



February 23, 2024

ADDENDUM No. 1

REQUEST FOR PROPOSAL

RFP: 23/24-08

FOOD SERVICES PROGRAM

LAS POSITAS COLLEGE & CHABOT COLLEGE

To: All Prospective Bidders

The following questions were submitted prior to the RFI deadline. Response to the questions are answered below:

1. *What are the current enrollment levels percentages wise at Las Positas College and Chabot College in comparison to historical averages pre-COVID?*

Response: District provides LPC is at 89% compared to pre-COVID levels and Chabot College is at 90% pre-COVID levels. This looks at the average of the three years previous to COVID compared to three years after COVID.

2. *What are the current 2023-24 enrollment numbers at each college?*

Response: 5,933 FTES at Las Positas (approximately 11,000 headcount) and 9,420 FTES (approximately 19,000 headcount) at Chabot College.

3. *What percentage of enrolled students are attending on campus courses at each college?*

Response (Las Positas College):

	In Person		Online		Total	
	Num	Pct	Num	Pct	Num	Pct
Summer 2023	87	37%	151	63%	238	100%
Fall 2023	630	67%	308	33%	938	100%
Spring 2024 (prelim)	627	66%	316	34%	943	100%

Response (Chabot College):

In Fall 2023, 55% of Chabot students are taking at least one on-campus course.

Headcount of Chabot Students Who Have At Least One On Campus Course		
	Fall 2023	
	Number	Percent
≥1 On Campus Course	7,199	55%
0 On Campus Courses or Other/Unknown*	5,867	45%
Total	13,066	100%

*Other/Unknown includes apprenticeship classes, dual enrollment classes, and Sheriffs Academy classes.

4. *Are enrollment projections and on campus projections for 2024-25 expected to increase, decrease or stay the same as 2023-24 at each college?*

Response: District is expecting and budgeting for an 8% increase at both locations.

5. What percentage of classes are held online at each college? Held on campus at each college?

Response (LPC): Refer to question #3.

Response (Chabot College):

- In Fall 2023, 60% of sections have on-campus meetings (face-to-face, hybrid, or hyflex) and 40% of sections are held online or other/unknown. (Other/unknown includes apprenticeship classes, dual enrollment classes, and Sheriff's Academy classes.)
- In Fall 2023, 49% of the *seatcount* stems from sections that have on-campus meetings (face-to-face, hybrid, or hyflex) and 51% of the *seatcount* stems from sections offered in online or other/unknown modalities. (Other/unknown includes apprenticeship classes, dual enrollment classes, and Sheriff's Academy classes.)

Chabot Enrollment and Class Count by Modality					
		Fall 2023			
		Seatcount		Section count	
		Number	Percent	Number	Percent
Online Modalities	Asynchronous	12,340	38%	367	25%
	Synchronous	519	2%	26	2%
	Combined	467	1%	18	1%
	Total	13,326	41%	411	28%
Hybrid	Total	3,117	10%	155	11%
Face-to-Face Modalities	Face-to-Face	12,719	39%	707	49%
	Hyflex	47	<1%	1	<1%
	Total	12,766	39%	708	49%
Other/Unknown*	Total	3,416	10%	169	12%
Total	Total	32,625	100%	1,443	100%

*Other/Unknown includes apprenticeship classes, dual enrollment classes, and Sheriff's Academy classes.

6. *Does each College currently have a vending contract? A beverage contract?*

Response: Yes, both campuses have vending contracts; no beverage contracts.

7. *Can you provide cafe and catering sales (separately) for the following periods:*

Fall 2018

Spring 2019

Fall 2019

Fall 2021

Spring 2022

Fall 2022

Spring 2023

Fall 2023

Response: See **Attachment A**. However, the data provides annual cafe and catering sales for the periods requested and are not broken down by semester. (Does not include Covid support or subsidy payments to the current vendor received during the pandemic in the sales of either Las Positas or Chabot Colleges).

8. *Given the post-COVID challenges in the food industry, including higher food costs and labor costs, is the district open to discussing alternative commission structures?*

Response: Yes

9. *Sec 3.A.g.3. States that the contractor is responsible for providing and maintaining all fire and safety equipment. Both campus cafes already have Ansul systems in place. Can you provide more details about the safety and fire requirements?*

Response: Fire systems are maintained by Maintenance & Operations, not the contractor, and include Ansul, Automatic fire alarms, sprinklers, and fire extinguishers.

10. Sec 3.A.g.4. States that the contractor is responsible for providing pest control. Is there a specific area contractor is responsible for? Both dining halls are common spaces shared by many groups

Response: Pest control is provided by Maintenance & Operations (Grounds Department) and our outside contractor, AAI Pest Control.

11. Please provide a list of District owned equipment at both campus cafes, along with the operational status of each item. Please note any equipment that may need additional repairs, or has been difficult to maintain in working order

Response: District currently do not have a list of all the equipment and its operational status. Maintenance and Operations provides maintenance for all items “tagged” with a CLPCCD asset tag. Small appliances, specialty coffee makers, etc. that are brought in by the contractor, or do not have a CLPCCD asset tag, are maintained by the contractor.

12. The current vendor provides daily contracted meal services to the ECD at Chabot at a reimbursement rate that is below cost. Will services to the CDC be a part of this agreement? Will the college consider subsidizing those services?

Response: The relationship with ECD is important, and will require a separate agreement with the awarding vendor.

13. Will the District consider a financial proposal that may be different from the financial minimums set forth in the RFP? (Page 5, paragraphs h. & j.)

Response: No. Any deviation from the financial minimums as set forth in the proposal will be deemed “non-responsive”.

14. Is the District flexible with operating hours? Would a gradual increase in operation hours be an option?

Response (Las Positas Campus and Chabot College): Mondays-Thursdays, service to be available until 7 pm, however, there is flexibility in which service could close down after lunch and re-open for the late afternoon/evening hours. Fridays can be flexible, in which service could close after lunch.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

**Marie Hampton, Purchasing and Warehouse Services Manager
Chabot-Las Positas Community College District**

Attachment A

Chabot

Las Positas

Year	Café	Catering	Total	Café	Catering	Total
2018	901,507	260,828	<u>1,162,335</u>	n/a	n/a	n/a
2019	901,139	307,873	<u>1,209,012</u>	433,471	31,403	<u>464,874</u>
2020	201,987	51,021	<u>253,008</u>	192,958	12,681	<u>205,639</u>
2021	20,493	160,771	<u>181,264</u>	23,893	17,440	<u>41,333</u>
2022	174,619	207,335	<u>381,954</u>	240,614	74,251	<u>314,865</u>
2023	374,479	190,642	<u>565,121</u>	286,788	62,280	<u>349,068</u>