
ADDENDUM 1
Date of Addendum: February 3, 2023

NOTICE TO ALL BIDDERS AND PLANHOLDERS

The Contract Documents for the above-referenced Project are modified as set forth in this Addendum. The original Contract Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Contract Documents. Vendor shall take this Addendum into consideration when preparing and submitting a proposal, and shall acknowledge receipt of this Addendum in the space provided on the Proposal Form.

BID SUBMITTAL DEADLINE

The bid submittal deadline has been changed as noted here and modifies deadline on Pages 3 & 4 of the Specifications. The new bid submittal deadline is **February 17, 2023 at 2 PM.**

1.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the Contract Documents. To the extent that changes to the Contract Documents are required based on the questions received.

Item	Questions and Answers
1.1	<p><u>Question:</u> How many students are enrolled?</p> <p><u>Answer:</u> Headcount 6241 Fall 2022 semester Headcount 5303 Spring 2023 semester</p>
1.2	<p><u>Question:</u> What is the on campus population by day?</p> <p><u>Answer:</u> Approximately 2000 Schnecksville campus, 301 Donley campus, 226 Morgan campus</p>
1.3	<p><u>Question:</u> What are the average daily sales during the hours of operation for dining services?</p> <p><u>Answer:</u> \$1629/day</p>
1.4	<p><u>Question:</u> What is the number of faculty, staff and administration on the main campus of Schnecksville?</p> <p><u>Answer:</u> 375 fulltime and part time</p>
1.5	<p><u>Question:</u> Is there any commissions paid to the school on retail or catering sales? If so, at what %?</p> <p><u>Answer:</u> At the present time, no. Pre-covid the commission was 25% of the annual profit.</p>
1.6	<p><u>Question:</u> What are the expectations for dining service during the summer?</p> <p><u>Answer:</u> Open, but a reduced schedule is acceptable.</p>
1.7	<p><u>Question:</u> Are there any plans to add a campus ID system?</p> <p><u>Answer:</u> No</p>
1.8	<p><u>Question:</u> POS who owns? Is there a yearly service fee?</p> <p><u>Answer:</u> Owned by vendor</p>

1.9	<p><u>Question:</u> Who pays for pest control, garbage removal, utilities, service fees, maintenance of equipment, and repair of equipment?</p> <p><u>Answer:</u> Lehigh Carbon Community College</p>
1.10	<p><u>Question:</u> Is the hourly staff union/non-union? (Copy of labor agreement is union)</p> <p><u>Answer:</u> N/A-The dining staff is provided by the vendor, not Lehigh Carbon Community College.</p>
1.11	<p><u>Question:</u> Position on maintaining benefits accrued by hourly staff.</p> <p><u>Answer:</u> NA</p>
1.12	<p><u>Question:</u> Student employment, please provide average number of student employees, hours and wage rate.</p> <p><u>Answer:</u> N/A</p>
1.13	<p><u>Question:</u> Please provide list of employees and current wages, weekly hours and benefits offered.</p> <p><u>Answer:</u> N/A</p>
1.14	<p><u>Question:</u> Does campus desire investment by contractor for renovation?</p> <p><u>Answer:</u> Unknown at this time; it depends on the recommended solution.</p>
1.15	<p><u>Question:</u> Is there any unamortized investment from current contract that must be recognized?</p> <p><u>Answer:</u> No</p>
1.16	<p><u>Question:</u> Condition of existing equipment.</p> <p><u>Answer:</u> The condition of the existing equipment is fair to new (good).</p>
1.17	<p><u>Question:</u> List of equipment and small wares owned by current contractor (if contractor is not retained).</p> <p><u>Answer:</u> Cash registers, subcontracted coffee service equipment owned by vendor.</p>
1.18	<p><u>Question:</u> Is there an exclusive beverage contract in place? If yes, please provide specifics of contract.</p> <p><u>Answer:</u> Yes, it expires 5/31/23.</p>
1.19	<p><u>Question:</u> Is sales tax charged at any location on campus?</p> <p><u>Answer:</u> Vendor is responsible for sales tax.</p>
1.20	<p><u>Question:</u> Does campus desire a guaranteed rate contract or a managed fee contract?</p> <p><u>Answer:</u> Our preference is a revenue sharing partnership.</p>
1.21	<p><u>Question:</u> What was the Pre-Covid revenue in the Community Services Center?</p> <p><u>Answer:</u> Lehigh Carbon Community College does not have break out revenue per building.</p>
1.22	<p><u>Question:</u> Are there any plans to add a campus ID {potential for add on DB/commuter meal plans}</p>

	<u>Answer:</u> No					
1.23	<u>Question:</u> Are you considering an extension for proposal delivery?					
	<u>Answer:</u> In the interest of receiving the best possible proposal, LCCC will extend the due date to 2/17/23 at 2PM.					
1.24	<u>Question:</u> Please provide a copy of the current catering menu with pricing for catering/summer camps.					
	<u>Answer:</u> Current agreement is subject to confidentiality and non-disclosure restrictions which includes the current catering menu.					
1.25	<u>Question:</u> Please provide the last 24 months of catering sales.					
	<u>Answer:</u>					
		FY2018	FY2019	FY2020	FY2022	(July- Dec) FY2023
	Café Sales	354,663	342,210	242,873	173,325	127,718
	Catering Sales	168,788	185,294	165,582	102,731	105,959
	Total Sales	523,451	527,504	408,455	276,056	233,677
	Operating Expenses	443,579	476,686	386,121	273,329	212,156
	Admin Fee Expense	15,703	15,825	12,254	8,282	7,977
	Total Expenses	459,282	492,511	398,375	281,611	220,133
	Profit/Loss	64,169	34,993	10,080	(5,555)	13,544
1.26	<u>Question:</u> Are commissions currently paid on catering? What % is paid?					
	<u>Answer:</u> Pre-covid the percentage was 25% of profit.					
1.27	<u>Question:</u> Are there any major functions on campus that require special attention?					
	<u>Answer:</u> Recurring annual events:					
	<ul style="list-style-type: none"> • Convocation-twice/year (August/January) • Development Day (October) • Employee appreciation functions (December/May/July) • Upcoming scheduled events: 					
	August 2022					
	CLIU Educator Induction	8/17/22, 8/18/22	AC 107/108	8:00- 3:00	EXTERNAL	*Conference*
	Honors Induction	8/22/2022	CSC Ballroom	5:00- 7:00	INTERNAL	
	September 2022					
	Communities in Schools Board Retreat	9/16/2022	AC 107/108	7:30- 3:30	EXT	*Conference*
	University of Scouting-Minsi Trails	9/24/2022	SH & ARC Comp Labs	7:30- 3:30	EXT	*Camp*
	October 2022					

	Development Day	10/11/2022	CSC Ballroom	8:00-5:00	INT	
	Fall Transfer Fair	10/18/2022	CSC Ballroom	8:00-3:00	INT	
	November 2022					
	WEDNetPA Info Session	11/1/2022	AC 105 A/B	9:00-12:00	EXT	*Conference*
	Diversity Networking Event	11/7/2022	CSC 203	2:30-4:00	INT	
	Fall Open House	11/10/2022	CSC Ballroom, 202	6:00-8:00	INT	
	CLIU Systems Design Benchmarking	11/29/22, 11/30/22	CSC Ballroom	8:30-3:30	EXT	
	December 2022					
	Holiday Lunch	12/7/2022	CSC Ballroom	9:00-11:00	INT	
	Fiesta Navidena	12/7/2022	ARC 305	11:00-2:00	INT	
	PRIDE Club Movie	12/8/2022	CSC 201 A/B	3:00-6:00	INT	
	LCTI/DECA Conference	12/14/2022	CSC Ballroom & Lower Level Classrooms	8:00-4:00	EXT	*Conference*
	January 2023					
	Aspira Scholars Gathering	1/19/2023	SSC 120	2:00-5:00	INT	
	CLIU Systems Design Benchmarking	1/24/2023	AC 107/108	8:30-3:30	EXT	*Conference*
	February 2023					
	CLIU Systems Design Benchmarking	2/21/23, 2/22/23	AC 107/108	8:30-3:30	EXT	*Conference*
	March 2023					
	CLIU Media & Design Competition	3/14/2023	CSC Ballroom	7:30-3:30	EXT	*Conference*
	May 2023					
	LVCIL Breaking Barriers Bash	5/11/2023	CSC Ballroom	5:30-9:30	EXT	
	Faculty/Staff Recognition	5/12/2023	CSC Ballroom	3:00-5:00	INT	
1.28	Question: Is there currently catering donations offered by the current contractor					
	Answer: No					
1.29	Question: Does the College encourage outside catering sales? Does the current contractor provide such services? If yes, what are the sales?					
	Answer: Yes, to groups that are hosting events on our campus. Included in catering sales, we do not have a break out of sales.					
1.30	Question: Does the current contractor exclusive catering rights? If not, can you provide the dollar volume not capturing					
	Answer: Yes, currently.					
1.31	Question: Please provide a list of camps and conferences for the summer.					
	Answer: June 2019 Gen Cyber Camp – duration 1 week (See also 1.27)					

1.32	<p><u>Question:</u> What was the number of beverage cases sold last year?</p> <p><u>Answer:</u> Raw cases for all sites totaled 480 in the 2021 calendar year and 559 for calendar year 2022 Jan. through Nov. 2022.</p>
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END OF ADDENDUM