 | \$49,542.56 | \$35,139.41 | \$38,679.26         |
| Catering Sales                    | \$403.90    | \$906.62    | \$423.87    | \$1,046.50  | \$1,110.05  | \$1,107.50  | \$206.16    | \$773.66    | \$1,091.53  | \$554.18    | \$2,621.15  | \$1,636.13          |
| <b>Total Sales</b>                | \$48,023.39 | \$47,119.55 | \$47,539.45 | \$45,783.38 | \$54,155.41 | \$45,389.14 | \$48,863.72 | \$37,162.98 | \$38,956.49 | \$50,096.74 | \$37,760.56 | \$40,315.39         |
| <b>Grand Total Sales for year</b> |             |             |             |             |             |             |             |             |             |             |             | <b>\$541,166.20</b> |

**Calendar Year 2015**

|                                   | January     | February    | March       | April       | May         | June        | July        | August      | September   | October     | November    | December            |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| Manual Sales                      | \$42,697.66 | \$45,101.68 | \$45,866.18 | \$49,152.05 | \$29,376.68 | \$31,365.08 | \$38,508.88 | \$34,967.63 | \$37,576.34 | \$51,271.94 | \$37,793.63 | \$45,600.00         |
| Catering Sales                    | \$1,495.49  | \$1,978.38  | \$426.93    | \$1,871.95  | \$1,086.68  | \$2,274.65  | \$1,025.92  | \$108.15    | \$156.96    | \$967.93    | \$2,563.41  | \$1,718.44          |
| <b>Total Sales</b>                | \$44,193.15 | \$47,080.06 | \$46,293.11 | \$51,024.00 | \$30,463.36 | \$33,639.73 | \$39,534.80 | \$35,075.78 | \$37,733.30 | \$52,239.87 | \$40,357.04 | \$47,318.44         |
| <b>Grand Total Sales for year</b> |             |             |             |             |             |             |             |             |             |             |             | <b>\$504,952.64</b> |

**Calendar Year 2016**

|                                  | January     | February    | March | April | May | June | July | August | September | October | November | December           |
|----------------------------------|-------------|-------------|-------|-------|-----|------|------|--------|-----------|---------|----------|--------------------|
| Manual Sales                     | \$37,867.23 | \$42,716.81 |       |       |     |      |      |        |           |         |          |                    |
| Catering Sales                   | \$656.81    | \$1,607.76  |       |       |     |      |      |        |           |         |          |                    |
| <b>Total Sales</b>               | \$38,524.04 | \$44,324.57 |       |       |     |      |      |        |           |         |          |                    |
| <b>Grand Total Sales to Date</b> |             |             |       |       |     |      |      |        |           |         |          | <b>\$82,848.61</b> |

|                           |  |  |  |  |  |  |  |  |  |  |  |                       |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|-----------------------|
| <b>3-Year Sales Total</b> |  |  |  |  |  |  |  |  |  |  |  | <b>\$1,799,455.48</b> |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|-----------------------|